MOODLE DOCUMENTATION

Introduction

MOODLE is an acronym for Modular Object-Oriented Dynamic Learning Environment. Moodle is one of the most widely used 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 help, you can:

• Go to the Moodle Student Tutorials by clicking on the link on the Moodle homepage (purple button)

• Go to the Moodle Basic Documentation by clicking on the link on the Moodle homepage (purple button)

• Contact helpdesk@mail.nyts.edu for technical help and queries about using Moodle and the NYTS email
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:

Log in by typing your username and password in the upper right corner of the window in the spaces provided. You receive these from Ava Carroll, Administrator of Online Learning Systems.

Username _______________________________________

Initial Password - W#lcome123  It is case sensitive and you will be forced to change it. The new password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New Password ___________________________________
Task 2: Resetting your Password

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

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”
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.

If you are still having trouble, please email the help desk at helpdesk@mail.nyts.edu.
TASK 3: “Overview of My Courses” Page

If you have registered for courses, you will see your Front Page ("Overview of My Courses" Page), with the Latest News on the left, a "My Courses" panel in the center of the page containing your list of registered courses.

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.

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 4: Enrolling Yourself in a Course

All students are expected to enroll themselves into their respective courses AFTER they register. For this you will need an "Enrollment Key. The enrollment key to place yourselves into Moodle for your courses is the course number (no caps)

The enrollment key is bbn2411.

It's Easy! This is the procedure for students to get the information they need for each course (i.e.: syllabi, textbooks required…etc.)

1. Go to http://online.nyts.edu
2. Login using your username and password.
3. See “Overview of My Courses” Scroll down bottom left-hand side to “My Courses”
4. In "My Courses"-click on "All courses."

5. At the NYTS list of courses-scroll down and click on course you registered for.
6. When you select course it will lead you to info page on that course: it asks for enrollment key

7. Under the box next to enrollment key type in the course number: (all lower case i.e. ttu1002).
8. Click on button: "Enroll me in this course". This will enroll you in that course.
TASK 5: 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 there will/should be the topic of the week with any additional resources needed for that week, including any discussions/work for the week.

Participants Panel (Left Panel)
The Participants Panel shows which students and teachers are enrolled in the course. Here you can get familiar with your fellow students and teachers, email them, and 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 link for you to update your profile. It may contain 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 5 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 6: Logging in and Viewing your Email

From your screen, "Overview of My Courses" page, click on “NYTS E-mail.”

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

Once signed on, you will enter your email screen.