



PRIFYSGOL CYMRU
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UNIVERSITY OF WALES
Trinity Saint David

Student Guide

Getting Started with Moodle VLE



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1 Introduction

This guide will support you to get started using Moodle VLE (Virtual learning Environment). It will start with a very brief overview of what Moodle is and why it can help you with your studies. It will then take you through where to find Moodle on the internet, explain how to log on and navigate around the site.

But first please note where you can find help with Moodle if you need it....

itsd@tsd.ac.uk

2 What is Moodle?

Moodle is a Virtual Learning Environment, commonly referred to as a VLE. It is a secure and controlled web space used for learning and teaching. Tutors and students can use the space to hold materials, communicate and collaborate to support learning.

3 What are the benefits of Moodle?

- Flexibility - a tool for studying at suitable times leading towards a better work/life/study balance;
- Peer support and communication reducing isolation - this is especially valuable for distance learning students who may never meet their peers face to face;
- Learning style - provides a learning tool that can accommodate many learning styles, auditory and visual;
- Learning consolidation - you can revisit materials multiply times in the run up to exams or simply for interest;
- Team and group work - peer collaboration on project work that can take place at a distance
- Building a community of practice - engenders a sense of identity related to the course and institution that is especially valuable for distance and research students;
- Security - provides a space for you to experiment, learn and develop thinking and analysis skills for difficult complex concepts in a safe and secure environment
- Assessment - provides tools and a space for formative assessment through quizzes and discussion.

2 Where can I find Moodle?

Moodle is an internet-based environment so you will need to be connected to the internet for access. The advantage of this is you can access anywhere in the world.

The web address is: <http://learning.lamp.ac.uk/>

There is no need to remember the address, go to the **University internet home page (or intranet if you are on campus)** from here go to the link for **Current Students** (at the bottom on the left side, see below), from here you will see Moodle second from the top on the left side link list (see below):

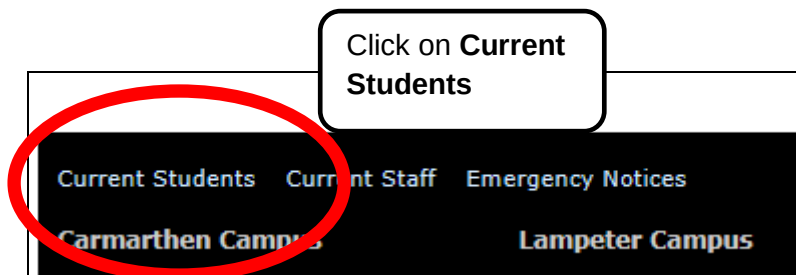
2.1 From the Intranet (on campus)

On the left side of the screen under Web services look for **Moodle**:



2.2 From the internet (off campus)

At the bottom of the screen look in **Current Students**:



From the **Current Students** page look for the Moodle logo on the right side of the screen:



3 What is on the Moodle Home Page?

The screenshot shows the Moodle Home Page for Trinity Saint David. The page layout includes a header with the university logo and name, a navigation bar with links to Home, Student Support, Student Union, and LRC, and a language selector set to English (en). The main content area features a central banner image of a group of people on horseback, with the text 'A Visit to Cader Idris' and 'Edward Pugh, Held in Roderic Bowen Library & Archives'. Below the banner is a 'Welcome to Trinity Saint David's Moodle' section, followed by a 'Moodle discussion forums' section listing various forums like 'Postgraduate Research Student Discussion Forum' and 'The Coffee Shop'. On the right side, there is a 'Login' section with fields for Username and Password, and a 'Departments' section listing various departments and schools. Annotations with arrows point to specific elements: 'Links to support departments' points to the navigation bar; 'Change the language used in Moodle' points to the language selector; 'Resources & support' points to the 'Resource Centre' sidebar; 'Enter your TSD details to log on: See section 4' points to the login fields; and 'Discussion with other students: See section 6' points to the 'Moodle discussion forums' section.

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Home | Student Support | Student Union | LRC

Change the language used in Moodle

English (en)

LearningZone

Resource Centre
Help with Learning Zone

- Getting Started
- Resource for Students
- Resource for Tutors
- PebblePad
- Student FAQ
- Educator FAQ
- Accessibility Info

Resources & support

Enter your TSD details to log on:
See section 4

Login

Username: sh023
Password: *****
Login

Lost password?

Departments

- Department of Philosophy (Lampeter)
- Department of Archaeology (Lampeter)
- Department of Anthropology (Lampeter)
- Department of Film and Media (Lampeter)
- Department of History (Lampeter)
- Department of Management & Information Technology (Lampeter)
- School of Early Childhood
- School of Sport, Health and Outdoor Education
- School of Social Justice and Inclusion
- School of Education Studies and Social Inclusion
- School of Performing Arts / Ysgol Y Celfyddydau Perfformio
- Ysgol Theatr, Cerdd a'r Cyfryngau
- School of Theatre and Performance
- School of Theology, Religious Studies and Islamic Studies
- School of English, Creative Writing, Philosophy and Chinese Studies
- School of Initial Teacher Education and Training
- Continuing Professional Development
- Modules without Departments - Temp
- School of Business
- School of Cultural Studies
- School of Archaeology, History and Anthropology
- Registry (Lampeter)

A Visit to Cader Idris
Edward Pugh, Held in Roderic Bowen Library & Archives

Welcome to Trinity Saint David's Moodle

Moodle is a learning management system which provides resources, information and interactive activities to support your learning. Additionally you can use Moodle to keep in touch with your fellow students through online discussion forums and chat spaces. Moodle can be accessed from any computer with an Internet connection.

Please **log on to Moodle** using your Trinity Saint David University username and password.

Moodle discussion forums

Below there are links to a number of student led, open discussion forums. We encourage you to use these forums to keep in contact with your fellow students. Information on how to get started is available in the **Resources for Students** area.

- Postgraduate Research Student Discussion Forum
- Postgraduate (Taught) Discussion Forum
- Distance Learning Discussion Forum
- Moodle Help Forum
- The Coffee Shop

TSD News

Discussion with other students:
See section 6

4 How do I login to Moodle?

On the top right side will see the **login area** - use your TSD username and password to login



The screenshot shows the LearningZone login interface. At the top is the 'LearningZone' logo. Below it is a 'Login' box with a close button. Inside the box, there are input fields for 'Username' (containing 'sh023') and 'Password'. A 'Login' button is at the bottom of the box. Below the box is a link for 'Lost password?'.

Enter your **TSD** username and password



Activity

Now have a go at logging into Moodle, **you need your University username and password to do this.**

If you don't have these then contact itsd@tsd.ac.uk & give your name and student number

You will notice the front page does not change that much, the options are now more directly related to you and your needs.



The screenshot shows the 'My courses' menu in the LearningZone interface. The menu is titled 'My courses' and lists several courses with checkboxes: 'Bilingualism, Multilingualism and Multiculturalism (SJPE5003)', 'Placement and Project (SJPE5002)', 'Professional Values and Practice in Primary Education (SJPE5001)', 'Social Inclusion: Policy and Practice (SJSI5001)', 'Understanding Research Methods (SJED5012)', and 'Working Together (SJSI5003)'. At the bottom of the list is a link for 'All courses ...'.

Your Modules are listed under **My courses**

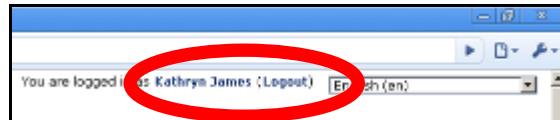
! Information

The **My courses** menu is available on every page of your Moodle site.

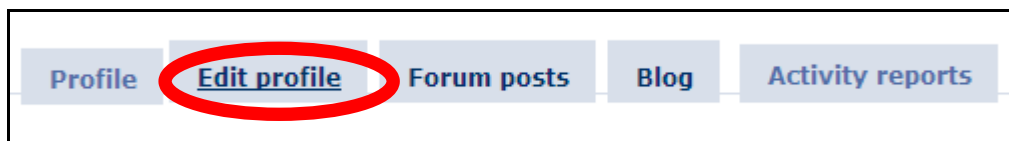
To access your module content click on the module name.

5 How do I add my profile to Moodle?

Log on to Moodle, look at the top right side of your screen and your name appears. **Click on your name** you will come to your profile



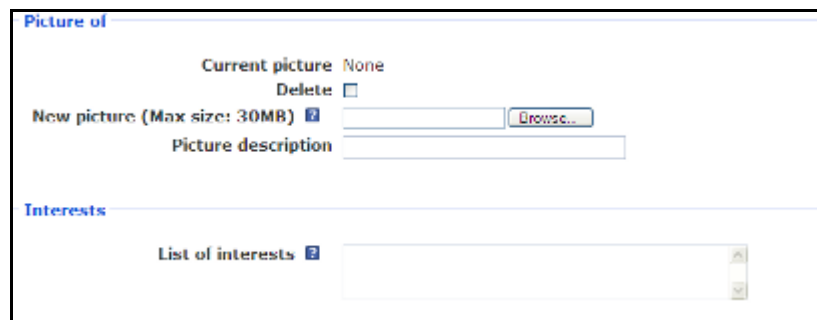
Click on the **Edit profile** button and a new window will appear



Edit or adding to your profile

- A new window will appear as below
- Complete as many or as few as you wish details as you wish

Adding a picture & Interests

A screenshot of the Moodle 'Edit profile' form. The 'Picture of' section includes a 'Current picture' field set to 'None', a 'Delete' checkbox, a 'New picture (Max size: 30MB)' field with a 'Browse...' button, and a 'Picture description' text area. The 'Interests' section includes a 'List of interests' field with a 'Browse...' button.

Upload an image in the same way as you would any document to an email:

1. Browse > Search and find on your computer > Open >
2. Add a description
3. Completed your interests and other information (perhaps where you live)
4. Scroll down and save, click on **Update Profile**

6 Understanding the Discussion Forums

This tool is useful for all students and especially for distance-learning students as it helps you to keep in contact with your peers and tutors and you will use it for many of the activities throughout your course, and you will be using it a great deal. This short document will guide you through;

- What is a discussion forum?
- Why do I need to use the discussion forum?
- Where do I find the discussion forum?
- How to I use the discussion forum?

6.1 What is a discussion forum?

A discussion forum, also be called a message board, or internet forum is a tool used for communication, it is an internet based where 'talking' via text occurs asynchronously (where communication happens at different times). There are many of these on the internet now on as many subjects as you can think off (try looking in Google Groups). Within Moodle VLE it is as a tool and space where you can 'talk' (type) to your tutors and peers.

6.2 Why do I need to use the discussion forum?

As a distance-learning student, you will use the discussion forums a great deal, as it is the easiest and most convenient way to keep in contact with your peers and tutors. Examples of topic discussion can be;

- Your thoughts and understanding on your subject theories, concepts and ideas
- Questions about your assignments or other aspect of your course
- Café space, for off topic conversation

You will find over time you will use the discussion forum these and many other topics. You will get to know your peers quite well through your conversations and they will help you to feel less isolated as you can discuss your achievements and concerns with others.

In addition to your subject and module discussion, there are a number of forums open to all Trinity Saint David on the home page of Moodle. There is one specifically for distance learning students and you are welcome to join you the wider conversation in this.

6.3 Where do I find the discussion forums?

You will see the discussion forums on the front page of your Moodle (and if your tutor sets it up in your module area)

Moodle discussion forums

Below there are links to a number of student led, open discussion forums. We encourage you to use these forums to keep in contact with your fellow students. Information on how to get started is available in the **Resources for Students** area.

-  [Postgraduate Research Student Discussion Forum](#)
-  [Postgraduate \(Taught\) Discussion Forum](#)
-  [Distance Learning Discussion Forum](#)
-  [Moodle Help Forum](#)
-  [The Coffee Shop](#)

! Information

You have access to all discussion forums on your Moodle Front page, but you can see from the titles they are aimed at specific groups of students

6.4 How do I use the discussion forum?

Click on the discussion (example above) from your Moodle Home page. This takes you to another screen:

Discussion forum page

Instructions & requirements on the discussion

Welcome! This forum is an area for the postgraduate community.

You can use this forum for social chat, general comments about your studies and to get to know each other.

Please be aware that your lecturers and other staff may not necessarily read and respond to things you write here, it is very much a student driven area.

[Add a new discussion topic](#)

Discussion	Started by	Replies	
MA World Religions	 Ian James Cranston	0	Wed, 29 Jun
Careers and Employability Support available to distance and on campus students	 Jane Bellis	1	Wed, 22 Jun
Benedict XVI: friend or foe? What do you think?	 Ian James Cranston	1	Mon, 6 Jun

Names of topics already under discussion

Name of person who started the discussion

Number of replies

Discussion start date

There can be a lot of different topics under discussion dependent on how the system is set up.

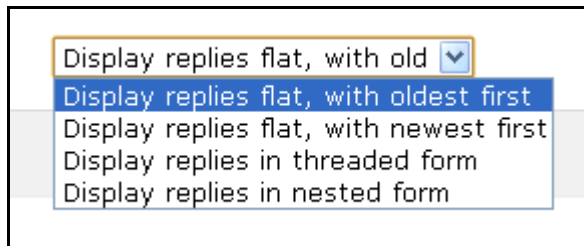
You have three options; you can;

1. Read the conversations without comment
2. Reply to a conversation already started, or
3. Start a new discussion topic or conversation.

6.6 How to read the conversation that is currently taking place

Click on the conversation you wish to read, this will take you to the conversation page.

You can view this page in a four ways (see below)



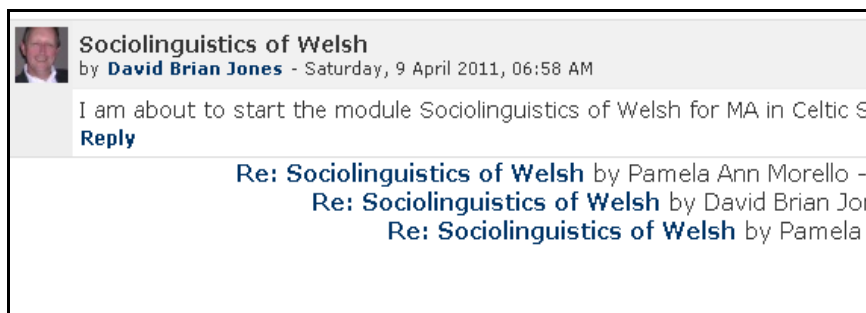
Display replies flat, with oldest post or newest first

This allows you to see the whole discussion in whichever date order you wish



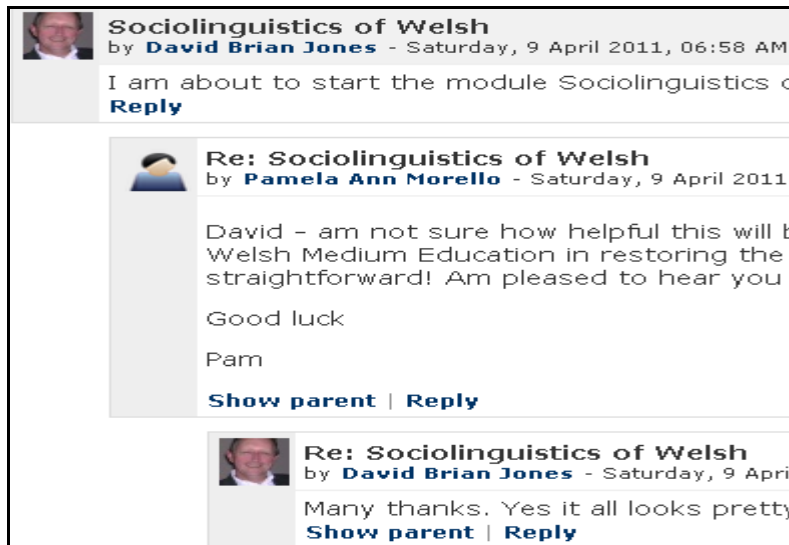
Display replies in threaded form:

You are able to read the first post then the details but not content of the conversation



Display replies in nested form:

Displays the conversation indented



The screenshot shows a Moodle forum thread titled "Sociolinguistics of Welsh" by David Brian Jones, dated Saturday, 9 April 2011, 06:58 AM. The main post says "I am about to start the module Sociolinguistics of Welsh" and has a "Reply" link. Below it, a reply by Pamela Ann Morello, dated Saturday, 9 April 2011, is shown indented. Her reply says "David - am not sure how helpful this will be to you. I am sure the Welsh Medium Education in restoring the language is a straight forward! Am pleased to hear you are doing well. Good luck Pam" and has "Show parent" and "Reply" links. Below that, another reply by David Brian Jones, dated Saturday, 9 April 2011, is shown indented. His reply says "Many thanks. Yes it all looks pretty good" and has "Show parent" and "Reply" links.

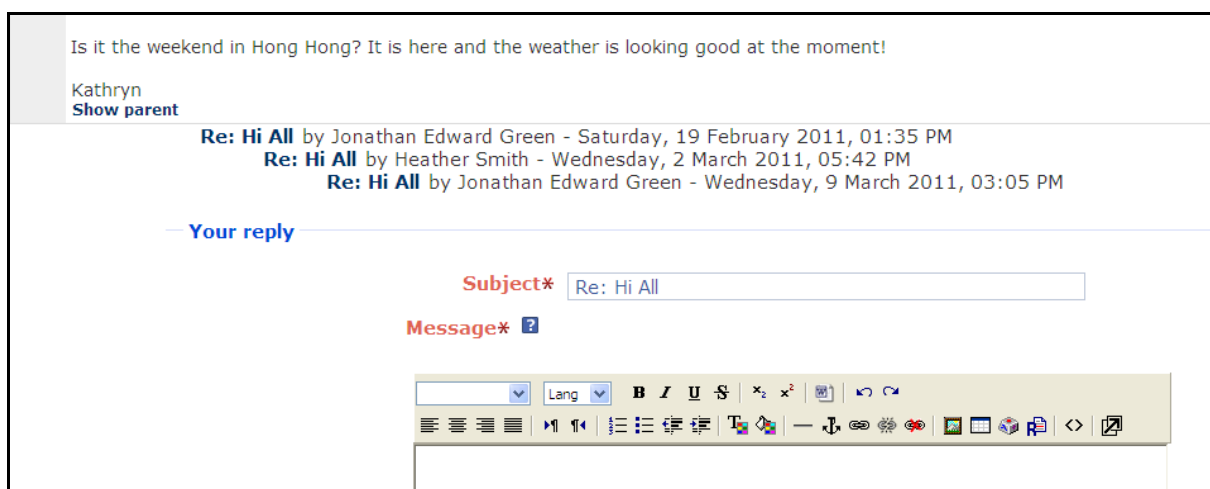
6.6 How do I reply to a conversation?

To take part in the conversation just follow the steps below.

1. Click on the conversation you wish to reply to, taking you to the conversation page
2. At the bottom of the conversation you have the option to **Reply** - click on this, this takes you to screen where you can edit:
3. Remember Moodle works in Firefox and Explore and not in Chrome and Opera

You will see the conversation (in threaded form) and a box to add your message with the usual Word editing icons.

4. To continue the conversation simply **type into the message box**



The screenshot shows the Moodle forum reply form. At the top, it says "Is it the weekend in Hong Hong? It is here and the weather is looking good at the moment!" followed by "Kathryn" and a "Show parent" link. Below this, a list of previous replies is shown: "Re: Hi All" by Jonathan Edward Green - Saturday, 19 February 2011, 01:35 PM; "Re: Hi All" by Heather Smith - Wednesday, 2 March 2011, 05:42 PM; and "Re: Hi All" by Jonathan Edward Green - Wednesday, 9 March 2011, 03:05 PM. Below the list, there is a "Your reply" section. It includes a "Subject*" field with the value "Re: Hi All" and a "Message*" field with a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), list creation, indentation, and other editing functions.

5. Once you have added your comment you have the option to add an attachment (the same as adding an email attachment) then
6. Click on **Post to forum**
7. The **Subscription** field as it states allows you to subscribe to the conversation thread (useful if you are interested in the topic, or work with others within a group)

Path: 

Format  HTML format

Subscription  Send me email copies of posts to this forum 

Attachment (Max size: 2MB) 

There are required fields

6.7 How do I start a conversation?

Below the discussion forum instructions you will see a link **Add a new discussion topic**

Welcome to The Coffee Shop...



An open forum for everyone to discuss anything, fom coffee to Kofi Annan....

- 1 Click on **Add a new discussion topic** link, this will take you to a new page:
- 2 Complete the **Subject** (remember this is what people see so it should make sense) and the **Message**.

Subject*

Message* 

Normal 
Lang 
B *I* U ~~S~~
 x_2 x^2





















Hello, I am reasearching....

- 3 You can add an attachment if you wish (the same as attaching to an email), then
- 4 Click on **Post for forum**

Format  HTML format

Subscription  

Attachment (Max size: 2MB) 

There are required fields in the

You have now posted a new discussion to the forum

7 Changing your language use in Moodle

You can change the language you view Moodle in once you have logged onto the site:

7.1 Changing the language each time you log in

From your Moodle home page look at the top right next to your name for the language drop down box.



Simply click on your preferred language and this will change the language Moodle uses. Note this will not change the language that has been inputted by your tutor or the resources.

7.2 Changing the language permanently

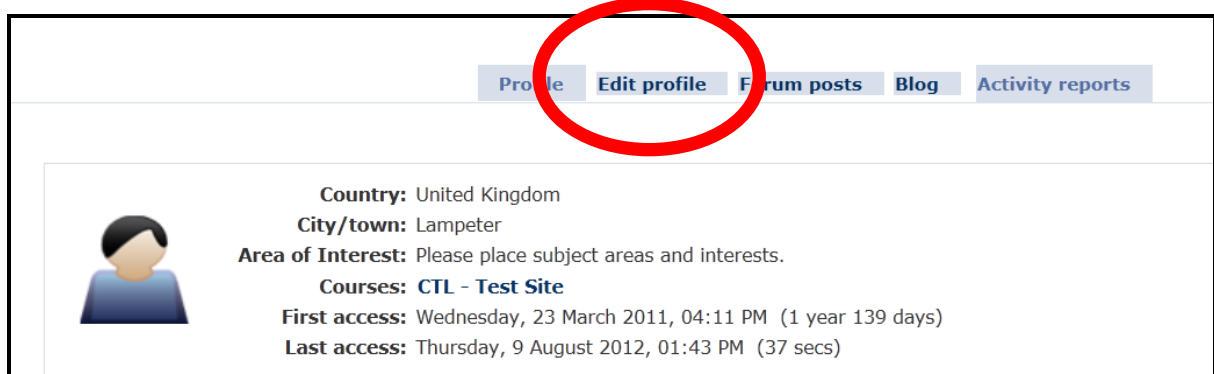
You can change the settings in Moodle which will allow you to choose your default language to one other than English.

Once you have logged on, enter your profile through your name on the top right of the screen:



This will bring you to a screen with a number of options:

Click on **Edit Profile**



Another screen will appear:

- 1 Choose your preferred language
- 2 Then **Update your profile**

The screenshot shows a web interface for editing a user profile. At the top, there are tabs: Profile, Edit profile, Forum posts, Blog, and Activity reports. The 'Edit profile' tab is active. Below the tabs, there's a section titled 'General'. It contains several form fields: 'First name*' with the value 'Brian200', 'Surname*' with 'Brian200', 'Email address' with 'Brian200@tsd.ac.uk', 'Email display' with a dropdown set to 'Allow only other course members to see my email address', 'Email activated' with a dropdown set to 'This email address is enabled', 'City/town*' with 'Lampeter', and 'Select a country*' with 'United Kingdom'. Below these is 'Timezone' set to 'Server's local time'. The 'Preferred language' dropdown is highlighted with a red circle; its menu is open, showing options: 'Cymraeg (cy)', 'Čeština (cs)', 'Cymraeg (cy)' (highlighted), 'Dansk (da)', and 'Deutsch (de)'. Below the language dropdown is a 'Description' field with a rich text editor toolbar. The 'Picture of' section shows 'Current picture' as 'None' and a 'Delete' checkbox. The 'New picture (Max size: 64MB)' section has a 'Browse...' button. Below that is a 'Picture description' field. The 'Interests' section has a 'List of interests' field. At the bottom, the 'Update profile' button is highlighted with a red circle.

Please note this will not change the language of the resources or inputted by your tutor.