

Greetings,

This is a step by step instruction guide on how to use Moodle. The first thing you ought to know is that Moodle is an open source online learning environment that allows PGMS to provide a broad range of services to students. Moodle is used by various high schools, universities, and other organizations. There will be a series of screen shots. Each screen shot will contain blurbs and explanations on what each command and link does. Please make sure you have adobe flash, adobe reader, and pop up blocker disabled for moodle. Thanks!

Moodle Start Page

The screenshot shows the Moodle Start Page for Pacific Grove Unified School District. The page is displayed in a Mozilla Firefox browser window. The browser's address bar shows the URL <http://www.pgmiddle.org/moodle/>. The page features a navigation menu at the top with links for Home, News, Parents, Daily Bulletin, Library, Contact Us, and PowerSchool. Below the navigation menu is a main menu with links for Site news and School Survey. The main content area is divided into three columns. The left column contains a login form with fields for Username and Password, a Login button, and a link for Lost password?. The middle column contains a 'PLEASE READ:' section with instructions for logging in and a section for Online Users. The right column contains a calendar for October 2009. Three callout boxes provide instructions: one for the login form, one for the calendar, and one for the main menu.

This is where you enter the student's username and password.

This is the calendar. Once logged in, students will have assignments highlighted on due dates.

This is my notes to you and your students. Please read these to ensure you are up-to-date on what to

Now we will move on to see what you and your student will see when they log in for the first time.

First Log In: This is what the screen will look like if the student has not registered for any courses yet.

The screenshot shows a Moodle course overview page in a Mozilla Firefox browser. The page title is "Overview of my courses". The user is logged in as "Little Jimmy". The page contains several sections: "Course categories" with links to "PG Middle", "Robert Down Elementary", and "Pacific Grove High School"; a "Calendar" for October 2009; "Messages" (No messages waiting); "Latest News" (No news has been posted yet); and "Online Users" (last 5 minutes) listing "Little Jimmy" and "Jared Rutledge".

Callout boxes provide the following information:

- Top Left:** This is where you will click to register for courses. Click All Courses (points to the "All courses ..." link).
- Top Right:** This has information regarding changes that have been made in courses. (points to the "Messages" section).
- Bottom Right:** Here is a list of online users. If you click the envelop icon you have the ability to send that person a message. If the icon is not present, then that feature has been disabled. (points to the envelope icon next to "Jared Rutledge").

Now we are going to register for courses to explore classroom content.

Course Registration: To ensure the safety of your students work, each teacher has their course password protected. Click on the course you wish to register for and enter the enrollment key, which will be provided by the teacher. Some courses just as Mrs. Rutledge's Counseling class can be accessed by anyone because they only have resources to help children succeed in their academic learning environment. For this example, we will click on Daily Bulletin/Video Tech.

The screenshot shows a web browser window displaying the Moodle course categories page for PGUSDMOODLE. The page is titled "PGUSDMOODLE: Course categories" and shows a list of course categories. A callout box on the left side of the page contains the text: "We will now click on the daily bulletin video tech class". An arrow points from this callout box to the "Daily Bulletin/Video Tech" course listed under the "Electives" category.

PGUSDMOODLE: Course categories - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.pgmiddle.org/moodle/course/index.php

Getting Started Login PowerSchool Pacific Grove Middle S... SurveyMonkey - My S... DealExtreme: Cool Ga...

Inbox - Outlook Web Access Light PGUSDMOODLE: Course categories

You are logged in as Little Jimmy (Logout)

PGUSDMOODLE > Course categories

Course categories

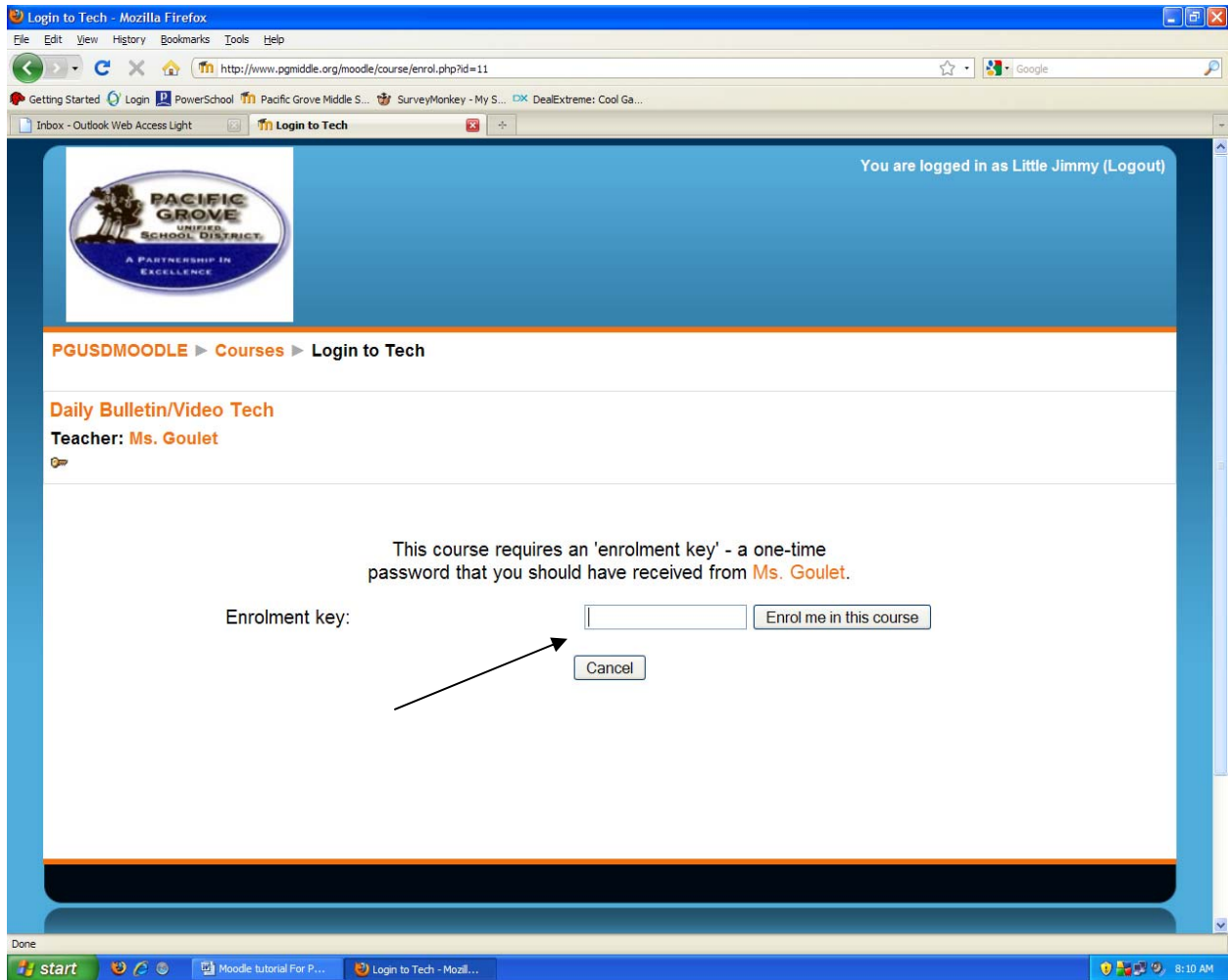
- PG Middle
 - 6th Grade Core
 - Ms. Silva's 2nd Core
 - Ms. Silva's 1st Core
 - Ms. Mahr
 - Electives
 - Murphy's 7th Grade PE
 - Murphy's PE 6th Grade
 - Daily Bulletin/Video Tech
 - 6th Grade Typing
 - Ms. Terry's 8th Grade Spanish
 - Ms. Terry's 6th Grade Spanish
 - English
 - Ms. Rookstool's 8th Grade English
 - History
 - US History, Mr. Gamble
 - Science
 - Ms. Terry's 6th Grade Science
 - Mr. Godfrey's 8th Grade Science, 2nd Period
 - Mr. Godfrey's 8th Grade Science, 4th Period
 - Mr. Godfrey's 8th Grade Science, 5th Period
 - Mr. Godfrey's 7th Grade Science, 6th Period
 - Mr. Godfrey's 8th Grade Science, 7th Period
- Robert Down Elementary
 - Mr. Ibrahim's Class
 - 4th Grade Science, Ms. Dacuyan
- Pacific Grove High School
 - Counseling Corner with Ms. Rutledge

Search courses: Go

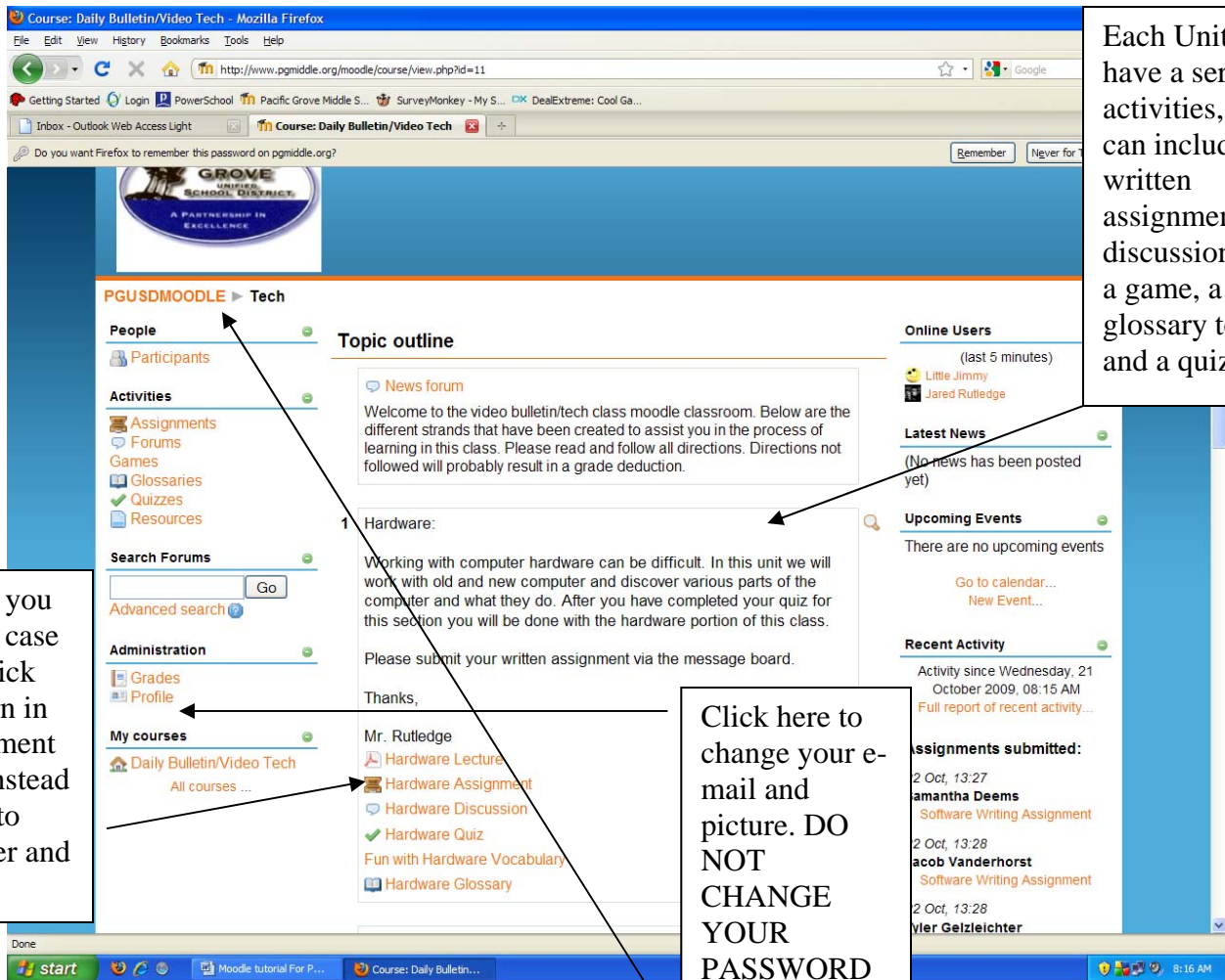
Done

start Moodle tutorial For P... PGUSDMOODLE: Cou... 8:07 AM

Enter the enrollment key that the teacher provided; then click on the enroll me in this course. Moodle was developed in Europe and that is why enroll only has one L.



Now let's take a look at the class we just enrolled in.



Each Unit will have a series of activities, which can include a written assignment, a discussion board, a game, a list of glossary terms, and a quiz.

Whenever you see a brief case you can click on it to turn in the assignment digitally instead of having to waste paper and print it.

Click here to change your e-mail and picture. **DO NOT CHANGE YOUR PASSWORD**

Now let's go back to our moodle start page. Click the PgmsMOODLE link to go back to the course selection menu.

You do not necessarily need to change your e-mail. E-mail alerts will be sent by teachers when they have said something that they want their student's to read. At the moment, parental e-mails were used to create the accounts. If you do not want to receive updates just have your student put in their own personal e-mail. A few parents have opted for this choice.

The screenshot shows a Moodle LMS interface in a Mozilla Firefox browser window. The page title is "Overview of my courses - Moodle". The user is logged in as "Little Jimmy". The interface includes a navigation menu with "My courses", "Calendar", "Messages", "Latest News", and "Online Users". The "My courses" section shows "Daily Bulletin/Video Tech" with "All courses ...". The "Calendar" section shows a calendar for October 2009 with the 23rd highlighted. The "Messages" section shows "No messages waiting" and "Messages...". The "Latest News" section shows "(No news has been posted yet)". The "Online Users" section shows "Little Jimmy" (last 5 minutes). The "Forum: Hardware Discussion" section shows "6 posts since last login".

Teachers and other students can leave messages for you. Do not forget to check your messages when you log in each day.

Notice here that no boxes are highlighted. That means the teacher has not posted any assignments to be due on Moodle. That doesn't mean the student doesn't have homework. It just means it wasn't posted. As Moodle grows more popular, you will see more and more items posted here.

Now we have a classroom. Notice that the class will have a summary of things that have gone on since the last login.