

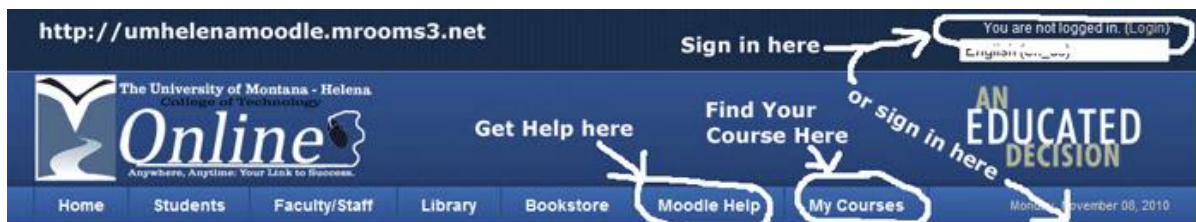
Moodle Self Help Reference Guide

Welcome to the University of Montana - Helena COT Online. Moodle is the learning management system currently used at UM-Helena to offer online and hybrid courses as well as to supplement traditionally-offered courses. It is designed to be user-friendly and to present material in a simple and straightforward manner. It is accessed from the World Wide Web (the Web) and contains many features to provide a collaborative, student-centered learning experience.

Where do I go for Help?

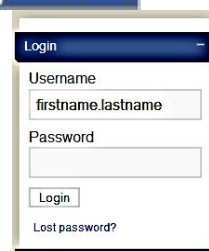
Along with your courses in the Moodle System **you will find at the top of the UM-Helena Moodle website a drop down link that is titled "Moodle Help"**. From this area you will be able to access **24-7 help desk support** through a variety of resources such as **chat, email, and phone (1-866-593-7594)** in which to ask a live individual for help on issues related to the logging in or using the tools found on the Moodle site. In addition we have added **Smartipantz** which is UM-Helena's smart help website, as well as interactive help documents provided by our host Moodlerooms.

- As a reminder we are more than happy to assist with questions related to Moodle or logging into the system. Questions relating to your course material, course content or third party textbook publisher sites that you are being directed to use require you to contact your course instructor for help with those issues.



How Do I Log Into My Classes?

- 1) To log into Moodle go to the umhelenamoodle.mrooms3.net website at www.umhelenamoodle.mrooms3.net and click on "UMH-Online" at the top of the page directly under the orange navigation bar.
- 2) Click on the "Login" button located in the upper right corner of the screen or the login box on the right side of the screen.



Your Username is your firstname.lastname. For example: john.smith for John Smith. Note: The username will not support the use of the apostrophe. If your name is O'Dell for example or has a space separator, you should enter it as john.odell for John O'Dell.

Your password is your nine digit UM-Helena School ID #. If you do not know your school ID # you may get a student ID card at the admissions office or call the registrar office for assistance. - At this time students are unable to update their Moodle password. **If you need assistance please contact the UM-Helena IT department at 444-5560 or the Office of Online Education office at 444-3813.**

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How Your UM-Helena Online Moodle Course is Laid Out:



Once you have logged into the UM-Helena Online Moodle site on all the courses you are registered for become accessible under the “My Courses” option at the top of the page. Click on the course name or number that you would like to look at.

A common first impression of Moodle is there's a lot of information on the first page. This can be helpful in connecting you to the information you need, but you have to know where to begin. The following pages in this online 'book' will help you get acquainted with this new organizational structure.

Once you're familiar with the central column and blocks, it's easy to locate important course information, such as assignments and grades.

- ✓ **If your online course has a layout or instructions that are confusing to you, always contact the instructor sooner rather than later and seek clarification on how you are to accomplish what they are asking you to do in the course.**

Central Column:

The central column is where you will find the content, instruction, supporting material and assignments for your course.

The course content may be organized by topics or by weeks.



Blocks:

A 'Block' is an element or widget that appears on either the left or the right side of the screen.

Each block provides some type of specialized function to support you in your course.



Course Menu Block:

The Course Menu is located on the left side of the Moodle site.

The **course menu** provides navigation between course topic sections/weeks as a folder that collapses/expands in the standard folder navigation metaphor. Links will take you directly to course section or direct into an activity or resource within each section. It includes links to administration and other often-used tools and can provide an alternative navigation.

Clicking on the + (plus) and - (minus) signs under the Course Outline allows you to expand or collapse areas within this menu.

The screenshot shows the 'Course Menu' block on the left and the 'Topic outline' on the right. The 'Course Menu' block contains a list of navigation options: Calendar, Gradebook, Messages, Forums, Glossaries, Books, Wikis, Assignments, Quizzes, Certificates, Outline, Topic 1: Course..., Topic 2: Navigat..., Topic 3: Forums..., Topic 4: Other C..., Topic 5: Your Pr..., Topic 6: Assignm..., Topic 7: Quizzes..., Topic 8: Grades..., Topic 9: Technic..., and Participants. At the bottom is an 'Administration' block. Annotations include: 'The Course Menu Block allows you access to all of your assignments, and course related materials.' pointing to the main menu; 'Use the Plus + and Minus - symbols to expand or hide the content that is found under each topic or week section.' pointing to the expand/collapse icons; and 'This self-paced online and give you an overview phone assistance for comment there. A m' pointing to the 'Topic outline' content.

Calendar Block:

The Calendar Month Block provides you with information across your classes and the UM-Helena Moodle site.

The Calendar block displays the following events:

- Institution Wide Events: (event viewable in all courses - created by UM-Helena Moodle Admin Team)
- Course Events & Assignments (event viewable only to the course members - created by the instructor)

Groups Events (event viewable only by members of a group - created by the instructor)

The screenshot shows the 'Calendar' block for January 2011. A red arrow points to the date '18' in the calendar grid, with the text: 'Placing your mouse cursor over the highlighted date brings up a link showing assignments and important due dates.' A pop-up window for 'Tuesday, 18 January events' is shown, listing 'Spring Semester Begins'. Below the calendar is an 'Events Key' with categories: Global, Course, Group, and User.

Administration Block:

This block contains a link to the Grade book where you can monitor your achievement against each graded activity.

The screenshot shows the 'Administration' block with a minus sign. Below it are links for 'Grades' and 'Profile'. Below that is the 'Courses Available To You' block with a plus sign and a minus sign. A red arrow points to the plus sign with the text: 'Use the Plus + and Minus - symbols to expand or hide the courses available to you.' To the right, there is a 'Glossary' block and a 'Topic 1:' section with a 'Click on the *C' link and a 'Course' link.

Courses Available Block:

The UM-Helena Online Moodle courses you are currently enrolled in are available in this block. This allows ease of navigation between your courses that are being delivered in this Learning Management System.

Your Moodle courses can also be found at the top of the Moodle site under the "My Courses" drop down.

Finding your Class:
You can find the courses you are enrolled in under these two places in the Moodle System.

Remember to use the Plus + and Minus - buttons to make all the courses you may be enrolled in visible.

People Block:

The People block contains a link to the list of the course participants. The participant's profiles are available by clicking on their name or picture. The list can be sorted by first name, surname, city, country and last access. There is a pull down menu which can filter the list for a specific role (tutors, students).

Online Users Block:

In this block, you will be able to see when other members of your class are online in Moodle. If you need assistance, you can send an instant message and chat with a class member in real time.

RULES OF NETIQUETTE

Be prepared to communicate effectively when taking an online course. Following these simple netiquette rules in your online class or education environment will ensure your success!

1. **Be friendly**
2. **Use proper language and individual's titles:** Do not use slang or even profane words in an online education environment, even if they are words you consider, "not so bad," as they will sound offensive to the reader.
3. **Use effective communication:** Try to speak and write clearly at all times. Again, reread before you respond.
4. **Be professional:** Leave the characters like smiley faces, and instant message abbreviations out.
5. **Ask for clarification:** If you are unsure of what was said, or the instructor's directive, or are trying to interpret a person's expressions, then ask again.

Messaging Block:

The Messaging system default is not limited to a specific course or role. Logged in users (students, teachers or administrators) may send messages to each other regardless of whether they are enrolled on the same course. This is unlike **Forums** and **Chats** that can be course, role or group specific.



* The messages are not instantaneous and are retrieved every few minutes.

Messages in Moodle work like a cross between an instant messenger and an email tool. If the recipient of your message is currently logged into Moodle, messages acts like an "instant messenger". This lets you communicate in real time. If your receiver is NOT currently logged into Moodle, the message is sent as an email.

Messages are sent via a popup Message window. This can be found via:

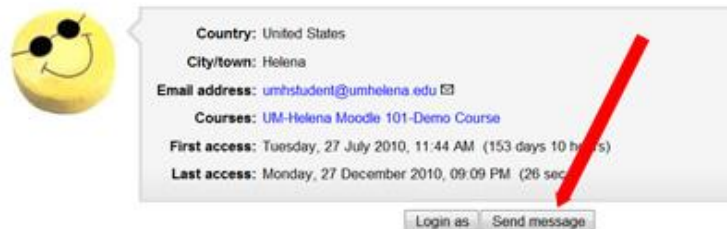
- **Participants** link in a course's **People block** (Send message button on each user's profile page),
- **Online Users block** has a message "letter icon" next to each user's name
- Browse list of users in the **Course Menu block** or the **People Block** (send message button on each user's page)

To send a message you should:

1. Log into Moodle and enter your course.
2. Click on Participants in the People Block.



3. Click the name of the person you wish to receive the message.
4. On the persons profile page, click the Send Message button found in the lower right side.



5. On the Message Window, type your message to the receiver in the space provided and **click the Send Message button.**



Remember: If the intended receiver of your message is currently in Moodle, Messages acts like an "Instant Messenger". If your receiver is NOT currently in Moodle, the message is sent as an email.

To receive a message in Moodle you should:

If you are not logged into Moodle, you will receive the message when you log into Moodle.

To reply from the messages block you should:

1. Log into UM-Helena Online Moodle.
2. Depending on your browser and security settings, you may see a pop-up window display indicating you have a new message.



3. Click on the sender's name to view the message.
 - If you don't get a pop-up window notifying you of a message, you will be able to tell you have a message by reviewing the Messages Block.

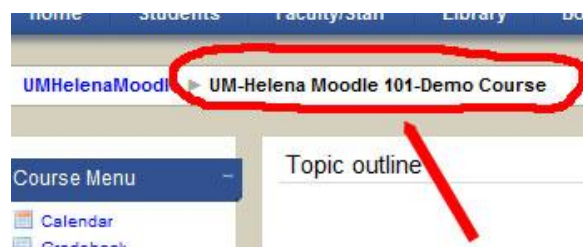


4. Finally, you can reply to the message as you would normally.

FINDING YOUR WAY BACK TO "UM-Helena Online Moodle" OR A SPECIFIC COURSE HOMEPAGE

If you lose track of where you are in Moodle, click on the "Home" link in the top left corner of the Moodle site or use the links at the top of any of the Moodle pages to find your way around the site.

You may also use the back button on your browser or use the "breadcrumbs" which will lead you back to where you came from.



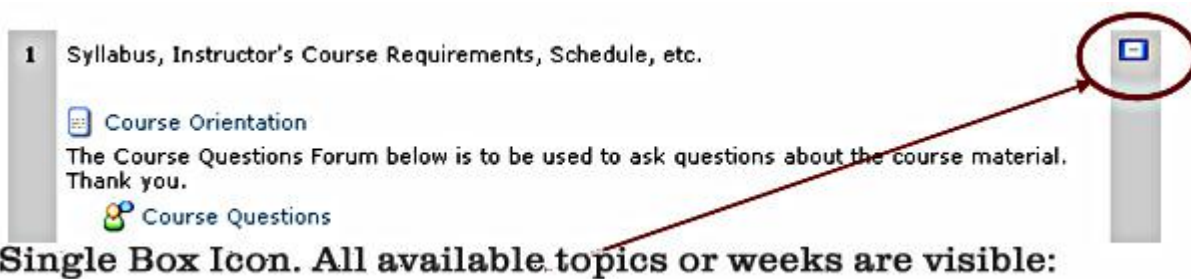
The Breadcrumb Trail:

The breadcrumb trail shows the pages you have passed through to get to your current location. The trail is shown in the top left corner of the page and clicking on an item listed will take you to that point in the course. The first link on the left will take you to your homepage. The second will take you to the current course homepage. You can also use the back button on your browser.



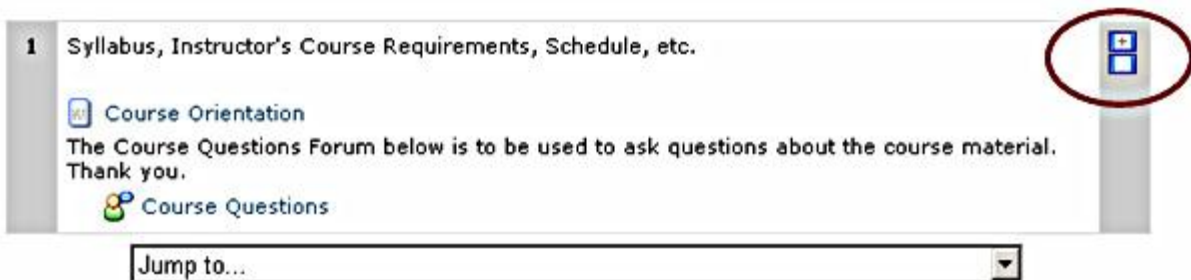
Changing how Topics or Weeks are Displayed in Your Course:

Most courses will have many topics or weeks, and it may get confusing when scrolling through all the topics to find the one you need. You can collapse all except the topmost topic and the active one by clicking on the small square box icon at the right side of the topic.



Single Box Icon. All available topics or weeks are visible:

When in the collapsed view, the single box icon will change to a double box and there will be a Jump To menu below the topic. To view all topics, click on the + sign within the double box and the full list will be visible again.



The Jump Menu:

The Jump to menu is a simple way of getting to any point in the course. Click on the down arrow next to Jump to, to open the drop-down menu. From here you will see the full list of all activities and resources in your course. Clicking on them will take you to that page. Alternatively, you can use the left and right arrows to move one step backwards and forwards through the course.



Setting your Moodle Identity: Options/Profile

If there is an error in your user profile information (name or email address), please contact the Office of Online Learning or the IT department. **NOTE:** *You MUST use your UM-Helena student email account for your coursework at UM-Helena.*

The Course Menu block or Participants Block has a link to your user profile. You can also access your profile or anyone else's profile by clicking on their name.

Your profile displays information about you that is visible to other UM-Helena Online Moodle users.

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

Moodle automatically displays a generic silhouette next to your name in the forums, but you can upload an avatar / picture of your own if you wish. (Everyone will see this image, so choose wisely.)

Editing your profile to make it more productive for you:

Step 1) - Select Edit Profile from the middle tab under your name.

Step 2) - Click the Show Advanced button to view the hidden fields.



Below we will go through those options and give advice on selections.

Field Setting and explanation

- **Email address:** Your Email Address is set to your Official UM-Helena account automatically and can't be changed. This is done to ensure that third party email filters do not stop your communication from your course.
- **Email display:** It is up to you which of these options you select but our advice is to keep in mind that the purpose of **Moodle** is collaboration and communication.
- **Email digest type:** You may wish to change this to Subjects to ensure that you receive your course email in a condensed format.
- **Forum auto-subscribe:** To keep your Campus Cruiser inbox from filling up, you should set the Forum auto-subscribe field to "Subjects" to ensure that you receive your course email in a condensed format. **"No: don't automatically subscribe me to forums".**

Profile Picture: When inserting a picture it is your responsibility to ensure that you have the appropriate copyright clearance. To insert a picture click the browse button and search your computer for a picture. The image file will be cropped to a square and resized down to 100 x 100 pixels.

Other Options:

There are fields available to enter other contact information such as Skype, ICQ, etc. ***Please be advised to limit this contact information so that you are practicing safe online behavior as all enrolled members in the course will be able to view this information.***

How to access your course Resources, Activities, and Assignments:

The first is through the main course content in the middle of the page found within the Central Column. Clicking on these links will take you directly to the activity or resource.



The second is to use the Course Menu Block.

Here the links take you to a list of activities/resources organized in their categories e.g. all the forums or all the quizzes.

External Links:

Within your courses, you may find links that take you to web sites outside of Moodle. These links, known as external links, usually provide content that helps you with the objective or topic of study, such as video or audio presentations.

Publisher Content:

Your instructor may include content provided by a text book publisher. If this is the case the instructor will provide specific instructions on how to access and utilize this content.

The Course Menu Block allows you access to all of your assignments, and course related materials.

Use the Plus + and Minus - symbols to expand or hide the content that is found under each topic or week section.

This self-paced online and give you an over phone assistance for comment there. A m

To begin this tutor

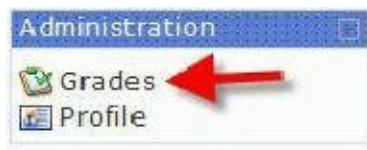
General Forum
Glossary

Viewing your Grades:

In Moodle, students can view their grades at any time.

To view your grades:

1. Log into Moodle and enter your course.
2. Click on the Grades link in the Administration Block



3. Your grades will be displayed.

Note that you may need to click the grade category headings to see grades for individual assignments. This may vary from course to course.

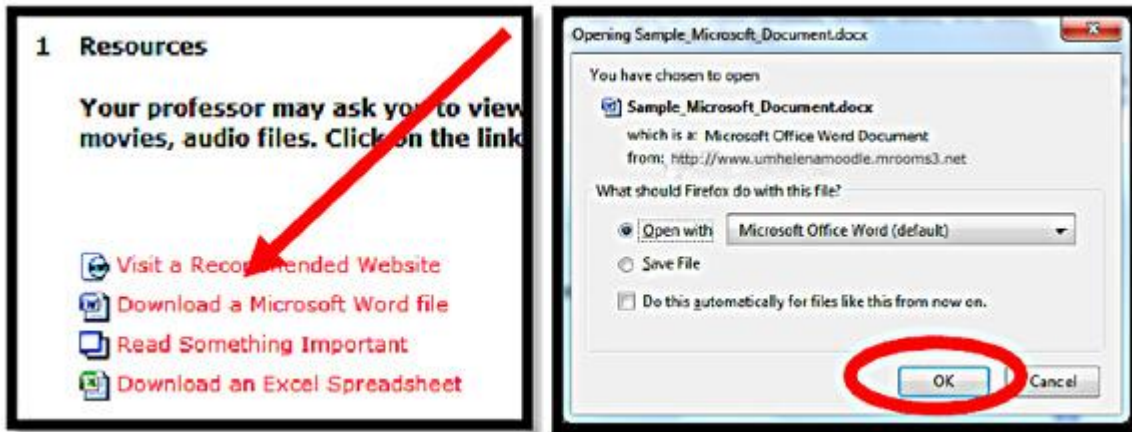
Why is my course average so low?

Don't panic! The Moodle grade book takes into account unmarked and unsubmitted work. In other words, you start with zero and as you progress through the course and complete graded activities the percentage will steadily rise

- ✓ **If your online course has a layout or instructions that are confusing to you, always contact the instructor sooner rather than later and seek clarification on how you are to accomplish what they are asking you to do in the course.**

HOW TO DOWNLOAD A FILE SUCH AS LECTURE NOTES, POWERPOINT FILE or an EXCEL FILE:

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.



- For information beyond this guide and/or relating to a specific course, please contact your **professor** directly.
- Questions relating to your course material, course content or third party textbook publisher sites that you are being directed to use require you to contact your course instructor for help with those issues.

Enabling Pop-Ups In Moodle:

In order to take some tests, and to make full use of the Moodle Messaging system, and to view assorted pages you should enable Pop-Ups for the UM-Helena Online Moodle site. Most browsers will have an automatic pop-up blocker, and there may be additional ones built into add-ons like the Google or Yahoo toolbars.

You may need to enable popups in more than one place to ensure you receive your messages instantly. Instructions are given below for Internet Explorer version 7 & Firefox version 3. You may need to look around a bit to locate the Popup controls for other browsers or add-ins, though the process should be similar.

Internet Explorer Version 7.x

1. Hold down the Alt key on your keyboard then press and release the T key. Now release the Alt key. A *Tools Menu* should appear.
2. Locate and click on the Pop Up Blocker Settings option.
3. Type **umhelenamoodle.mrooms3.net** into the "Address of website to allow:" box.
4. Click the Add button.
5. Click the Close button

Firefox Version 3.x

1. Locate and click on the Tools menu. If you do not see the tools menu you can hold down the Alt key on your keyboard then press and release the T key, then release the Alt key. A *Tools Menu* should appear.
2. Click the word "Options" from the bottom of the tools menu.
3. Click the Content icon from the top of the options window.
4. Click the Exceptions button to the right of the Block Pop-Up Windows option.
5. Key **umhelenamoodle.mrooms3.net** into the "Address of web site:" box, then click the Allow button.
6. Click the Close button.
7. Click the OK button.

How to Submit Assignments:

Using the Assignment Tool (Moodle icon =)

The Assignment tool contains a task which you have to carry out. Often you will be required to upload and submit your work via the computer, but assignments can also involve writing a text online, or off-line tasks (for example a presentation in class).

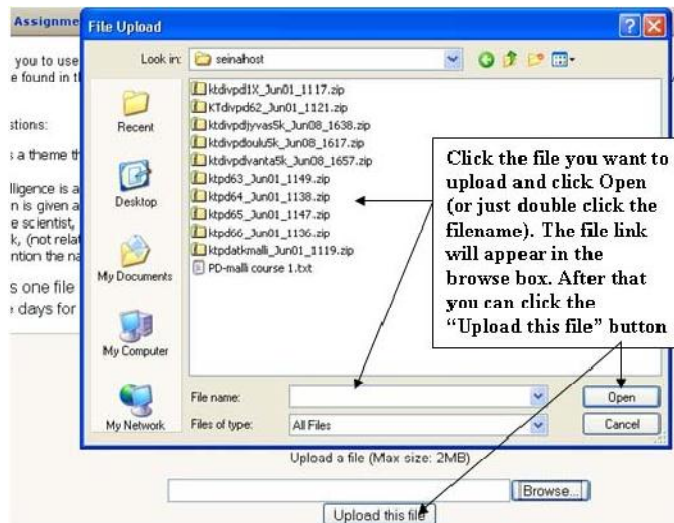
Assignments normally have a deadline that has to be observed. When the due date and time have passed, you cannot hand in your work anymore. It is therefore important to use proper time management when working on a web course. Note that due times are listed as course events in the **Moodle Calendar** and most often will appear in the **course syllabus**.

How to Uploading a File Assignment:

When you look at an assignment that requires you to upload a file you see something like this:



Clicking the Browse button brings up a windows with which you can locate files in your PC. Select the drive and folder in which you saved your work.

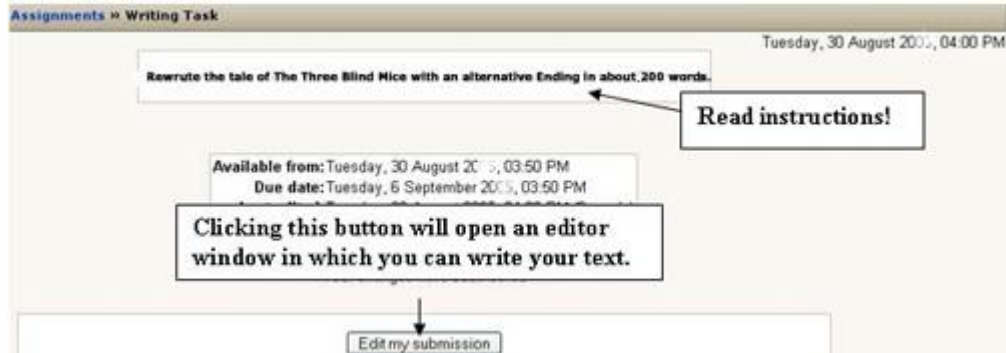


- ✓ **Unless otherwise specified by the instructor, the format of your uploaded file ought to be one that be opened by MS Office programs**, since most teachers use those (in general, when uploading files, you should use common formats and **avoid the uncommon formats of MS Works (.wps)** or Open Office (.swx), because many teachers may have difficulties opening those). In other words, for text files choose **.doc or .docx**(MS Word) or **.rtf** (Rich Text Format) as file type, for presentations **.ppt or .pptx** and for spreadsheets **.xls or xlsx** or **.xml**. If you try to upload a file that is bigger than the maximum file upload size set by the teacher, you will receive an error message.

How to Complete an Online Text Assignment:

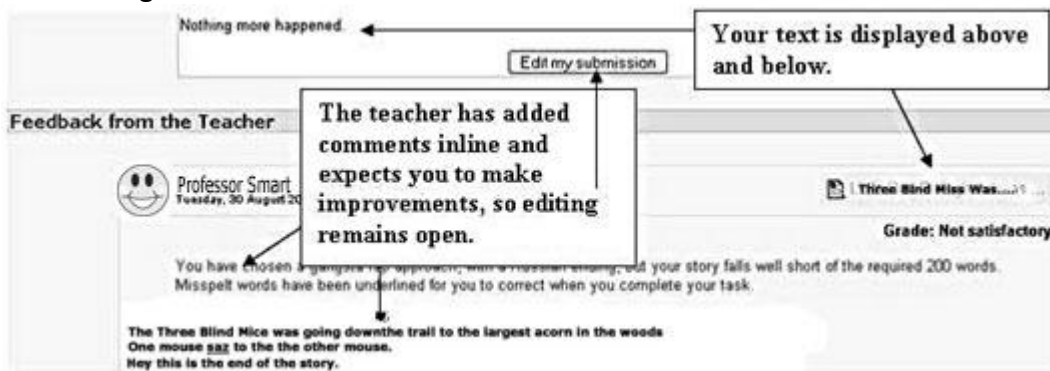
1. Click on the assignment link from one of these locations:
 - Main center column of the course page,
 - Assignments under the course menu block or the,
 - Calendar block.

When you open an online text writing assignment, you see the following view:



2. Read the directions given by your instructor.

Once you have written and saved your assignment the teacher can comment on your work and give a grade (which of course will be displayed in your gradebook). Often you receive an email notice that you have received feedback on your assignment, but sometimes you also have to improve your work before a final grade is given for the assignment.



How to Complete a "Viewing Offline Assignments":

An offline assignment looks similar to the other types but you will not need to submit a file or type text into Moodle. An Offline assignment is just a set of directions given by your instructor for you to complete outside of Moodle.

To view an offline assignment you should:

1. Click on the assignment link from one of these locations:
 - Main center column of the course page,
 - Assignments under the course menu block or the,
 - Calendar block.
2. Read the directions given by your instructor.
3. Complete the assignment as given.

How to use Forums:

Using the Forum Tool (Moodle icon =)

Discussion boards in Moodle are called Forums. You can use forums to discuss topics selected by your instructor.

Online forums are where the instructor may ask you to post your opinion on a topic, respond to a course reading, or introduce yourself to the class. Moodle offers different types of discussion forums that your instructors may ask you to engage in.

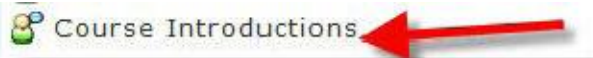
Your instructor may ask you to participate in four different types of forums:

- **A single simple discussion** - is just a single topic, all on one page. Useful for short, focused discussions.
- **Standard forum for general use** - is an open forum where anyone can start a new topic at any time. This is a general-purpose forum.
- **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though). This is useful when an instructor wants each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these.
- **Q And A Forum** - The Q & A forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

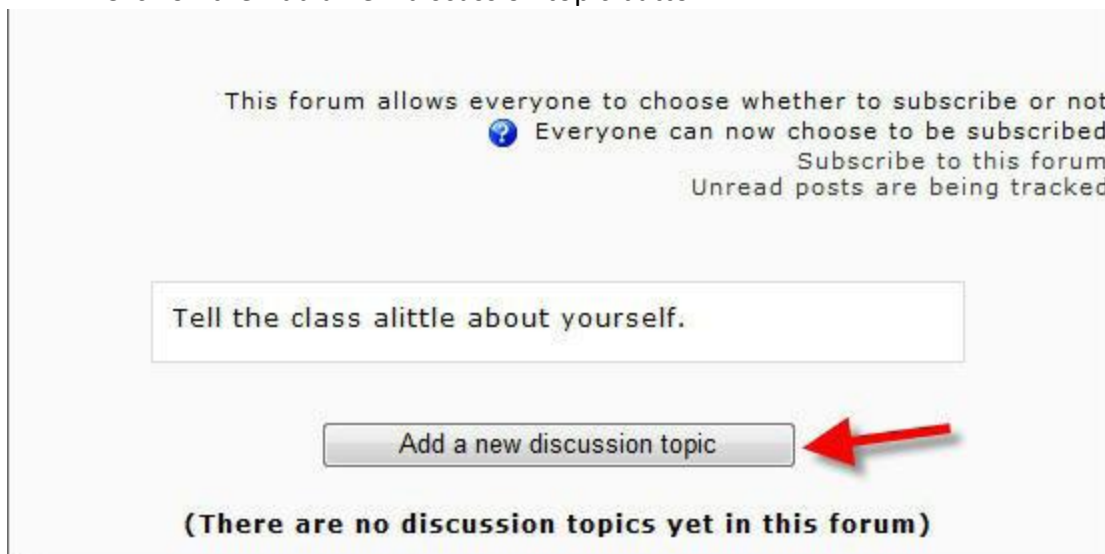
Replying to a Forum:

To reply to a forum you should:

1. Log into Moodle and enter any course in which you are enrolled.
2. Click on the forum you wish to review.



3. Read the directions and/or topic of the discussion.
4. Click on the Add a new discussion topic button.



5. On the add a new discussion topic page, type a subject for your topic in the subject line.

6. Next, type a reply to the forum in the Message field.

Tell the class alittle about yourself.

Your new discussion topic

Subject* Hello my name is Frank

Message* ?

Trebuchet 3 (12 pt) Normal Lang B I U S x₂ x² [Rich Text Editor Icons]

You would type you response here.

IMPORTANT NOTE:

Leave the Subscription field set to "I don't want emails..." because the replies to the post may fill up your UM-Helena student email account and cause you not to receive any email until you delete the emails.

If you are to attach a file to the post, you can do this by clicking the Browse button.

Format ? HTML format

Subscription ? I don't want email copies of posts to this forum

Attachment (Max size: 500KB) ? [Browse...]

7. Lastly, click the Post to Forum button.

8. Once you have submitted your post you will see a page reminding you that you have time to edit the post before it is emailed to others if they have requested to have it do so.

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

(Continue)

9. Click the Continue link

10. Return to the Forum page to see your post.

How To Edit a Post: (30 minutes after posting only)

1. To edit your post, click on the post link in the Discussion column.
2. Click on the Edit link next to the post you wish to edit.

To change the way the replies are viewed, select the desired option by using the dropdown list.

[HTTP://WWW.UMHELENA.EDU](http://www.umhelena.edu)

OR

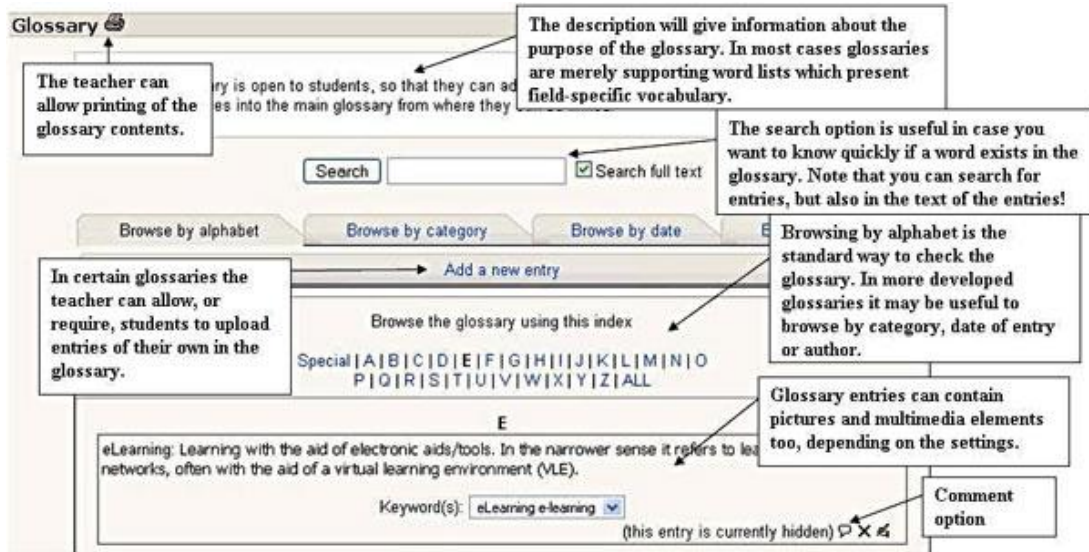
[HTTP://UMHELENAMOODLE.MROOMS3.NET](http://umhelenamoodle.mrooms3.net)

How to Use the Moodle Glossary:

The Glossary (Moodle icon =)

The glossary can be used to list difficult terms related to the subject of a course and explain them. Links to outside information sources, pictures and attachments are possible. In some courses students will be expected to add to the word list. These entries can be commented/evaluated by others.

Glossary entries can be linked automatically to pages in the course, so that you can get glossary explanations for words by clicking on them.



The screenshot shows the Moodle Glossary interface with several callouts explaining its features:

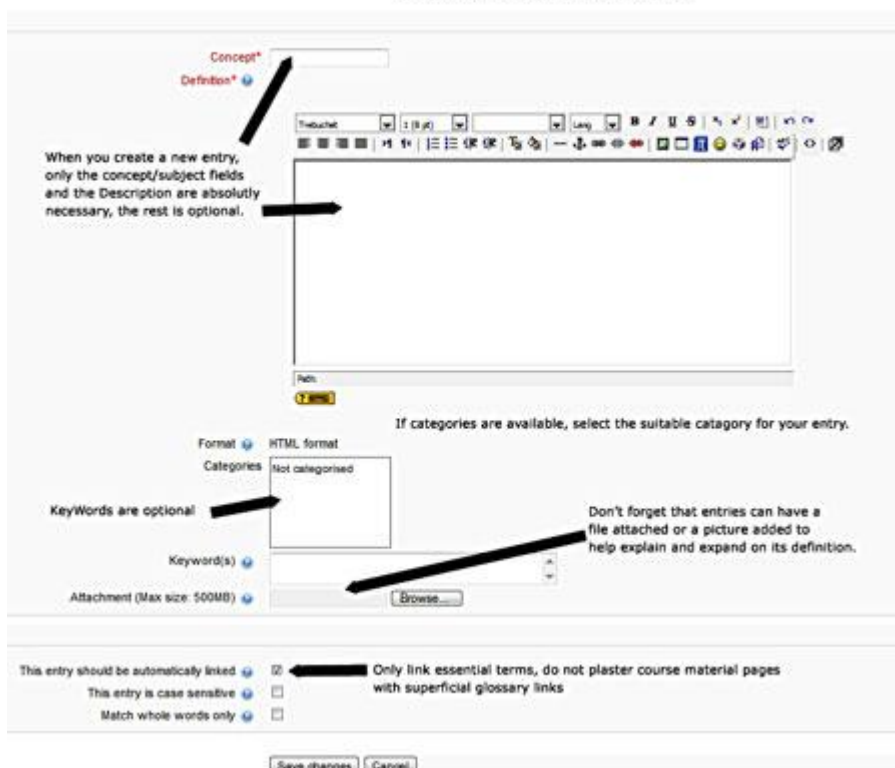
- The teacher can allow printing of the glossary contents.** (Points to the printer icon)
- The description will give information about the purpose of the glossary. In most cases glossaries are merely supporting word lists which present field-specific vocabulary.** (Points to the description text)
- The search option is useful in case you want to know quickly if a word exists in the glossary. Note that you can search for entries, but also in the text of the entries!** (Points to the search box and 'Search full text' checkbox)
- Browsing by alphabet is the standard way to check the glossary. In more developed glossaries it may be useful to browse by category, date of entry or author.** (Points to the 'Browse by alphabet' button)
- In certain glossaries the teacher can allow, or require, students to upload entries of their own in the glossary.** (Points to the 'Add a new entry' button)
- Glossary entries can contain pictures and multimedia elements too, depending on the settings.** (Points to the rich text editor area)
- Comment option** (Points to the comment icon)

The interface includes a search bar, navigation buttons (Browse by alphabet, Browse by category, Browse by date), an 'Add a new entry' button, an alphabetical index (Special, A-Z, IZ), a rich text editor for the entry 'eLearning', and a 'Comment' option.

How to Add a new Entry:

The Add a new entry link appears only when students are allowed to contribute new entries to the glossary, sometimes these entries must be approved by the teacher before they become visible.

Assignment: Creating a Glossary Entry



The screenshot shows the 'Creating a Glossary Entry' form with several callouts explaining its fields:

- When you create a new entry, only the concept/subject fields and the Description are absolutely necessary, the rest is optional.** (Points to the 'Concept' and 'Definition' fields)
- KeyWords are optional** (Points to the 'Keyword(s)' field)
- Don't forget that entries can have a file attached or a picture added to help explain and expand on its definition.** (Points to the 'Attachment' field)
- Only link essential terms, do not plaster course material pages with superficial glossary links** (Points to the 'This entry should be automatically linked' checkbox)

The form includes fields for 'Concept*', 'Definition*', 'Format' (HTML format), 'Categories' (Not categorised), 'Keyword(s)', and 'Attachment (Max size: 500MB)'. It also has checkboxes for 'This entry should be automatically linked', 'This entry is case sensitive', and 'Match whole words only'. Buttons for 'Save changes' and 'Cancel' are at the bottom.

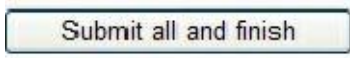
Testing in Moodle - Testing Tips:

Moodle is a relatively friendly instructional environment. There is however a few very important things you need to know before taking your first test in Moodle.

- ✓ When your instructor is ready for you to take a test typically a link will appear. Be sure you've read any information provided by your instructor as to when you should take the test. Never enter a test unless you are prepared to complete it.
- ✓ It is important to plan the time you'll take your test. Once you start a test there is no "turning back". You should take your test at a time when you'll have few distractions.
- ✓ Occasionally your instructor may password a test. If you are asked for a password when trying to enter a test you'll need to obtain the password from the instructor. Be very careful of capitalization when keying passwords.
- ✓ Your test may be timed. If so, you'll see a timer appear at the top left of the screen when you enter your test. This timer will count down the time you have left to complete your test. In Moodle you will be kicked out when the time limit is up so please be sure to finish your test and submit it PRIOR to the time running out.

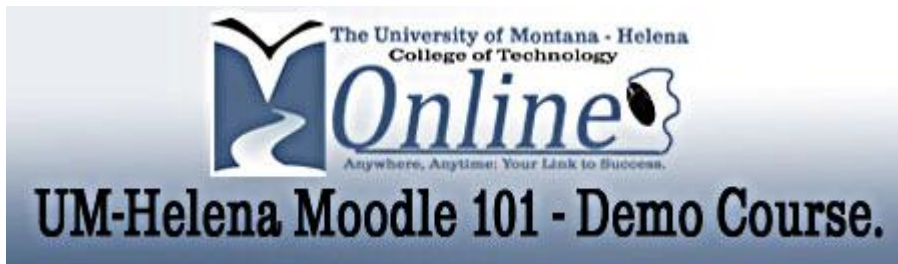


- ✓ It's a good idea to save your answers frequently. You can click the Save button at any time to save you answers. You may still change these answers up until the time you submit them.
- ✓ When you've answered all questions scroll down to the bottom and click the "Submit All and Finish" button.



- ✓ Most of your test questions are graded as soon as you click Submit. Your instructor decides how much information you'll see next. You may only see your score or you may see each question and the correct answer. For each question, note how many points you were awarded.
- ✓ Your score will appear in the gray box at the top of the page.
- ✓ You may miss a fill in the blank question due to spelling. If so, contact your instructor. They may or may not give you credit for the question.
- ✓ If your test includes essay or short answer questions those must be graded individually by your instructor. You are not awarded any points for those questions until the instructor has graded them.
- ✓ To come back later and review your tests, simply click on the name of the test from your course page, then click your grade.

FOR HANDS-ON PRACTICE, VISIT THE UM-Helena Moodle 101 Demo Course.



The UM-Helena Moodle 101 – Demo Course is available to all UM-Helena students to help you practice Moodle tasks.

- You may practice posting in a forum
- Download notes or assignments
- Upload an assignment
- Practice in a forum
- Take a certification quiz (Some instructors may require this certification quiz as an assignment in your course)

To visit this Demo Course Shell, you will see the link on the UM-Helena Moodle homepage.

- ✓ To participate in the UM-Helena Moodle 101 Demo Course—you will need to self-enroll in the course.
- ✓ In order to complete the self-enrollment process look at the “Administration” block, look for the link that says “Enroll me in this course.”

[HTTP://WWW.UMHELENA.EDU](http://www.umhelena.edu)

OR

[HTTP://UMHELENAMOODLE.MROOMS3.NET](http://umhelenamoodle.mrooms3.net)