

Returning to this web site?

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

Username

Password

Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Figure 2-3. Login to the site

Choose your username and password

Username*

Password*

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*

Figure 2-4. New account

6. Click the link in the email (or copy and paste it into the address window in your browser) to confirm your account.

You now have a verified account. Your account isn't automatically associated with the courses you're teaching. Most likely, your system administrator will assign you the role of teacher in the courses you're teaching.

Editing Your User Profile

This section covers the following MTC (Moodle Teacher Certificate) skills: 7.2 Profiles

Once you have successfully confirmed your account and logged in, you will find yourself back at the main page. If you look at the upper-right corner, you'll see that the

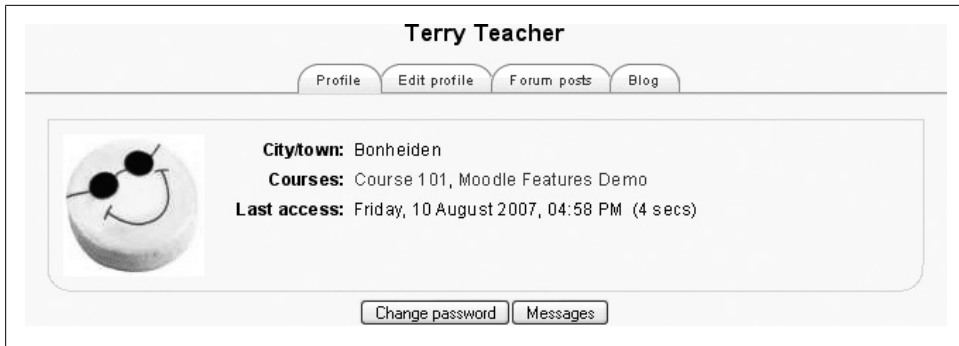


Figure 2-5. A profile

Login link has changed. It now says “You are logged in as” and whatever your name is, highlighted as a clickable word. Click on your name.

Moodle will then present you with your personal profile page, like the one shown in Figure 2-5. You’ll see your profile summary and the last time you logged in. Across the top of your profile summary you will see a number of tabs. If this is a new account, you’ll see three tabs: Profile, Edit profile, and Blog. As you begin to participate in forums and other activities, other tabs will appear here that will give you access to your contributions on the site.

Below your profile summary are buttons to change your password and to open the messages window. (We’ll cover messaging in Chapter 5.)

Let’s take a moment and edit your profile to customize the page and help other people get to know you.

To edit your profile:

1. Select the “Edit profile” tab in your personal profile page. The edit profile page will look like Figure 2-6. The profile options with a red star next to them are required fields; they must contain some data in order for you to submit the form.

On the right side of the profile form, you’ll see a Show Advanced button. There are a number of profile options that are hidden by default. These are not changed very often and can be a bit confusing for a new user. In the description of the options below, we’ve marked the advanced options with an asterisk.

2. If you wish, you can change the first name and surname the system has stored for you.
3. You can edit any of the following fields:

Email address

Make sure this is an address you check frequently and that it is correct. Moodle has a lot of important email features, and you wouldn’t want to miss out because your email address has a typo or is not an address you check frequently.

Required * Show Advanced

First name* Terry

Surname* Teacher

Email address* terry@school.org

Email display Allow only other course members to see my email address

Email activated This email address is enabled

City/town* Bonheiden

Select a country* Belgium

Timezone Server's local time

Preferred language English (en)

Description* ?

Trebuchet 1 (8 pt) Lang **B I U S** x₂ x²

Path:

Picture of

Current picture None

Delete

New picture (Max size: 500KB) ? Browse...

Picture description

Figure 2-6. Editing a profile

Email display

You can choose who can see your email address. Your choices are to hide your email from everyone, allow only the people in your courses to see it, or display it to everyone who logs in to the site. If you choose to hide your email from other people, they will not be able to send you email directly from Moodle.

Email activated

This toggle will disable or enable Moodle’s ability to send email to the address in your profile. If you never want to receive email from Moodle, disable your email address here.

*Email format**

Here you can select whether mail sent from Moodle is formatted using HTML or is sent in plain text. Most modern email clients can receive and properly display HTML mail, although this may be a setting you have to enable in your email preferences. If you have a slow connection, or you simply prefer your email plain and simple, the plain-text option is probably a good choice.

*Forum auto-subscribe**

Moodle forums are a powerful communication tool for classes. We will discuss forums in detail in Chapter 5. For now, it's enough just to mention that you have the option of "subscribing" to forums, which means that new forum posts will be sent to you via email. This is a great way of keeping current with your course discussions without having to log in and look at the forums every day. Of course, if your discussions really get cooking, you'll end up with a lot of email, but at least it won't be spam.

*Forum tracking**

If you choose to enable forum tracking, Moodle will highlight posts added since the last time you read the forum. This is a useful way of quickly identifying new content in a forum.

*When editing text**

This option lets you choose whether to use Moodle's native HTML editor to enter text or to use plain text. Moodle's HTML editor is an easy way to enter formatted text into your course site. We'll cover the specifics of how it works in Chapter 3.

*Ajax and JavaScript**

Ajax is the set of programming tools that enables dynamic web interfaces. Moodle developers are beginning to experiment with new interface techniques to make Moodle easier to use. If options are not available here, your system administrator has not yet enabled the experimental Ajax interface.

*Screen reader**

Selecting this option lets Moodle know you are using a screen reader. In the near future, this will change the layout of Moodle pages to make it easier for the screen reader to interact with Moodle.

Time zone

The time zone setting can be very important, especially if you're working with an international audience or if you will be traveling. Be sure to set the time zone to your local time, not the server's local time.

Jason: I almost missed a meeting because I didn't set my time zone. The Moodle server we were using was in another country and I had left my profile setting on the default server's local time. The meeting was set for 11 p.m., which seemed odd to me. Then I realized I had the wrong time zone. When I changed the setting, I realized the meeting was scheduled for 8 a.m. my time!

Preferred language

Setting your language here makes it your default language for all pages.

Description

The description box gives you a place to tell your Moodle community a little about yourself. If you don't feel comfortable writing a description, just put a space in here so you're allowed to submit the form.



Figure 2-7. My Courses block

4. The remaining optional fields allow you to include personal details about yourself, including your photo or a representative image and contact information. Your picture will appear by your postings in the forums, in your profile, and on the Participants page.
5. When you're done, click the "Update profile" button at the bottom of the page.

To upload a new picture:

1. Prepare the picture you want to use by converting it to a JPG or PNG if you haven't already. It should be smaller than the maximum upload size.
2. Click the Browse button and locate your prepared picture. Then click Choose in the dialogue box.
3. Click the "Update profile" button at the bottom of the page. Moodle will crop your picture into a square and shrink it to 100×100 pixels.
4. Enter a description of your picture for the benefit of anyone using a screen reader.

Moodle provides you with a number of ways to personalize your experience and share information about yourself with other people. Your profile will be linked to your forum posts and other contributions around the site. The picture from your profile will be your icon, so pick something that represents who you are on the Moodle site or a shot of your good side.

Now let's take a look at a course, the main organizing feature of Moodle.

A First Look at a Course

On the left side of the front page, you'll see the My Courses block, which includes a list of all the courses you are teaching or taking as a student, as shown in Figure 2-7. You can access your courses by clicking on the course name in the block.

Let's start with the upper-left corner of the course page, as shown in Figure 2-8. There you'll see the name of your course as entered when the course was created. Your system administrator either entered your course name by hand or she got it from your institution's course database. (Read the "Course Settings" section later in this chapter if you need to change the name.)

Below the course name is a navigation bar that fills with the hyperlinked names of pages as you navigate from one page to another. Frequently, the best way to return to your