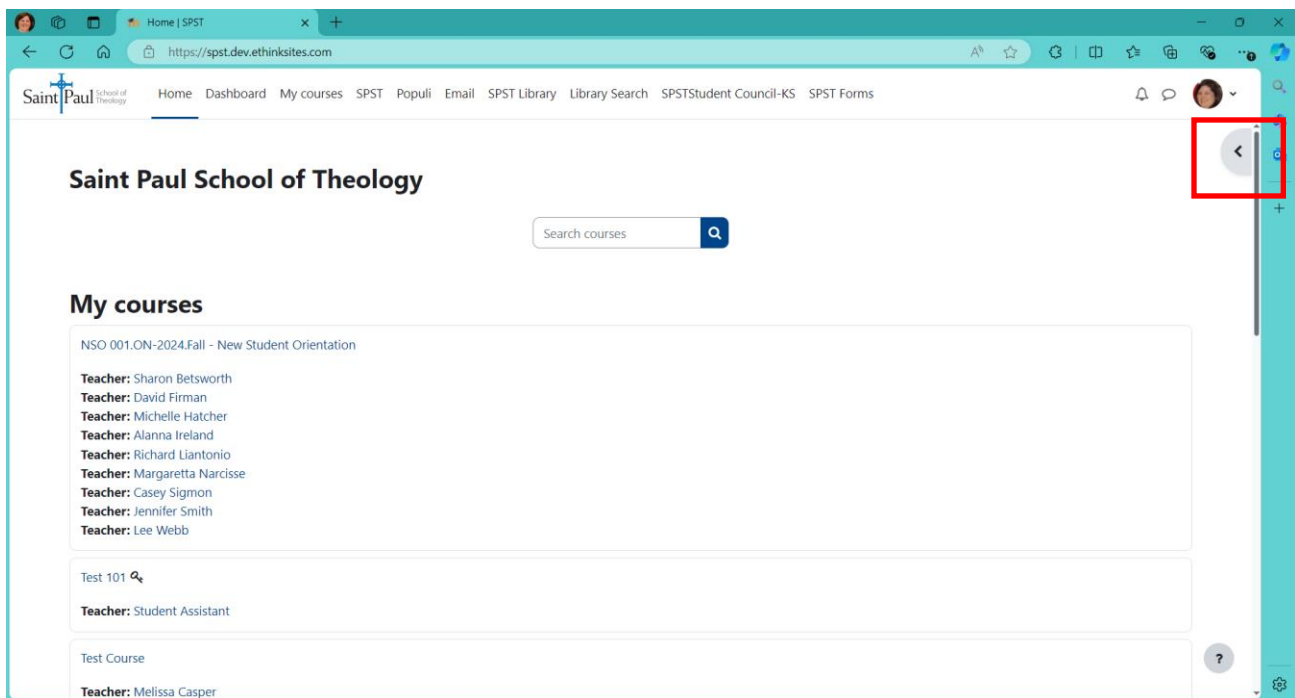


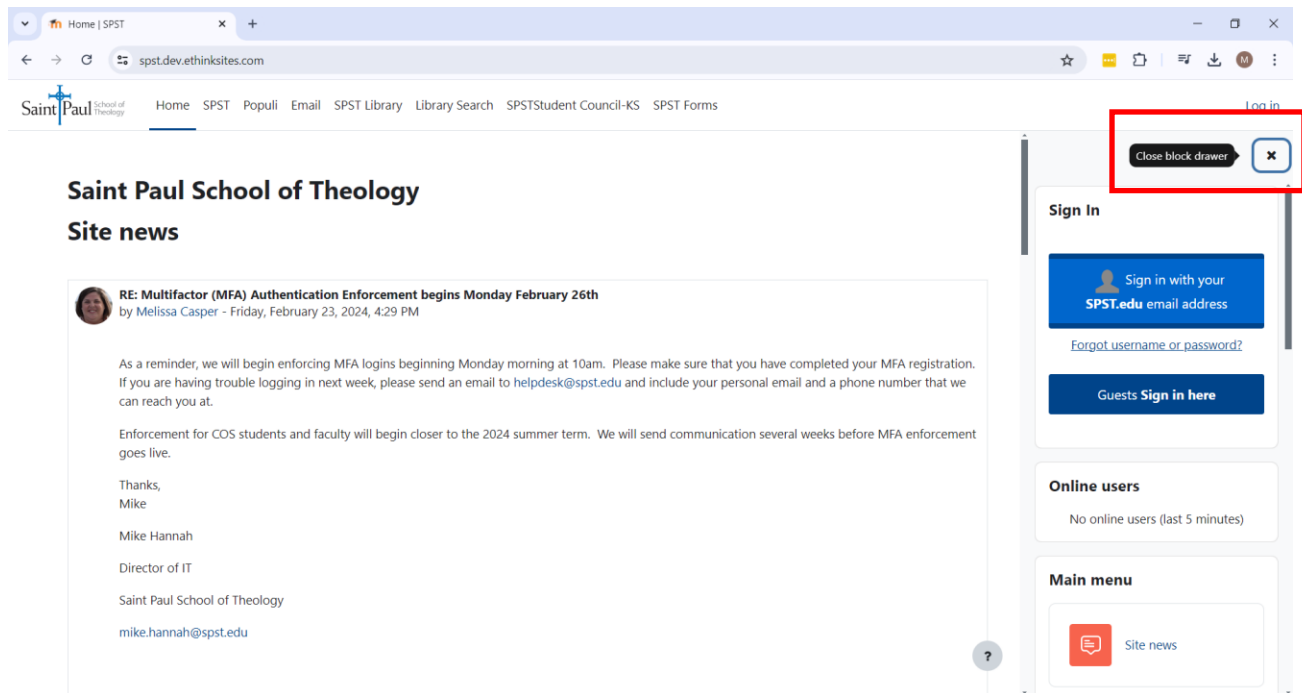
Moodle Handout for Students

Moodle Navigation

1. Click on the Open Block Drawer tab to see the sign in buttons, as well as Moodle Main Menu

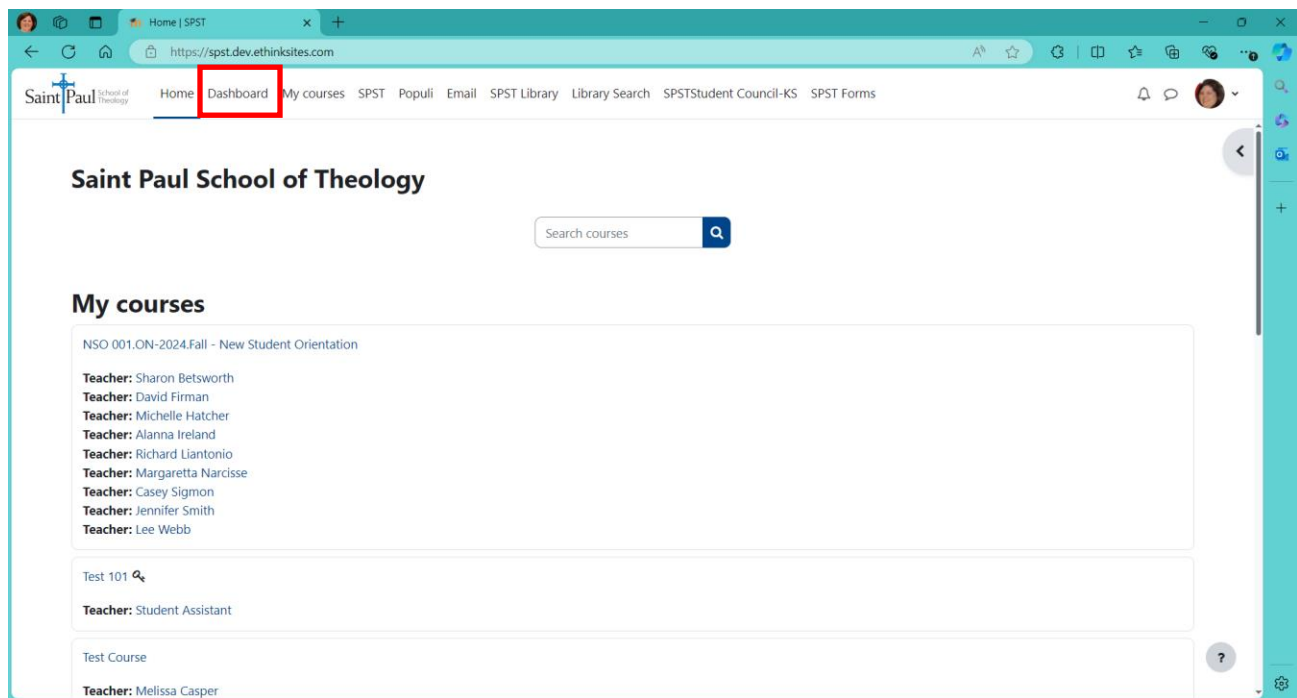


2. Close the Block Drawer tab by clicking on the X for more screen real estate.

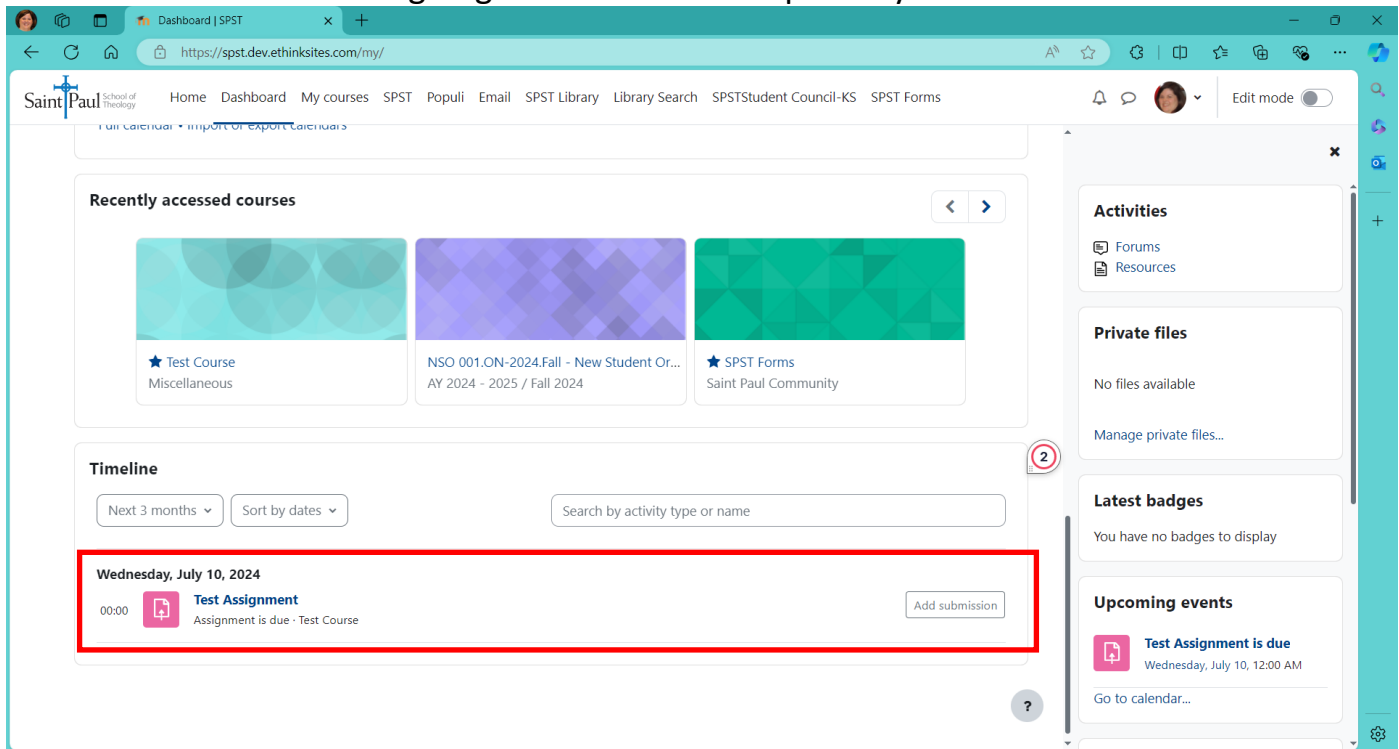


Timeline

1. Click on the Dashboard link at the top of the Moodle page

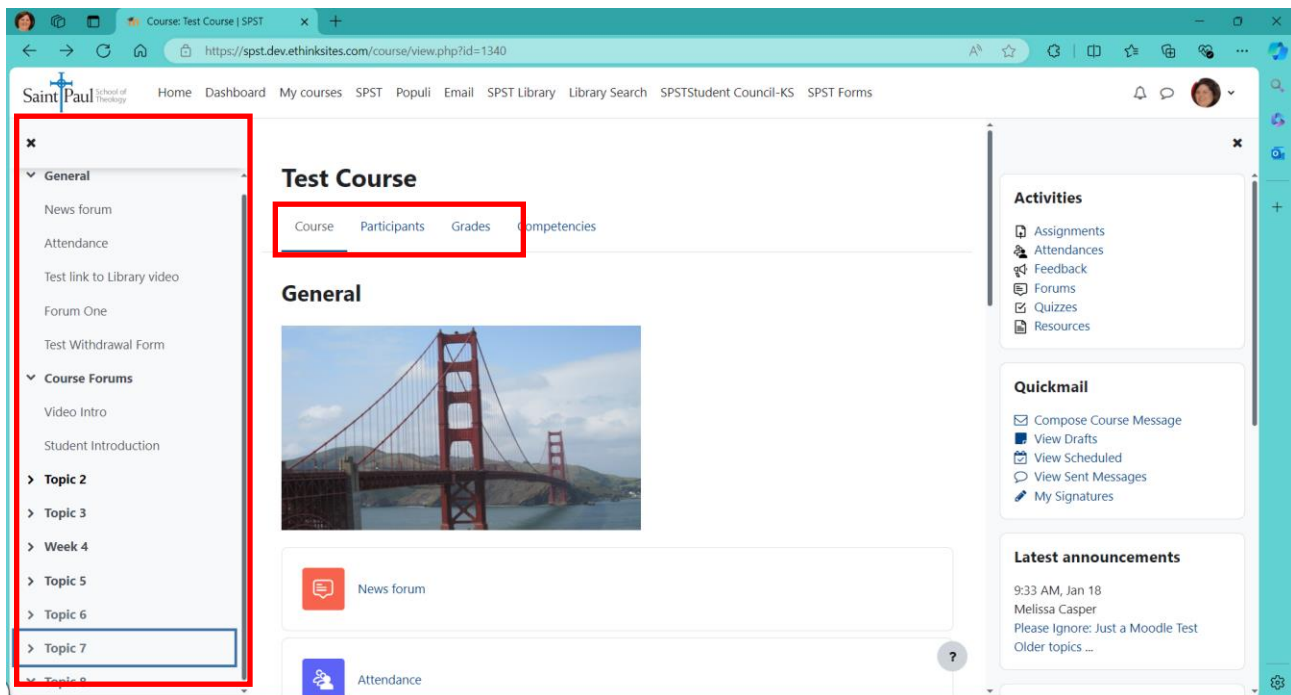


2. Scroll to the bottom of the page to view your Timeline
 - a. You can directly access course activities that are coming due from this page without having to go to each course separately.



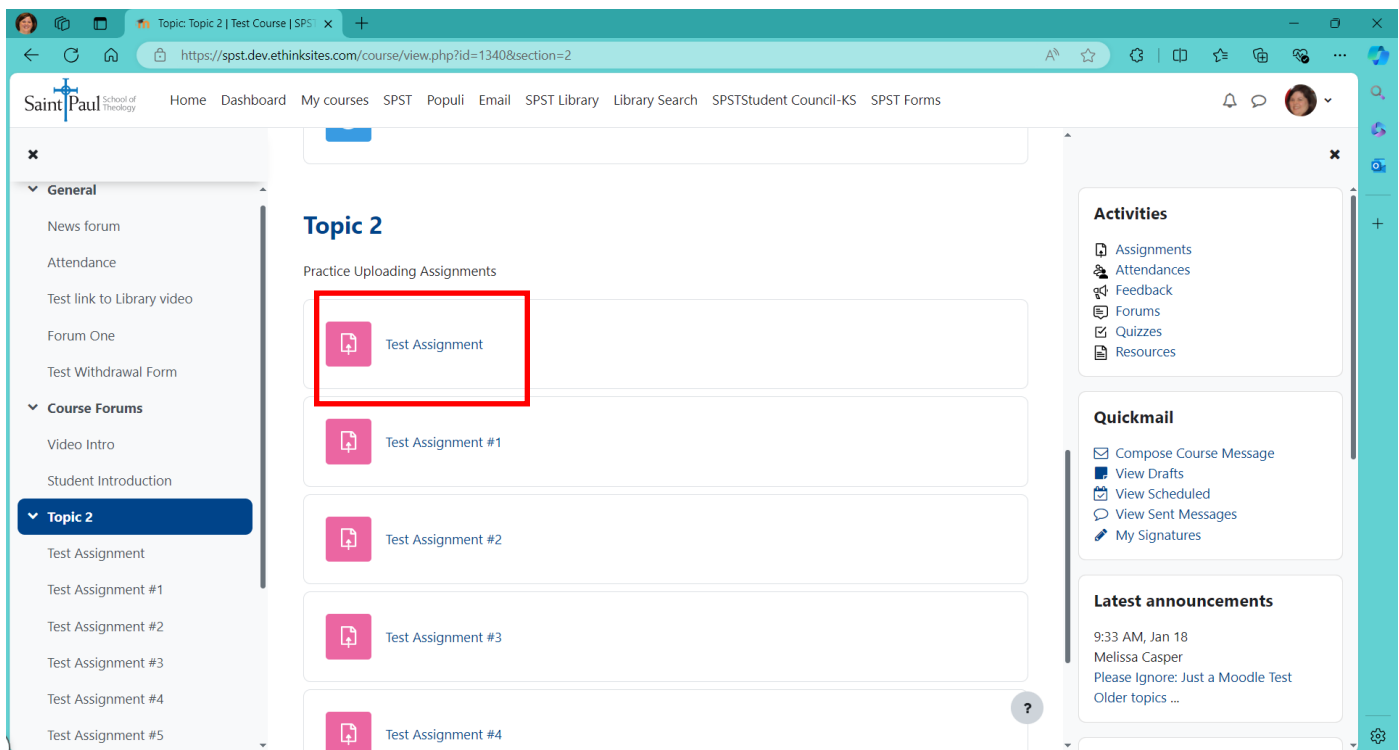
Course Navigation

1. The *Course Index* is available on the left-hand side of the page on your course homepage. Use this to navigate quickly to the Week or Topic of your choice.
2. Use the navigation at the top center of the course to browse to the course participant list, your grades, or back to the course home page.



Submitting Assignments

1. Click on the Assignment



2. Click on Add Submission

The screenshot shows the Moodle interface for a 'Test Assignment'. The left sidebar contains a list of course forums and topics. The main content area displays the assignment details, including the title 'Test Assignment', the opening date (Tuesday, July 3, 2018, 12:00 AM), and the due date (Wednesday, July 10, 2024, 12:00 AM). Below this, the 'Add submission' button is highlighted with a red box. The 'Submission status' section shows that no submissions have been made yet, and the grading status is 'Not graded'. The 'Time remaining' is 2 days 4 hours. The 'Last modified' field is empty. The 'Submission comments' section shows 0 comments.

3. Click on Add or Drag and drop your file from your computer to Moodle


The screenshot shows the Moodle interface for the 'Add submission' page. The left sidebar contains a list of course forums and topics. The main content area displays the assignment details, including the title 'Test Assignment', the opening date (Tuesday, July 3, 2018, 12:00 AM), and the due date (Wednesday, July 10, 2024, 12:00 AM). Below this, the 'Add submission' button is highlighted with a red box. The 'File submissions' section shows a maximum file size of 64 MB and a maximum number of files of 1. A file upload area is visible with a dashed border and a downward arrow, indicating where to drag and drop files. The 'Save changes' and 'Cancel' buttons are at the bottom.


If you clicked Add:


- Click on Upload a File
- Click Choose File




File picker



 Recent files

 Upload a file

 Private files



Attachment

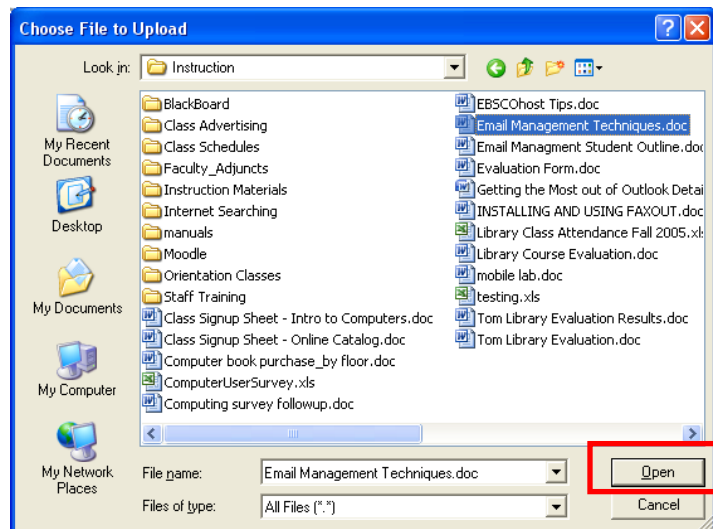
No file chosen

Save as

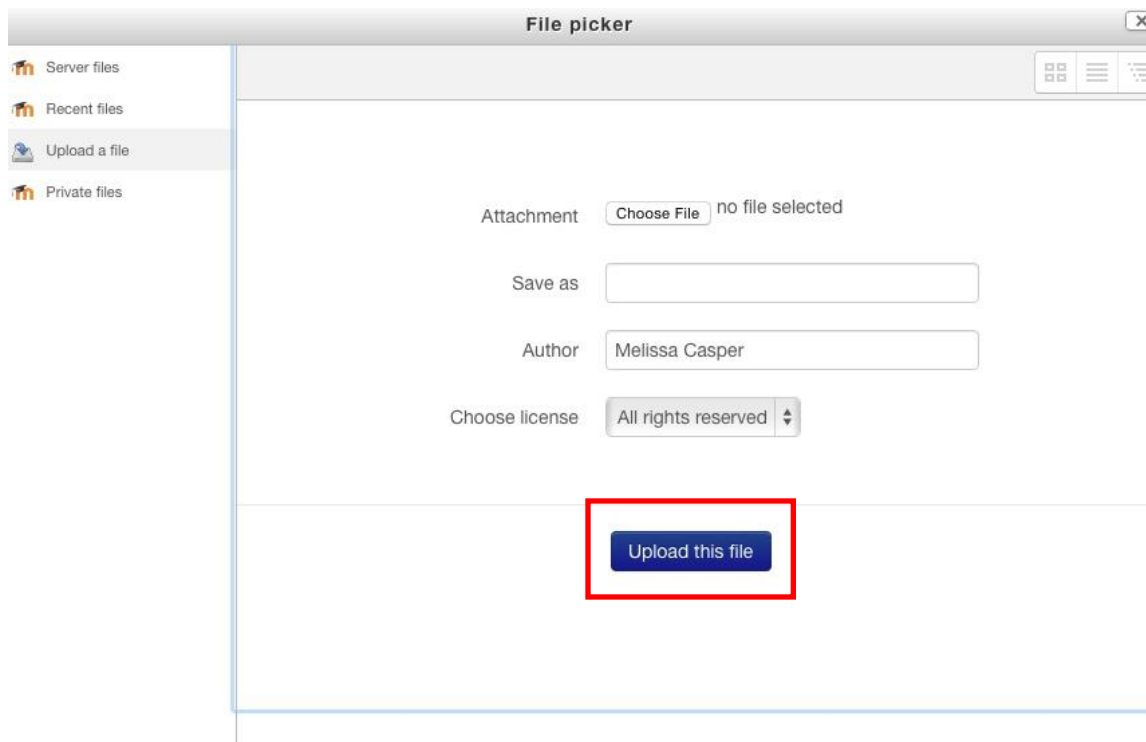
Author

Choose license

4. Highlight the File
5. Click Open



6. Click Upload This File



7. Click Save Changes

The screenshot shows the 'Test Assignment - Edit submission' page. The left sidebar contains a navigation menu with 'Test Assignment' selected under 'Topic 2'. The main content area shows the 'Test Assignment' details, including 'Opened: Tuesday, July 3, 2018, 12:00 AM' and 'Due: Wednesday, July 10, 2024, 12:00 AM'. Below this, the 'Add submission' section displays a file upload area with a file named 'Test2.pdf' already uploaded. The 'Save changes' button is highlighted with a red box.

If you need to add additional files, edit the file submitted, or delete the file and re-upload:

8. Click Edit Assignment or Remove the Submission and select the correct file to upload

The screenshot shows the 'Test Assignment' page. The left sidebar contains a navigation menu with 'Test Assignment' selected under 'Topic 2'. The main content area shows the 'Test Assignment' details, including 'Opened: Tuesday, July 3, 2018, 12:00 AM' and 'Due: Wednesday, July 10, 2024, 12:00 AM'. Below this, the 'Submission status' section displays a table with the following data:

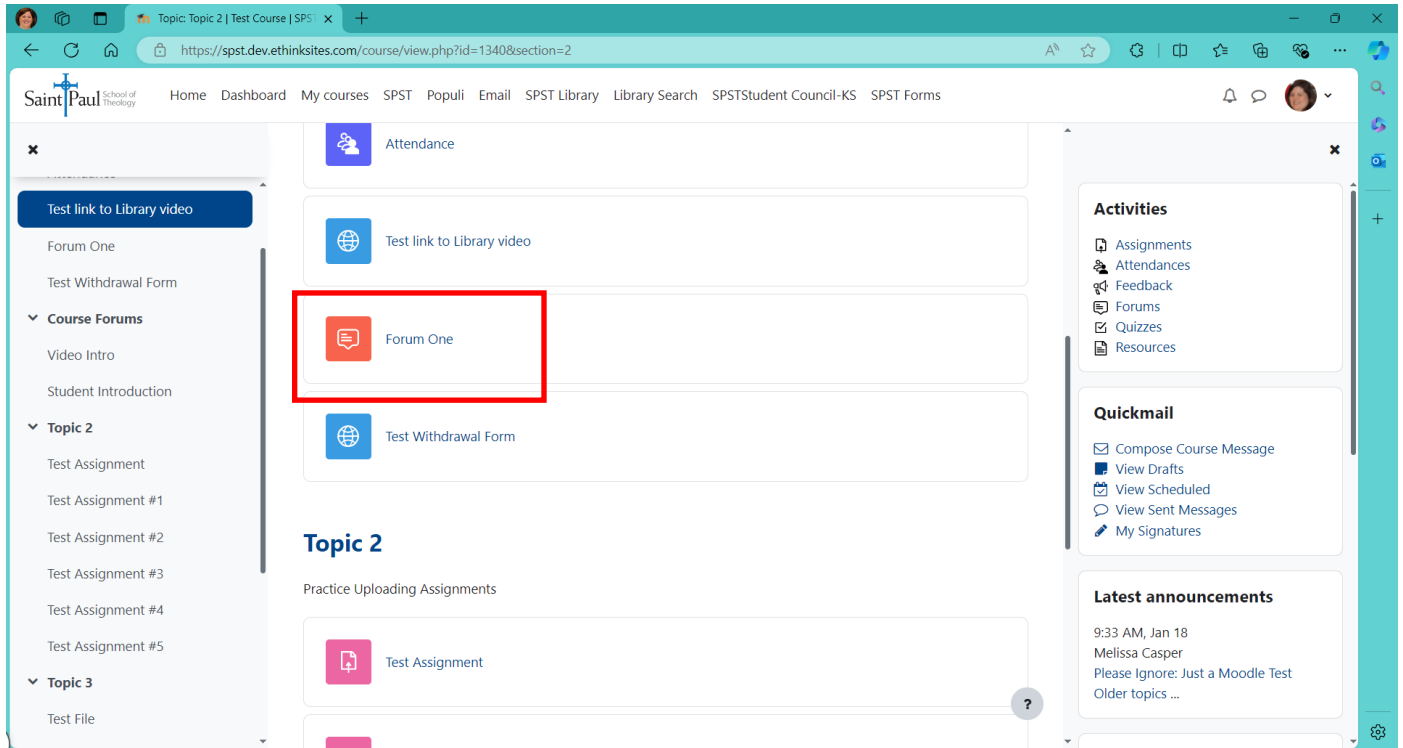
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 2 days 3 hours early
Last modified	Sunday, July 7, 2024, 8:04 PM
File submissions	Test2.pdf July 7 2024, 8:04 PM
Submission comments	Comments (0)

The 'Edit submission' and 'Remove submission' buttons are highlighted with a red box.

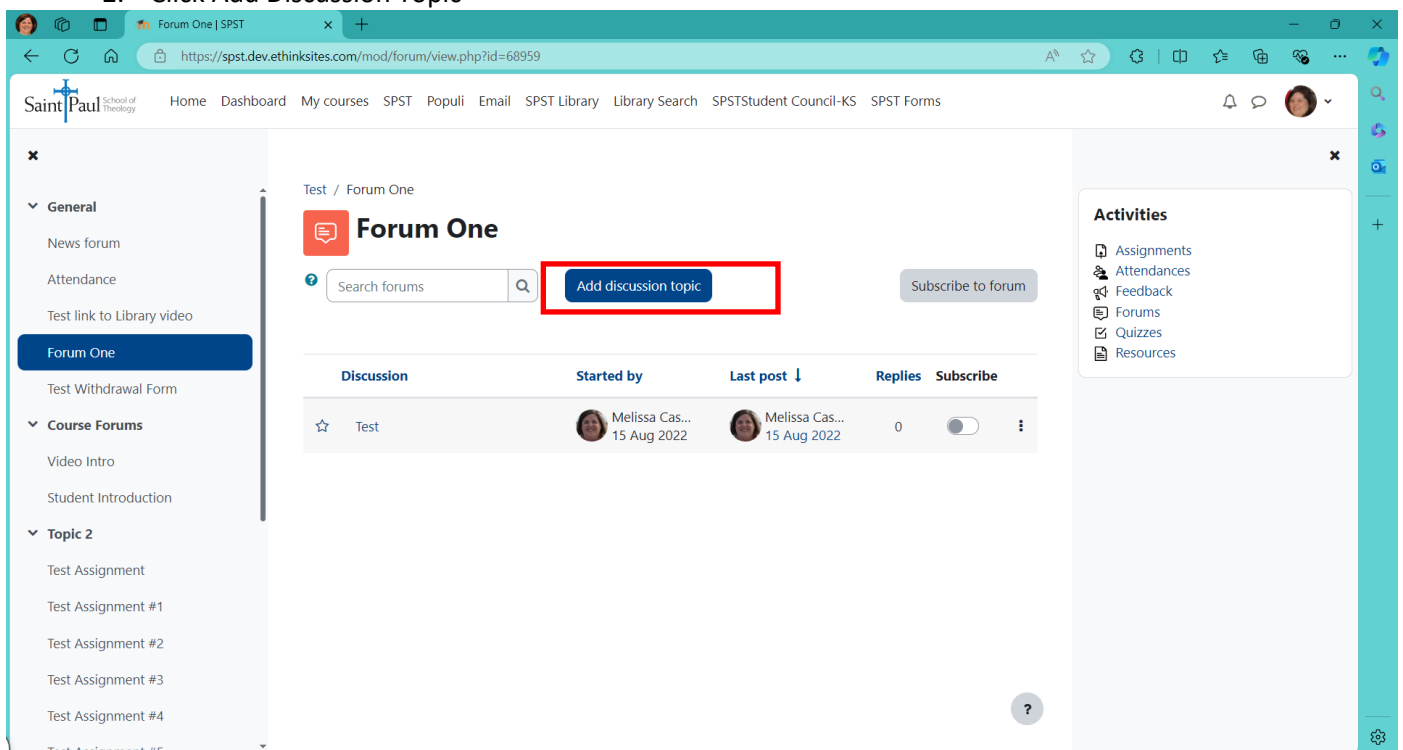
Forums

A. Post a Message

1. Click on the Forum



2. Click Add Discussion Topic



3. Give the post a title, subject
4. Type or record your message
5. Click Advanced to see the Attach File window
6. Click Post to Forum when you are finished

The screenshot shows the 'Forum One' post creation page. On the left is a sidebar with a menu including 'General', 'Course Forums', and 'Topic 2'. The main area has a 'Subject' field and a 'Message' text area with a rich text editor toolbar. At the bottom, three buttons are visible: 'Post to forum' (highlighted with a red box), 'Cancel', and 'Advanced'. A 'Required' indicator is shown below the 'Post to forum' button. The top navigation bar includes links like 'Home', 'Dashboard', 'My courses', and 'SPST Library'. The right sidebar shows an 'Activities' list with items like 'Assignments', 'Attendances', and 'Feedback'.

B. Read and Reply to a Post

1. Click on the Title of a Discussion you want to read

The screenshot shows the 'Forum One' discussion list page. The table below lists discussions. The first row, titled 'Test', is highlighted with a red box. The table columns are 'Discussion', 'Started by', 'Last post', 'Replies', and 'Subscribe'.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Test	Melissa Cas... 15 Aug 2022	Melissa Cas... 15 Aug 2022	0	<input type="checkbox"/>

The top navigation bar and right sidebar are identical to the previous screenshot. The left sidebar also remains the same.

2. Click on Reply

The screenshot shows a web browser window with the URL <https://spst.dev.ethinksites.com/mod/forum/discuss.php?d=65117>. The page is titled "Test / Forum One / Test". On the left sidebar, under "General", "Forum One" is selected. The main content area shows a post titled "Test" by Melissa Casper, dated Monday, August 15, 2022, 4:14 PM. The post content is "Testing". At the bottom right of the post, there are links for "Permalink" and "Reply". The "Reply" link is highlighted with a red rectangular box.

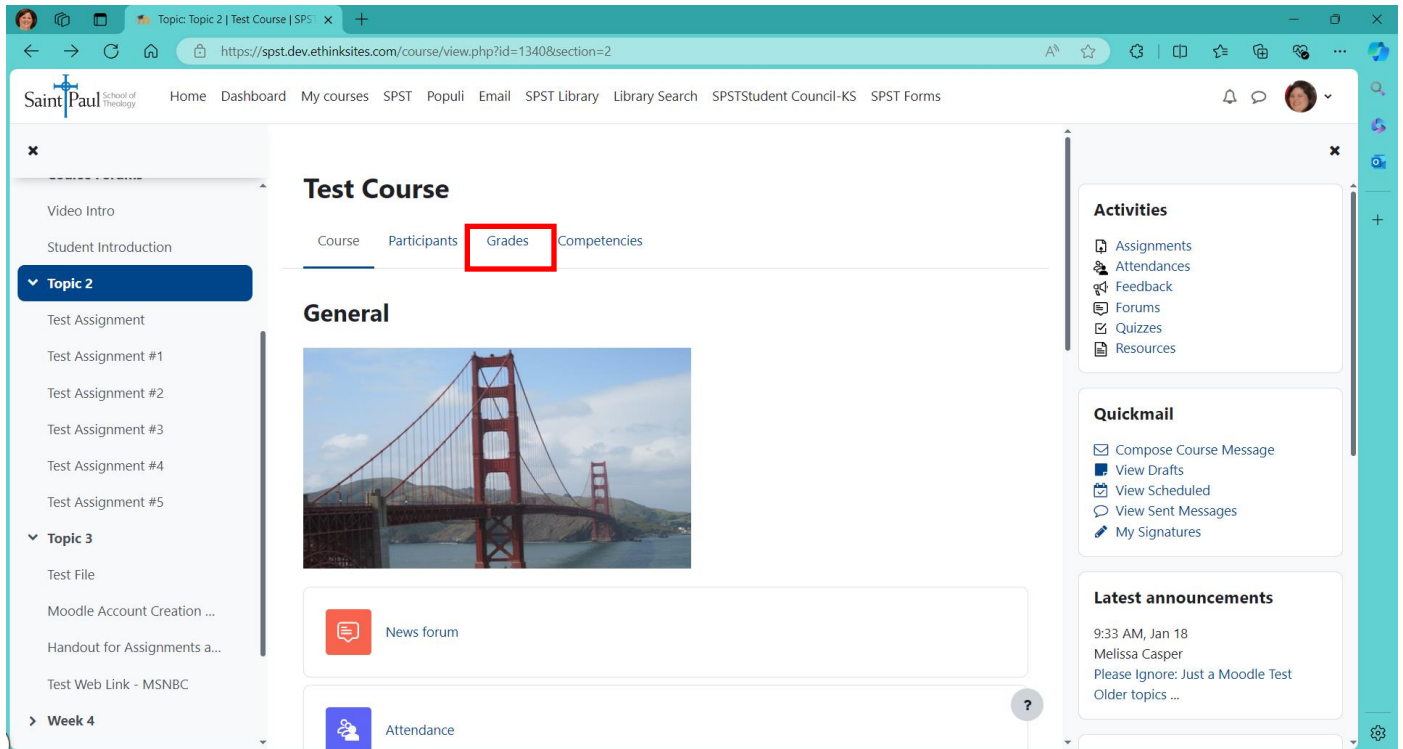
3. Type your message
4. Click Post to Forum

The screenshot shows the same web browser window, but now the reply form is open. The form has a text area labeled "Write your reply...". Below the text area, there are two buttons: "Post to forum" and "Cancel". The "Post to forum" button is highlighted with a red rectangular box. To the right of the "Post to forum" button is a link for "Permalink" and a link for "Reply". The "Reply" link is also visible. The "Post to forum" button is highlighted with a red rectangular box.

GRADES

Course Grades

Click on the Grades link in the top center of the course home page



You'll see your grade book for the course:

