Quick Start Guide to Moodle
For students and academics

Updated July 2014
The basics

1. Finding Moodle?
2. Me in Moodle
3. Forums in Moodle
4. Assignments in Moodle
5. Quizzes in Moodle
6. Grades in Moodle
7. Need Help?
Once enrolled, links to your units in Moodle will appear here.

You can also go directly to Moodle using this link.
Links to your unit/s are found in the **Unit overview** page.

Note that you can also customise this home page if you like.
In the Administration block, select My profile settings, then click Edit profile.
In the profile settings page, scroll down to the **User picture** section.

- Click **Add** to upload your avatar or picture.
- Scroll down and click **Update Profile**.
Forums in Moodle | Join a discussion

Forums in Moodle are represented by this icon.

You can click on the Forum link, or on the Unread posts links.

To join the discussion, click the Reply link.
Forums in Moodle | Join a discussion

Enter your message in the text box...

Add a file if required...

... then click Post to forum.
Assignments in Moodle | Submission

Click on the link to open the assignment.

...then click the Choose a file button.

...click the Save changes button.

There are required fields in this form marked *. 

Note: Your assignments may look different to this example.
Quizzes in Moodle

Quizzes in Moodle are represented by this icon.

Read the instructions...

..and the settings or ‘rules’ for the quiz...

Click on the link to access the quiz.

...then click **Attempt quiz now** to begin the quiz.

This quiz reviews the content covered in the workshop so far. It also gives you a feel for how a quiz could behave in Moodle. Many of the behaviours in this quiz could be changed with the appropriate settings.

Time limit: 2 mins
Grading method: Highest grade

**Attempt quiz now**
Quizzes in Moodle

This is an example of how a quiz may look. Your quiz may look different to this example.

This block tells you where you’re up to in the quiz.

This button will allow you to submit your answers and move to the next question.
Quizzes in Moodle

Your results may look similar to this when you’ve completed a quiz.
Grades in Moodle

Go to the Administration block and click Grades.

Click on links for more information about your Grades.
The Moodle links dashboard widget allows you to quickly and easily access your Moodle units, the latest news from your units, and your Moodle calendar. It allows you to click directly through into each of your units' Moodle homepages to view your upcoming activities and other important information.

To enable the Moodle links dashboard widget, you first need to enable your my.monash dashboard. If you have already enabled your dashboard, a Dashboard tab will appear to the left of your Home tab.
If you have not yet enabled your my.monash dashboard:

1. Click the **Customise** link…

2. …followed by the **Customise portal dashboard** link…

3. …and then the **Enable dashboard** button

---

**Customise my.monash**

As further customisation develops:

- Change text size
- Customise my links
- Change layout
- Change colour scheme
- Customise my contacts
- Enable or disable Date lookup
- Customise poll on homepage
- Change default search selection
- Customise portal dashboard
- Customise email options
4. Once in your Dashboard tab, click the Add widget link...

5. Followed by the Study link...

6. ...and then the Add Moodle links button
You can now access your Moodle units, general news forums and calendar via the my.monash portal.
Need help?

For more information, easy step by step guides and or help with using Moodle, click the **Need Help?** link.

Getting Started in Moodle | Unit S2 2014

**NAVIGATION**

**ADMINISTRATION**

General

About this unit
‘Need Help?’ page

Monash University

Moodle Support for Students

Welcome to the Moodle Support for students page. Below you’ll find some helpful links to assist you to use Moodle.

FAQs  Learning Topics  Known Issues  Service Desk

Quick start guide to Moodle

Watch this two minute PowerPoint presentation (1.75MB) or download the PDF version (1.2MB) for a brief introduction to Moodle 2. A great resource for students and staff alike.

Service Desk online

For Moodle enquiries contact the Service Desk

Top 5 student FAQs

1. How do I access Moodle?
You can access Moodle via the my.monash portal. Your Moodle units can be accessed from the homepage, by clicking on your units under the My units section. You can also navigate to your units via the Study and administration tab.

http://www.vle.monash.edu/supporttraining/learnbytech/moodle/students/index.html