

moodle for Students

USING MCNY'S COURSE MANAGEMENT SYSTEM

[HTTP://MOODLE.MCNY.EDU](http://moodle.mcny.edu)

This guide will prepare you to use Moodle, MCNY's Course Management System. Professors may ask you to visit this system in order to access lecture notes, turn in assignments, and communicate with classmates. The material presented here is generic for both distance learning and on-campus students in all MCNY programs. Please note that while all students have Moodle accounts, not all professors choose to use Moodle. Incorporating Moodle into the learning experience is the decision of the individual professor and/or academic program administrator.

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INTRODUCTION

WELCOME TO MOODLE!

Moodle is MCNY's Course Management System, or CMS. You may use Moodle if you are taking any distance learning classes, or if your professor activates it for your on-campus course.

Distance Learning:

Distance learning classes are conducted completely online through Moodle.

On-Campus Courses:

Professors of onsite courses may use Moodle to extend the learning experience outside classroom meeting times, or as a course management tool.

YOU MAY NEED TO DO THE FOLLOWING THROUGH MOODLE

- *Download a course syllabus*
- *Follow a hyperlink to visit a website*
- *Turn in an assignment*
- *Post your opinion on an online discussion board*
- *View your current grade for the course*
- *Watch a video*
- *Take a quiz*

Moodle is similar to Blackboard (MCNY's previous CMS), Angel, Web CT, Sakai, and other systems you may have also used at other schools. You may learn more about Moodle, the software platform, at Moodle.org.

TECHNICAL REQUIREMENTS AND EXPECTATIONS

In order to use Moodle, it is assumed that you have basic computer and internet navigation skills as well access to the Internet. Moodle may be accessed using a mobile device, but many courses expect students to participate using desktop computers or laptop. The MCNY library offers compatible computers for student use; however, you may access the Moodle site anywhere you have an Internet connection.

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ACCESSING THE MOODLE SYSTEM

MOODLE ACCOUNTS

All current MCNY students have Moodle accounts. Please note the following about Moodle accounts:

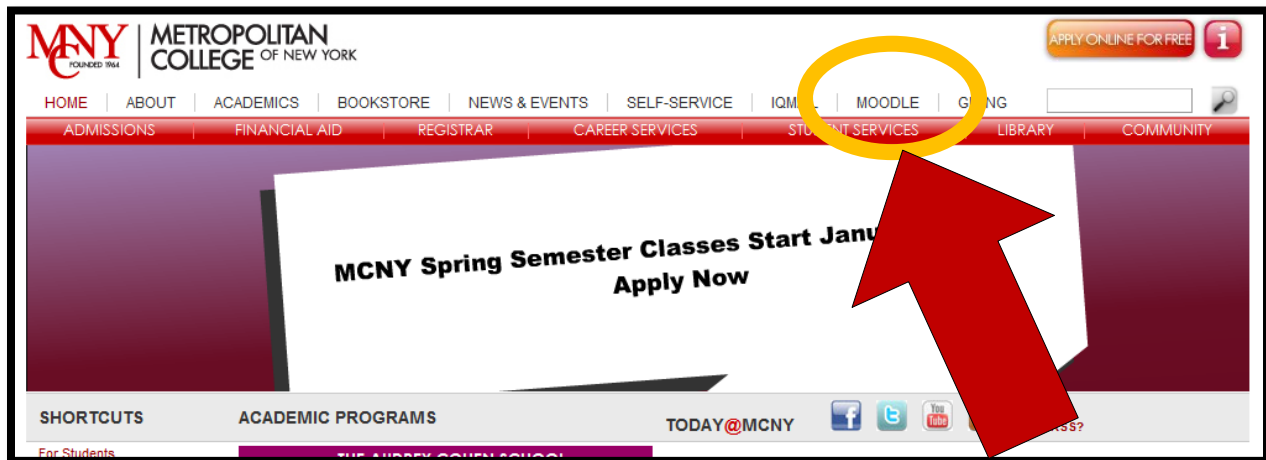
- First-time users may need to look up a username on the Moodle homepage.
- New students accounts are automatically generated 24 to 48 hours after initial MCNY registration.
- Moodle uses the same account as Self-Service, another MCNY system.
 - IQ Mail (the MCNY student email system) uses a different account.

MOODLE LOCATION ON THE WEB

MCNY's Moodle system is accessible 24 hours a day from the following Web address or URL:

[HTTP://MOODLE.MCNY.EDU](http://moodle.mcnny.edu)

You may also find a link to the Moodle site on the top of the **MCNY website** (<http://www.mcnny.edu>).



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STUDENT USERNAME AND PASSWORD

In many cases, your logon credentials will be:

Username:	"firstname.lastname" (Case does not matter for username.)
Password is DOB:	MMDDYYYY

For example if your name was Audrey Cohen with the birthday May 14, 1931, you would sign in as:

Username:	audrey.cohen
Password is DOB:	05141931

*Students with common first and last names will likely need to look up a **unique username (see below)**.

LOOK-UP YOUR UNIQUE USERNAME AND PASSWORD

Students with the same first and last name as other students will need to look up their unique username. On the Moodle homepage (<http://moodle.mcnyc.edu>), look for this under "Site News":

Welcome to the MCNY Moodle Site
by Admin User - Tuesday, December 22, 2009, 12:22 PM

Upon completion of registration (24hrs), a network account is created for you with which you can log in to Moodle.

To Lookup your Username, you can use one of the links below:

By PowerCampus ID ←
Example: 000012345
Or
By SSN and DOB ←

Choose 1 of 2 options to look up your username and password.

Either link will take you to the "User ID Lookup Tool" screen where you will need to enter your personal information and click the "Get My User ID" button.

Find account by Student ID Number (see ID card)	Find account by Social Security Number and DOB
<p style="text-align: center; font-size: 1.2em; font-weight: bold;">User ID Lookup Tool</p> <div style="display: flex; justify-content: center; align-items: center; margin-bottom: 10px;"> <input style="width: 100px; height: 20px;" type="text"/> <input style="margin-left: 10px;" type="button" value="Get My User ID"/> </div> <p>Enter your 9 digit Student ID above, then click the "Get My User ID" button.</p> <p style="text-align: right; font-size: 0.8em;">Close</p>	<p style="text-align: center; font-size: 1.2em; font-weight: bold;">User ID Lookup Tool</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Last 4 digits of SSN: <input style="width: 80px;" type="text"/> DOB: Month <input style="width: 30px;" type="text"/> Day <input style="width: 30px;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Year 19 <input style="width: 60px;" type="text"/> <input style="width: 100px;" type="button" value="Get My User ID"/> </div> <p>Please enter the last four digits of your SSN as well as your DOB above, then click the "Get My User ID" button.</p> <p style="text-align: right; font-size: 0.8em;">Close</p>

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MANEUVERING IN MOODLE

After you log in, Moodle will display your courses and messages:

The screenshot displays the Moodle interface for MCNY Metropolitan College of New York. The user is logged in as 'MCNYSAMPLE STUDENT'. The interface includes a main menu, a 'My courses' section, a 'Messages' section, and a 'Course categories' section. Red boxes and arrows highlight specific elements:

- Top Right:** A red box highlights the text 'YOU ARE LOGGED IN AS MCNYSAMPLE STUDENT (LOGOUT)'.
- My courses:** A red box highlights the course names 'FIN 350 SYS/LECT/DIST-2010/FALL/01 - Money and Banking' and 'MGT 502/LECT/MEV1-2010/FALL/01 - Risk Management'. Red arrows point from this box to the course names.
- Messages:** A red box highlights the text 'View messages from instructors or classmates.' with an arrow pointing to the 'Messages' section.
- Bottom Right:** A red box highlights the text 'Click on your name to access your Moodle profile.' with an arrow pointing to the user's name 'MCNYSample Student' in the bottom right corner.

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KEY MOODLE FEATURES

"MY COURSES"

Each course has a separate Moodle shell or "space." However, not all professors use Moodle. You will only see the course in this list if your professor chooses to use Moodle in the class.

PROFILES

Usernames (including your own) are all hyperlinked to that user's profile page. Click on any name to view the profile page.

The screenshot shows a Moodle user profile for 'MCNYSample Student'. At the top, there are navigation tabs: Profile, Edit profile, Forum posts, and Activity reports. Below the tabs is a yellow smiley face icon. To the right of the icon is a bio: 'I'm a typical MCNY student. I balance a personal life, work life, and school life. Sometimes it gets messy and stressful, but I'm committed to being my best self by earning an MCNY degree.' Below the bio are several fields: Country: United States; City/town: New York; Courses: MCNY Moodle Training Course, MCNY Course, Sample Course; First access: Thursday, April 29, 2010, 01:45 PM (201 days 2 hours); Last access: Never; Roles: Student; Interests: studying, going to class. At the bottom of the profile is a 'Messages' button.

MESSAGES

Moodle users (i.e. your professors or other classmates) may send you a message through Moodle. You may retrieve these in Moodle. They are also forwarded to your MCNY email address (IQ Mail).

FINDING YOUR WAY BACK TO "MY MOODLE" OR A SPECIFIC COURSE HOMEPAGE

If you lose track of where you are in Moodle, use these links at the top of Moodle pages to find your way around the site. These "breadcrumbs" will lead you back to where you came from.

The screenshot shows a Moodle breadcrumb trail. At the top left is the MCNY logo (Metropolitan College of New York, Founded 1964). To the right of the logo is the text 'METROPOLITAN COLLEGE OF NEW YORK'. Further right is the course ID 'FIN 350 SYS/LECT/DIST-2010/FALL/01 - Mone'. Below this is a dark navigation bar with the following breadcrumb trail: 'My Moodle > FIN 350 SYS/LECT/DIST-2010/FALL/01 > Forums > Forum Discussion - Week 3'. The 'FIN 350 SYS/LECT/DIST-2010/FALL/01' link is circled in red.

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INSIDE EACH COURSE

Your course will likely have three columns. The middle column will be an outline, where most of your course material will be located. There may be just a few items, or many items depending on your professor.

“Weekly outline” view means that each box corresponds to one week of the semester.

If “(Not Available)” or not present, professors may be choosing to hide some course content until they are ready for you to view it.

Blocks

Weekly vs. Topic Format: The site might also be organized by topic, if a professor decides that is the best format for the class content.

This means that instead of it saying “Weekly Outline”, the site may say “Topic Outline” at the top of the course page. This does not change the function of Moodle.

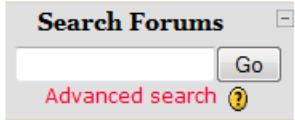
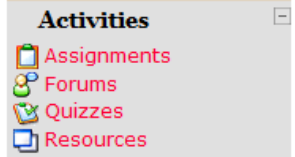



Topic outline

- News forum
- 1
- 2
- 3
- 4
- 5

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BLOCKS:

This is a list of common blocks. These blocks may or may not be in your courses.

Block Name		Description
People		View a list of your classmates by clicking on "Participants."
Search Forums		Search the class forums for a particular word or phrase.
Activities		View your assignments, tests, etc.
Administration		See your grades and your profile.
My Courses		Quick links to your other Moodle courses.
Quickmail		Used to message you and other students.

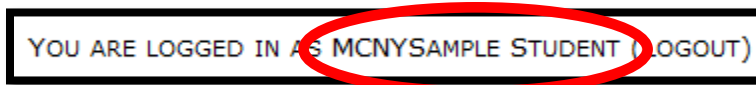
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DIRECTIONS FOR COMMON TASKS

1) HOW TO EDIT YOUR PROFILE

Every student, staff, and faculty member receives their own Moodle profile. This is a page that anyone in the MCNY community can view. Some professors—especially distance learning professors—will ask you to upload a photo so that they can identify you in class.

- 1) To find your profile click anywhere you see your full name as a link.



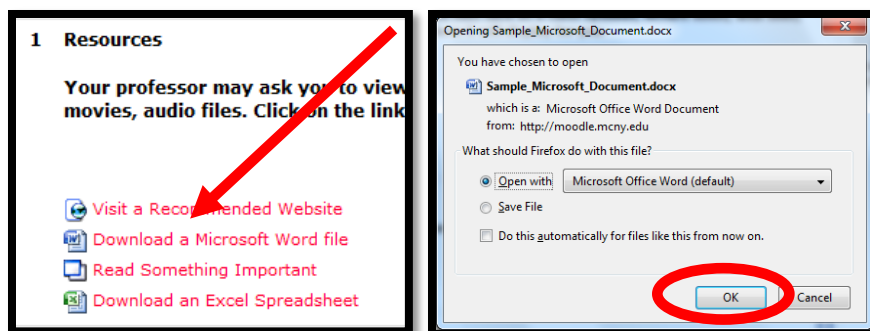
- 2) Click the tab "Edit profile":



- a. For a biography, fill in details using the "Description" area. This will be viewed by all MCNY users whether or not you share any classes with them.
 - b. For a profile photo or avatar, you may upload a photo by clicking on the "Browse" button and finding an image on your computer. This photo will be visible next to all your forum posts.
- 3) Click the button "Update Profile" to save changes.

2) HOW TO DOWNLOAD A FILE SUCH AS LECTURE NOTES

- 1) Click the link next to the file icon. It may look like a Word document, power point, or spreadsheet. You will accept the download on your own computer.



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3) HOW TO PARTICIPATE IN A FORUM

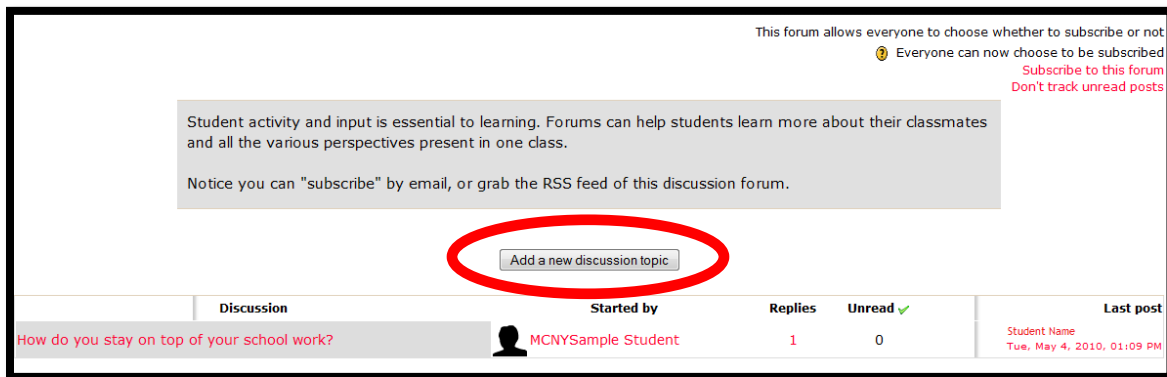
Forums are where a professor may ask you to post your opinion on a topic, respond to a course reading, or introduce yourself to the class. This will probably be the most interactive aspect of your Moodle course.

- 1) To enter the forum, click on the link next to the talking head icon.



- 2) Posting your entry:

- a. If you're the first one to post, you may click the button "Add a new discussion topic."



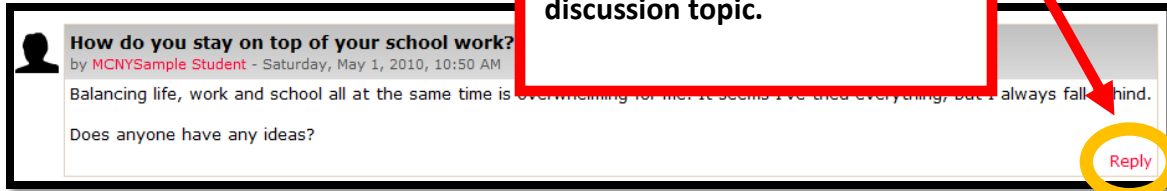
- b. If you want to access someone else's discussion topic, click on the subject line of this discussion.

- i. When the discussion is displayed, click the "Reply" button



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Click "Reply" to respond to the discussion topic.



- 3) A new text box will open.
- 4) Type your response into the text box. Optional: If you use the icons, it may include images, links and HTML code.



- 5) Click "Post to forum."

4) HOW TO TURN IN AN ASSIGNMENT

You may be asked to turn in an assignment through Moodle. There are two main ways a professor might set this up.

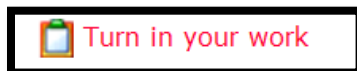
You will either:

Assignment Type A: Upload your assignment from your computer or flash drive

Assignment Type B: Type your response directly into Moodle

DIRECTIONS FOR ASSIGNMENT TYPE A: UPLOAD YOUR ASSIGNMENT TO MOODLE

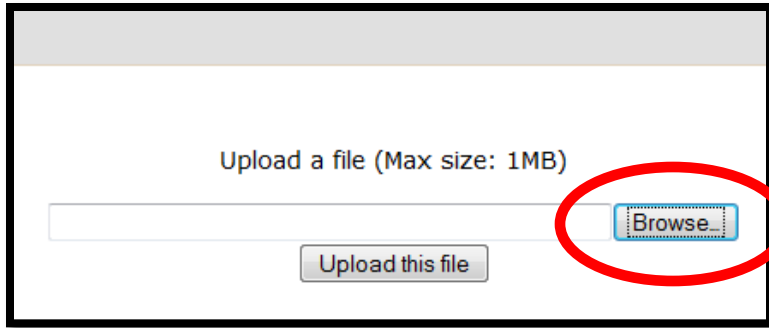
- 1) Click for a link with this icon to turn in your assignment:



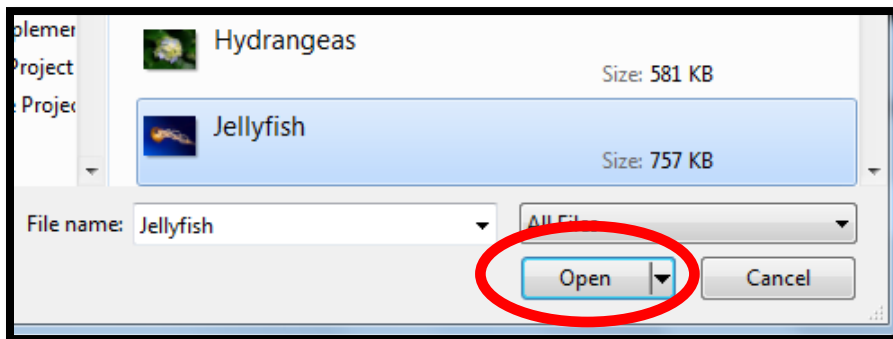
A new screen will ask you to browse for a file:

- 2) Click "Browse" to look for the file on your computer.

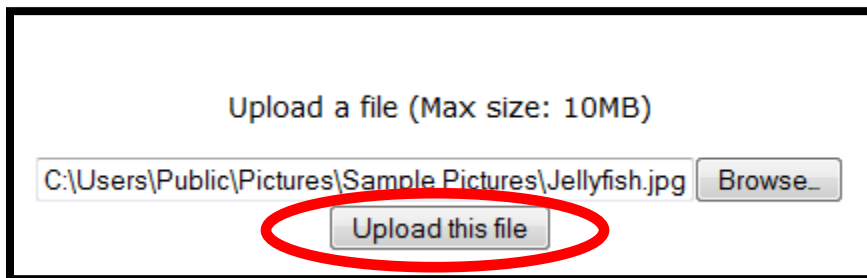
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- 3) Find the file on your computer.
- 4) Select it with the "Open" button for PCs.



- 5) File will be displayed in the text area. Click "Upload this file."



- 6) The following screen will display:



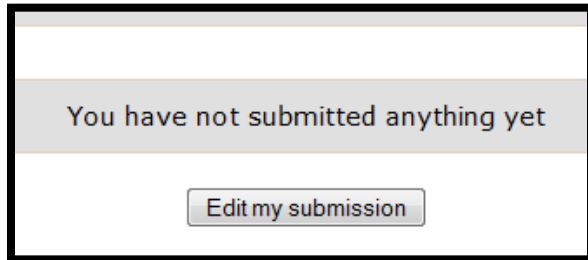
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DIRECTIONS FOR ASSIGNMENT TYPE B: TYPE YOUR RESPONSE DIRECTLY INTO MOODLE

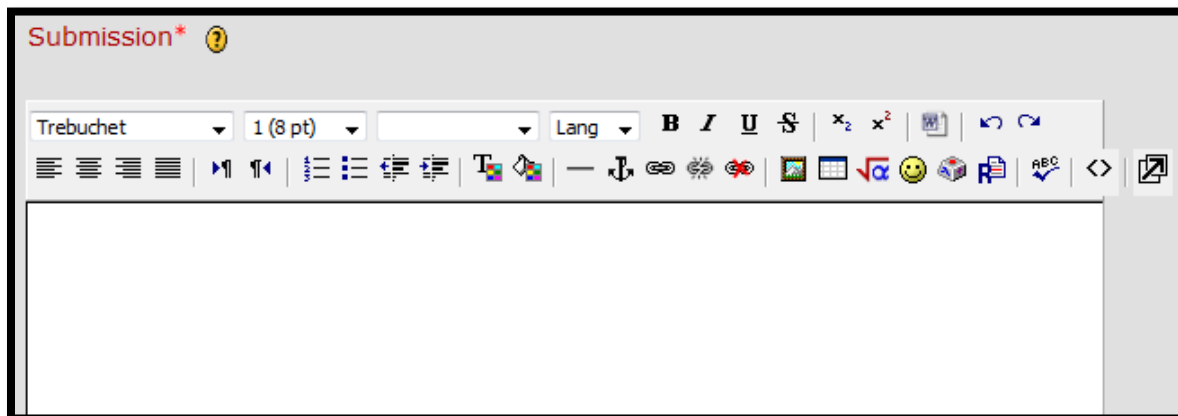
- 1) Click on the link to open assignment.



- 2) Click on "Edit my submission."



- 3) Type your entry into the text box.



- 4) Save changes when you are done.



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FREQUENTLY ASKED QUESTIONS

WHY CAN'T I SEE MY COURSE UNDER "MY COURSES"?

If you are enrolled in an MCNY course, you are automatically enrolled in the matching Moodle shell. You do not need to do anything extra.

However, it is up to your professor whether or not this course shows up on your list of "My Courses."

If you think your professor is using Moodle, confirm with your professor that he or she has been made the course available to students.

HOW DO I CHANGE MY PASSWORD?

You may change your password using Self-Service, the MCNY system you use to view course schedules, final grades, and other student records.

Self-Service uses the same username and password as Moodle.

Sign into Self-Service (<http://selfservice.mcny.edu>)

- Click on the "My Profile" tab.
- Click on the link "Account Information" on the left.
- Click "Password" in the left column.

Even though you are changing it through Self-Service, this password change affects your Moodle and Self-Service logins.

HOW DO I RETRIEVE MY PASSWORD?

If you never changed your password—look it up using the [search tools](#), these are described earlier in the section "[Accessing the Moodle System.](#)"

If you have changed your password, you will need to send a request to helpdesk@mcny.edu:

- From IQ Mail account: Please email helpdesk@mcny.edu from your IQ Mail account. Include your birthdate and student ID number.
- From external email account (AOL, Yahoo, etc.): Visit the 12th floor library and show your student ID. Ask library staff to send a helpdesk request on your behalf.

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WHY CAN'T I SIGN INTO MOODLE?

First make sure you are using the correct username and password. Your IQ Mail uses a different account than your Self-Service/Moodle account. Please refer to the section "[Accessing the Moodle System.](#)"

Also note:

- Passwords are case-sensitive, but usernames are not.
- It takes about 48 hours before new student accounts are set up.

If these don't refer to your problem, send an email to helpdesk@mcny.edu using your IQ Mail address.

- Include your birthday and student ID number.

If you can't send the email from IQ Mail, visit the 12th floor library with your student ID. Library staff will need to send the message on your behalf.

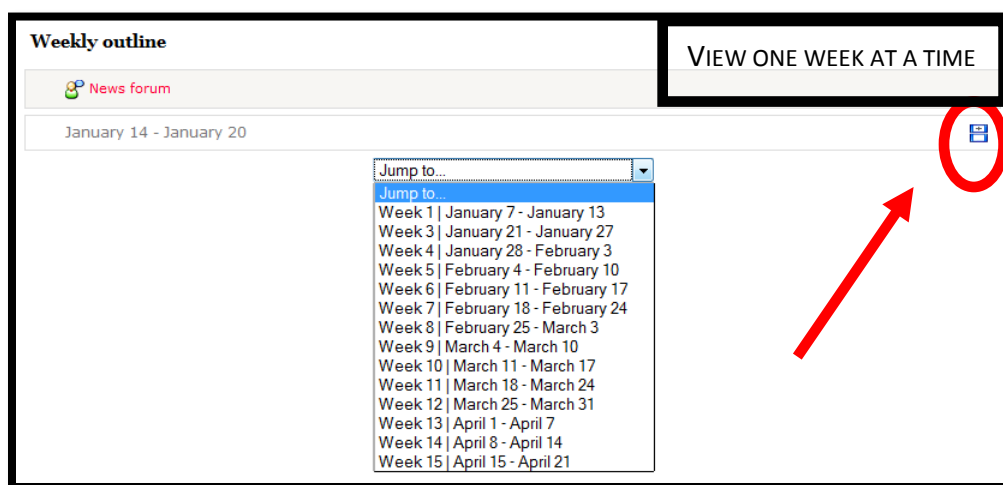
WHERE DID THE REST OF MY WEEKS OR TOPIC BOXES GO?

Moodle gives you the option to view everything at once, or just one week at a time.

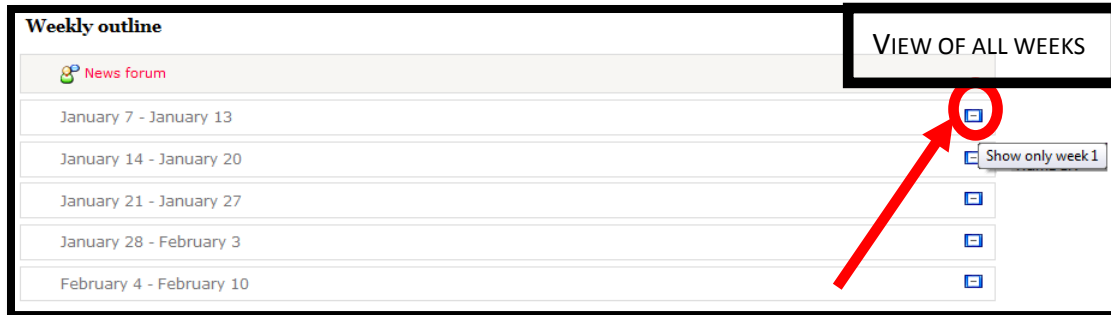
If you are viewing just one week at a time, you may use the drop-down menu at the bottom to "[Jump to...](#)" another week or topic.

To switch back and forth, click on the small blue rectangle at the far right of the topic boxes.

Both views are show below:



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Weekly outline

News forum

January 7 - January 13

January 14 - January 20

January 21 - January 27

January 28 - February 3

February 4 - February 10

VIEW OF ALL WEEKS

Show only week 1

HOW DO I CHANGE OR MANAGE MY EMAIL SETTINGS?

You may receive more emails than you want through Moodle—especially if you are email subscribed to active class forums.

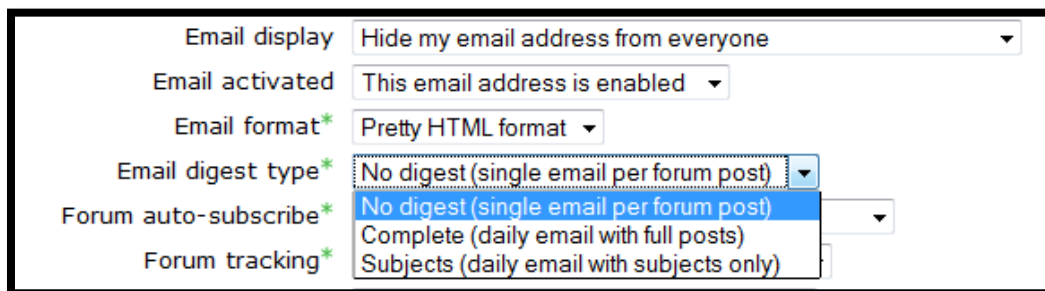
To change or manage these settings go to your profile, then click on the “Edit Profile” tab.



MCNYSample Student

Profile Edit profile Forum posts Activity reports

On this page, there will be areas for you to change your email settings to receive email digests or summaries.



Email display Hide my email address from everyone

Email activated This email address is enabled

Email format* Pretty HTML format

Email digest type* No digest (single email per forum post)

Forum auto-subscribe* No digest (single email per forum post)

Forum tracking* Complete (daily email with full posts)

Subjects (daily email with subjects only)

I TURNED IN MY ASSIGNMENT, BUT I CAN'T TELL IF MY PROFESSOR RECEIVED IT.

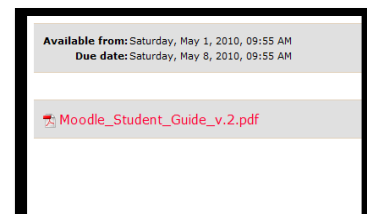
When you first upload an assignment into Moodle, you will receive this message: “File uploaded successfully.”



File uploaded successfully

Continue

If you view the assignment dropbox on other visits, the file will display in red. If you have any other questions, contact your professor directly.



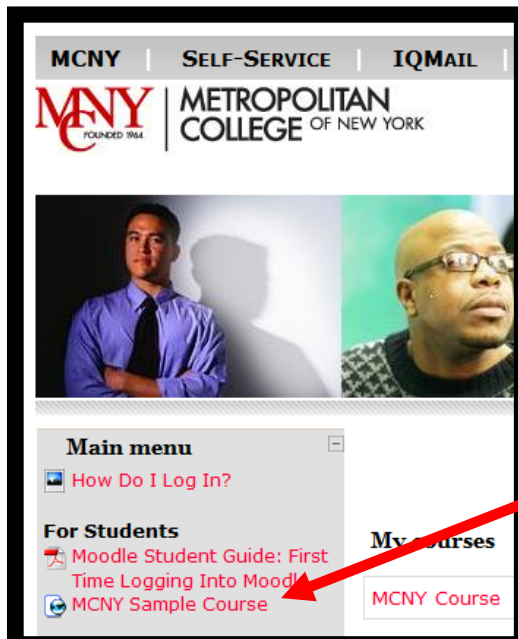
Available from: Saturday, May 1, 2010, 09:55 AM

Due date: Saturday, May 8, 2010, 09:55 AM

Moodle_Student_Guide_v.2.pdf

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FOR HANDS-ON PRACTICE, VISIT THE MCNY SAMPLE COURSE.



The [MCNY Sample Course](#) is available to all MCNY students to help you practice Moodle tasks.

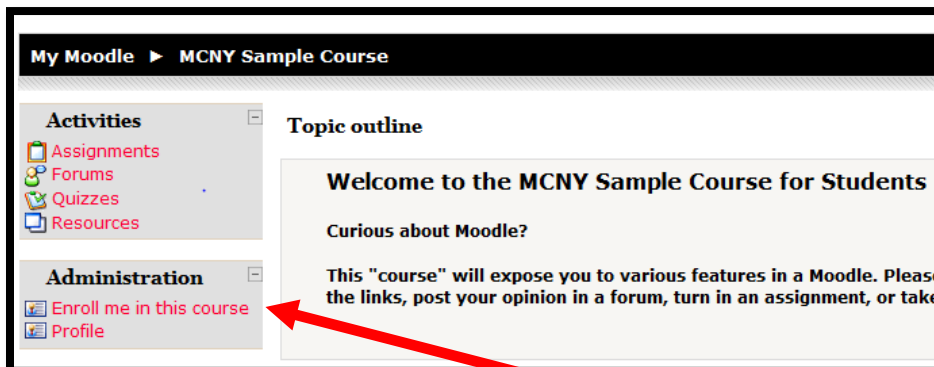
- You may practice posting in a forum
- Download notes
- Upload an assignment
- Take a quiz

To visit it, you will see the link on the Moodle homepage under “Main Menu” under “For Students.”

VISIT THE MCNY SAMPLE COURSE
linked from the Moodle homepage:
<http://moodle.mcnny.edu>

To participate in the [course](#)—such as practice turning in a file or posting in the forum, you will need to self-enroll in the course.

- In the gray “Administration” block, look for the link that says “Enroll me in this course.”



SELF-ENROLL USING THE LINK:
“ENROLL ME IN THIS COURSE” to
practice Moodle tasks.

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