

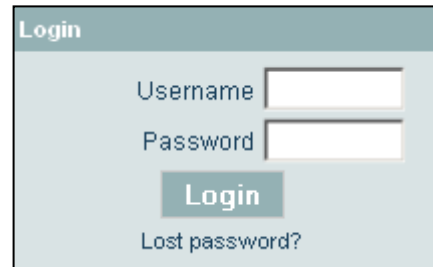
Using Moodle: A Guide for Students

Moodle is the online learning management system used by all the schools of the Graduate Theological Union. Moodle is a flexible learning environment that can allow for discussion board (forums), glossaries, documents, quizzes, and assignment uploading. This guide is to introduce students to Moodle.

Enrolling in a Course

Students are not automatically enrolled in a Moodle course, even if the student is enrolled in the course through WebAdvisor/Colleague. First, log in to Moodle by visiting <http://moodle.gtu.edu> and use your WebAdvisor username and temporary password.

After logging in, locate the appropriate semester in the course categories section.

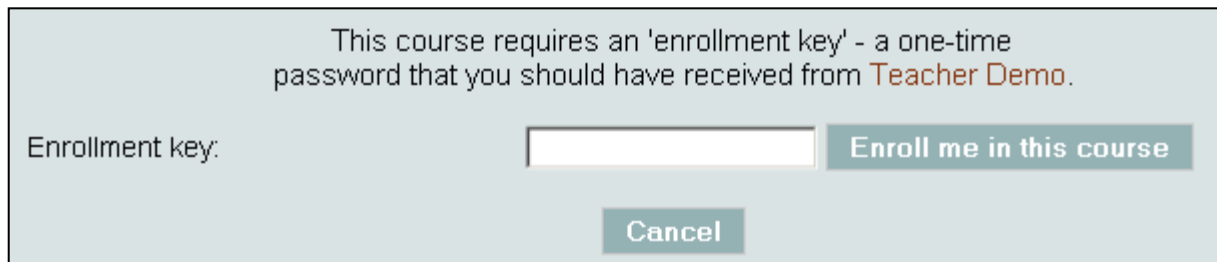


A screenshot of the Moodle login page. It features a teal header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". A teal "Login" button is positioned below the password field. At the bottom of the form, there is a link for "Lost password?".



A screenshot of the Moodle course categories page. The page has a teal header with "GTU ▶ Fall 2009" on the left and a search bar with "Search courses:" and a "Go" button on the right. Below the header, there is a dropdown menu for "Course categories:" set to "Fall 2009". A pagination bar shows "Page: 1 2 3 4 5 6 (Next)". The main content area is titled "Courses" and lists several courses with their course numbers and titles, each followed by a yellow key icon. The courses listed are: BS-1002: Basic Greek I (Fall 2009), BS-1010: Elements of New Testament Greek (Fall 2009), BS-1500: The Art and Technique of Effective Exegesis and Critical Writing (Fall 2009), BS-2008: Intermediate Greek I (Fall 2009), BS-2603: Archaeology of the Lands of the Bible (Fall 2009), BS-4228: Biblical Interpretation in Africa (Fall 2009), and BS-6000: Area Foundation Seminar (Fall 2009).

Note that there is more than one page of courses. The courses are listed in alphabetical order by course designator. After you click on the course, Moodle asks you if you would like to enroll in the course; click Yes. Each course has an enrollment key, which is a course-specific password to restrict courses to only those students who are suppose to have access; your instructor provides you with that key.



A screenshot of the Moodle enrollment key form. It has a teal background. At the top, it says "This course requires an 'enrollment key' - a one-time password that you should have received from Teacher Demo." Below this, there is a label "Enrollment key:" followed by an input field. To the right of the input field is a teal button labeled "Enroll me in this course". At the bottom center, there is a teal button labeled "Cancel".




Once you have enrolled in the course, you have access to the resources and activities for which the instructor has given students permission.

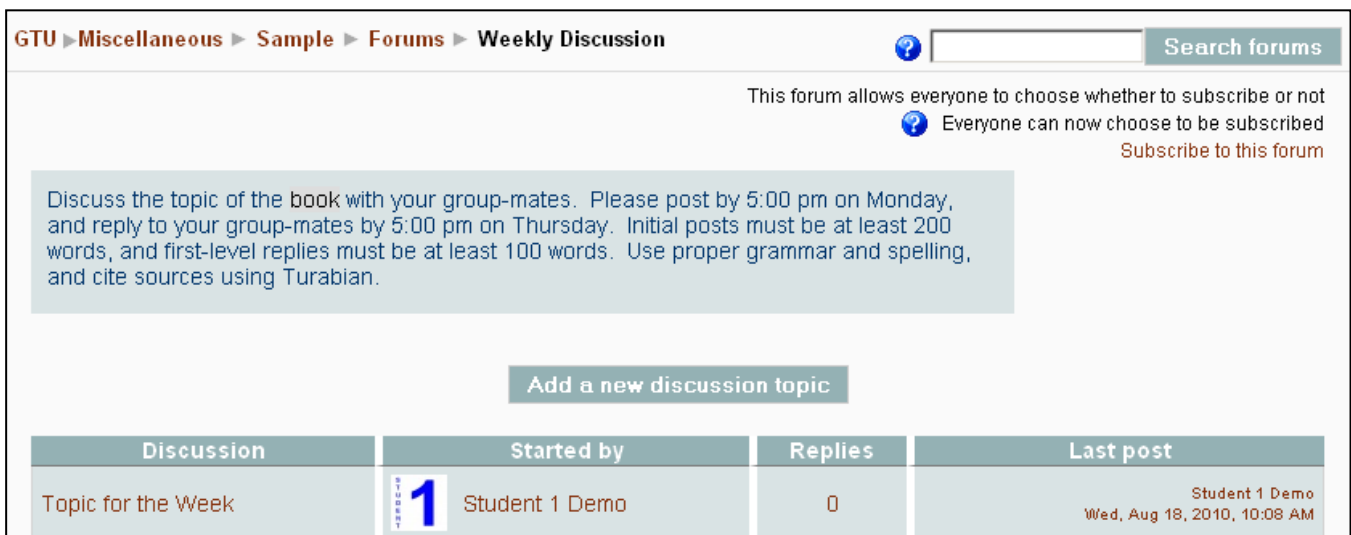
Viewing Documents

One of the main uses of Moodle is as a place for students to download and print documents. Moodle allows the instructor to place the document within the context of a particular week/topic. To view a document, simply click on it.

You may also see a list of all the documents used in the course by clicking on the “Resources” link in the Activities block.

Participating in Online Discussions (Forums)

Another popular use of Moodle is the ability to engage in threaded discussions with your classmates. Again, instructors are able to place the forum within the context of a particular week/topic. To participate in the forum, click on the appropriate forum (note the  or  or  icon).




GTU > Miscellaneous > Sample > Forums > Weekly Discussion

This forum allows everyone to choose whether to subscribe or not
Everyone can now choose to be subscribed
[Subscribe to this forum](#)

Discuss the topic of the book with your group-mates. Please post by 5:00 pm on Monday, and reply to your group-mates by 5:00 pm on Thursday. Initial posts must be at least 200 words, and first-level replies must be at least 100 words. Use proper grammar and spelling, and cite sources using Turabian.


[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Topic for the Week	 1 Student 1 Demo	0	Student 1 Demo Wed, Aug 18, 2010, 10:08 AM

You are brought to the forum page. If the instructor has configured the forum for Separate Groups, you are automatically in the appropriate group. If the instructor has configured it for Visible Groups, you have to select the appropriate group from the drop-down menu.

To add a post to the forum, click the “Add a new discussion topic” (or “Add a new question”) button. The new topic screen appears with fields in which you write the subject and message of the post. When you are finished, click the “Post to forum” button. Note, you only have up to one hour to edit your post after you create it.

To read someone else’s post, click on it in the Discussion column. You are then able to reply to that post.

For more information on the resources and activities in Moodle, click on the Help  button located throughout Moodle. For more assistance, visit <http://www.gtu.edu/library/students/moodle-help>. This page provides you with a place to check your internet browser compatibility, answers to frequently asked questions, and other useful tips for using Moodle.