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:

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.
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.

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**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.

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**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.

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**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 there will/should be the topic of the week with any additional resources needed for that week, including any discussions/work for the week.

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.

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 5: Logging in and Viewing your Email

From your MyMoodle screen, click on “Goto Student 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.