ISMA Moodle. Student Guide.

http://moodle.isma.lv/

Contents

Help

If you need help using **ISMA Moodle** technical – write to e-mail **nadezda.kniga@isma.lv**.

Logging On

1. It is necessary to key address in the internet http://moodle.isma.lv/.
2. The Login block is available only for the site's Front Page for teacher and pupils (Figure 1).

Figure 1. http://moodle.isma.lv/

Entering the course (registration)

Find the course in which you wish to enroll:

1. Choose course language in the block ***«Course categories»*** (Figure 1).
2. Choose your study program (Figure 2).
3. Choose your semester (Figure 3) and you will see a list of all chosen semester courses (Figure 4).
4. When you are confident you have the correct course, click on the text of the course's title. The course is protected so that students who have been provided with an enrolment key (password) may enter. The window for enrolment key will appear (Figure 5). ***Enrolment*** is one-time operation. After enrolment (registration) the teacher sees the student in the list of participants of a course. Also the

memory cell for storage of the student executed works is created. ***Enrolment key*** – is a course code, which follows after the course title (Figure 5).

5. Else you can use ***Search courses*** tool entering a course code or keywords (Figure 4).

Figure 2. Study programs
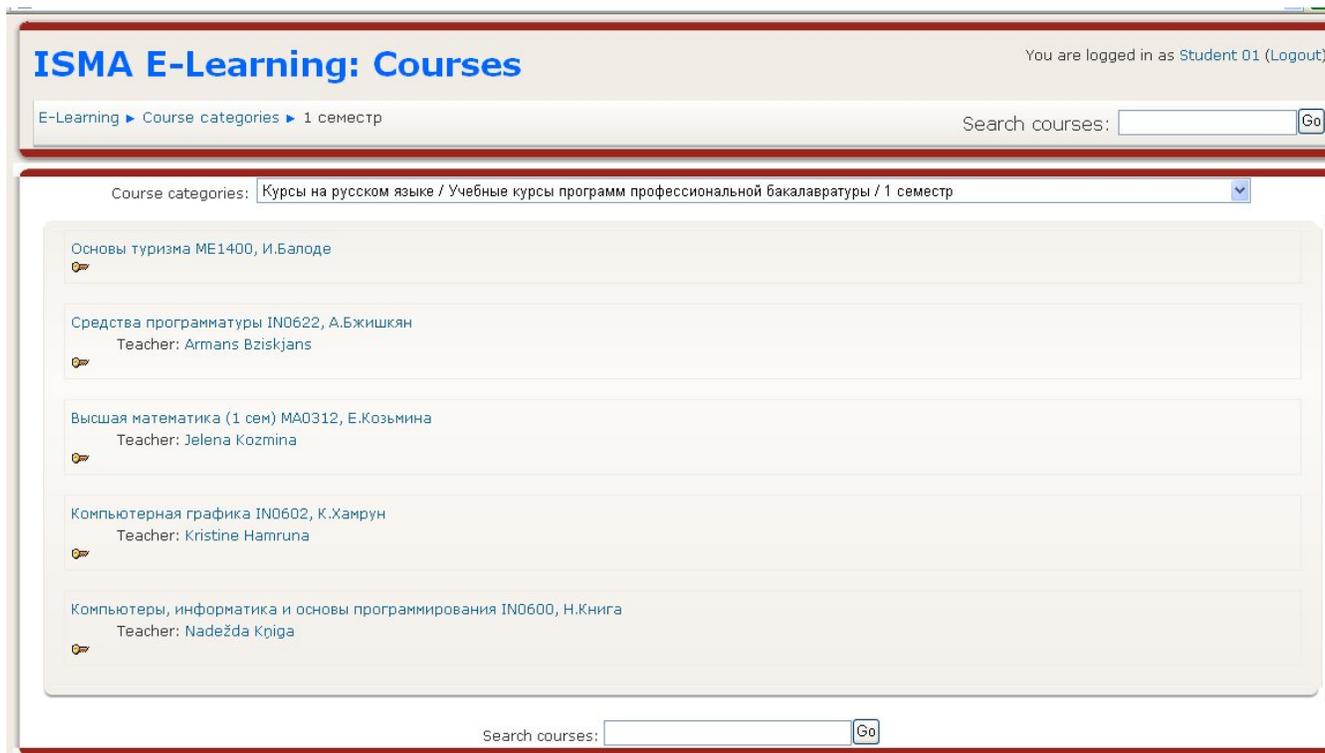

Figure 3. Semesters.
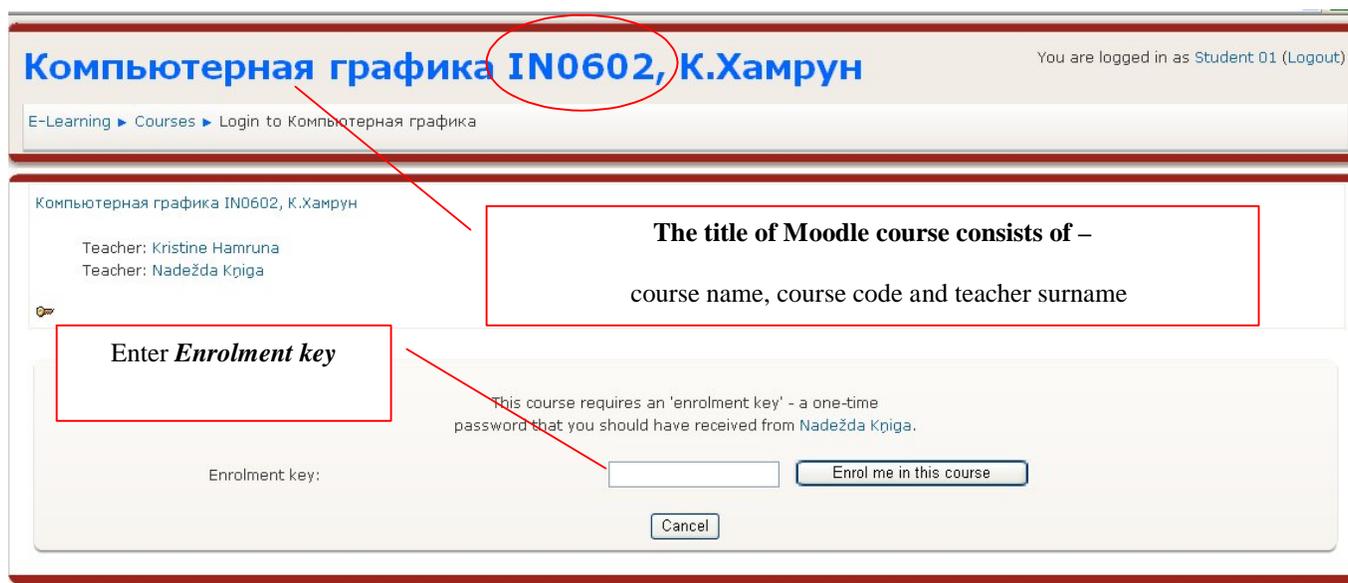
Figure 4. List of all courses.

Figure 5.Course registration window.

Participant's profile

When the People block is added to the course's Front Page, it lists the users enrolled on the course. It provides a link to the user's profile page. Who can see this list: students *and* teachers.

As soon as you have successfully confirmed your account and have entered into system, you will appear on the main page, but now your name will be displayed in the right top part of page. Pay attention, the user name is allocated as a hyperlink. Click this reference and you will see your **profile** (Figure 6).

First two fields are inaccessible to editing since they are defined by the system administrator. Other fields of the given form are simple, but nevertheless we will short describe its:

E-mail. Here it is necessary to key the e-mail address which you regularly use.

E-mail display (to show e-mail). The given parameter defines, whether can see other users the address of your e-mail. You can establish so that all users could see your address or so that only classmates could see it. It is possible to disconnect display of your electronic address completely.

Preferred language. It is possible to choose interface language.

Description. Here you can is short tell about yourselves.

Picture of (photo). If you want your photo was displayed in a forum, in a profile and in the list online of users here you can browse the image with your photo. The desirable photo size is 100x100 pixels; else the system will crop the image till the necessary sizes.

Figure 6. Edit profile window

To return on Front page it is necessary to click under reference *E-Learning* in the top left corner of the navigation system field (Figure 7).

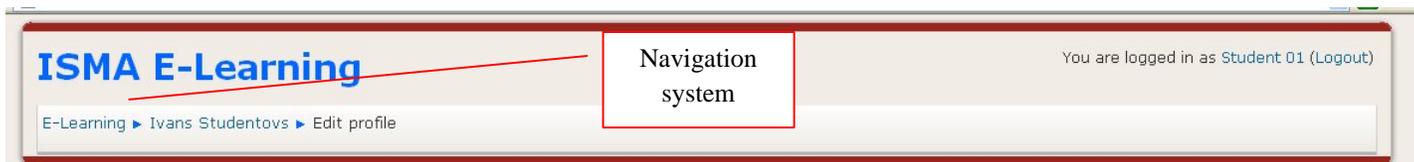*Figure 7. Navigation system chain.*

Moodle course interface

There are three columns below a navigation chain. Left and right columns contain tool blocks, and the central column contains the course elements.

Figure 8. Moodle course interface.

Moodle course blocks' description

Blocks	Description
People — Participants	The People block provides links to a list of all participants in the course by clicking "Participants". You can see individual profiles of other participants of a course. You can create personal correspondence with other participants of a course or the teacher. For this it is necessary to open a profile of the participant and to press the button: Send message
Activities — Assignments, Chats, Choices, Forums, Quizzes, Resources	This block contains categories of those elements of a course which are accessible at the moment in a course (Forums, Resources, Assignments (tasks), Quizzes (e-tests) etc.).
Administration — Grades, Profile	*Grades (Marks)* – shows estimated points for tests, control tasks, a total estimation for a course *(User report)*. Besides it is possible to see all total estimations for all courses (*Overview report*). *Profile* – shows *Edit profile* window (Figure 6). Choose an action ... Choose an action ... **View** Overview report User report
My courses — Datortehnika, informātika un	Here all courses you were registered are visible.
Latest News 15 Jan, 10:16	By default, the Front Page has a **news forum**. The Latest news block displays the most recent postings from this forum.
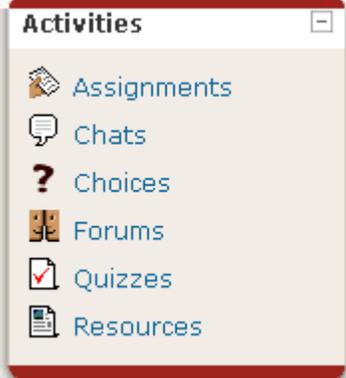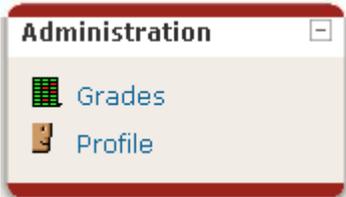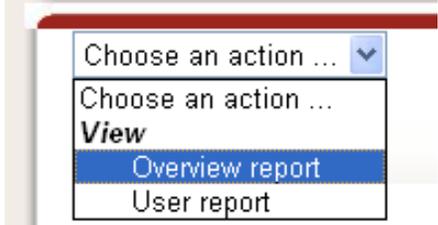
Blocks	*Description*
Upcoming Events ⊟ There are no upcoming events Go to calendar... New Event...	The Upcoming Events block is an extension of the Calendar block. It gets event information from your Calendar.
Recent Activity ⊟ Activity since Monday, 1 March 2010, 04:03 PM Full report of recent activity...	When the Recent activity block is added to the site's Front Page, it lists all of the student and teacher activity on the Front Page since the user's last login.
Central column – course elements	
📖 Jaunumu forums *(News forum)*	The news forum is in the end of introduction section. This forum can add the teacher only.
📝 Konspekts	Link to a file.
📄 Text	Link to a text page.
📄 Link	Link to a file or web site.
✓ Testa piemērs *(Quiz)*	Link to an ***on-line*** Quiz. Quiz will be <u>automatically</u> checked. <u>The teacher can specify:</u> • **date** and **times** when the quiz is accessible for people to make attempts. Before the opening time, and after the closing time, the quiz will be unavailable; • **time limit (minutes)** to complete the quiz; • number **attempts** at a quiz; • Adaptive mode (yes), **training test** - the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor, set by the next option). • Adaptive mode (no), **control test** - the student will see the final grade only.

Blocks	Description
	There are some types of questions the answer which have: • only one right answer from offered, • more than one right answer from offered, • the answer is the word or a phrase which should student write, • the answer is the number (the teacher can specify an admissible error), • an essay (a unique type of the answer which will be checked by the teacher manually).
Referāts *(Assignment)*	Link to an assignment. The teacher use *Assignment* tool to give home task, take and evaluate done home task. The teacher can specify delivery term, criterion of estimation. Work can be executed in the form of an essay or in the form of files. The student would BROWSE files to the system.
? Ankete *(Choice)*	Link to a choice. The teacher uses the tool *Choices* to learn opinion of students on any question.
CHAT №1	Link to a chat. It can be used for discussions or on-line consultations.