

ISMA Moodle. Student Guide.

<http://moodle.isma.lv/>

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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).

The screenshot displays the ISMA Moodle front page. At the top left, the logo 'ISMA E-Learning' is visible. In the top right corner, it states 'You are not logged in. (Login)' with a dropdown menu set to 'English (en)'. A 'Main Menu' block on the left contains links for 'ISMA' and 'E-Learning'. Below it, a 'Course categories' block lists 'Kursi latviešu valodā', 'Курсы на русском языке', and 'Courses in English'. The central banner features the ISMA logo and the text 'INFORMĀCIJAS SISTĒMU MENEDŽMENTA AUGSTSKOLA' above a group of graduates. Below the banner, there are three welcome messages in Latvian, Russian, and English. A 'Logging on' box highlights the login form on the right, which includes fields for 'Username' (containing 'nkniga') and 'Password', a 'Login' button, and a 'Lost password?' link. A 'Calendar' block at the bottom right shows the month of February 2010.

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).

The screenshot shows the ISMA E-Learning: Courses interface. At the top, it says "ISMA E-Learning: Courses" and "You are not logged in. (Login)". Below this, there is a breadcrumb trail: "E-Learning > Course categories > Kursi latviešu valodā". To the right of the breadcrumb is a search bar labeled "Search courses:" with a "Go" button. Below the breadcrumb is a dropdown menu for "Course categories:" with "Kursi latviešu valodā" selected. To the right of the dropdown is a "Sub-categories" list: "Doktorantūra", "Maģistrantūra", "Profesionālā bakalaura studiju programmu kursi", and "1. līmeņa studiju programmu kursi". Below the sub-categories is another search bar labeled "Search courses:" with a "Go" button. On the left side, there are two red boxes with arrows pointing to the sub-categories list. The first box is labeled "Choose your study program" and points to "Profesionālā bakalaura studiju programmu kursi". The second box is labeled "Search courses" and points to the "Search courses:" search bar. At the bottom of the page, it says "You are not logged in. (Login)" and "Home".

Figure 2. Study programs

The screenshot shows the ISMA E-Learning: Courses interface. At the top, it says "ISMA E-Learning: Courses" and "You are logged in as Student 01 (Logout)". Below this, there is a breadcrumb trail: "E-Learning > Course categories > Profesionālā bakalaura studiju programmu kursi". To the right of the breadcrumb is a search bar labeled "Search courses:" with a "Go" button. Below the breadcrumb is a dropdown menu for "Course categories:" with "Kursi latviešu valodā / Profesionālā bakalaura studiju programmu kursi" selected. To the right of the dropdown is a "Sub-categories" list: "1. semestris", "2. semestris", "3. semestris", "4. semestris", "5. semestris", "6. semestris", "7. semestris", and "8. semestris". On the left side, there is a red box labeled "Choose your semester" with an arrow pointing to the "Sub-categories" list. At the bottom of the page, it says "You are logged in as Student 01 (Logout)".

Figure 3. Semesters.

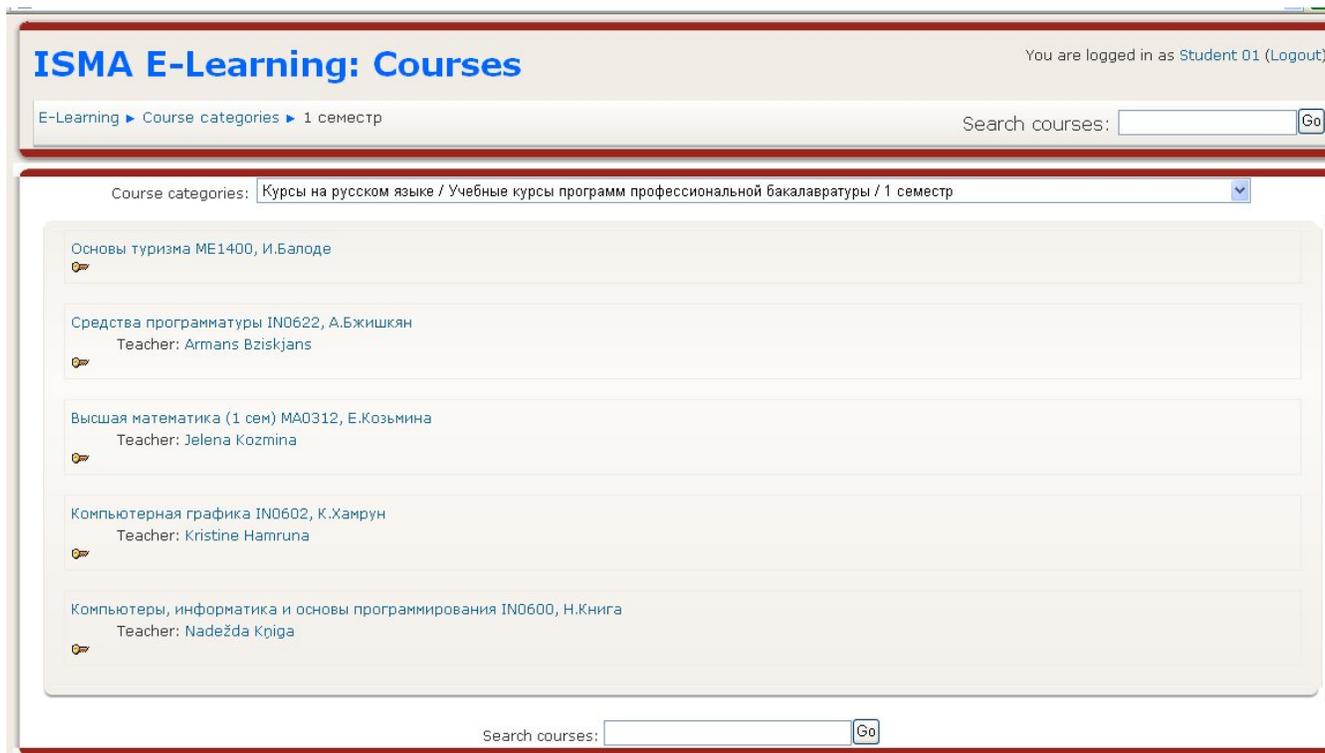


Figure 4. List of all courses.

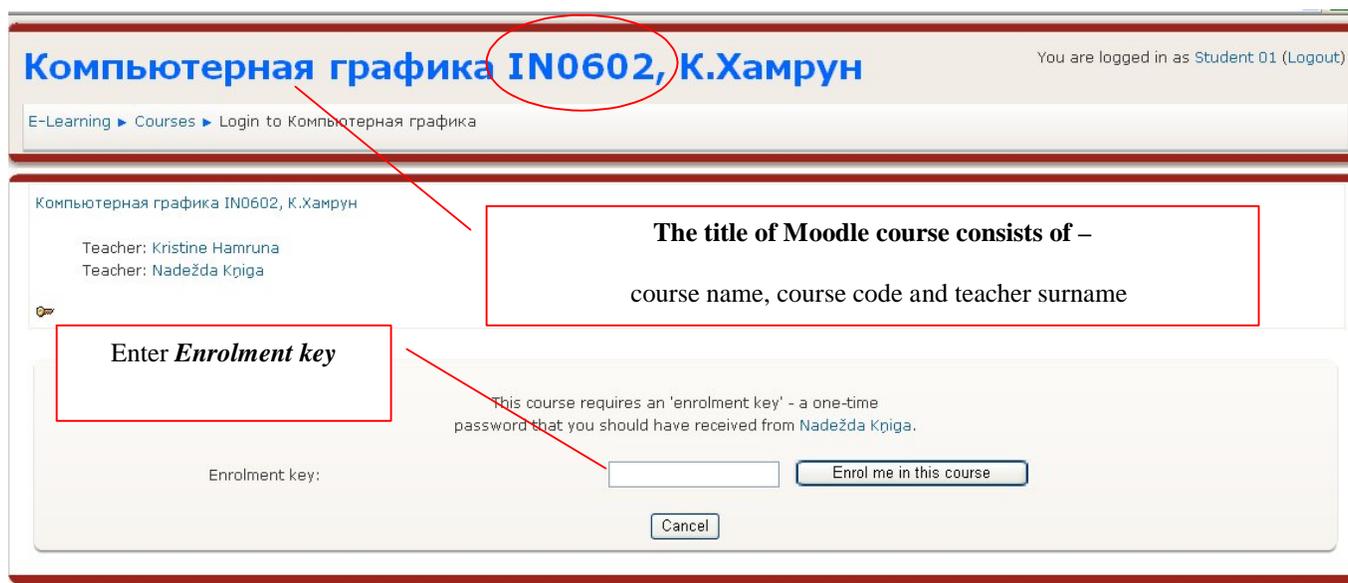


Figure 5. Course registration window.

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.

The screenshot displays the 'Edit profile window' with three main sections:

- General:** Contains form fields for 'First name*' (Ivans), 'Surname*' (Studentovs), 'Email address*' (student01@inbox.lv), 'Email display' (dropdown: Allow only other course members to see my email address), 'Email activated' (dropdown: This email address is enabled), 'City/town*' (Riga), 'Select a country*' (dropdown: Latvia), 'Timezone' (dropdown: Europe/Riga), 'Preferred language' (dropdown: English (en)), and 'Description*' (text area with a help icon). A 'Show Advanced' button is in the top right.
- Picture of:** Shows 'Current picture' as 'None', a 'Delete' checkbox, 'New picture (Max size: 16MB)' with a 'Browse...' button, and a 'Picture description' text area.
- Interests:** A 'List of interests' text area containing the word 'futbols'.

A rich text editor toolbar is visible above the description field, featuring options for font style (Trebuchet), size (1 (8 pt)), color (Valoda), bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, audio, and other standard editing tools.

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).

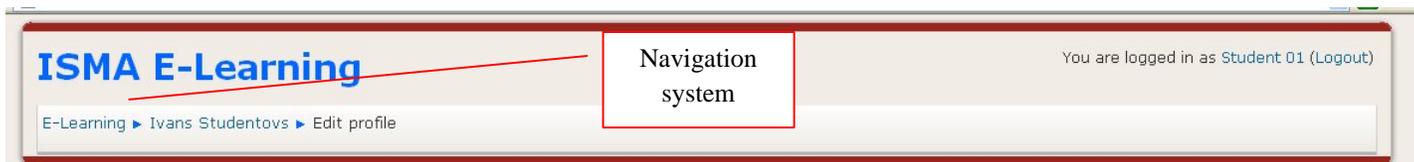


Figure 7. Navigation system chain.

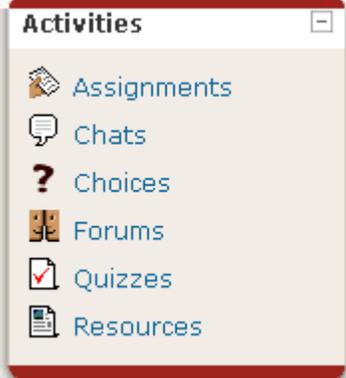
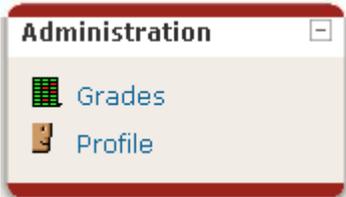
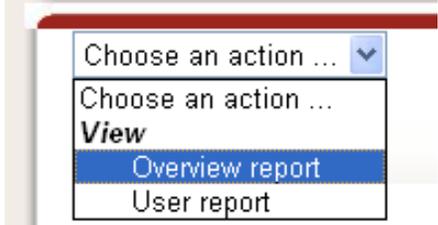
Moodle course interface

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
<i>Left tool column</i>	
	<p>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.</p> <p>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: </p>
	<p>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.).</p>
	<p>Grades (Marks) – shows estimated points for tests, control tasks, a total estimation for a course (<i>User report</i>). Besides it is possible to see all total estimations for all courses (<i>Overview report</i>).</p> <p>Profile – shows <i>Edit profile</i> window (Figure 6).</p> 
	<p>Here all courses you were registered are visible.</p>
<i>Right tool column</i>	
	<p>By default, the Front Page has a news forum. The Latest news block displays the most recent postings from this forum.</p>

<i>Blocks</i>	<i>Description</i>
	<p>The Upcoming Events block is an extension of the Calendar block. It gets event information from your Calendar.</p>
	<p>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.</p>
<p><i>Central column – course elements</i></p>	
 Jaunumu forums (<i>News forum</i>)	<p>The news forum is in the end of introduction section. This forum can add the teacher only.</p>
 Konspekts	<p>Link to a file.</p>
 Text	<p>Link to a text page.</p>
 Link	<p>Link to a file or web site.</p>
 Testa piemērs (<i>Quiz</i>)	<p>Link to an <i>on-line</i> Quiz. Quiz will be <u>automatically</u> checked.</p> <p><u>The teacher can specify:</u></p> <ul style="list-style-type: none"> • 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.

<i>Blocks</i>	<i>Description</i>
	<p><u>There are some types of questions the answer which have:</u></p> <ul style="list-style-type: none"> • 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)	<p>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.</p>
 Ankete (Choice)	<p>Link to a choice. The teacher uses the tool Choices to learn opinion of students on any question.</p>
 CHAT №1	<p>Link to a chat. It can be used for discussions or on-line consultations.</p>