

# Welcome to Learning with Moodle

## Student Getting Started Guide

### What is Moodle?

Moodle (Modular Object-Oriented Developmental Learning Environment) is a program that creates a web-based learning environment. You can consider Moodle your virtual classroom; it's a place where you'll receive messages and course material from your instructor, where you'll meet and interact with your classmates, and where you'll work on assignments and activities.

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### What you will need before using Moodle

- You will need to have access to a computer and have basic knowledge of how to use it, including using a mouse and keyboard, navigating in Windows, and basic file management
- You must have access to the Internet, and be comfortable navigating between web pages or "surfing" on the World Wide Web. Moodle works best using Internet Explorer or Firefox web browsers.
- You must have a valid email account and know how to send and receive messages. You should also have a basic understanding how to send and receive file attachments by email.

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### What kind of support is available?

#### *Learning Support*

- Your course instructor is the key person for learning support
- College of the Rockies— Online Writing Lab (see the link at <http://www.cotronline.ca>)
- College of the Rockies — Student Services (see <http://www.cotr.bc.ca/sservices/>)

#### *Technical Support*

Questions about your course should always be directed to your instructor, but a Moodle Help Desk is available if you need technical assistance (i.e. trouble accessing your course, software problems, etc.)

Moodle Help Desk  
Mon-Fri 8:30—4:30  
Mountain Time Zone

Phone: 250-489-2751 or 1-877-489-2687

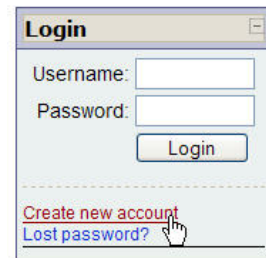
Darryl Schmidt (ext.3343) or Gina Bennett (ext.3287)  
[dschmidt@cotr.bc.ca](mailto:dschmidt@cotr.bc.ca) [bennett@cotr.bc.ca](mailto:bennett@cotr.bc.ca)

# Logging in to your course for the first time

1. To enter the course, go to [www.cotronline.ca](http://www.cotronline.ca)

2. Create a user account and login

- Choose a Username and Password that you will remember. Do not tell anyone your password!
- You must enter a valid email address to receive the enrolment confirmation (if you use Hotmail, Yahoo, or another free email service, you may need to check your spam or junk folders)



**Login**

Username:

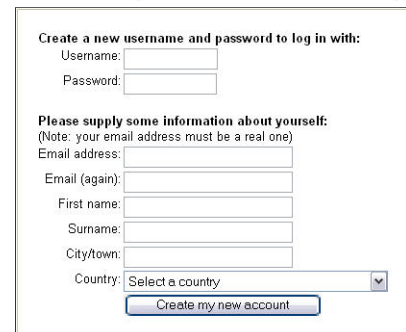
Password:

[Create new account](#)  
[Lost password?](#)

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**Note:** If you do not receive an email confirmation, or if you have any technical difficulties logging in to your course, please contact the Moodle Help Desk. (see pg.1)

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Create a new username and password to log in with:

Username:

Password:

**Please supply some information about yourself:**  
(Note: your email address must be a real one)

Email address:

Email (again):

First name:

Surname:

City/Town:

Country:



**Don't forget to logout of your course.**


It's important to always logout when you're finished working to ensure that no one, other than yourself, can access your course. Look for the logout link in the top right of the screen.



You are logged in as **Test Student** ([Logout](#))

## Enrolment Key

When you login to your course, you may be asked to enter an 'enrolment key'. You will find the enrolment key for your course listed on the **Login Instructions** you received via email or regular post.



This course requires an 'enrolment key' - a one-time password that you should have received from [Admin User](#).

Enrolment key:

Please do not share this enrolment key with others unless you are requested to do so by your instructor or the Moodle help desk. **If you did not receive the enrolment key, or if you have lost it, please contact the Moodle Help Desk (see pg 1).**

## Returning to your course

When you return to your course after your first visit:

- Enter your Username and Password into the login box
- Click "Login"

If you have forgotten your password, you can click on the "Lost Password?" link and a new, temporary password will be sent to your email address.

# How to Get Around in your Moodle Course

There are a few simple tools in this course that will help you find your way around. Take a moment to closely look (but don't touch yet!) at the layout of this page. The main navigation area is along the top of the page, and includes "breadcrumbs" and a navigation bar. These areas are outlined below.

## 1. Main Navigation Area

At the top of the screen you will see the navigation bar. It will show the name of the course, "breadcrumbs", and the navigation bar. These tools, which are described below, will help you move around the site.



## 2. Breadcrumbs



"Breadcrumbs" are used just like in the old fairy tales; they will help you find your way back to where you were. In this example, the text on the far right, "File Management" is the page that you are currently on. "Resources", on the immediate left, is the last page you visited, "ON\_LEARN" (the course Home Page) was the page you visited before "Resources", and so on. Breadcrumbs help you see where you've been, and allow you to quickly jump back to a page you have already visited by clicking on the page title. Clicking on the course home page will always return you back to the beginning.

## 3. Navigation Bar

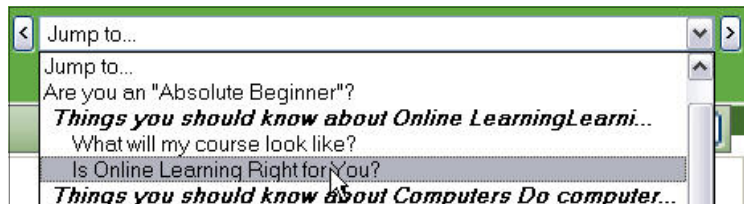
The navigation bar, at the top right-hand



corner of the page, will allow you to go back a page, go to the next page, or choose a page from the drop down menu (see #4 below).

## 4. Drop-down Menu

When you would like to quickly jump to a page or resource, use the drop-down menu. Just click on the down arrow on the Navigation Bar, then click on the page you would like to jump to.



## 5. Course Activity Links

The content for your course will be listed down the centre of the course homepage, and will show a series of links to different activities that your instructor has provided. As shown on the right, you can click on a link to jump directly to that activity.

**Topic outline**

**Welcome to Introduction to Online Learning!**

Do you have access to a computer with Internet? Can you use a mouse and keyboard without breaking into a cold sweat? If you've answered "Yes" to both of these questions, you're ready to dive right in!

Ready to start? ... Great! Let's go! Click on "How to Navigate this Course" below and follow along.

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- [How to Navigate this Course](#)
- [Are you Brave, Busy, or just Bored?](#)
- [Are you an "Absolute Beginner"?](#)

}

**Direct navigation links to course activities**

## 6. Links from Blocks

On the course homepage you'll notice a series of "blocks" along the right and left side of the screen. Within these blocks, you'll have links to information within your course. Click on the link to quickly jump to that section. Two examples of blocks are shown below: (Note: the

**People**

- [Participants](#)

**Activities**

- [Assignments](#)
- [Forums](#)
- [Glossaries](#)
- [Lessons](#)
- [Quizzes](#)
- [Resources](#)

**Administration**

- [Grades](#)
- [Edit profile \\*](#)
- [Change password](#)
- [Unenrol me from ON\\_LEARN](#)

blocks shown in individual courses may vary.)

The **People Block** allows you to view your classmates ("Participants"), and any group you might belong to.

The **Activities Block** will showcase the variety of information provided in your course. For example, if you would like to view all the Lessons in this course, simply click on the "Lessons" link. It will take you to a table showing links to all the lessons in this course.

From the **Administration Block** you can check your grades, edit your own personal profile, change your password, and unenrol yourself from your course (*Note: unenrolling from the course in Moodle will not change your COTR course status. If you wish to withdraw from a course, you must contact the Registrar's office.*)

## 7. Links from the Activity List

When you click on an activity link from a block or from the breadcrumbs (i.e. Assignments, Lessons, Resources, etc.), you will jump to a "table of contents" (TOC) screen for that activity type. For example, clicking on the "Lessons" activity link will take you to the "Lessons" TOC page shown below. Click on a name to jump directly to that lesson.

Topic	Name	Grade	Deadline
2	<a href="#">E-mail Attachments</a>	0	Friday, 2 July 2010, 12:20 PM
4	<a href="#">Time? Who's got time?</a>	0	Wednesday, 30 June 2010, 03:35 PM
4	<a href="#">Why Wait? How to Overcome Procrastination</a>	0	Monday, 14 June 2010, 03:05 PM
4	<a href="#">SMART Goal Setting</a>	0	Friday, 11 June 2010, 12:15 PM
4	<a href="#">Reading Efficiency and Retention</a>	0	Wednesday, 30 June 2010, 10:45 AM

## Tips for Online Learning Success

Get your textbook before class begins and preview the contents. Also, skim through any printed material that is provided.

Log in to your online course as soon as possible.

Use the assignment schedule or course calendar from your syllabus to develop a set schedule for your study time.

Be acutely aware of timelines.

Look for ways to relate and apply the knowledge you are gaining to real world situations. Share your experiences with your classmates and instructor. You can learn a lot from each other's experiences.

Don't be afraid to ask questions. Your instructors can't help you if they don't know that something's wrong. They are there to help.

Communicate with your classmates.

Use the questions at the end of your textbook chapters as a study guide or to determine areas where you may need extra help from your instructor.

Commitment is the key. You must be willing to commit up to 15 hours per week for each course you take online.

Online courses are not always self-paced. Some courses may require you to log-in to your course weekly, while others may expect you to log-in more frequently. **Keep up!**

Online courses are convenient and flexible, but very demanding. **You must be disciplined throughout the whole course.** When you start something, make sure you finish it.