MOODLE

Online Learning Management System

Student Guide

Peoria Unified School District

IMT Technology Services & Training

Contents

Logging into Moodle

1. Open your web browser and go to the following website.

<div align="center">

http://moodle.peoriaud.k12.az.us

</div>

Note: A link to PUSD Moodle can also be found from the PUSD public homepage, in the Students menu.
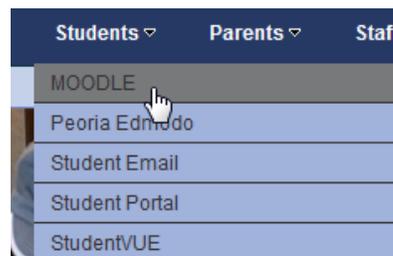
2. Click the **Login** link, located in the upper-right corner of the Moodle home page.
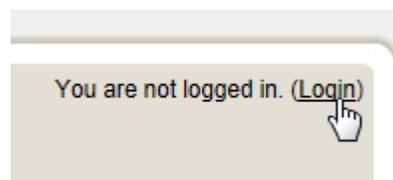
3. Enter your username and password.

   Note: Your username and password will be identical to those that you enter when logging on to a PUSD computer.

4. Click the **Login** button.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Username: crothlisberger

Password: •••••••|

Login

☐ Remember username

Forgotten your username or password?

Student Self-Enrollment (to be completed by student)

1. Login to Moodle.

You are not logged in. (Login)
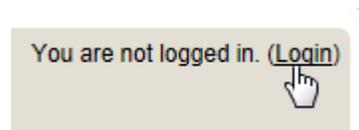
2. Scroll to the bottom of the Moodle home page and locate the Search Courses field. Type the name of the course you want to enroll in into the **Search Courses** field and then click **Go**.

Search courses: 8th grade TLC [Go]
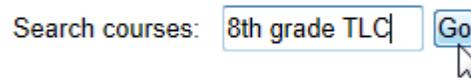
3. Click the **course link** for the specific course for which you wish to enroll.
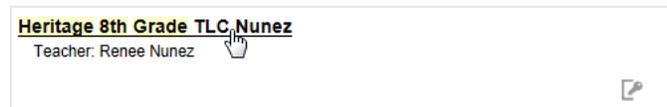
NOTE: If you see a picture of a key to the right of the course title, the course will require an enrollment key password. (This can be obtained from the instructor.)

Heritage 8th Grade TLC Nunez
Teacher: Renee Nunez

4. If a key is not required, you will be prompted to click **Yes** to enroll in the course.

You are about to enroll yourself as a member of this course. Are you sure you wish to do this?

[Yes] [No]
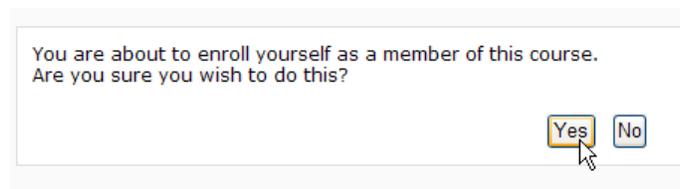
5. If a key is required, type in the key provided by the instructor and click the **Enroll me** button.

Self enrolment (Student)

Enrolment key [   ] ☐ Unmask
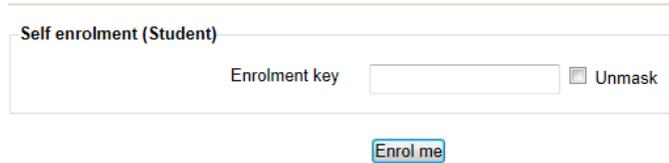
You are now enrolled in the Moodle course.

Enrol me

Opening a Course you are Enrolled In

1. Login to PUSD Moodle.

2. Select **My Courses**, located in the Navigation block of the Moodle home page.

Navigation ◀

Home
- My home
▸ My profile
▸ My courses
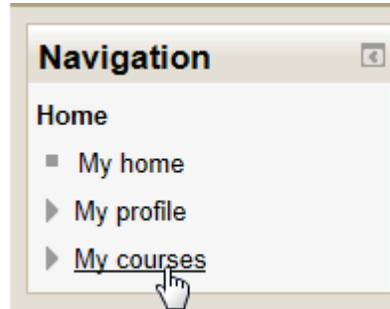
3. Locate the name of the course and click this link to open the course.

Course overview

5th grade Geometry -Polygons
You hav 5th grade Geometry -Polygons

Moodle Training Class - Kaus
There are new forum posts

CCSS Math and ELA Curriculum Frameworks

The PUSD Teacher's Role in Internet Filtering-C&I
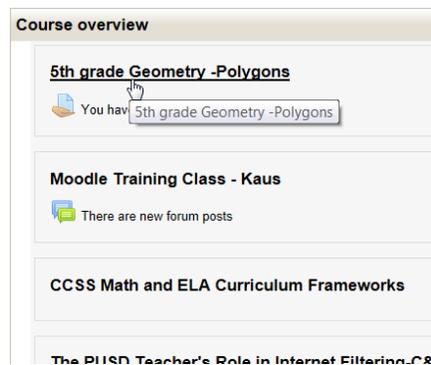
IMPORTANT: If you do not see the course on your My Courses page - you are **NOT** enrolled in the course. In this case, you will need to contact the course instructor and request to be enrolled in his/her course.

Student Self-Unenrollment (completed by student)

1. Login to Moodle.
2. Click the **My Courses** link, located in the Navigation section of the Moodle home page.

Home

Navigation ◀

Home
- My home
▸ Site pages
▸ My profile
▸ My courses

3. Click the link to open the course.

Test Out Quiz for Office 2007 Suite Basics
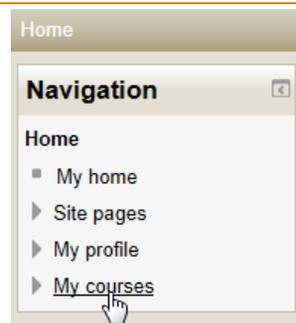
4. Click the **Unenroll** link, located in the Administration block.

Administration

Course administration
　Unenrol me from Tech Campus
　Grades

My profile settings
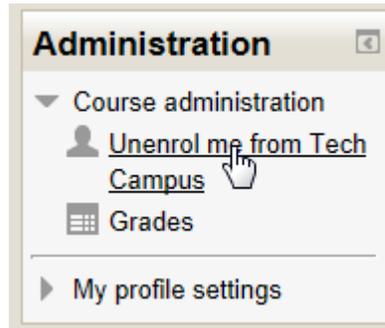
Discussion Forum

Subscribing to a Forum

When you are subscribed to a Moodle discussion forum, Moodle will send you an email alert when a new topic or reply has been submitted to the forum.

The email alert will identify:
1. The person who submitted the topic/reply in the email **From** field.
2. The name of the course and the topic/reply subject in the email **Subject** field.

Cindy Callaway
Training Course 6: Please respond to ....

From: Test Teacher [TTeacher@peoriaud.k12.az.us]
Sent: Thursday, June 12, 2008 9:40 AM
To: Test Teacher
Subject: Training Course 6: Re: Please respond to ....

Training Course 6 » Forums » Standard forumn for general use » Please respond to ....

☐　Re: Please respond to ....
　by Test Teacher - Thursday, June 12, 2008, 09:07 AM

➡ Writing-to-demonstrate is when the student writes to demonstrate what he/she has to a specific learning topic or objective. When a student writes-to-demonstrate wh teacher evaluates the written work based on content and not on grammatical corre writing-to-demonstrate evaluations, the teacher can identify what was and was not curriculum as needed. Writing-to-demonstrated can and should be used in all subje

➡ Show par | Reply
See this post in context

➡ Unsubscribe from this forum

The email alert will contain:
1. The **message** of the topic/reply for you to read, without having to login to Moodle and open the discussion forum.
2. A **Reply** link, which will take you to the Moodle login window and then directly to the discussion forum reply dialog box.
3. An **Unsubscribe** link, which can be used to unsubscribe from the email alerts for this discussion forum.
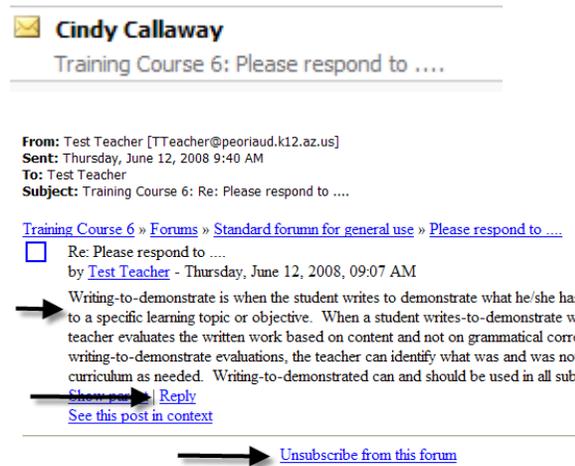
IMPORTANT: If you reply to the email alert (by using the email reply option) you will only be sending an email reply to the person who posted the reply in the discussion forum. Using the email reply option will not add your email reply to the discussion forum.

If allowed by the course instructor, you can subscribe or unsubscribe from a discussion forum.

Setting Your Profile Default for Forum Subscribing

1. Click the **My profile settings** link, located in your Administration block.
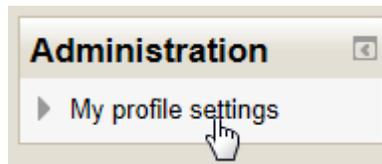
2. Select **Edit profile.**

3. Your profile settings will open in the right window. Select the preferred subscription option from the **Forum auto-subscribe** menu.
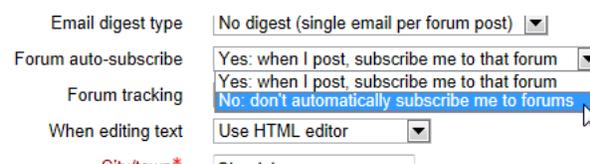
NOTE: Changes made to the Forum auto-subscribe profile setting will not be applied to forums that you are currently subscribed to. Use the following directions to unsubscribe from a forum that you are already subscribed to.

Subscribe/Unsubscribe from a Forum When Posting a Reply

NOTE: You will not be able to complete the following process if the course instructor has set the course to force subscription.

1. Login to the course and open the discussion forum for which you want to subscribe/unsubscribe.

2. Select to **Add a new discussion topic**.

3. Before completing your post, from the **Subscription** field select the preferred subscription option.
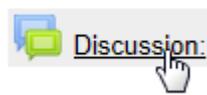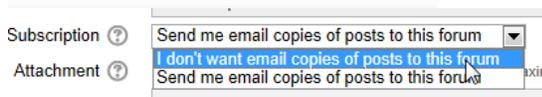
Posting a New Topic

1. From the course page, click the link to open the discussion forum.
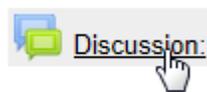
Note: A discussion forum will have a unique, teacher created title – such as *Chapter Four*. Discussion forms can be identified by the following icon, which is located to the right of the title link.

2. Click the **Add a new discussion topic** (or Add a new question) button.

NOTE: When posting a new topic in a forum, you are creating a new *discussion topic*. Your course instructor may not want students to create new discussion topics and may have disabled this feature. When disabled, you (the student) will not see the *Add a new discussion topic* button and will instead see a messages stating that you do not have permission to add a new discussion topic. If you do not see this button, you will not be able to complete the following steps.

Or-

You do not have permission to add a new discussion topic for all participants.

3. Type a **Subject** and **Message** for your discussion topic.
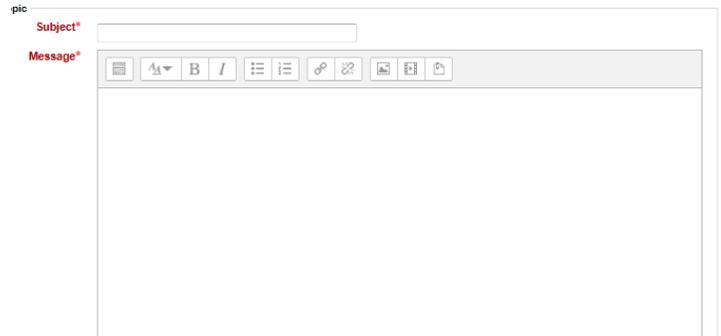
IMPORTANT: If your message is one that will take a few minutes to type, it is strongly recommended that you first type it into a Word document, which can be saved. You can then copy and paste your text into the Moodle Message box.

4. If you have a file to attach to your post, click the **Add** button located in the Attachment section. Browse to locate and select your file.
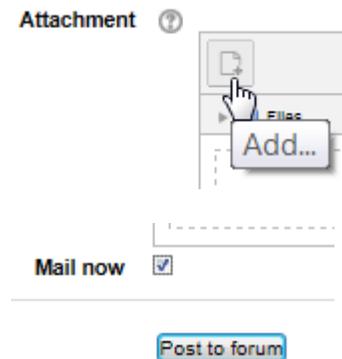
5. Select the Mail now option if you want to also email your post to participants who are enrolled in the course.

6. Click the **Post to forum** button.

Replying to a Topic Post

1. From the course page, click the link to open the discussion forum.

Discussion	Started by

2. Click the discussion link to open the topic post.

Getting to know me — Barb F

3. Click the **Reply** link, located below the message.

art Notebook to its (or my) fullest

Edit | Delete | Reply
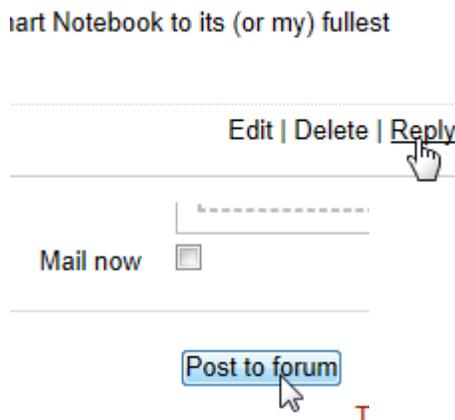
4. Type you reply. Select **Mail now** if you would like your reply emailed to all individuals that are subscribed. Select to **Post to forum**.

Mail now ☐

Post to forum

T

Taking a Quiz

1. Click the link to the quiz you are ready to take.

✓ Test Out Quiz for Office 2007 Suite Basics

Note: Each quiz will have a unique, teacher created title. Quizzes can be identified by the following icon, which is located to the left of the title link.

2. Click the **Attempt quiz now** button.

Lesson 1.1 Quiz

Attempt quiz now
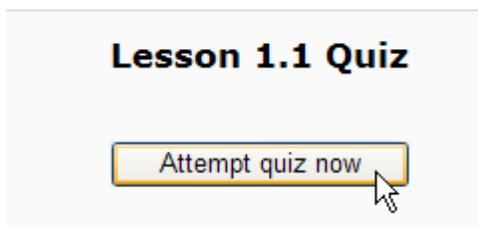
3. A dialog box will appear identifying the number of attempts allowed. Click the **Start attempt** button to confirm that you are ready to complete the quiz.

Confirmation ✕

⚠ Number of attempts allowed: 1. You are about to start a new attempt. Do you wish to proceed?

Cancel | Start attempt
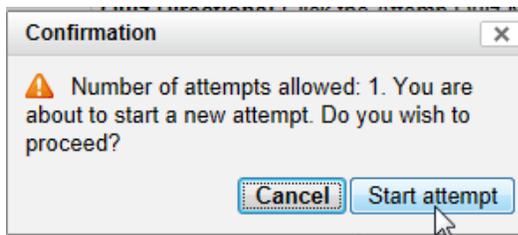
4. After answering a question, click the question's **Check** button to check your answer. NOTE: You will not see the Check button if your instructor has disabled this feature.

Question **1**

Not complete

Marked out of 1.00

⚑ Flag question

Is it an acceptable practice for a teacher to share his/her computer login information with a short or long term substitute teacher?

Select one:
◉ a. No
◯ b. Yes

Check
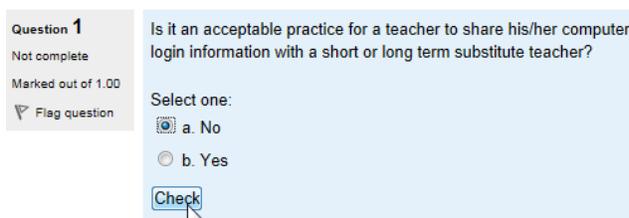
5. **Next Page** option at the bottom of your quiz, you will need to click it to advance to the next page and complete all question.

Next

6. Review your question status and marks. Then, select to **Return to attempt** if you want to return to the quiz questions or select **Submit all and finish** to submit your answers.

Summary of attempt

Question	Status	Marks
1	Correct	1.00
2	Correct	0.90
3	Correct	0.90
4	Correct	1.00
5	Correct	1.00
6	Correct	0.90
7	Incorrect	0.00
8	Correct	1.00

Return to attempt

Submit all and finish

7. A confirmation box will appear after selecting to *Submit all and finish*. Click the **Submit all and finish** button to confirm that you are done with all questions and ready to submit the quiz to your instructor.

Confirmation

⚠ Once you submit, you will no longer be able to change your answers for this attempt.

Cancel   Submit all and finish
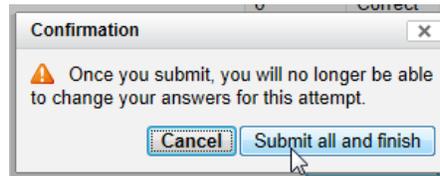
8. A preview of the graded quiz will appear. Use the Navigation trail links to return to your course home page.

Home ► My courses ► Staff Development ► Technology ► The PUSD Teacher's Role in Internet Filtering-C&I ► Check for Understanding Questions

Started on	Thursday, 8 August 2013, 2:27 PM
State	Finished
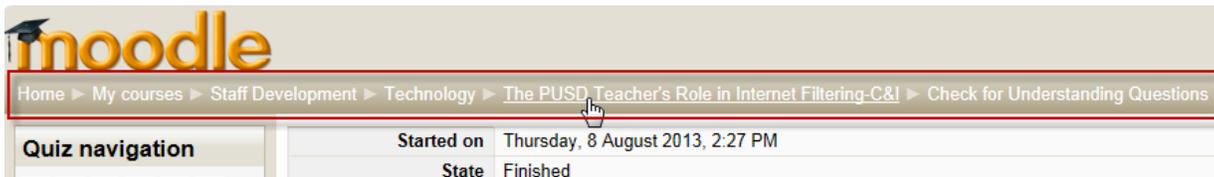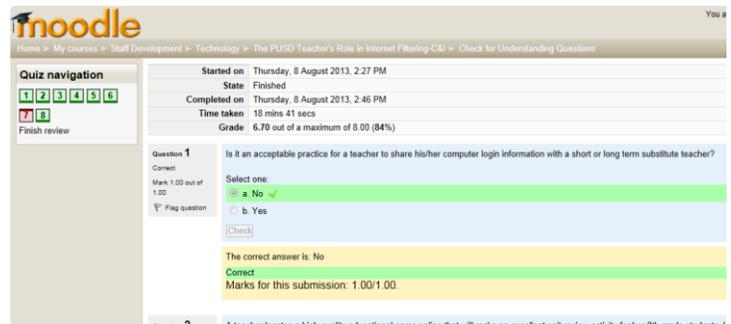
NOTE: If you exit the course without selecting to *Submit all and finish* the quiz, you will see the option to **Continue the last attempt** when returning to the previously opened the quiz.

Summary of your previous attempts

State	Grade / 8.00	Review
In progress		

Continue the last attempt

Saving a Course Assignment File

Use the following steps if your instructor has inserted a link to a file, which you are to use for completing an assignment. To download a copy of an assignment file:

1. Left-click on the file link.

2. Select **Save As**.
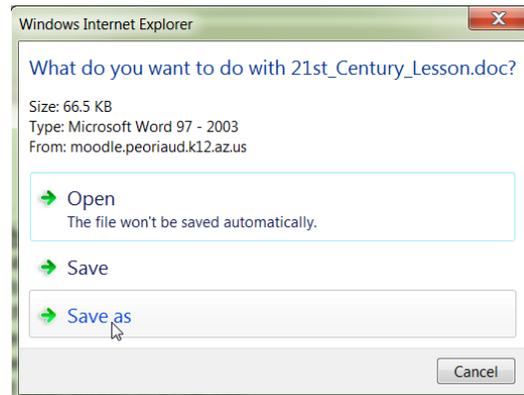
3. From the Save As window, browse your computer to select the area you want to save the file in. Then click the **Save** button.
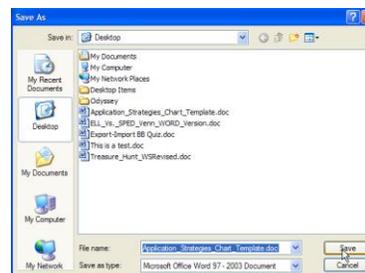
4. To open the saved file, open your My Computer area and browse to locate the area in which you saved the file. Then double-left click on the file to open.
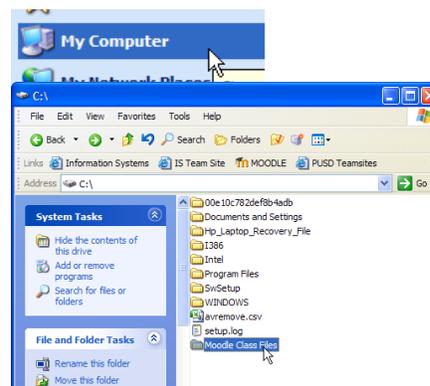
Uploading Assignment

1. Click the link to open the assignment.
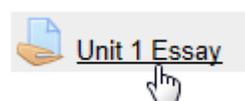
Note: Each assignment link will have a unique, teacher created title. An assignment link can be identified by the following icon, which is located to the left of the title link.

2. Click the **Add submissions** button.
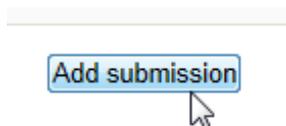
3. Click the **Add** button to browse your computer and locate your assignment file.

4. Select to **Save changes**.
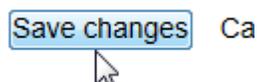
NOTE: You can upload more than one file only if this feature is enabled by the instructor.

Navigating a Course Book

The following directions will apply if your instructor has placed course content into a Moodle Course Book.
Note: Each course book will have a unique, teacher created title. Course books can be identified by the following icon, which is located to the left of the title link.

1. Click the link to open the course book.
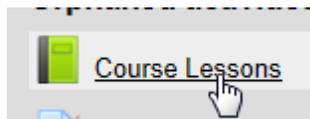
2. Locate the Table of Contents (to the left of the page view) and left-click the section title to open the page in the right window frame.

NOTE: You may also click the navigation arrows, located at the top and bottom of each book page, to advance to the next page or return to the previous page.

Teacher Feedback Email message

You will receive an email alert after your instructor enters a feedback comment in the course gradebook, for an assignment you have submitted.

This email alert will identify your instructor's name in the From field and the assignment name in the Subject field.
1. Open the email message.
2. Click the **assignment submission** link, located in the message.
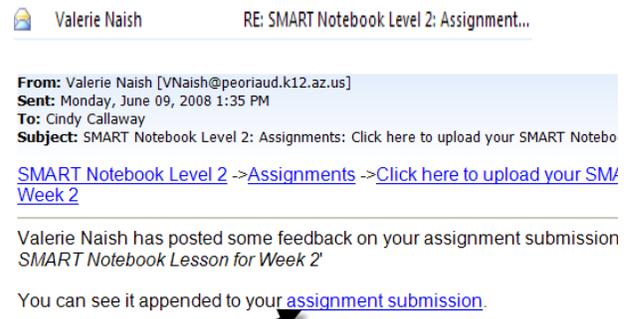
3. The Moodle login window will appear. After logging into Moodle, you instructor's feedback comments will appear.

Note: Use the email Reply button, If you would like to reply to your instructor's feedback comments.

Viewing Your Course Grades

1. Open the course.
2. Click the **Grades** link, located in the Administration block.
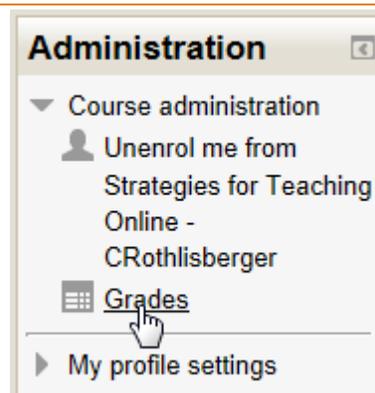
3. A table displaying a list of the course assignments will appear. If you have submitted the assignment and the instructor has graded it, you will see your grade in the grade information in the Grade, Range (points possible) and Percentage columns. If your instructor has commented on your assignment, instructor comments will be available in the Feedback column.

4. To view an assignment from the gradebook, click on an assignment title to open.

Grade item	Grade	Range	Percentage	Feedback
Training Course				
Re-Imaging Learning in the 21st Century	-	0–100	-	
Reflecting on 21st Century Skills Assessment Experience	-	0–10	-	
AZ Educational Technology Standards Quiz	-	0–30	-	
AZ Technology Standards - Strand 1 Discussion	-	0–15	-	
AZ Technology Standards - Strand 5 Discussion	-	0–15	-	
AZ Technology Standards - Strand 2 Discussion	-	0–15	-	
AZ Technology Standards - Strand 3 Discussion	-	0–15	-	
AZ Technology Standards - Strand 4 Discussion	-	0–15	-	
AZ Technology Standards - Strand 6 Discussion	-	0–15	-	
What Integration Level Are You Currently At?	-	0–10	-	
AZ Common Core Standards Lesson Idea	-	0–10	-	
My Favorite Lesson Resource Site(s)	-	0–10	-	
21st Century Lesson - Technology Planning	-	0–100	-	
21st Century Lesson - Final Draft	-	0–100	-	
21st Century Lesson - Peer Evaluation	-	0–15	-	
My Favorite Teacher Collaboration Site(s)	-	0–10	-	
Σ Course total	0.00	0–485	0.00 %	