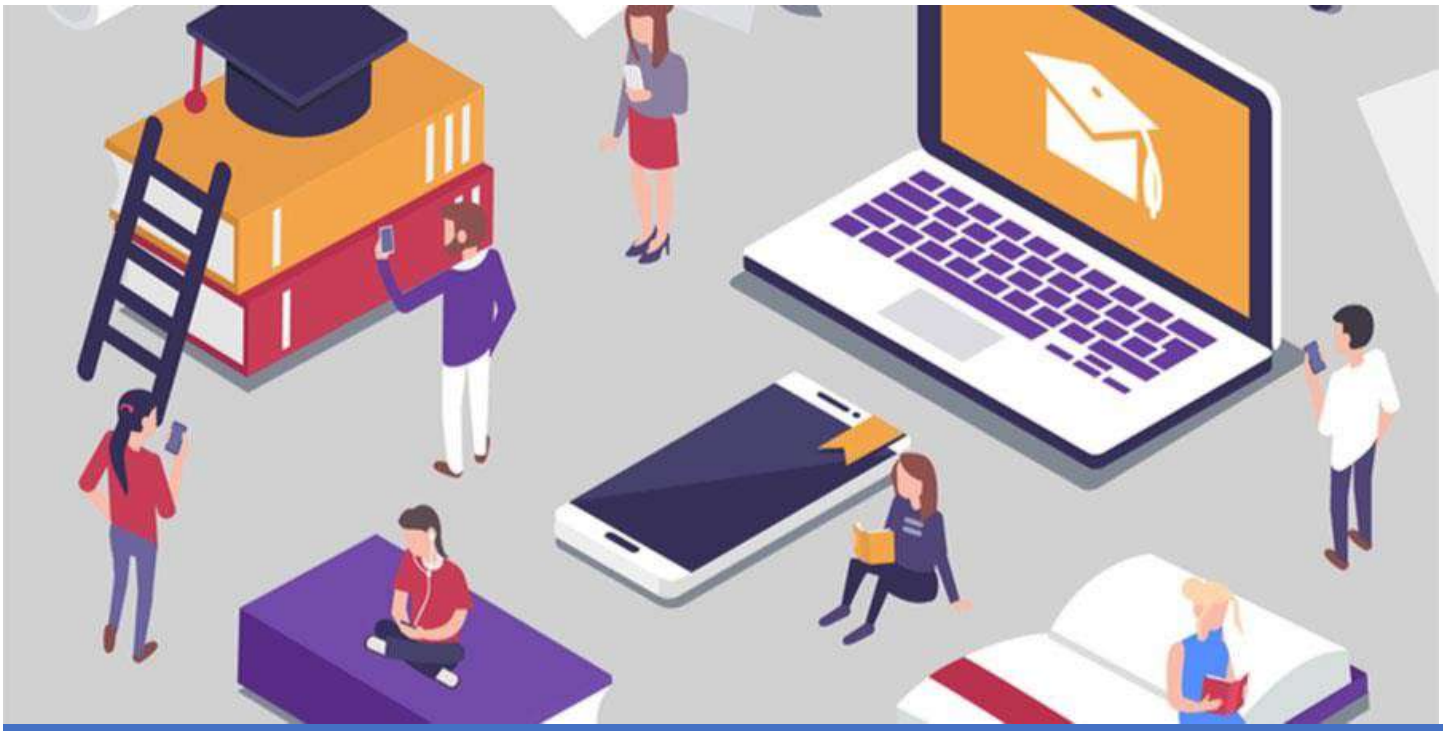
FORMAN CHRISTIAN COLLEGE

(A CHARTERED UNIVERSITY)



Student Guide for Moodle (LMS)

Your first step to online digital learning platform at Forman Christian College (A Chartered University)

For Moodle help: its.moodle.help@fccollege.edu.pk

Author: Shakir K Gill, Senior Manager IT Business Analyst

Version 2.1

Information Technology Services
Office FC College Lahore

Contents

Welcome to Moodle 4
Tips for better performance of Moodle on your device: 4
Recommendation on Internet Browsers 4
Moodle App 5
Some housekeeping items: 5
Where to Contact for Moodle Help: 6
How do I Access Moodle and log in? 6
What is my User Name and Password? 6
Password Change Policy: 7
Some important items on my home page: 8
1. My Courses: 8
Accessing A Course Page: 8
2. Moodle Notifications: 9
3. Messaging on Moodle: 10
Viewing Conversations/Messages 11
Sending Messages on Moodle: 12
4. Dashboard 16
1. Courses 17
2. Timeline 18
5. Calendar: 18
Courses on Moodle 19
The interface of Courses: 20
Learning Resources & Course Activities: 21
Files/Documents and Folders: 23
Live online classes; Google Meet: 26
Online Recording of the Session: 28
Quizzes/Tests: 30
1. Accessing Quiz before the time window begins: 30

Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

2. Accessing the Quiz after the time window ends: 30

3. Accessing the Quiz during the time window: 31

Questions Types in Quizzes or Test: 32

Assignments: 32

1. Online Text Submission: 35

2. File Submission (Uploading File) 36

Welcome to Moodle

Moodle is a learning management system (LMS). Moodle LMS allows students to access course materials, gain feedback, contact instructors, upload work, see grades and much more all by logging in to their very own online account. Learning management systems like Moodle are in use to deliver courseware and popularize e-learning in educational institutions. This document comprises a basic guide of how to utilize this tool, focusing on students.

[redacted]

[redacted]

Tips for better performance of Moodle on your device:

Recommendation on Internet Browsers

Google Chrome and Mozilla Firefox work best with Moodle, additionally Internet Explorer is also recommended for Moodle. However, Safari is not recommended for using Moodle.

Links: **FCCU Moodle** **FCCU Website** **FCCU Student Portal** **Send Email for issues**

Moodle App

Moodle Apps are available on both following platforms:

iStore (Apple) & Play Store (Android)

The Moodle Apps are great for content sharing (viewing and downloading content). However, it is **NOT recommended** for attempting quizzes and submitting assignments on Moodle. If you want to attempt your quiz and submit assignments you are encouraged to use your smartphone/tablets, but use it with recommended browsers as described above.

Following is the procedure for installing Moodle App:

1. Download mobile app from Google Play (Moodle, not Moodle Classic)

2. Once downloaded onto your smartphone, enter FCCU Moodle's URL: tmoodle.fccollege.edu.pk/moodle

3. Enter your user name and password

Click here for the detailed guide

Some housekeeping items:

1. If your Moodle page, activity, or live class session is not functioning properly please clear your Cache first. Following are the links to guides for clearing cache on three above mentioned recommended browsers:

a. Google Chrome

b. Mozilla Firefox

c. Internet Explorer

2. While using smartphones/tablets please ensure that your gadget/device is not running out of memory.

Links: **FCCU Moodle** **FCCU Website** **FCCU Student Portal** **Send Email for issues**

Where to Contact for Moodle Help:

In addition to this guide, we also have the Moodle FAQ page, which may answer your basic queries. In case, the student guide for Moodle and Moodle FAQ page does not solve your problem. Please send an email to; its.moodle.help@fccollege.edu.pk.

How do I Access Moodle and log in?

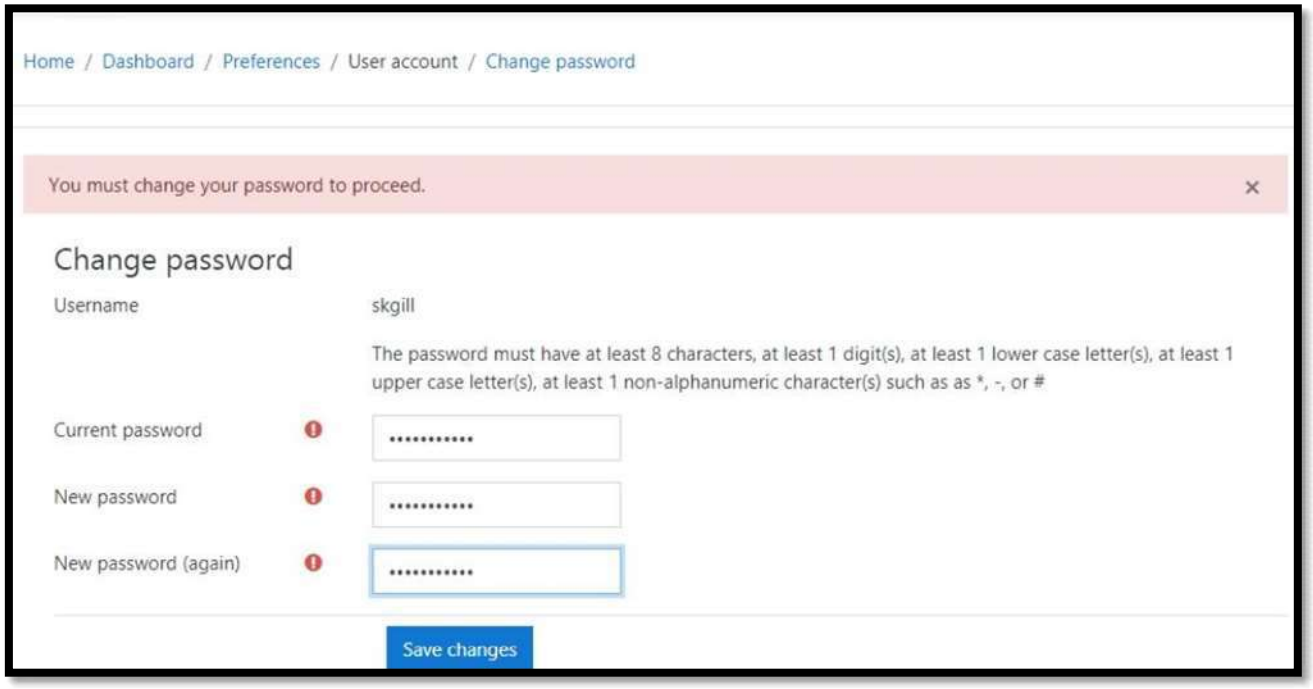
Step1: Go to (tmoodle.fccollege.edu.pk/moodle) and click on Login

What is my User Name and Password?

Your Username on Moodle is the same as on empower. If you are logging in for the first time, your password will be your tracking code.

Links: **FCCU Moodle** **FCCU Website** **FCCU Student Portal** **Send Email for issues**

On logging in you will be redirected to screen for changing password (See below)



NOTE: Unless you do not change your password, you will not be able to proceed further.

Password Change Policy:

The password must have:

A. At least 8 characters

B. At least 1 digit(s)

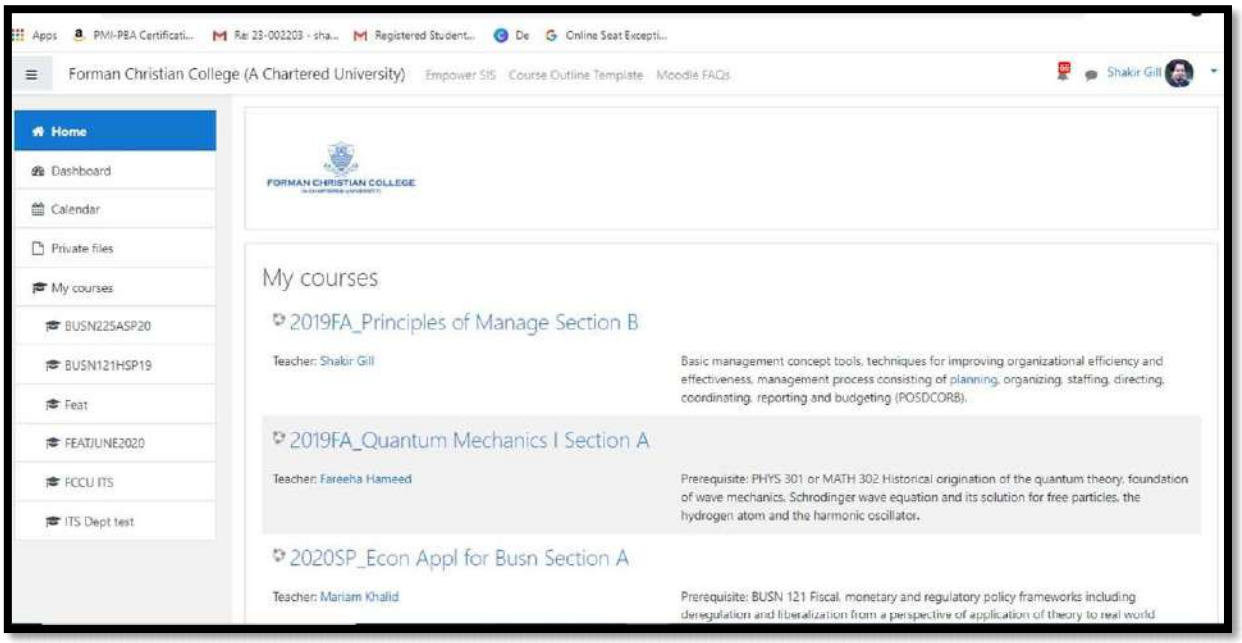
C. At least 1 lower case letter(s)

D. At least 1 upper case letter(s)

E. At least 1 non-alphanumeric character(s) such as *, -, or #"

After you successfully change your password you will arrive at your post-login homepage:

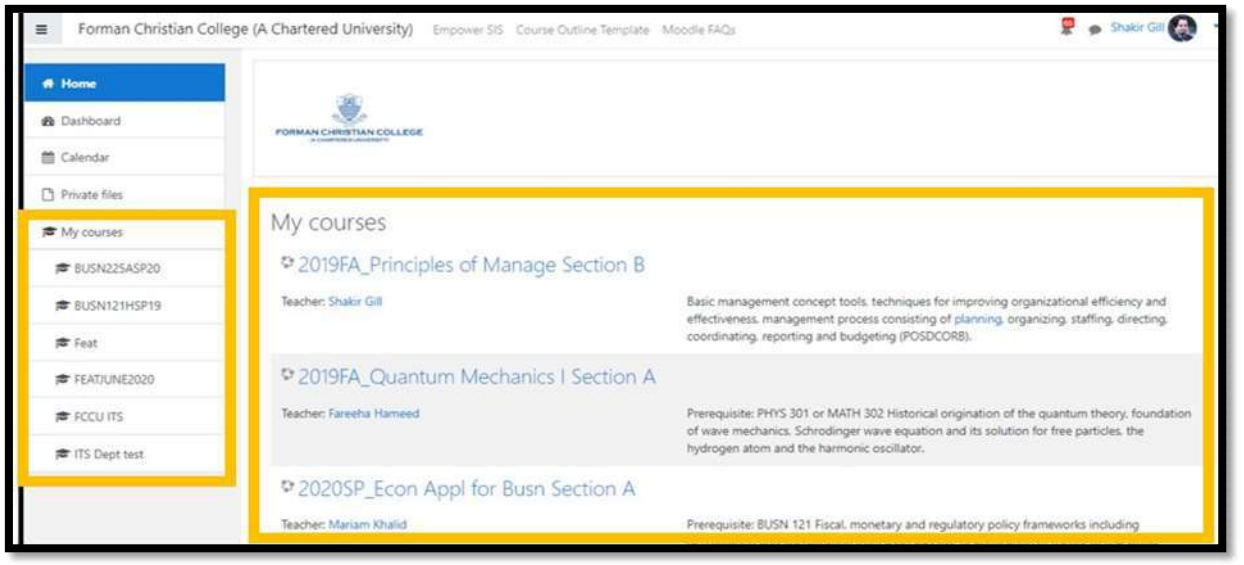
Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues



Some important items on my home page:

1. My Courses:

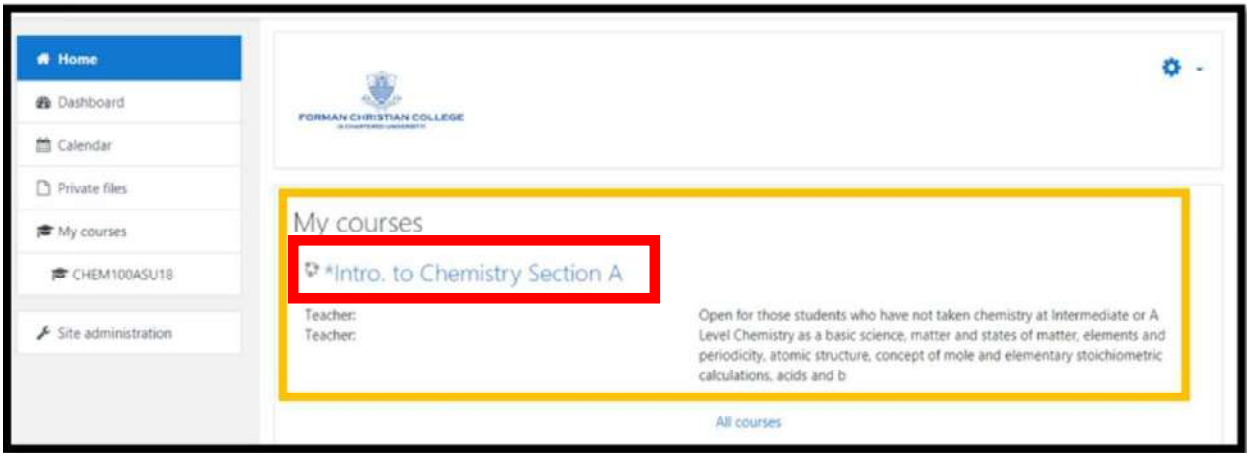
Your list of courses will appear on your post-login home page under 'My Courses'. The list of courses will also appear in the Navigation bar on the left side of the page under the item 'My Courses'



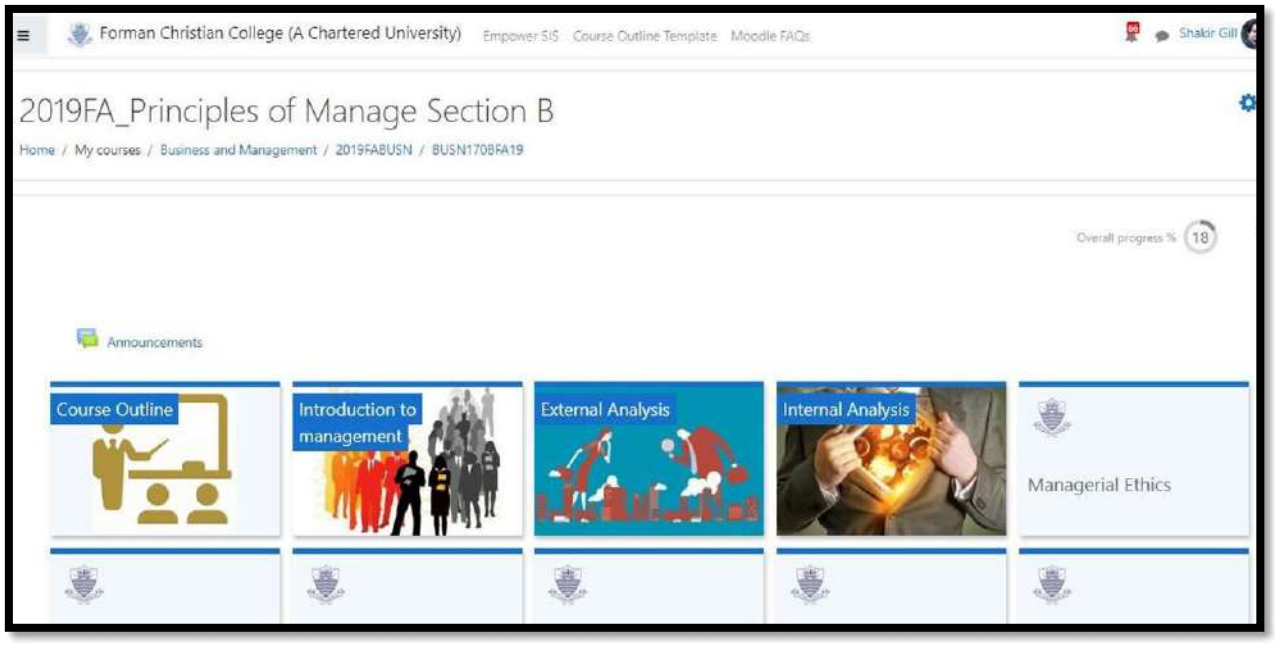
Accessing A Course Page:

To access the course page simply click on the course title from within the list of 'My Courses' and you will reach the course page of your enrolled course

Links: **FCCU Moodle** **FCCU Website** **FCCU Student Portal** **Send Email for issues**



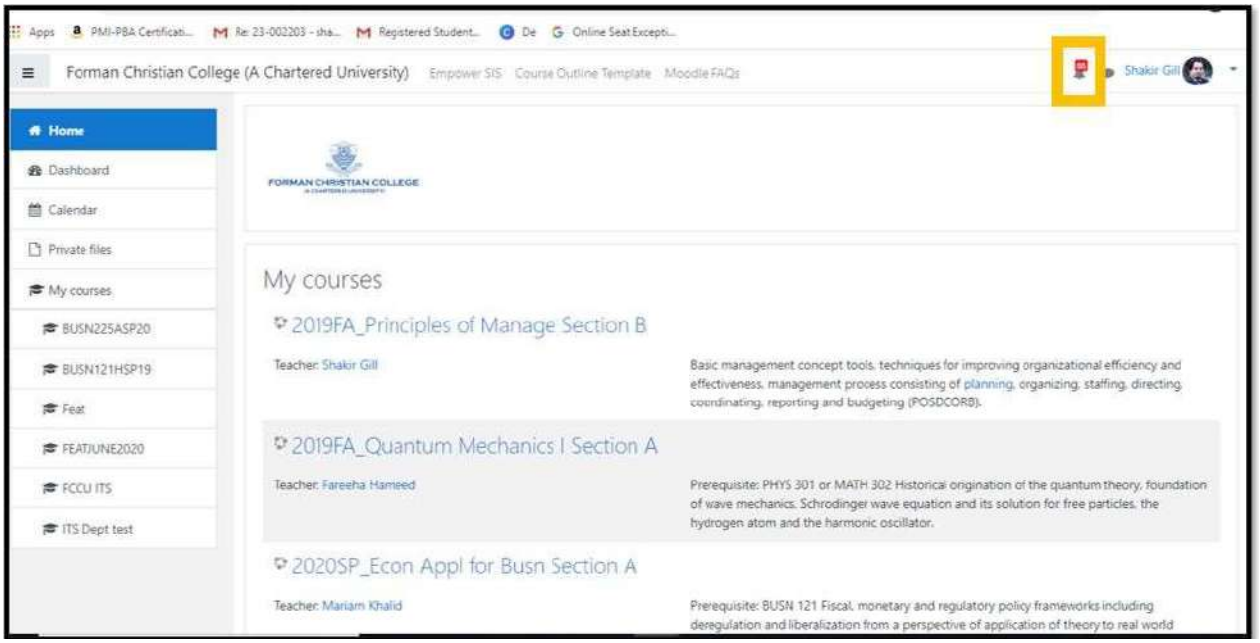
Each course page has a different interface as per the customization done by the instructor of the course:



2. Moodle Notifications:

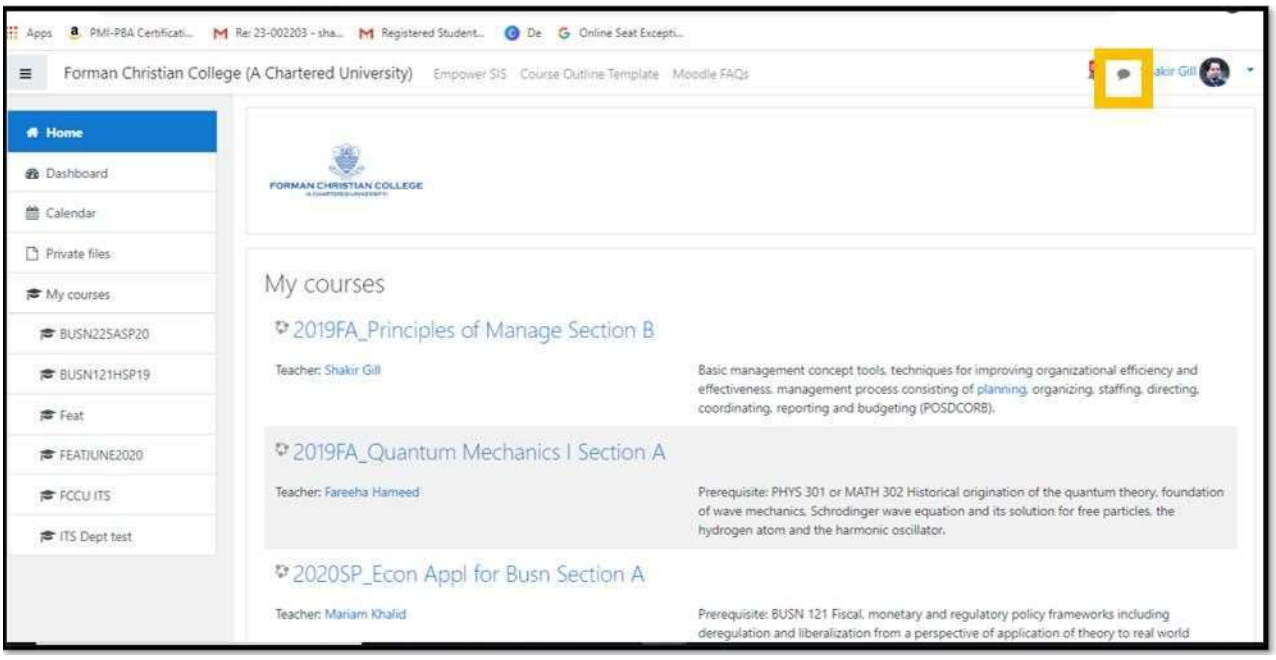
Both faculty and students can view their Moodle notifications by clicking on the bell icon. The said feature provides you with the latest notifications with regards to your course events.

Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

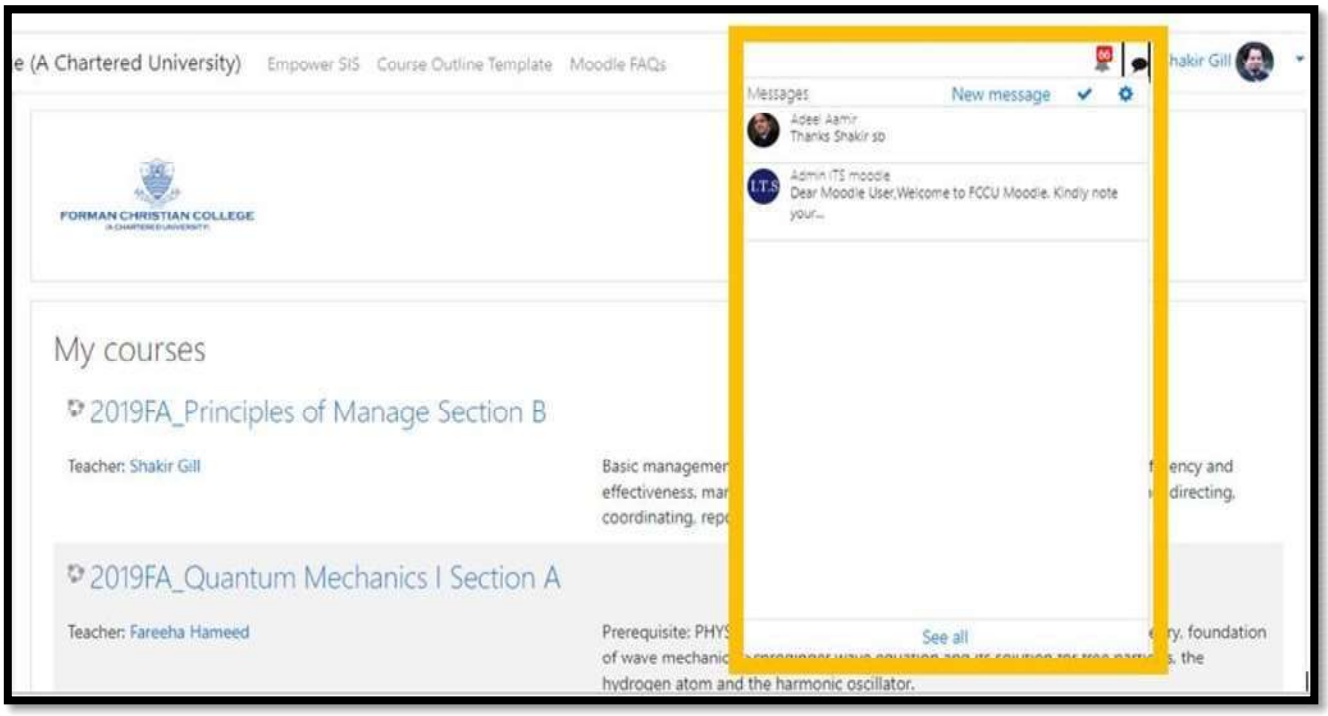


3. Messaging on Moodle:

Messages on Moodle can be sent by faculty and students. To access the message inbox and sending messages click on the message icon next to your notification bell icon.

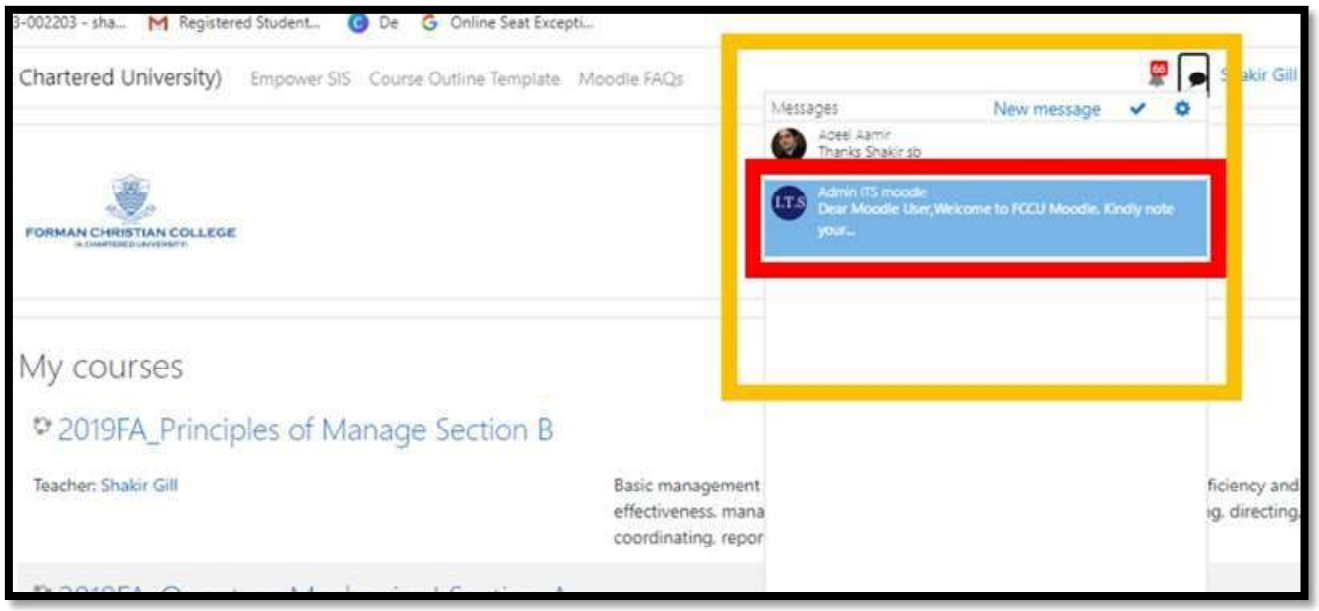


Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]



Viewing Conversations/Messages

The recent messages will always be on top of the message list. To access the messages simply click on the desired message in the message list.



Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

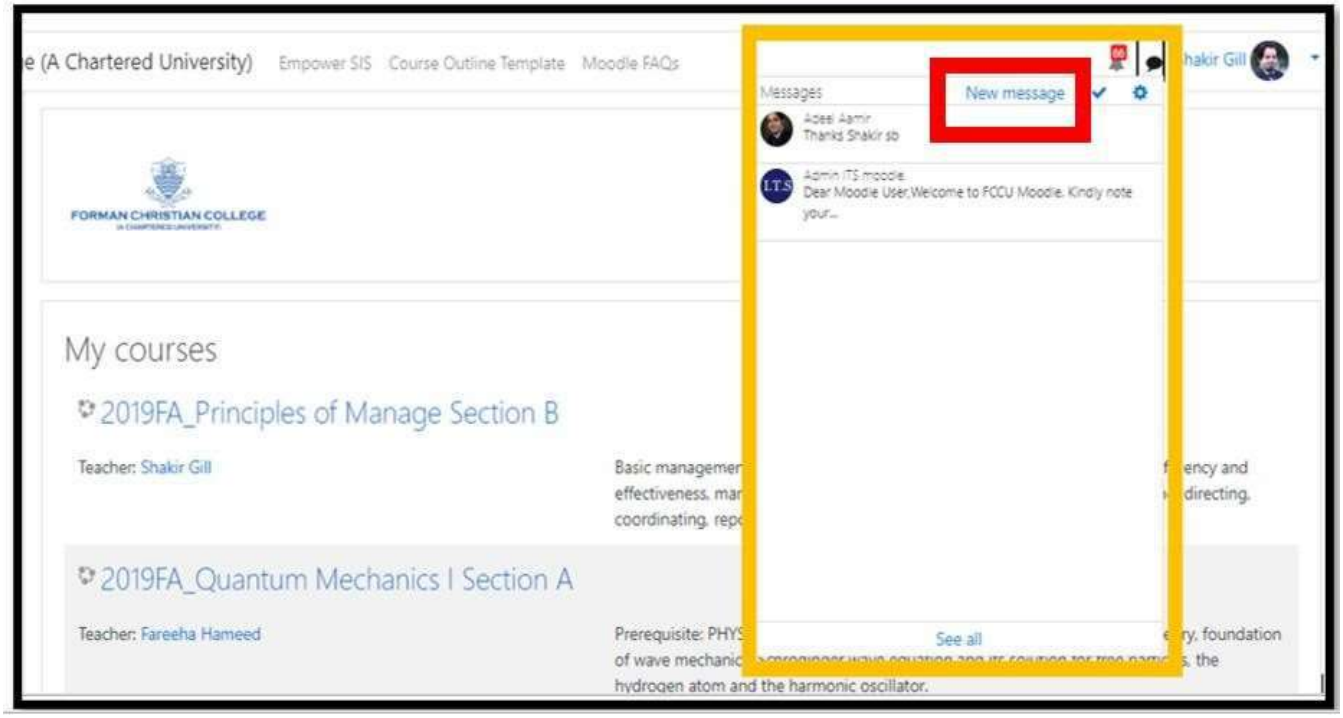
After you click on the message from the message list a page will open showing all your conversations/messages on Moodle. There are primarily three components of the screen:

Message Inbox Conversations/Messages Reply to Conversation/Messages

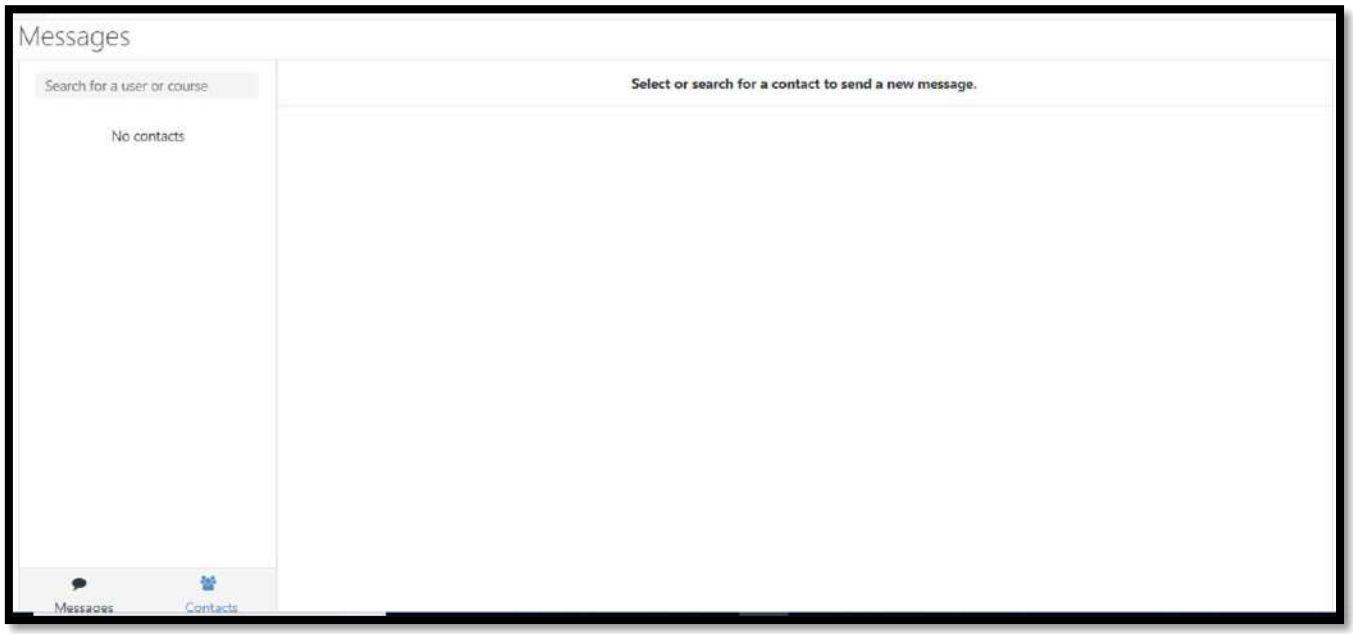
Sending Messages on Moodle:

For sending messages you can initiate the message by clicking on new message as shown below

Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]



After clicking on a new message, you will reach the following screen:

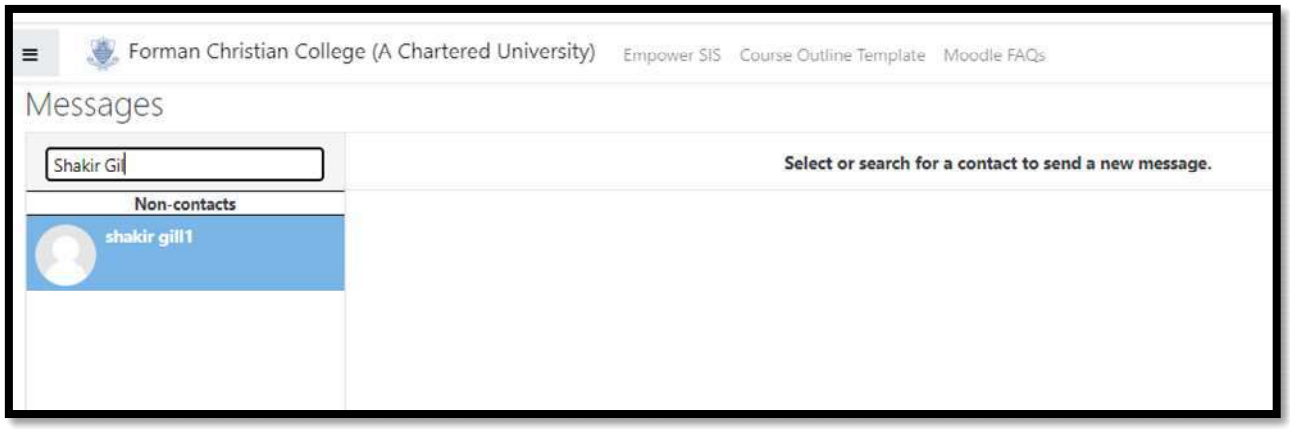


On this screen, you can search your recipient of the message in two ways

Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

1. Search for a User

You can search your recipient through name by typing in the name in the search bar

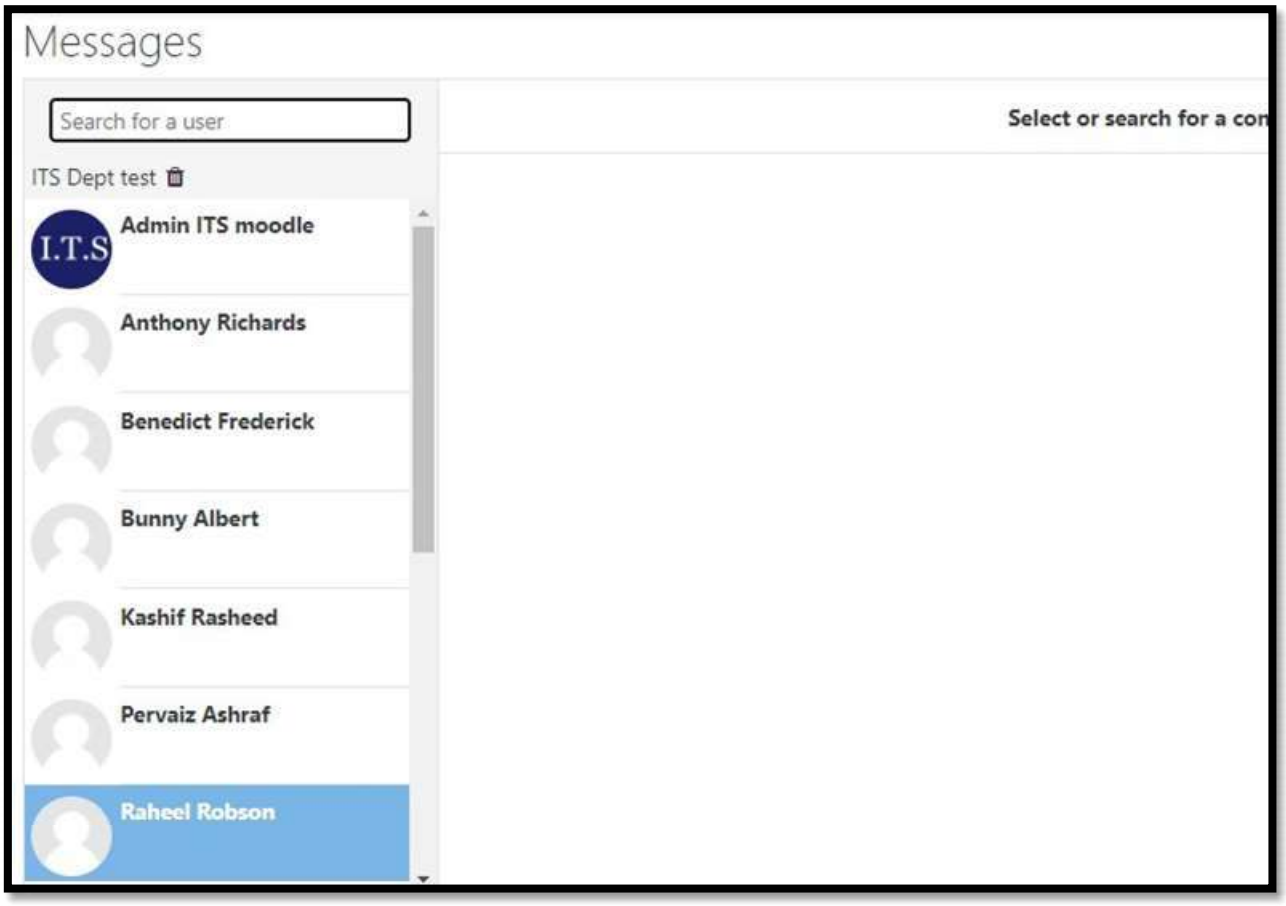


2. Search by Course

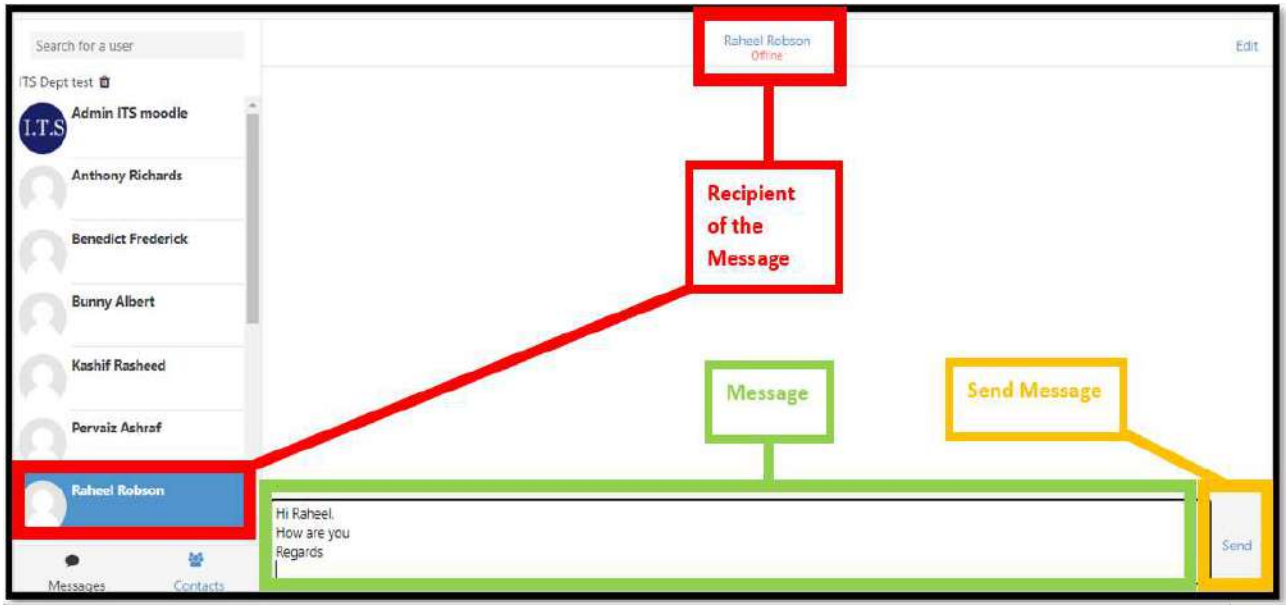
You can also search your recipient through course name by typing in the course name in the same search bar as shown above

After you select your course you will be presented with the list of enrolled students and teacher in the course

Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]



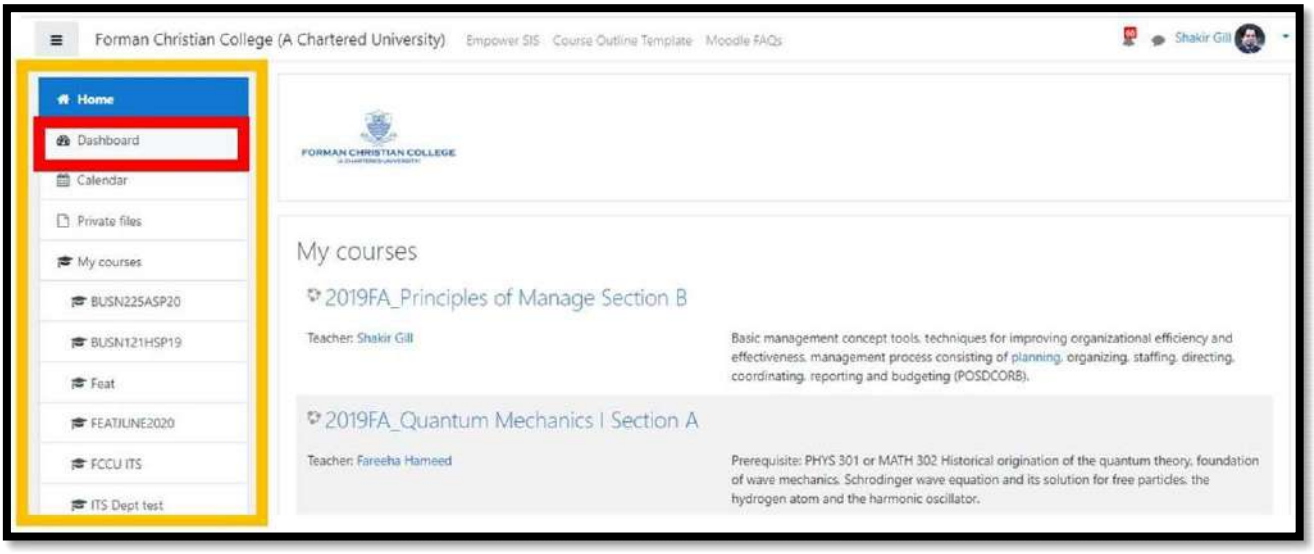
From the list simply select the recipient, type the message and click send:



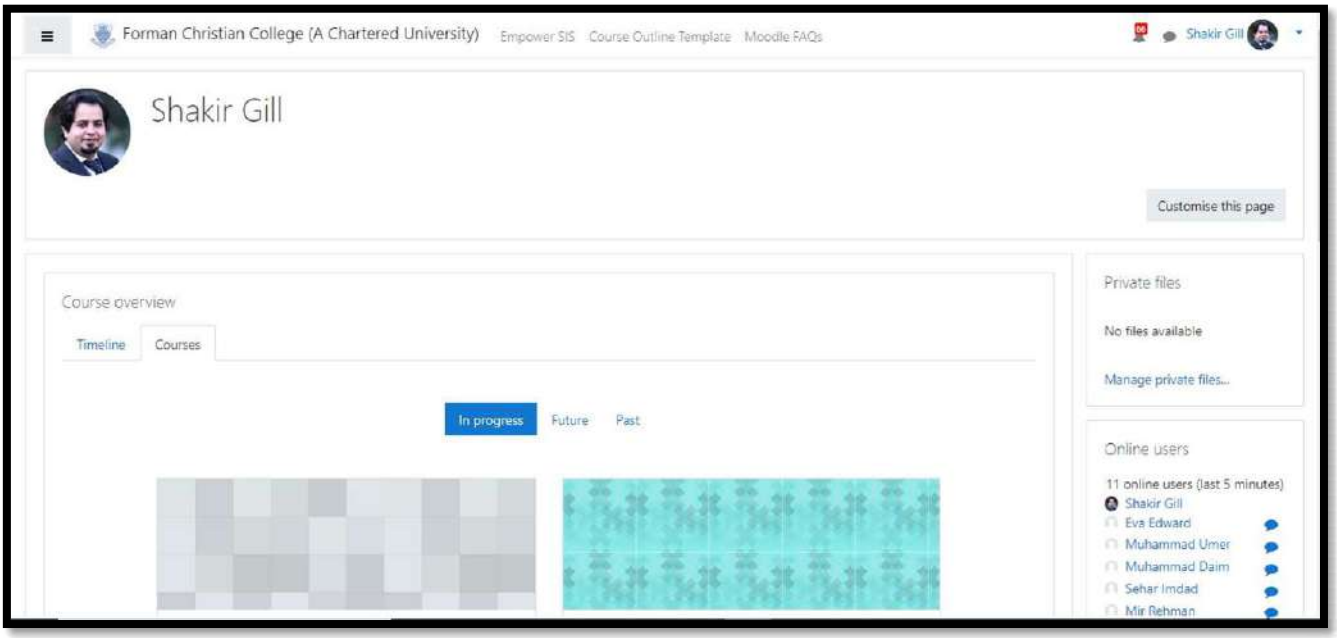
Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

4. Dashboard

The option to access your Moodle Dashboard appears in the left navigation bar. Simply click on it to access the Moodle dashboard



Following is the user dashboard on Moodle:

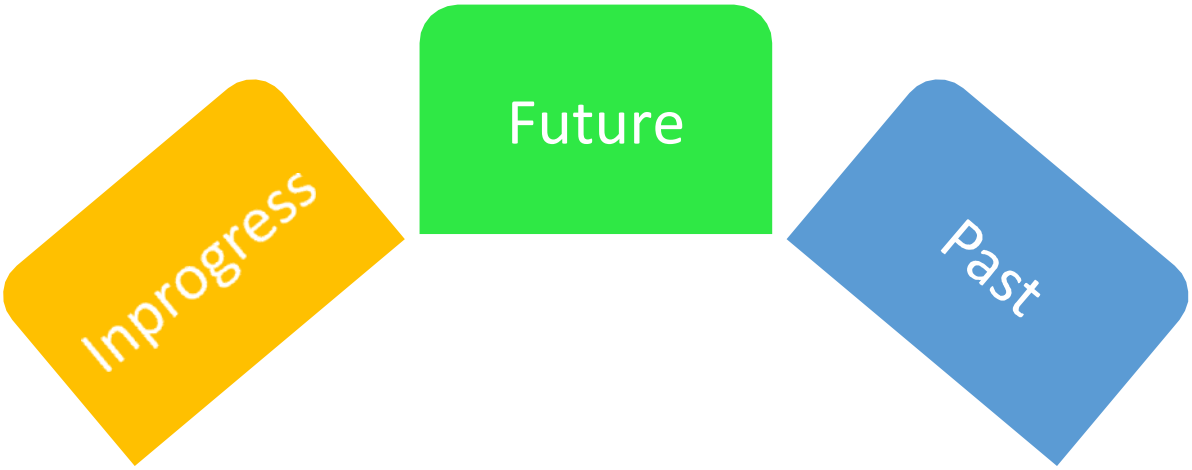


On this screen, you can view the Course Overview. This section is primarily divided into 2 components:

Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

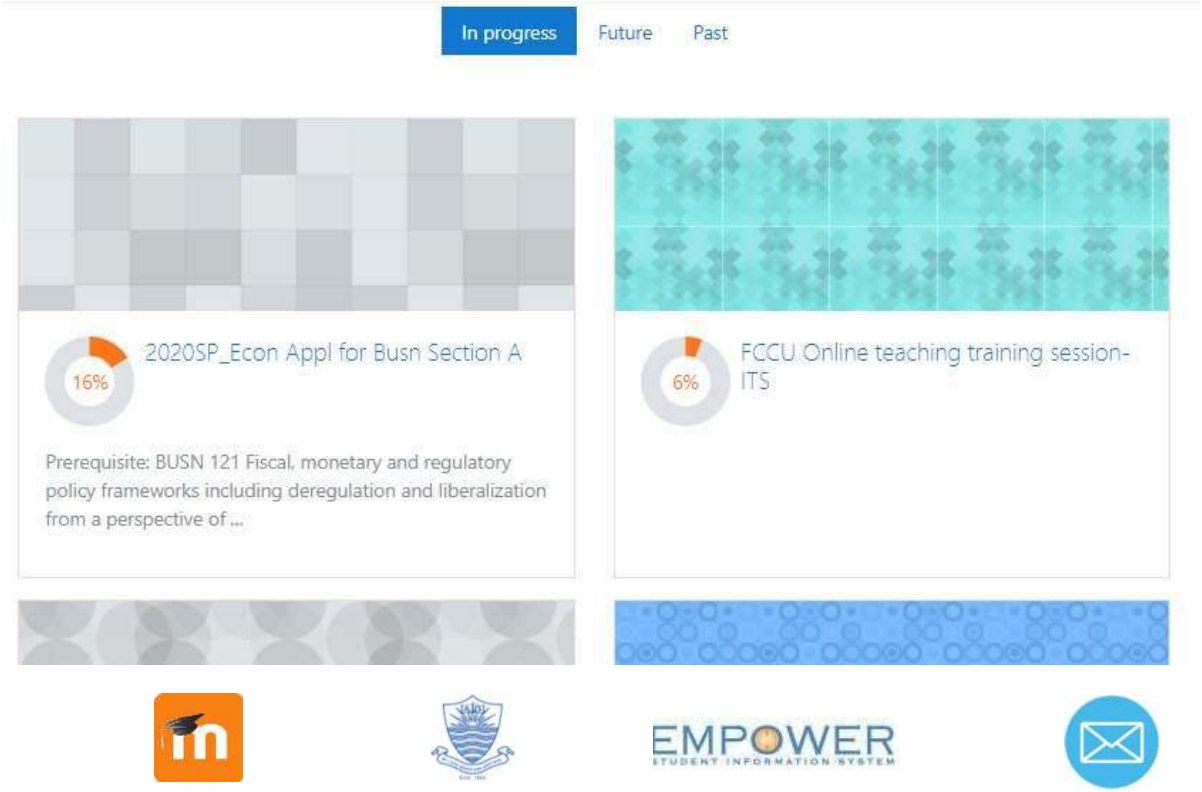
1. Courses

You can view your courses on 3 filter criteria



on

You can select one of the parameters to view the list of courses as per your requirement



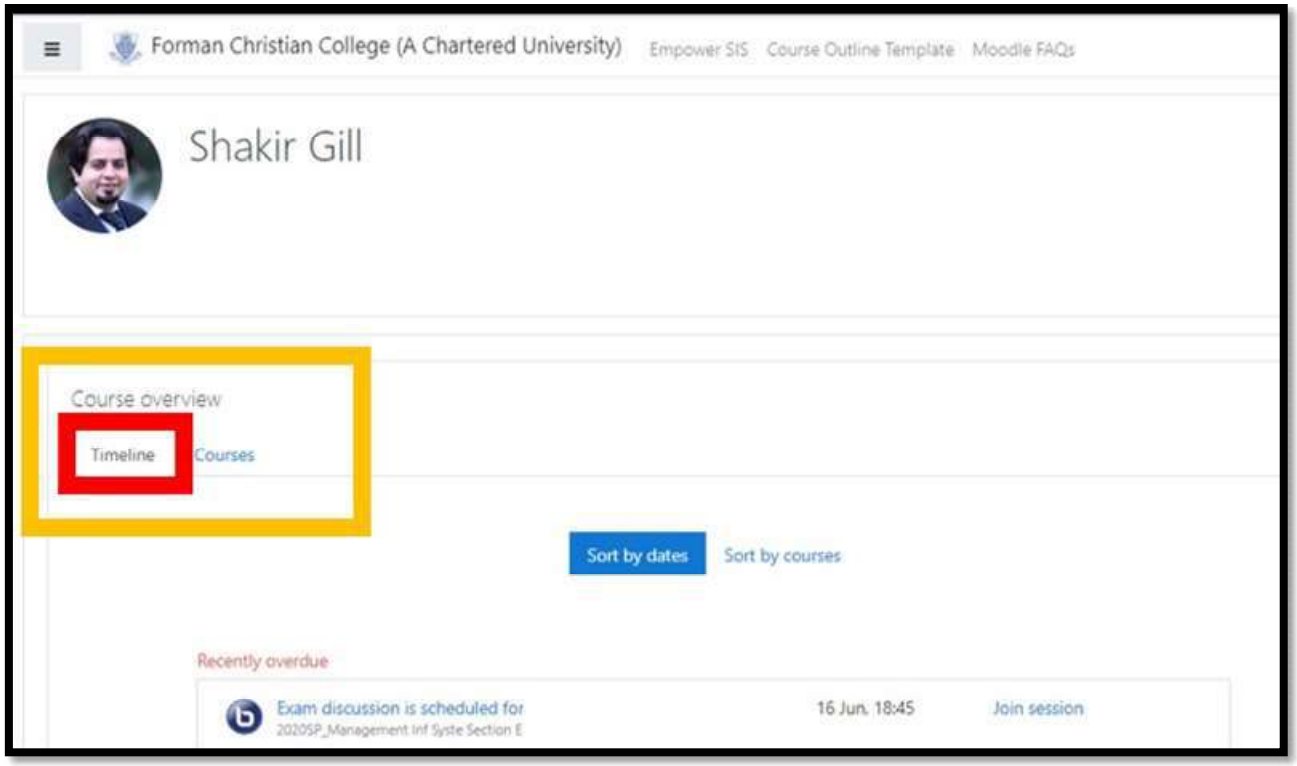
Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

In the above screenshot, you can see that in-progress courses have been selected, to view the complete list you would need to scroll down on your dashboard.

2. Timeline

The other option apart from 'Courses' is 'Timeline'. This section shows you various events that are:

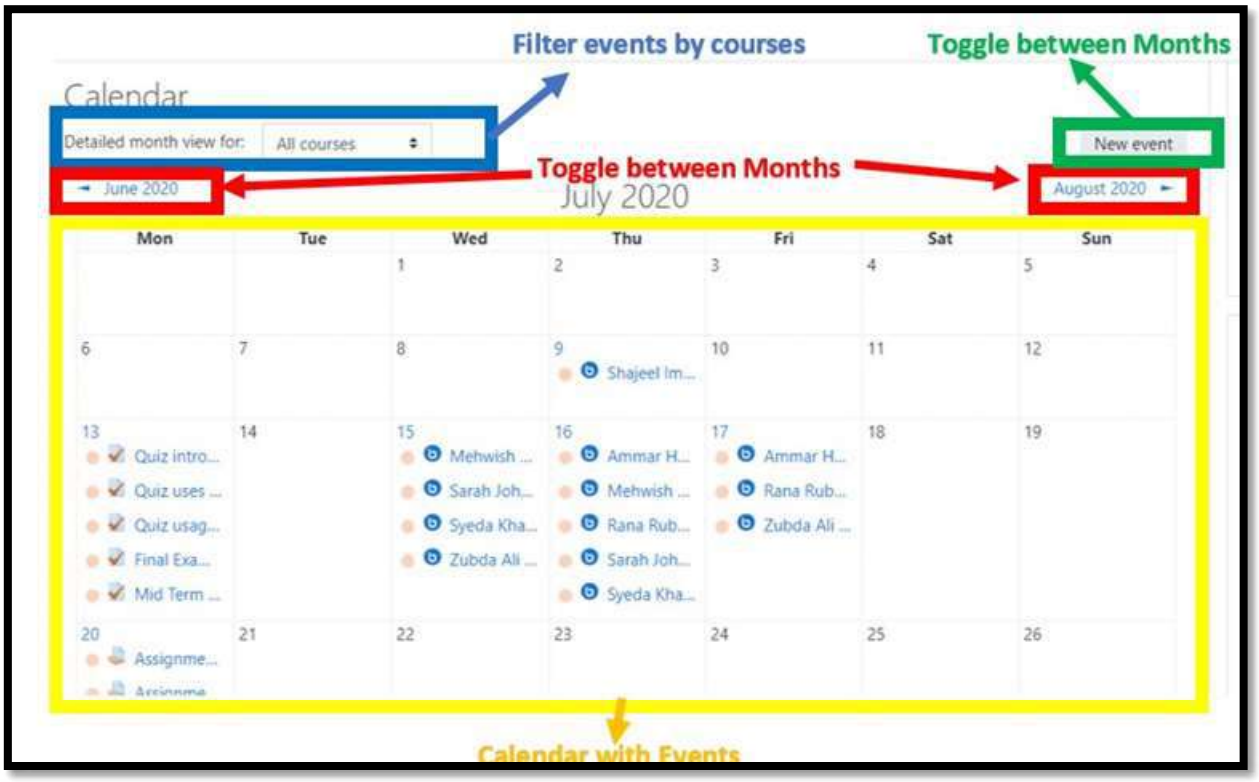
1. Recently overdue
2. Events that will take place in 'Next 7 Days'
3. Events that will take place in 'Future' beyond the next 7 days



5. Calendar:

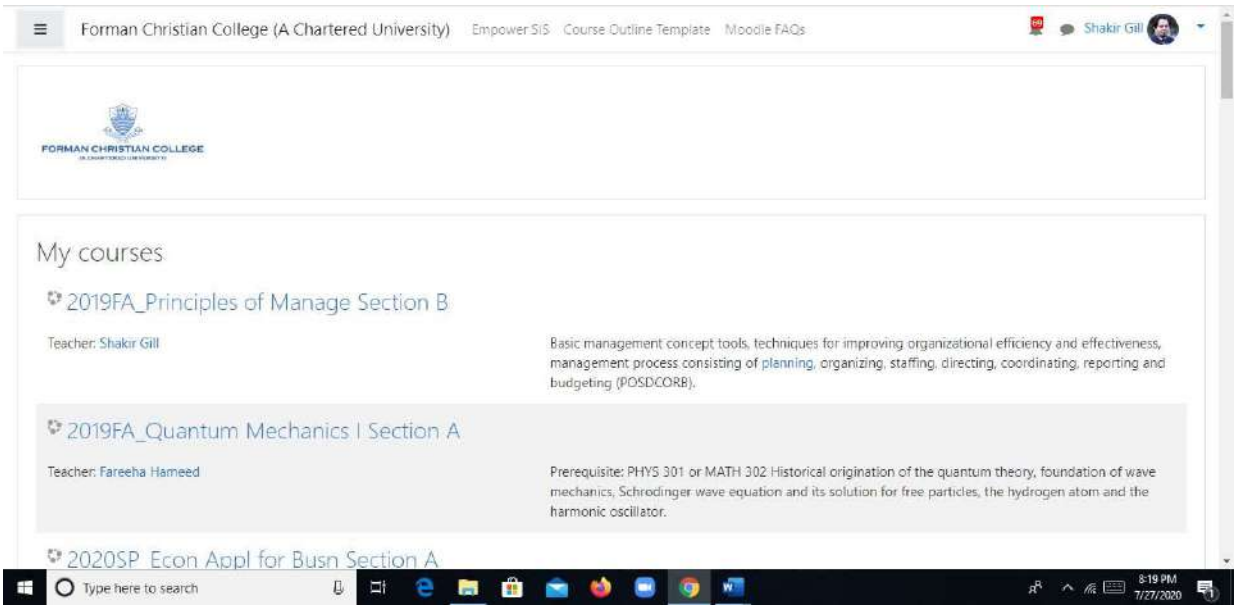
The calendar displays course, and user events. Also, the calenda shows assignments and quizzes deadlines, etc. and other course events.

Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues



Courses on Moodle

As described earlier in this guide you can access your list of courses that you see on your Moodle home page after you log-in.



Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

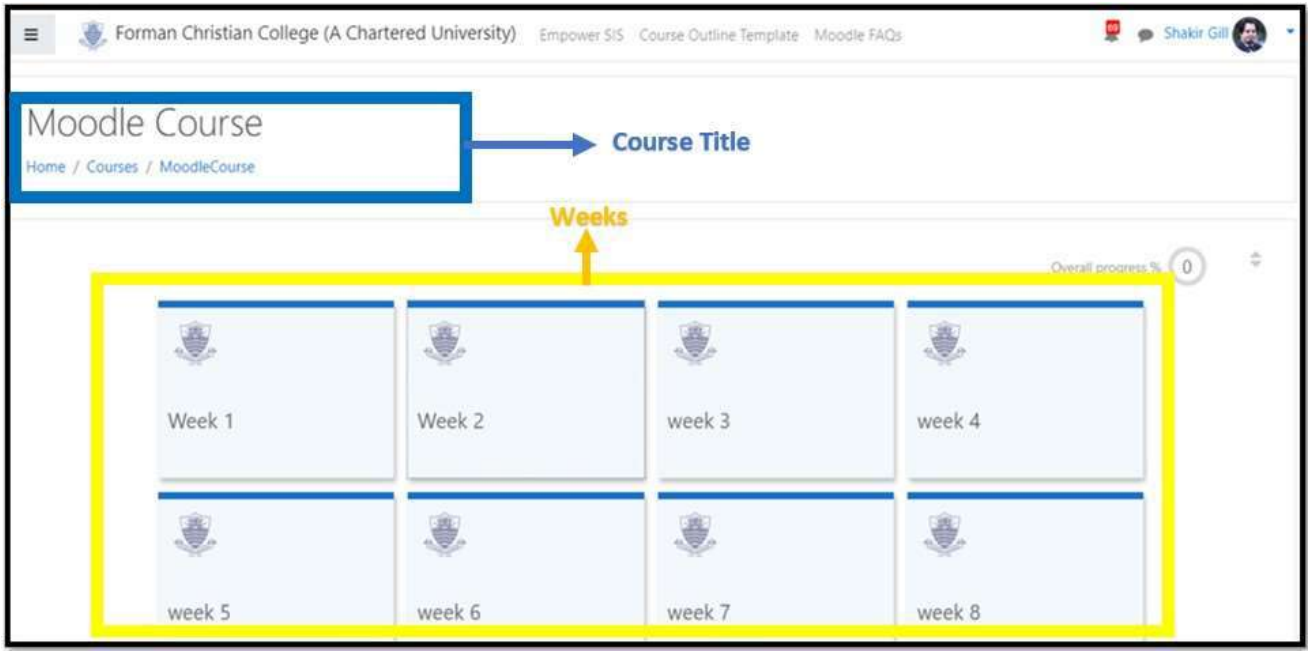
You can simply click on the course to access it.

The interface of Courses:

The interface of all the courses includes the following sections:

a. Course Title

b. Weeks – (Sections on Moodle with learning materials)



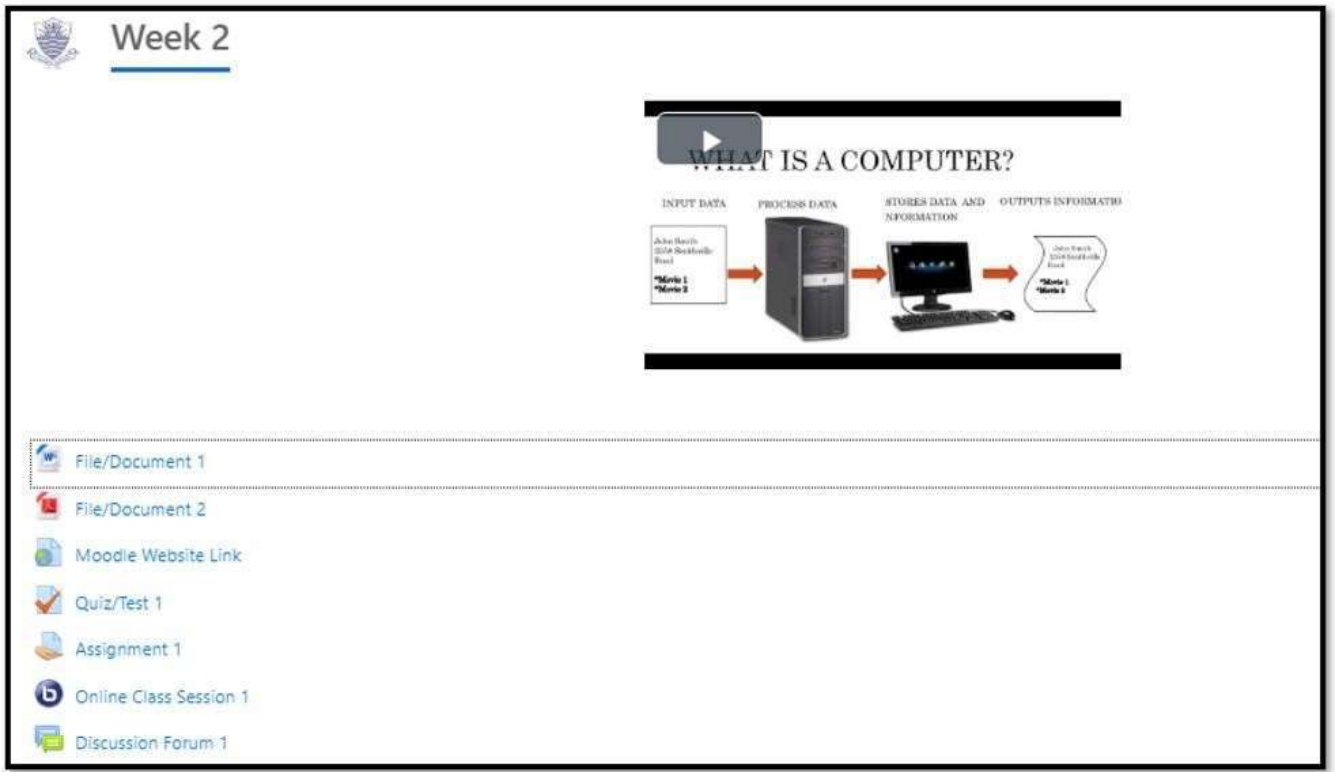
Note: Please note that the above mentioned interface is the default for each student and instructor and can be customized according to the instructor. See an example below showing a customized course. Instead of 'Weeks', 'Topics' with pictures are used in the given below

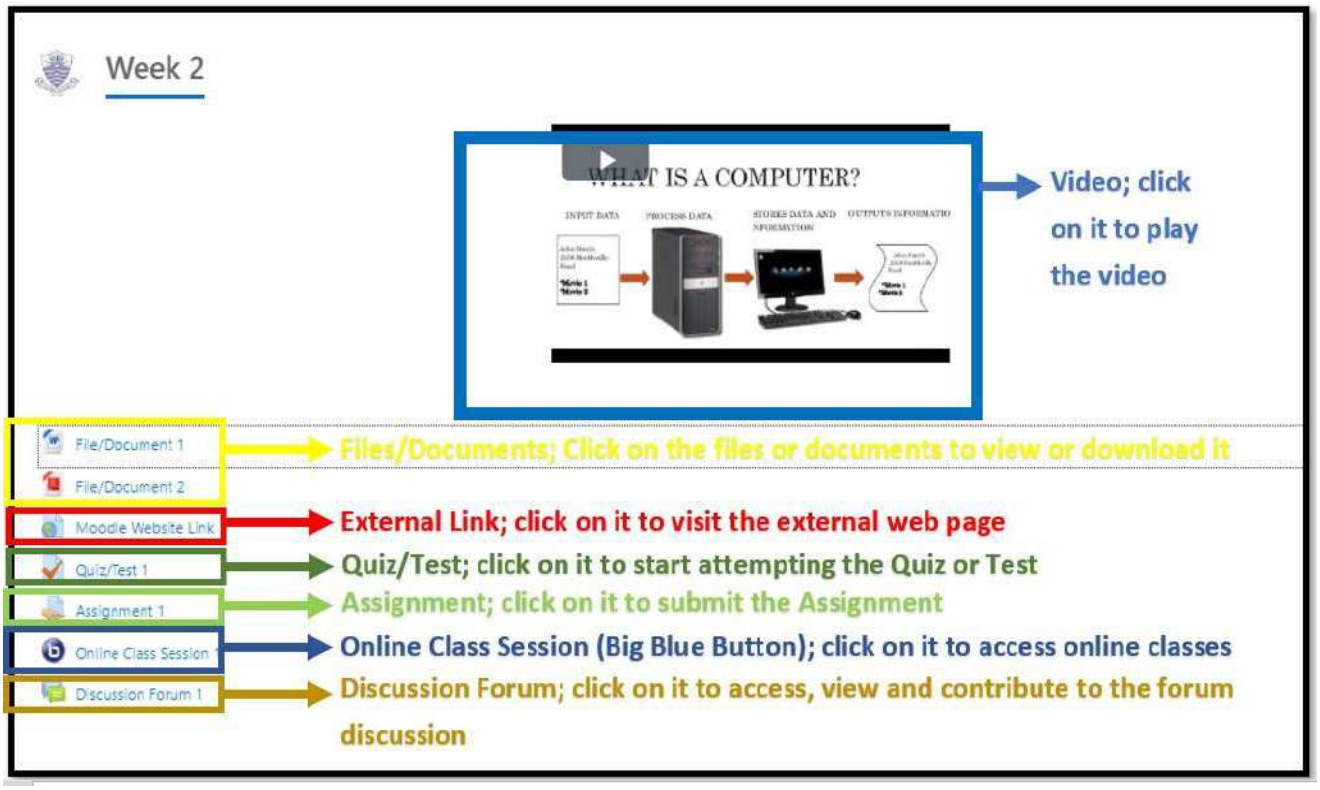
Learning Resources & Course Activities:

The following are the list of Resources and Activities that you may find on your course page. These resources and activities will be organized within section Weeks/Topics of your course.

Resources	Activities
Documents (Powerpoint Presentations, Word Documents, Excel Sheet, PDFs, Pictures or Images, etc.)	Online Class Session (Google Meet)
Videos	Quizzes/Tests
Audios	Assignments
Links to other websites or webpages	Discussion Forums

Following is the example of Resources and Activities organized in Week 2:

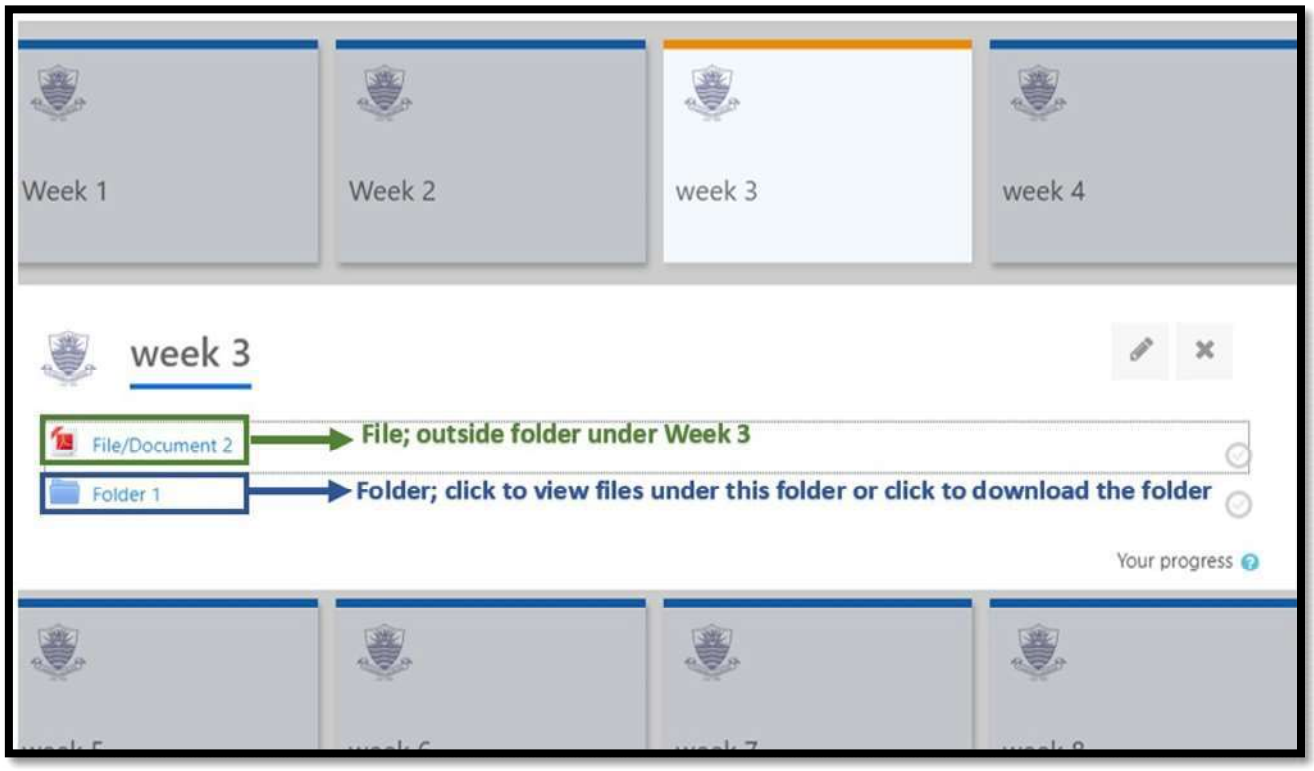




Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

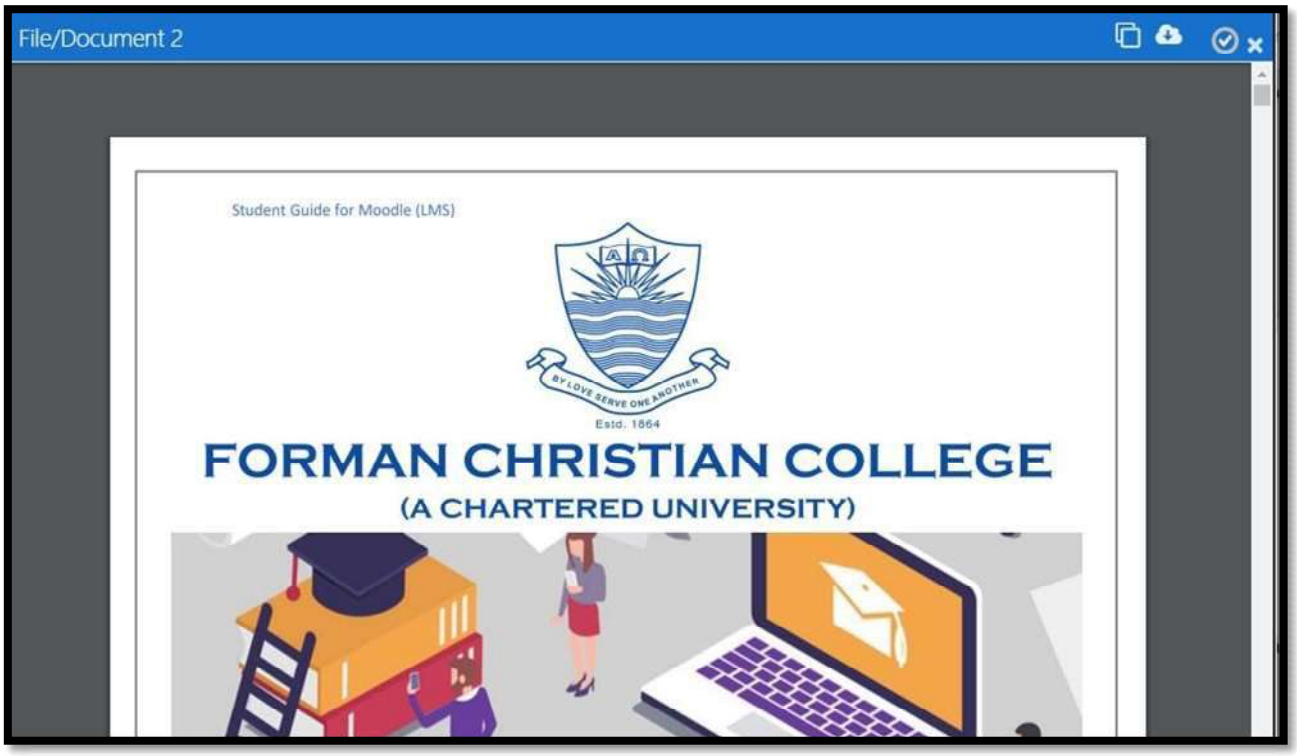
Files/Documents and Folders:

Your instructors would upload different documents in your courses on Moodle. These files and folders can be uploaded by the instructor in any 'Week'/ 'Topic' as shown above. The files can be directly added to the 'Week' or 'Topic' or may be organized in a folder.



On clicking the file you will be able to open the file and view it on Moodle:

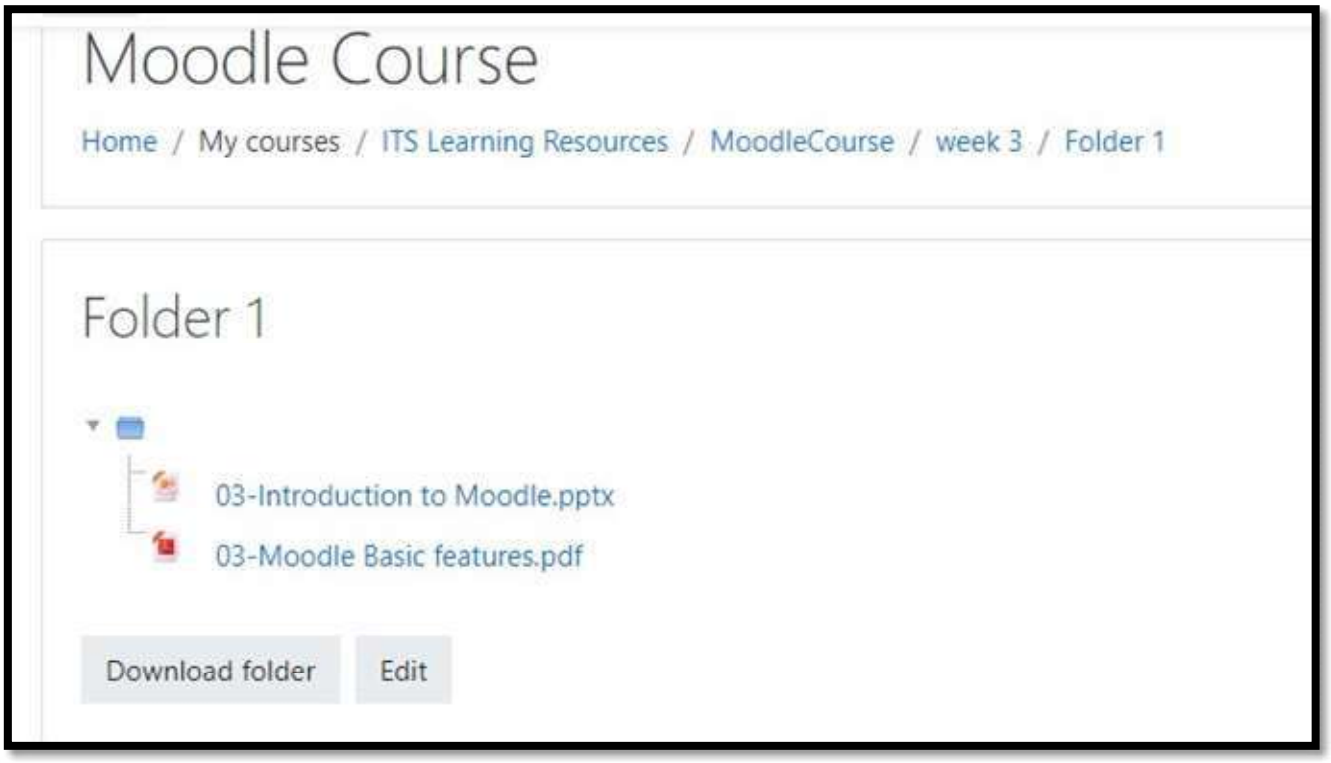
Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues



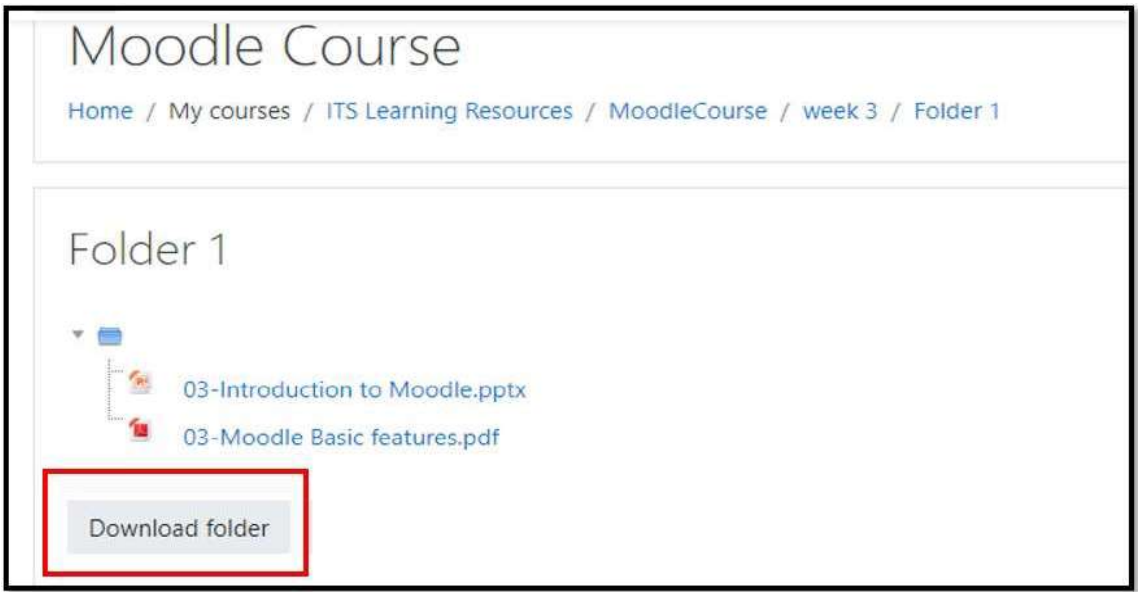
Once the file open's you can also download it:

If you click on the folder you will be able to see the files uploaded within the folder:

Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues



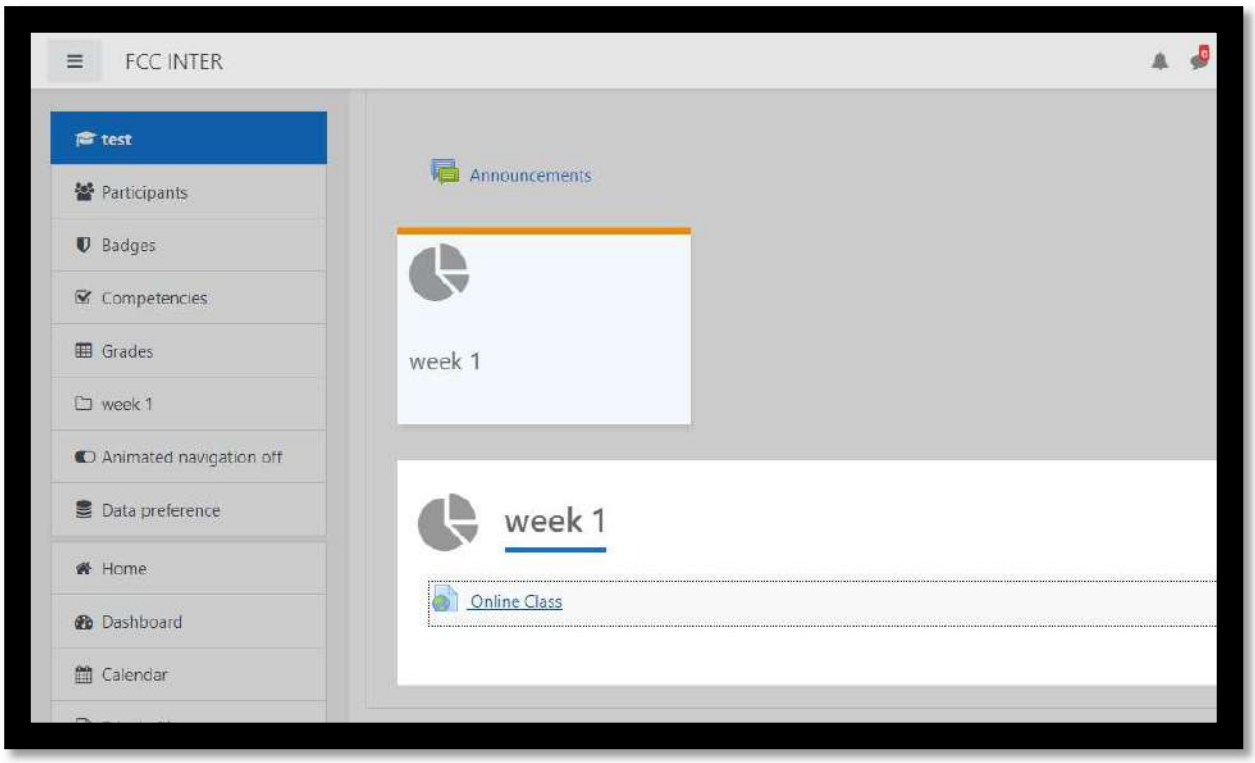
Once you reach the screen with a folder expanded you can download each file by clicking on it. Furthermore, you have the option of downloading the entire folder by clicking on the button that says; 'Download Folder'



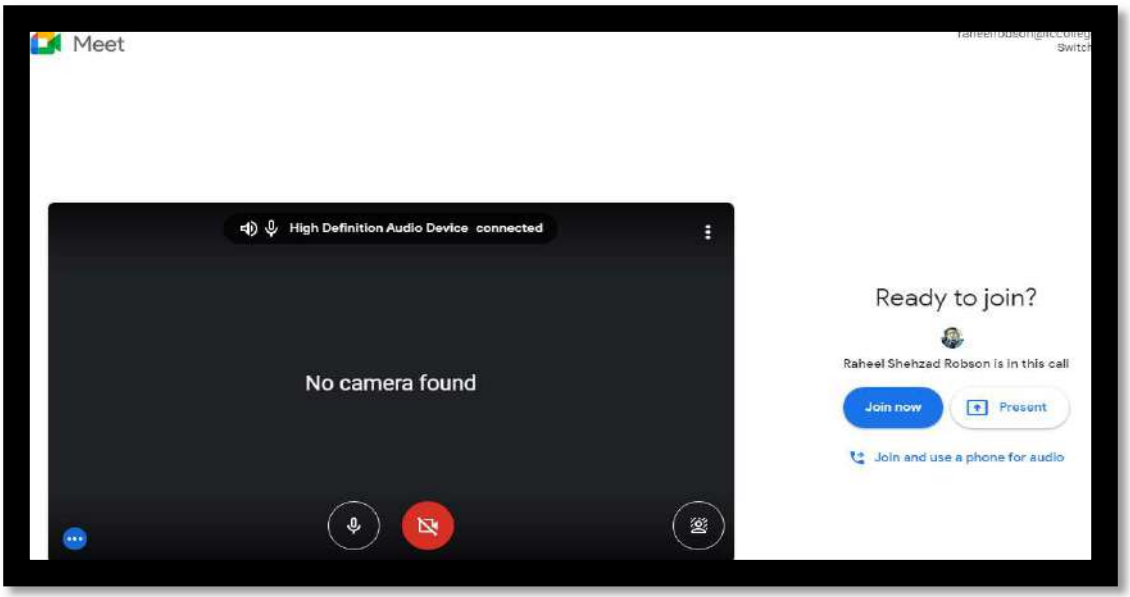
Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

Live online classes; Google Meet:

Your live classes will be held on Google Meet activity that will be on your Moodle page and can be added in any particular 'Week' or 'Topic'. The live online class/Google Meet activity like any other resource or activity is created and placed on your course page by the instructor.



When you click on the activity as shown below you are redirected to a new page:



Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

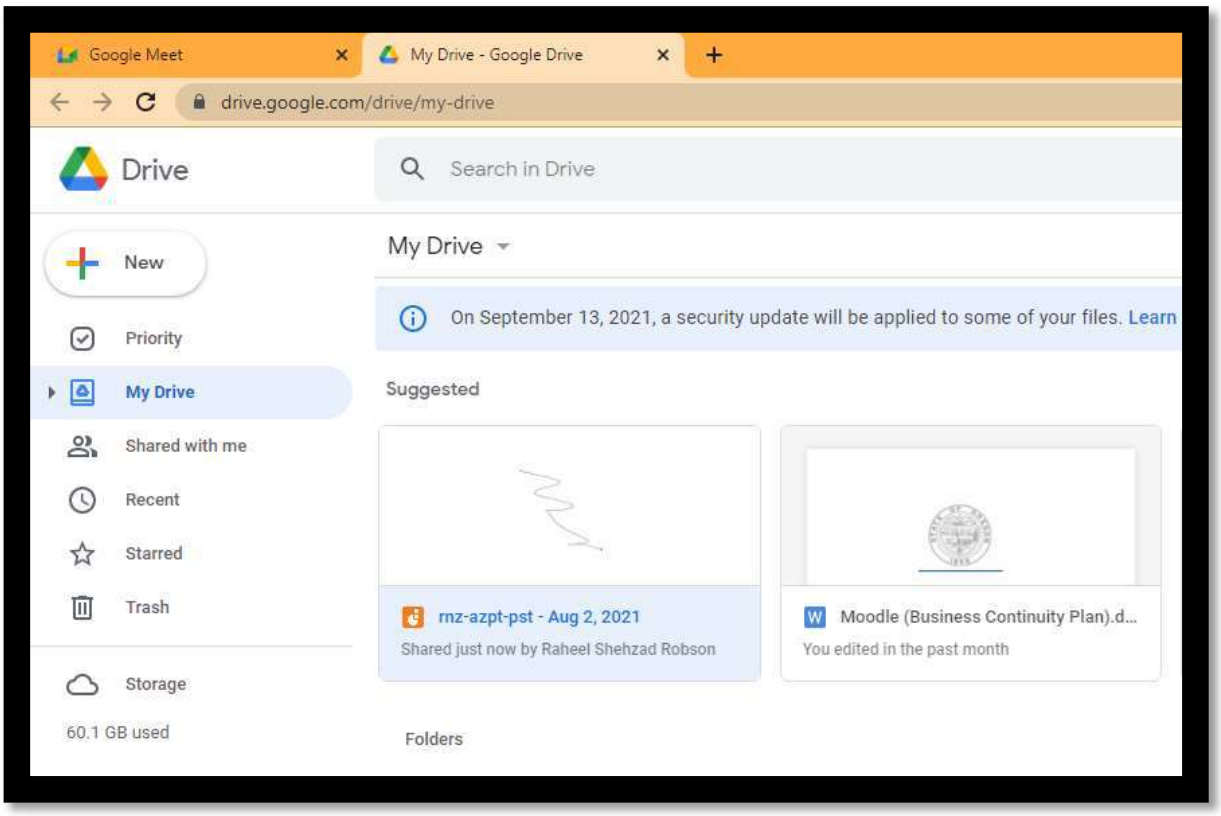
Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

On clicking join session you will reach the conference room as follows:

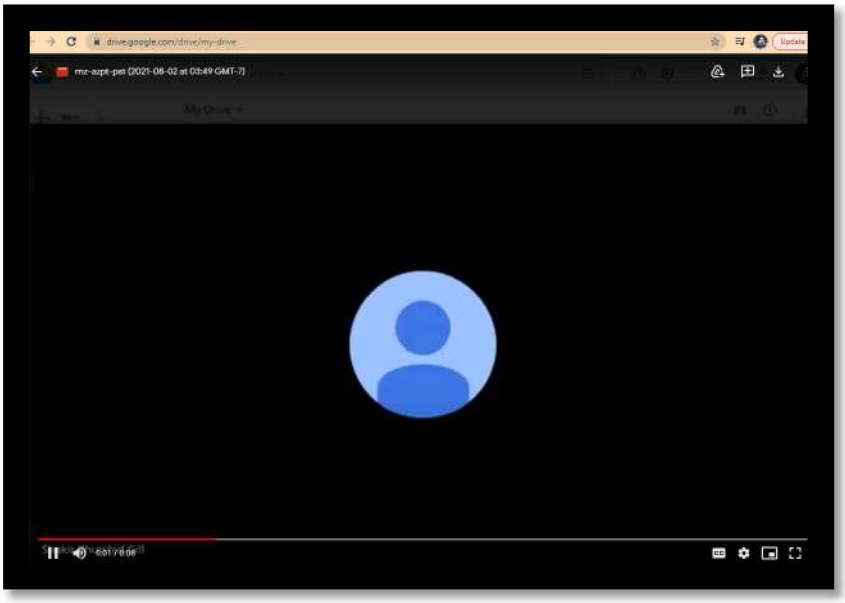
Online Recording of the Session:

After the session is finished, if your instructor recorded the session the instructor can share the link. The link will be opened in your google drive:

Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues



Click on the recording to view it:



Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

Quizzes/Tests:

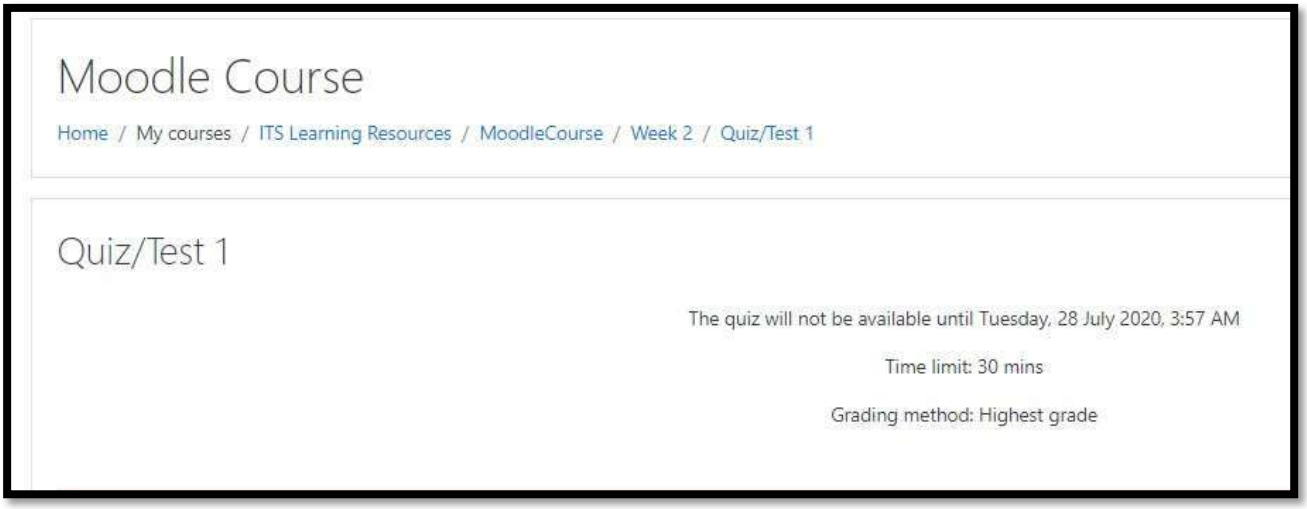
On Moodle for assessments Moodle quiz activity can be used as test/exam etc. by the instructor to test your knowledge and assign marks/scores/grades.

The quiz activity is created by your instructor and is then placed under a particular 'Week' or 'Topic'. Depending on how your instructor has configured the activity you will have a certain time window to access the quiz and then a time limit to finish your quiz.

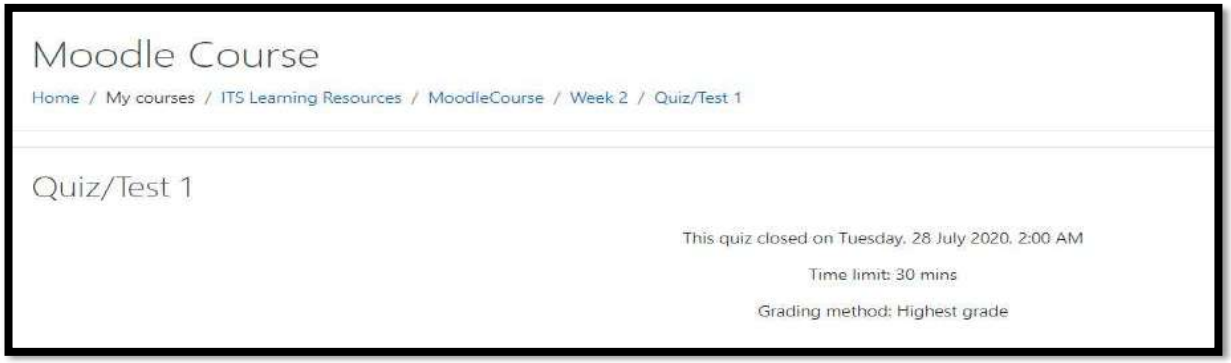
Once created by your course instructor you can view and access the quiz activity during a set time frame or window. For instance, your instructor can set the quiz to be available from 12 pm on 28th July 2020 until 6 pm on 28th July 2020. If you try to access the quiz after the end time of the time window you will not be able to access the quiz anymore. Also, you cannot access the quiz before the quiz time window begins.

Following are the messages you will get on three possibilities as described above:

1. Accessing Quiz before the time window begins:

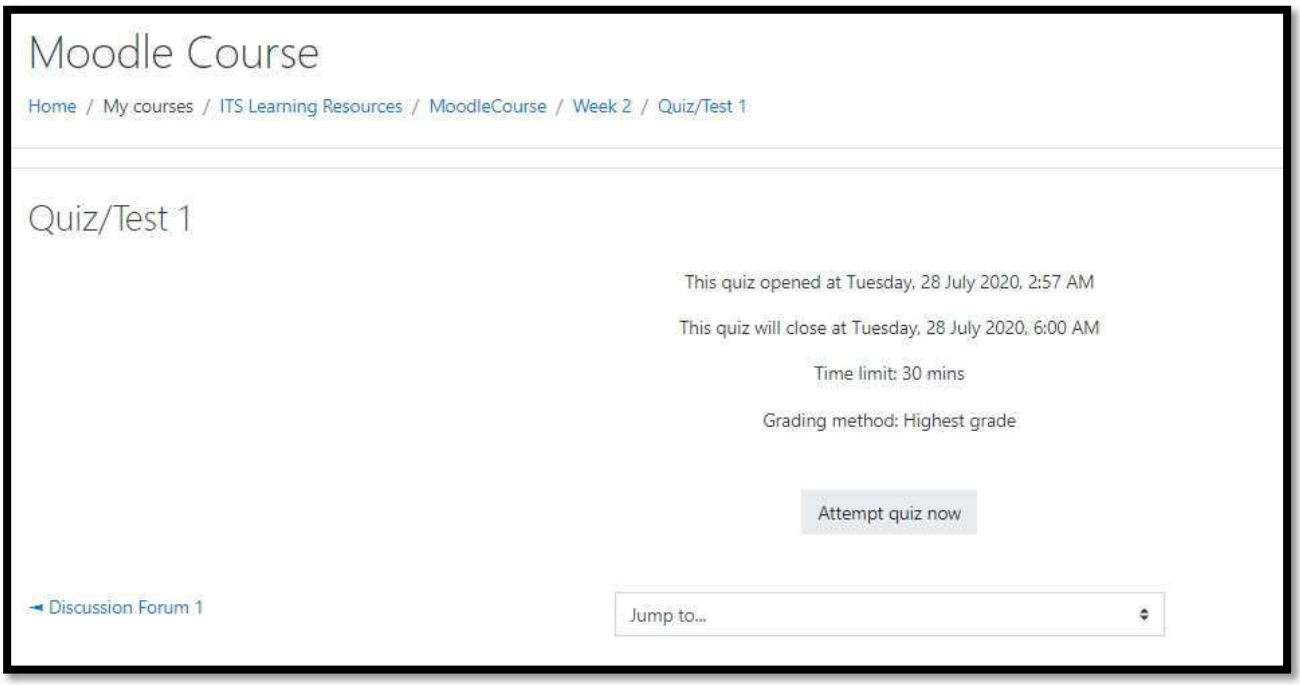


2. Accessing the Quiz after the time window ends:

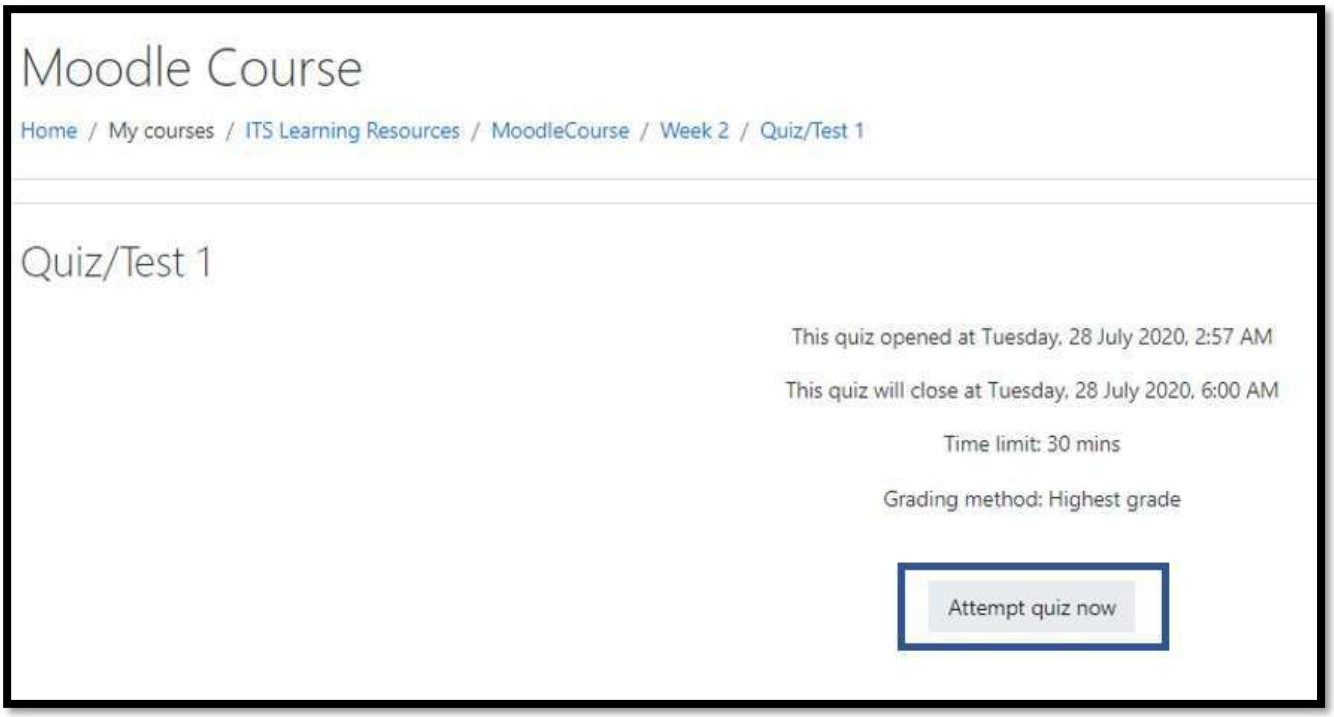


Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

3. Accessing the Quiz during the time window:



If the quiz is within a time window then you will get the button; Attempt quiz now. Click on it to begin the quiz:



Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

Questions Types in Quizzes or Test:

The following link shows the complete list of question types with the description that the instructor may use while preparing a quiz/test/exam.

https://docs.moodle.org/39/en/Question_types

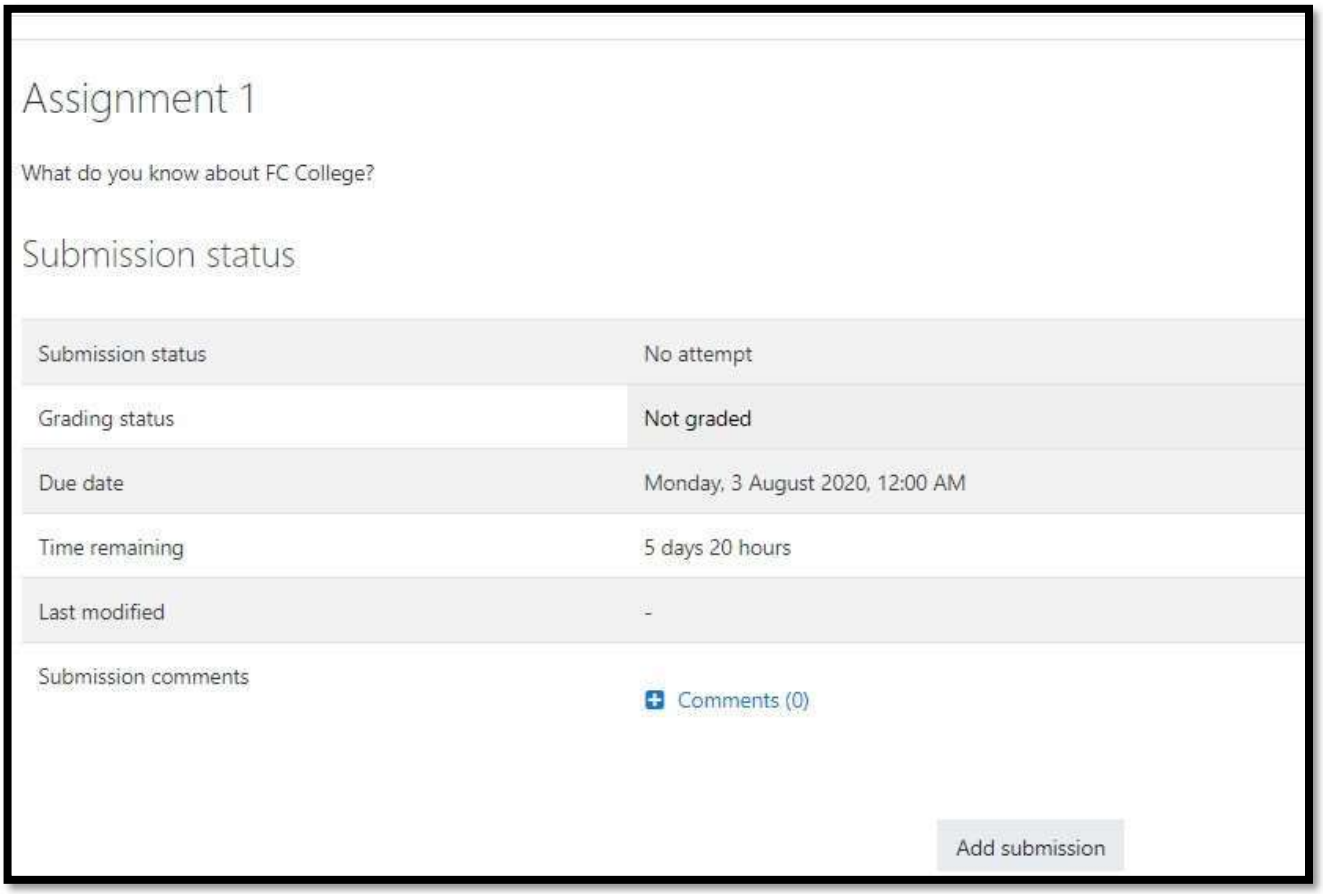
Assignments:

This activity allows the instructor to give a question or series of questions to which students need to answer and submit either directly on Moodle or by uploading a file on Moodle. This activity is again created by the instructor and placed in a 'Week' or Topic. Assignments are also usually defined by the deadline or due date for students to submit their responses.

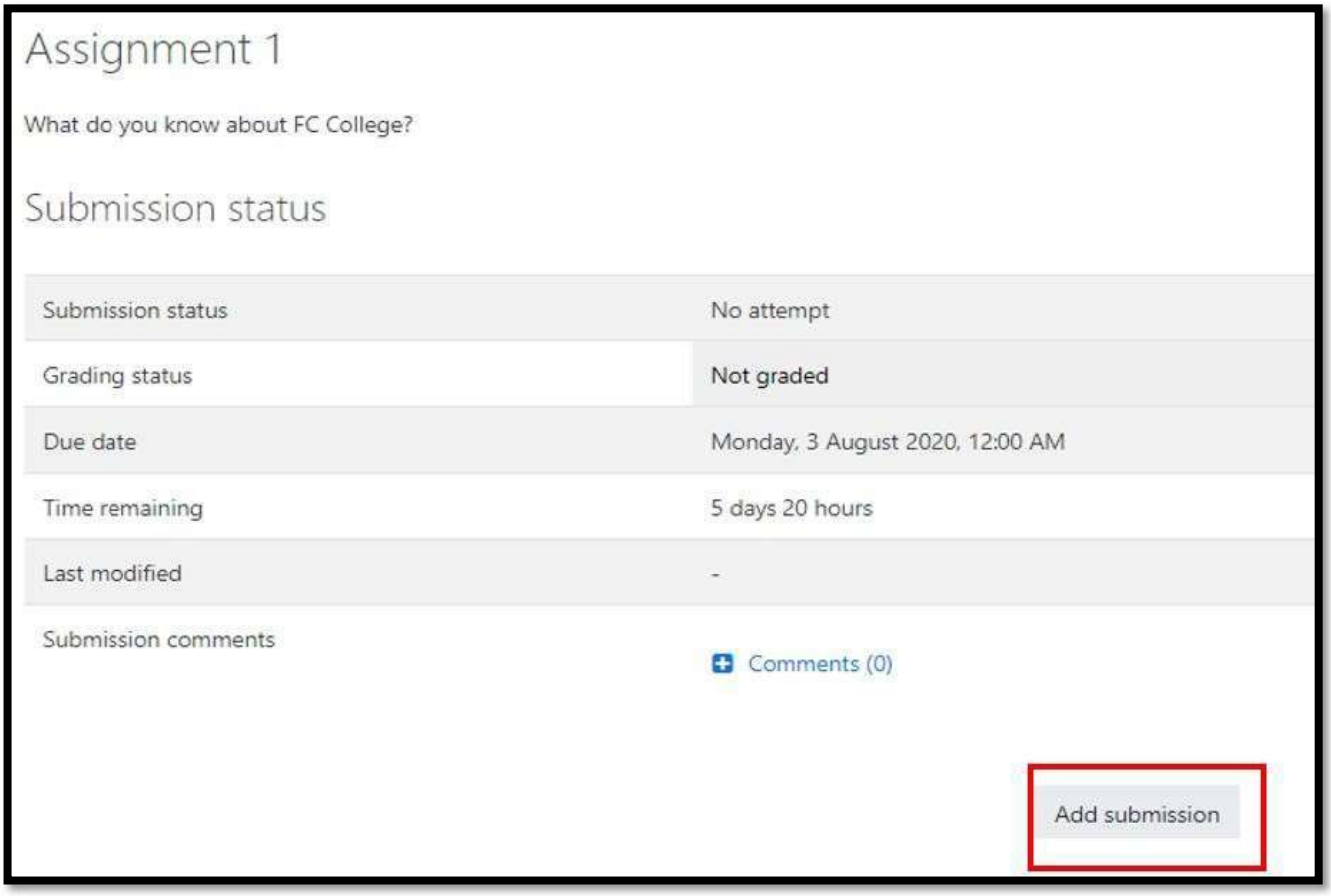
In order to access the assignment do to relevant 'Week' or 'Topic' and access the assignment activity:

Links: FCCU Moodle FCCU Website FCCU Student Portal Send Email for issues

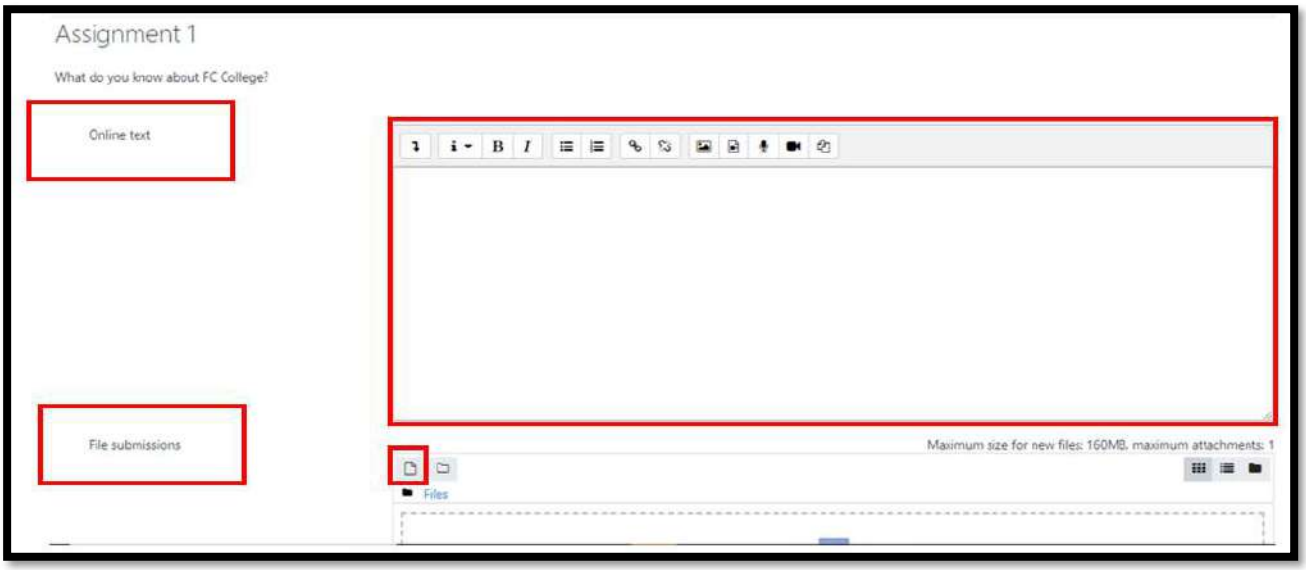
After accessing the assignment activity you will get the following screen:



Once you are ready to submit your assignment, click on Add submission.

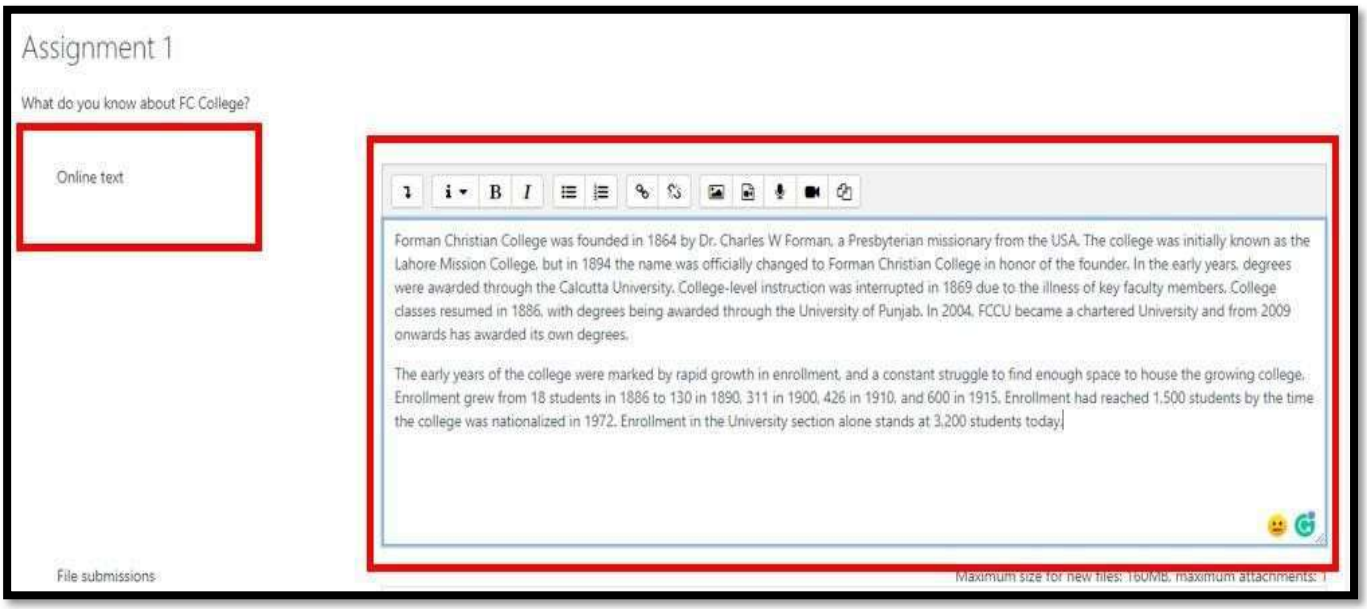


Now you will have two options to submit your assignment; 1. Online Text 2. File Submissions



1. Online Text Submission:

In this type of submission, you simply need to provide text in the text box and submit.

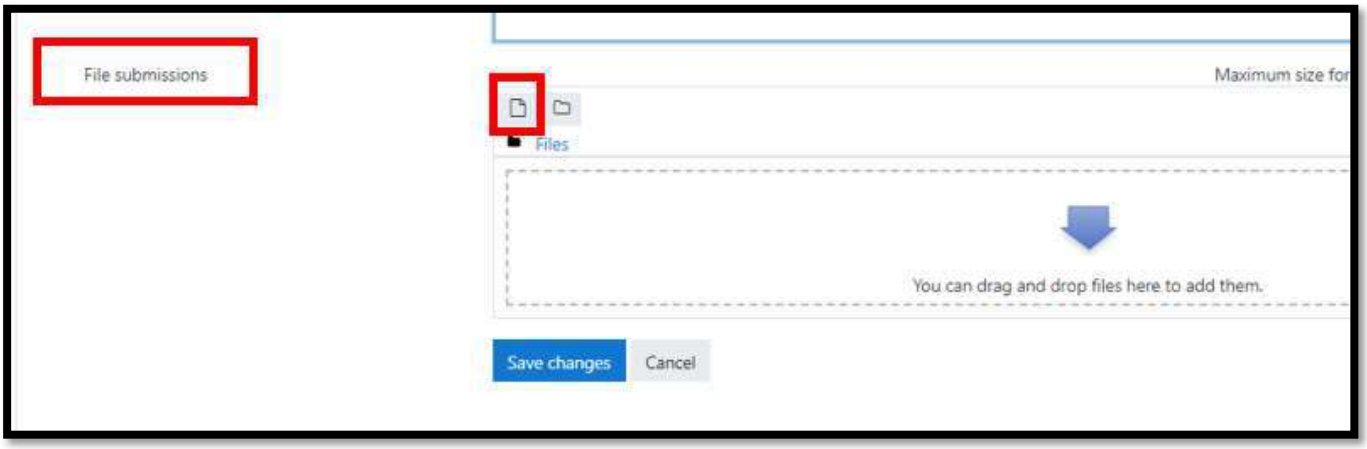


Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

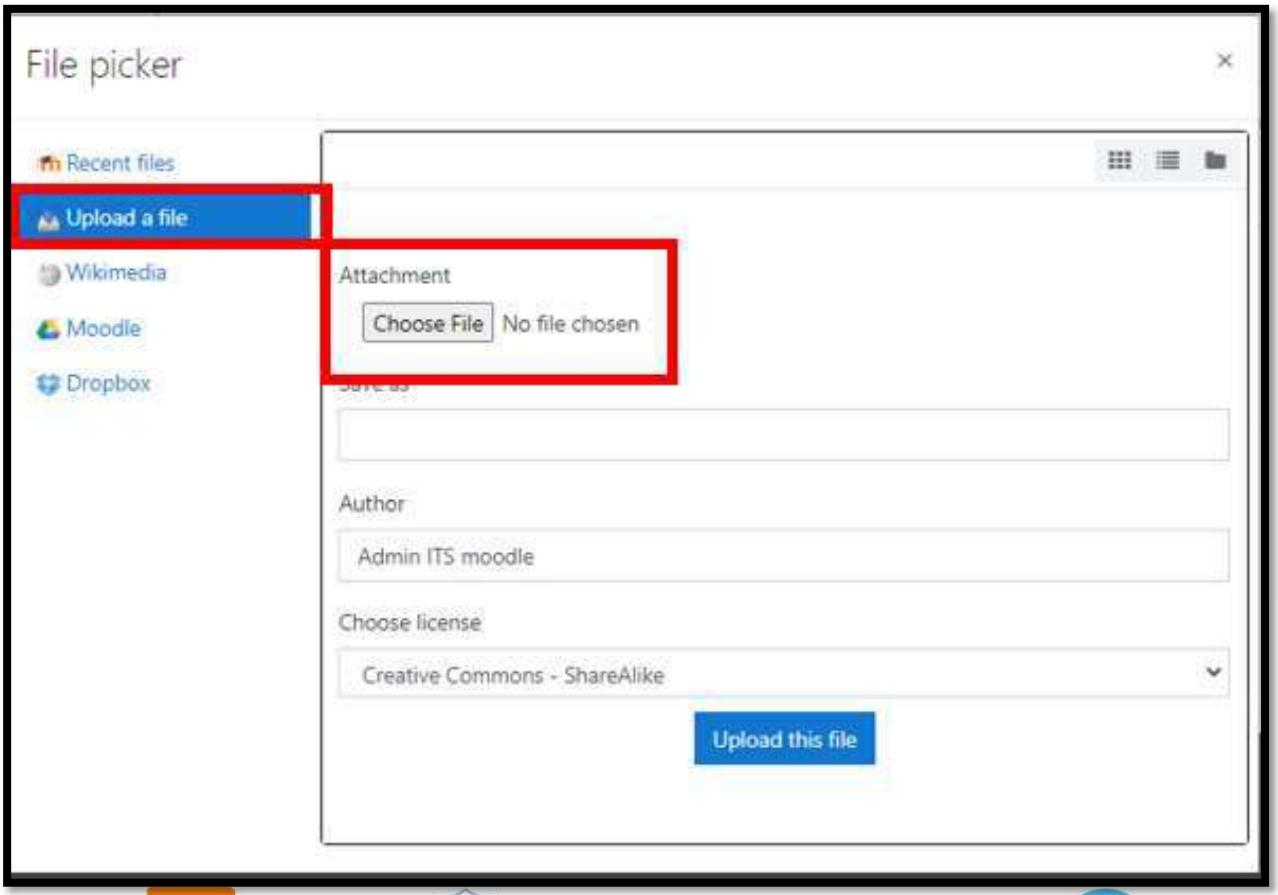
2. File Submission (Uploading File)

In this type of submission, you can create a document by using Microsoft Word (for instance) and can submit your assignment by uploading the document through file picker. Following are the steps:

Step 1: Click on the file icon next to File submission and you will access the file picker to select your file.

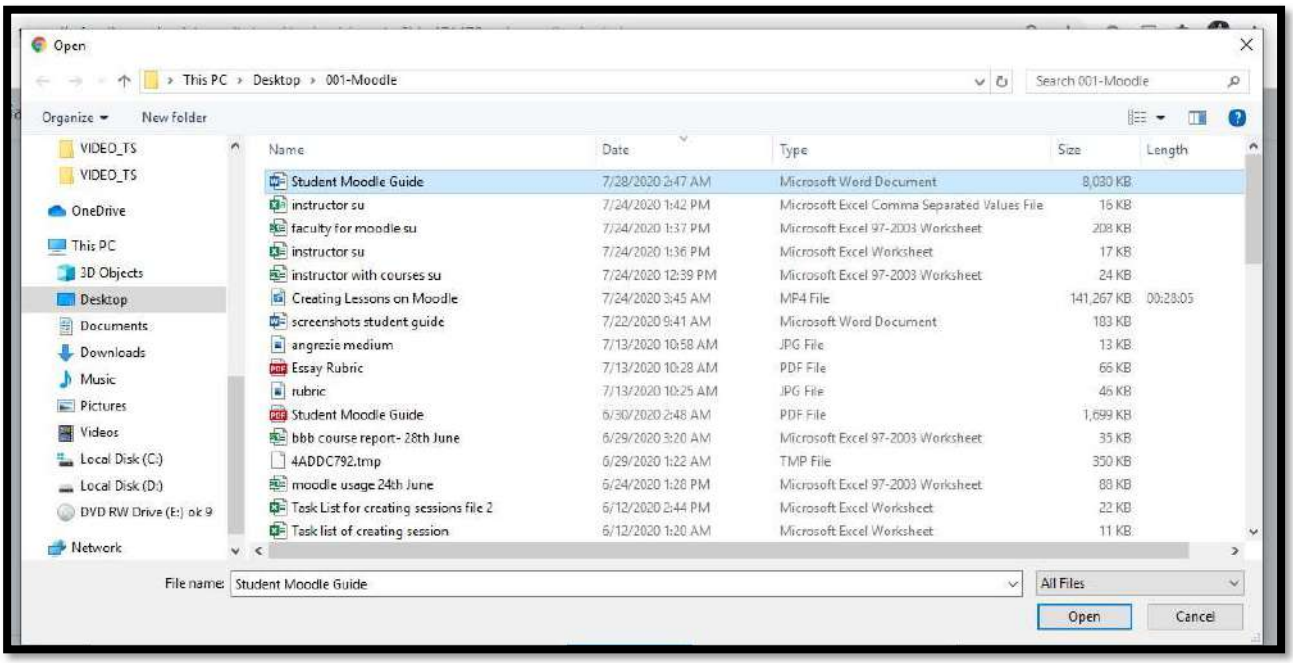


Step 2: Make sure you select 'Upload a File' then click on 'Choose File'

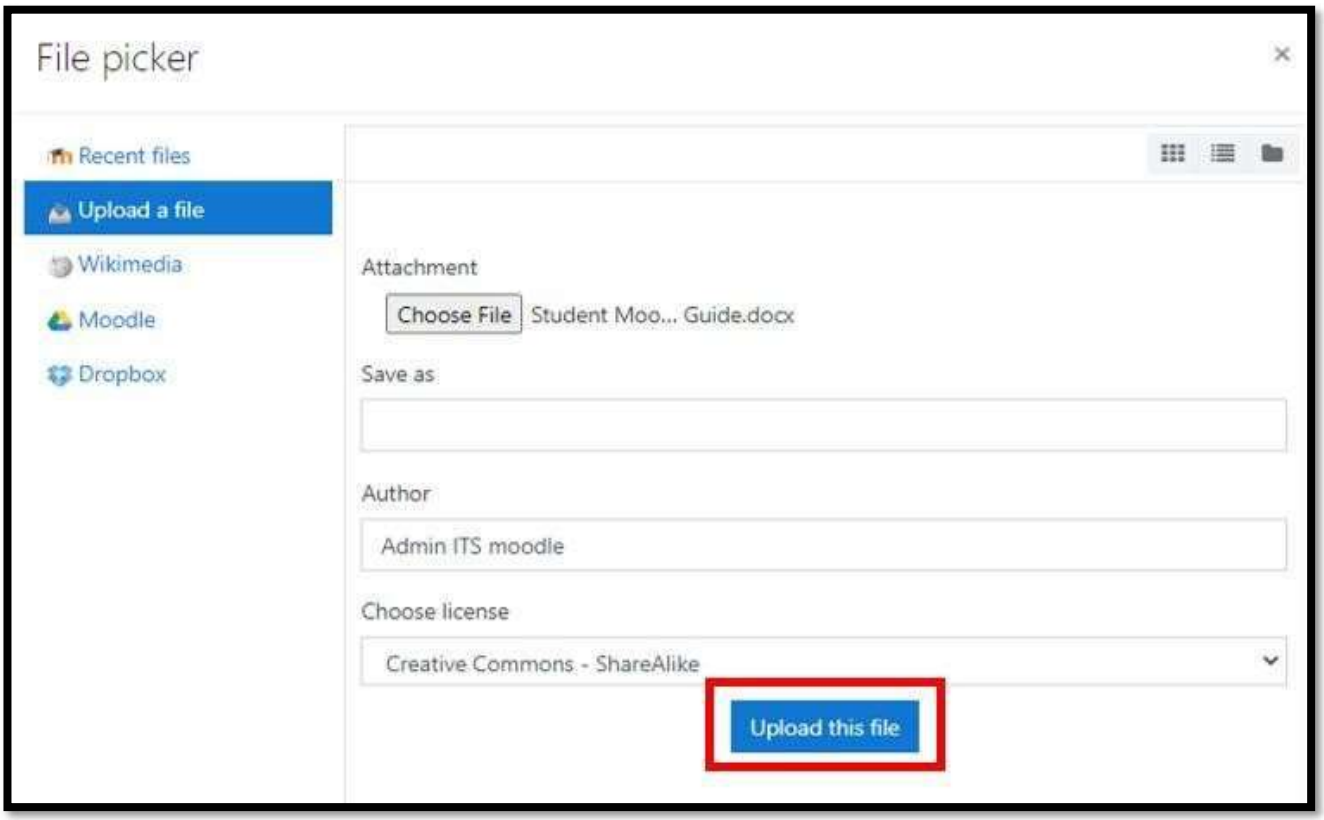


Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]

Step 3: Select your file from your device (laptop, PC, Tablet, smartphone, etc.)



Step 4: After selecting your file, click on upload this file.



Links: [FCCU Moodle] [FCCU Website] [FCCU Student Portal] [Send Email for issues]