



Moodle Documentation

Introduction

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. Moodle is one of the most widely used and rapidly growing Online Learning Systems. Moodle runs as an interactive website with features and activities designed to engage learners and promote collaborative learning.

Getting Help

If you need more help, you can:

- Contact the helpdesk:
 - For technical help and queries about using Moodle email: helpdesk@mail.nyts.edu

Task 1: Logging In

Moodle is a website like any other, so you can access it wherever there is a computer and internet connection. Browse to <http://online.nyts.edu>. The page will look like this:

The screenshot shows the NYTS Online Learning System Moodle interface. The header features the 'nyts online learning system' logo and a city skyline. Below the header is a navigation bar with 'Main Menu' and 'Site news'. The main content area displays a welcome message from Rafael Reyes III dated Wednesday, 30 April 2008, 10:46 PM, announcing the move to Moodle. To the right, there is a calendar for July 2008 and a 'Course categories' section listing D.Min Program, Graduate Level Programs, Certificate Program, and Faculty/Staff Essentials. At the bottom left, a dark purple bar contains the text 'You are not logged in. (Login)', which is circled in black with a line pointing to the explanatory text below. The Moodle logo is visible in the bottom right corner.

Log in by clicking the link in the lower left corner of the window. This will take you to the NYTS Online Learning System login screen.

New York Theological Seminary Online Learning System You are not logged in. (Login)

NYTS_Online > Login to the site English (en)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) [?](#)

Username

Password

Some courses may allow guest access

Forgotten your username or password?

You are not logged in. (Login)

Type your username and password in the spaces provided. Click on the Login button. You should now be logged in.

If you have forgotten your password, click on the “Yes, help me log in” button and it will take you through the steps necessary to change your password.

Task2: MyMoodle Page

If you have registered for courses, you will see your Front Page (MyMoodle Page), with the Latest News on the left, a "My Courses" panel in the center of the page containing your list of registered courses , a Calendar on the right-hand side with messages and upcoming events.

The screenshot displays the Moodle interface for a user named Rafael Reyes III. The page title is "NYTS_Online: Overview of my courses". The user is logged in as Rafael Reyes (Logout). The page is divided into several sections:

- Latest News (Left Panel):** A forum post from 30 Apr, 22:46 by Rafael Reyes III, titled "Welcome to the new NYTS Online Learning System more...". There is a link for "Older topics ...".
- Links (Left Panel):** A section titled "NYTS Student E-Mail" with two links: "Goto Student E-Mail" and "Change E-mail Password".
- My Courses (Center Panel):** A list of assignments for the course "Who Do You Say That I Am? The Question of Christology".

Assignment	Due date	Status
For the first week	Friday, 8 August 2008, 02:25 PM	Not submitted yet (17 days 1 hour early)
Jacques Dupuis	Friday, 15 August 2008, 03:10 PM	Not submitted yet (24 days 2 hours early)
Lisa Isherwood	Friday, 22 August 2008, 03:20 PM	Not submitted yet (31 days 2 hours early)
Luis Pedraja	Saturday, 30 August 2008, 03:25 PM	Not submitted yet (39 days 2 hours early)
- Calendar (Right Panel):** A calendar for July 2008. The date 22 is highlighted. Below the calendar, it says "No messages waiting" and "Messages...".
- Upcoming Events (Right Panel):** A section titled "For the first week" with a date "Friday, 8 August". There are links for "Go to calendar..." and "New Event...".

At the bottom of the page, there is a "Home" button.

My Courses (Center Panel)

This panel lists all the courses you are enrolled in as a student. Click on the name of the course to enter the Course Home Page.

Latest News (or SITE NEWS) (Left Panel)

Latest News is a forum discussing various "News" items about what is happening at NYTS, and about the site. You may subscribe to receive this news by email.

Links (Left Panel)

Links contains links to your email and to change your email password.

Calendar (Right Panel)

The Calendar panel displays the current date. Certain days may be highlighted signifying important dates, due dates, or personal dates.

Messages (Right Panel)

The Messages Panel displays any messages from the teacher or students while online. When you are offline it will be mailed to your email address.

Upcoming Events (Right Panel)

The Upcoming Events Panel updates you on any upcoming dates on your calendar such as when reports are due or exam dates.

Task 3: The Course Page

The Course Page is where you will be doing most of your course work. The Center Panel shows the weekly outline for your course, broken down into weeks. In each week their will/should be the topic of the week with any additional resources needed for that week, including any discussions/work for the week.

The screenshot shows a Moodle course page. At the top, the course title is "Who Do You Say That I Am? The Question of Christology" and the user is logged in as "Rafael Reyes (Logout)". Below the title is a navigation bar with "NYTS_Online" and "THU324". The main content area is divided into three columns. The left column contains several panels: "People" (Participants), "Activities" (Assignments, Forums, Resources), "Search Forums" (with a search box and "Go" button), "Administration" (Grades), and "My courses" (listing the current course and "All courses ..."). The center column is titled "Weekly outline" and lists three weeks of content:

- 2 August - 8 August: Jesus in the First Century CE: The Originating Context. Includes a link to "Read This from Albert Schweitzer, 1906" and a forum post "For the first week".
- 9 August - 15 August: Ancient Christologies: Above and Below. Includes a link to "Jacques Dupuis" and two "Extra Credit" items.
- 16 August - 22 August: Feminist Christologies. Includes a link to "Lisa Isherwood".

 The right column contains "Latest News" (a welcome message from Dr. Dale T. Irvin) and "Recent Activity" (reporting activity since Saturday, 12 July 2008).

People Panel (Left Panel)

The Participants Panel shows which students and Teachers are enrolled in the course. Here you can get familiar with the fellow students and teachers, and email them, message them, etc.

Activities Panel (Left Panel)

The Activities Panel directs you to the resources used in the course. The assignment activity module allows teachers to collect work from students, review it and provide feedback including grades.

Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into Moodle using an online text assignment.

Search Forums Panel (Left Panel)

The Search Forums Panel allows you to search the course forums for a word or phrase. Type the word or phrase you want to find in the text field space.

Administration Panel (Left Panel)

The Administration Panel contains a gradebook module that the teacher may or may not use for grades entered and final grade for your class.

My Courses Panel (Left Panel)

The **Courses** block lists and allows navigation between all of the courses in which the logged in user is a participant. The block title shows as "My courses" and allows one-click access to a course's home page.

Weekly Outline (Center Panel)

This center panel is used to layout coursework in a weekly format. Courses can be divided into sections to organize resources and activities for students. Each section can have a description and can contain many activities and resources as the teacher desires.

Latest News Panel (Right Panel)

Recent posts made in the News forum will display as a listed item in the Latest News block, along with a link to older archived news.

By default, the Latest News block displays 3 news items.

Recent Activity Panel (Right Panel)

The Recent Activity block lists course activity, such as forum posts and assignment submissions, since the user last accessed the course.

Task 4: Resetting your Password

If you have forgotten your password, you can use the automated system to reset your password.

New York Theological Seminary Online Learning System You are not logged in. (Login)

NYTS_Online ▶ Login to the site English (en)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) [?](#)

Username
 Password

Some courses may allow guest access

Forgotten your username or password?

You are not logged in. (Login)

On the login screen, you will see on the lower center a question which asks, “Forgotten your username or password?” with a button that says “Yes, help me log in”

Forgotten your username or password?

When you click on this button, it will take you to another screen which asks you for your username **OR** your email address. This email address is your school given email address. Fill out this information and press OK. An email with more information will be sent to your school email address.

Your details must first be found in the user database. Please enter **either** your username or your registered email address in the appropriate box.
There is no need to enter both.

Forgotten password

Username

Email address

If you are still having trouble, please email the help desk at helpdesk@mail.nyts.edu.

Task 5: Logging in and Viewing your Email

From your MyMoodle screen, click on “Goto Student E-mail”

The screenshot shows a Moodle course overview page for 'NYTS_Online'. At the top right, it says '[Rafael Reyes III] You are logged in as Rafael Reyes (Logout)'. The main content area displays a course titled 'Who Do You Say That I Am? The Question of Christology' with several assignments listed, each with a due date and a 'Not submitted yet' status. On the left sidebar, under the 'Links' section, there is a link labeled 'Goto Student E-Mail' which is highlighted by a black arrow. Other sidebar sections include 'Latest News' and 'Calendar'.

Once you have clicked on the link, you will be taken to the login page for your email.

nyts mail **Welcome to New York Theological Seminary**

Sign in to your account at
New York Theological Seminary

Username: @mail.nyts.edu

Password:

Remember me on this computer.

[I cannot access my account](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for New York Theological Seminary, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

On the left hand corner of the screen you will see a purple box which requests you put in your username and password. Put in your username and password and press sign-in.

Sign in to your account at
New York Theological Seminary

Username: @mail.nyts.edu

Password:

Remember me on this computer.

[I cannot access my account](#)

Once signed on, you will enter your email screen.

Mail rafaelr3@mail.nyts.edu | [Manage this domain](#) | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

nyts mail [Show search options](#)
[Create a filter](#)

[Compose Mail](#)

[Inbox](#)
[Starred](#) ☆
[Sent Mail](#)
[Drafts](#)
[All Mail](#)
[Spam \(1\)](#)
[Trash](#)

[Contacts](#)

▼ Labels [Edit labels](#)

News items | ZDNet - [Microsoft turns to users for new wave of Xbox games](#) - Jul 23 Web Clip < >

▼ 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	★ Rafael Reyes	testing email - testing email Rafael Reyes III rafaelr3@gmail.com	Jun 17
<input type="checkbox"/>	★ Gmail Team	Gmail is different. Here's what you need to know. - Messages that are easy to find, ε	Jun 17

Select: All, None, Read, Unread, Starred, Unstarred

▼ 1 - 2 of 2

Get your mail **on your mobile phone** at <http://mail.google.com/hosted/mail.nyts.edu/> using your phone's web browser.

You are currently using 2 MB (0%) of your 6978 MB.

Last account activity: 1 hour ago at this IP (69.242.112.113). [Details](#)
New York Theological Seminary Mail view: standard | [basic HTML](#) | [Learn more](#)

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