An Introduction to the Moodle Online Learning Platform

For a general orientation to features of the course platform review the *Computer Configuration, Course Navigation and Moodle Features* document presented at the beginning of the course. This document provides instructions on browser settings, general navigation in the course and provides an overview of Moodle messaging features.

Here are some additional instructions that will explain features of the Moodle platform only available to Mentors.

Logging In

Your entry to the Moodle platform from the ARRL portal at www.arrl.org/mentor-student-list. When you are logged into the ARRL website you will be greeted by name at the top of the page.

You will see a list of the course sessions that you have joined to accept students and a list of the students assigned to you.

To enter the Moodle platform, click on "Access ARRL Moodle."

On the Moodle platform you will see a page with a list of open course sessions. This is your Moodle "**Home**" page. Click on the course session you want to enter.
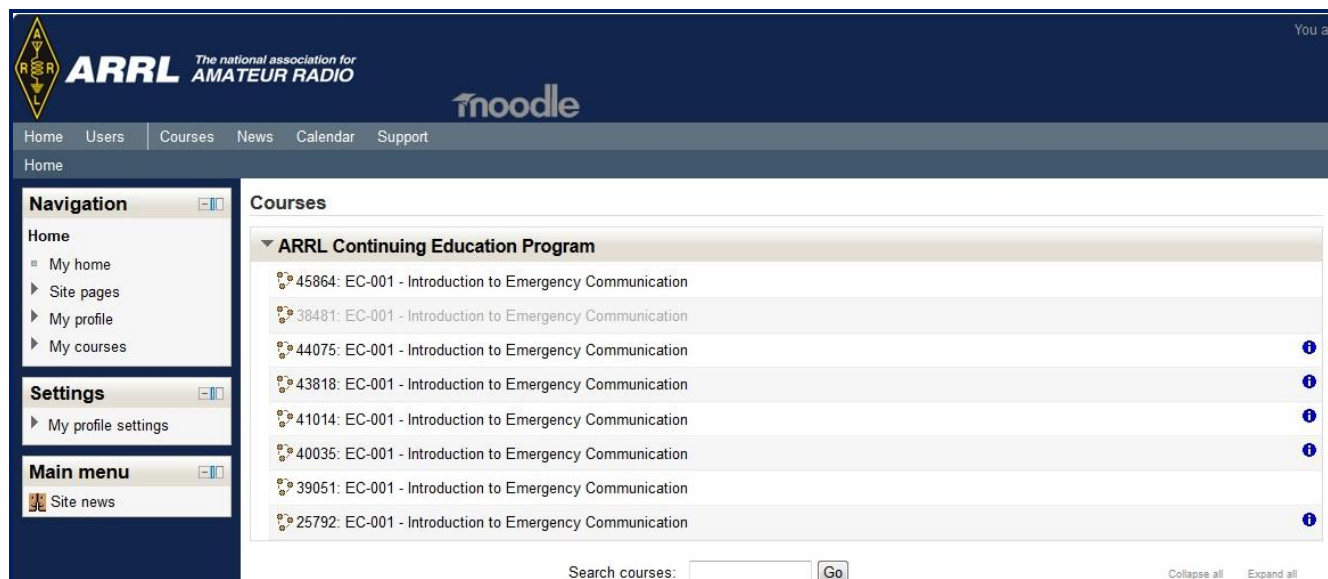
Entering the course session you will see the course **Welcome** page.
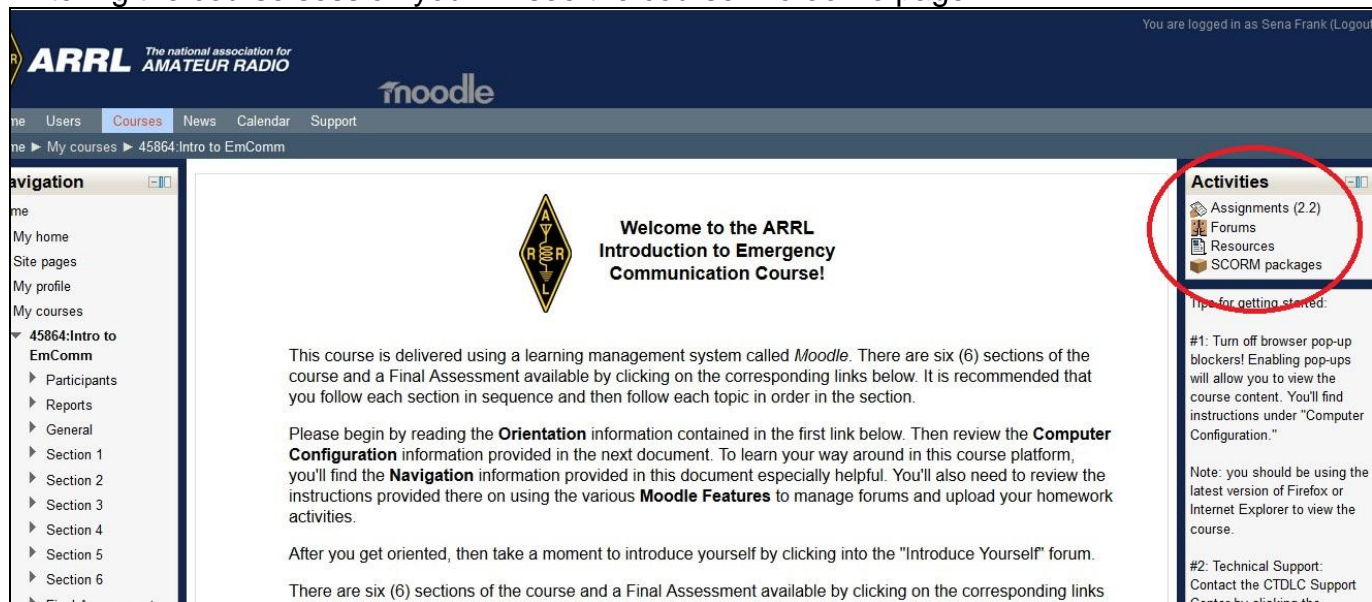
The **Activities** block contains links to different parts of the course structure. The most useful will be the for "Forums" and for "Assignments." The "Resources" and "SCORM Packages" links

lead to pages that summarize the various course content documents that are included in the course.

Viewing Forum Postings

To review forum postings, click on the "Forums" link in the **Activity** block on the course Welcome page. Then mouse over the forum name you want to and click on the link to enter the forum selected.

		Subscribe to all forums	
		Unsubscribe from all forums	
	General forums		
Forum	Description	Discussions	Subscribed
Introduce Yourself!	Please write a paragraph of introduction telling your mentor and other members of your group a little about your experience with emergency response, amateur radio and your interest in this course.	1	No
Discussion Forum	Use this forum to ask questions, share experiences and discuss topics in the course.	3	Yes

Viewing Student Homework Activity

There are a couple of ways to retrieve and review homework activities that students have submitted to you.

Click on the "Assignments" link in the **Activity** block on the **Welcome** page to go to an assignments summary page that reflects all of the homework activity assignments submitted by your students. You can click on the "View x submitted assignments" link for each homework topic to view all of the assignments students have submitted for the topic (as shown below), click through to review assignments, add or review notes and the completion status of each assignment.

Another access point to review homework submissions is by clicking on the individual homework topic links on the home page provided for students to upload their assignments. This will take you to a mentor view where you will see a link in the upper right corner of the page saying ""no attempts have been made on this assignment" or "View x submitted assignments."

If submissions exist, click on the link to view the documents your students have submitted to you.

This will take you to a summary page where you can view the documents submitted for this homework activity topic by all of your students. Click on the document name to open a document submitted by a student.

By clicking on the "Grade" button highlighted in yellow, you will open a view where you can provide feedback to the student on the assignment.   Or you can upload a document—perhaps you want to add comments within the document that the student submitted to you. This is also where you record whether the assignment is complete or incomplete using the drop-down menu for "grade." You'll also find links on this page to the documents your student has submitted to you for this assignment.

By clicking on "See all course grades" in the top right corner on the activity topic assignment summary page you'll go to the "Grades" report where you'll find a summary of all of the homework scores you've recorded for your student, as well as the final assessment score.

If you click on the box to "allow quick grading", multiple assignments can be graded on one page. Add grades and comments then click the "Save all my feedback" button to save all changes for that page. Quick grading is helpful if you normally add only a few comments.

However, if you want to leave a lengthy message, the regular View Assignments screen may be a better option for you.   (NOTE: click the box, click on "Save all my feedback", the next time you enter the assignments screen, you will have the "quick grading" format.)

The Grader Report

You'll find this report particularly useful if you direct your students to use the Moodle platform to direct all of their assignments to you. If you also record grades—complete or incomplete—for each assignment on Moodle you'll be able to view this report a report at any time to show status of each assignment for all of the students in your group. The course total field will reflect students' scores on the final assessment.

You'll find a link to this report in the **Settings** block on the course **Welcome** page, by clicking on "Course administration" and then "Grades." (You may also find this report through any topic assignment summary page, as described above.)

This screen shot shows the collapsed view of the report showing only the course total column that includes the highest score on the final assessment. To open the report to full view, click on the "+" icon next to the course section and name.

When you open into full view you'll be able to see the status of each of the homework activities that you've recorded in Moodle. You'll have to scroll horizontally to the right to see all of them. This view can be difficult to use, but you also have the option to download this information into an Excel spreadsheet. It may be easier to view this information this way and you can save a copy for your records.
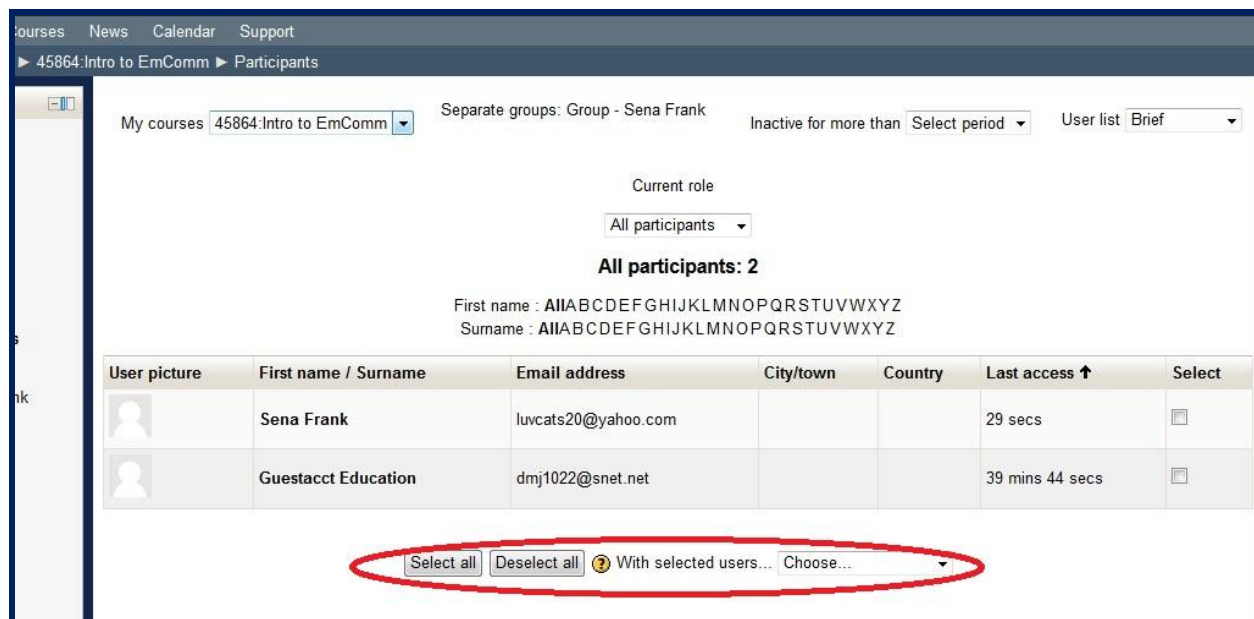
To download to Excel, open the drop-down menu at the top left of the screen to choose an action. Choose "export" to an "Excel spreadsheet." You'll see that you can select the fields you want to include in the download. If you want them all, just scroll down and click on "submit."

You can generate this report at any time. As long as you and your students are reporting all activities through Moodle, you don't need to keep a separate spreadsheet to track your students' progress.

Be sure to capture this entire report at the end of the course session. You'll need to add a column to record the student's final status in the course at the end of the session. You might add the date when you "passed" or otherwise updated each student's status in the ARRL CEP database at the end of the session. In addition, if the student notifies you that they are withdrawing from the class, you may want to keep track of that information.

Sending Messages via Moodle

You can send a message to all of the students in your group, or you can send a message to selected students using the Moodle message feature. In the **People** block on the course **Welcome** page, click on the "participants" link to go to a page where you can select who you want to sent a message to. Select the people you want to send the message to first, and then use the drop-down menu to "choose" to "send a message."

This will take you to a screen where you can type your message and remove any selected recipients. Then you'll need to click on "preview" to see the formatted message before choosing to "send message."

Keep searching, or use the form below to send a message to the selected students

Message body:

| advanced.font ▾ | advanced.font ▾ | advanced.para ▾ |

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Formatting:

This course session ends in 14 days. Please submitting your remaining 4 homework activites and allow time to take the final assessment.

advanced.path: p

[Preview]

HTML format

Currently selected users

| Sena Frank | luvcats20@yahoo.com | [Remove] |
| Guestacct Education | dmj1022@snet.net | [Remove] |