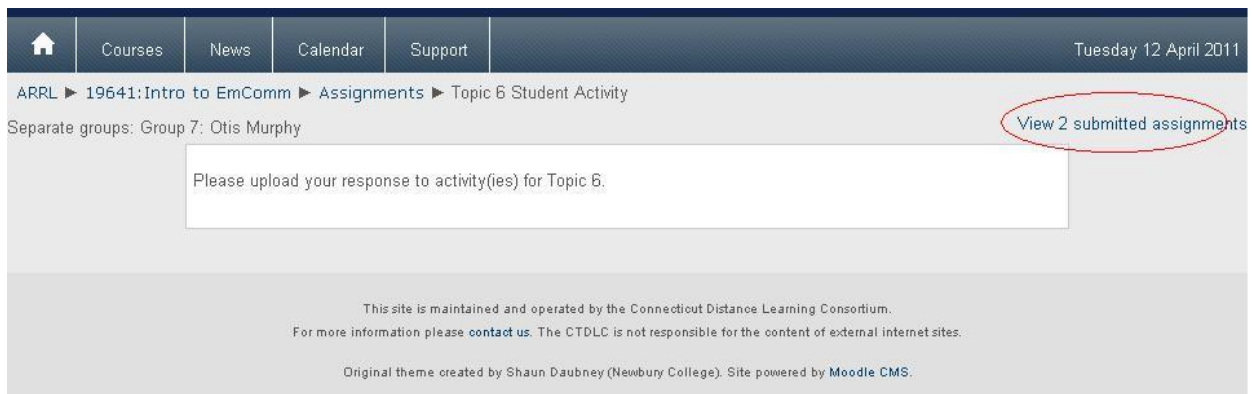# An Introduction to the Moodle Online Learning Platform

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.

**Viewing Student Homework Activity**

To view homework that your students have submitted to you, click on the link 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 report where you can view the documents submitted by clicking on the document name.

By clicking on "Assignments" at the top of the page you'll see a listing of all assignments in this section of the course and links to all of the submissions.

By clicking on "See all course grades" you'll find your students' scores on the final assessment.

By clicking on the "Grade" button you will open a view where you can provide feedback to the student on the assignment. (see screen shot below). 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.
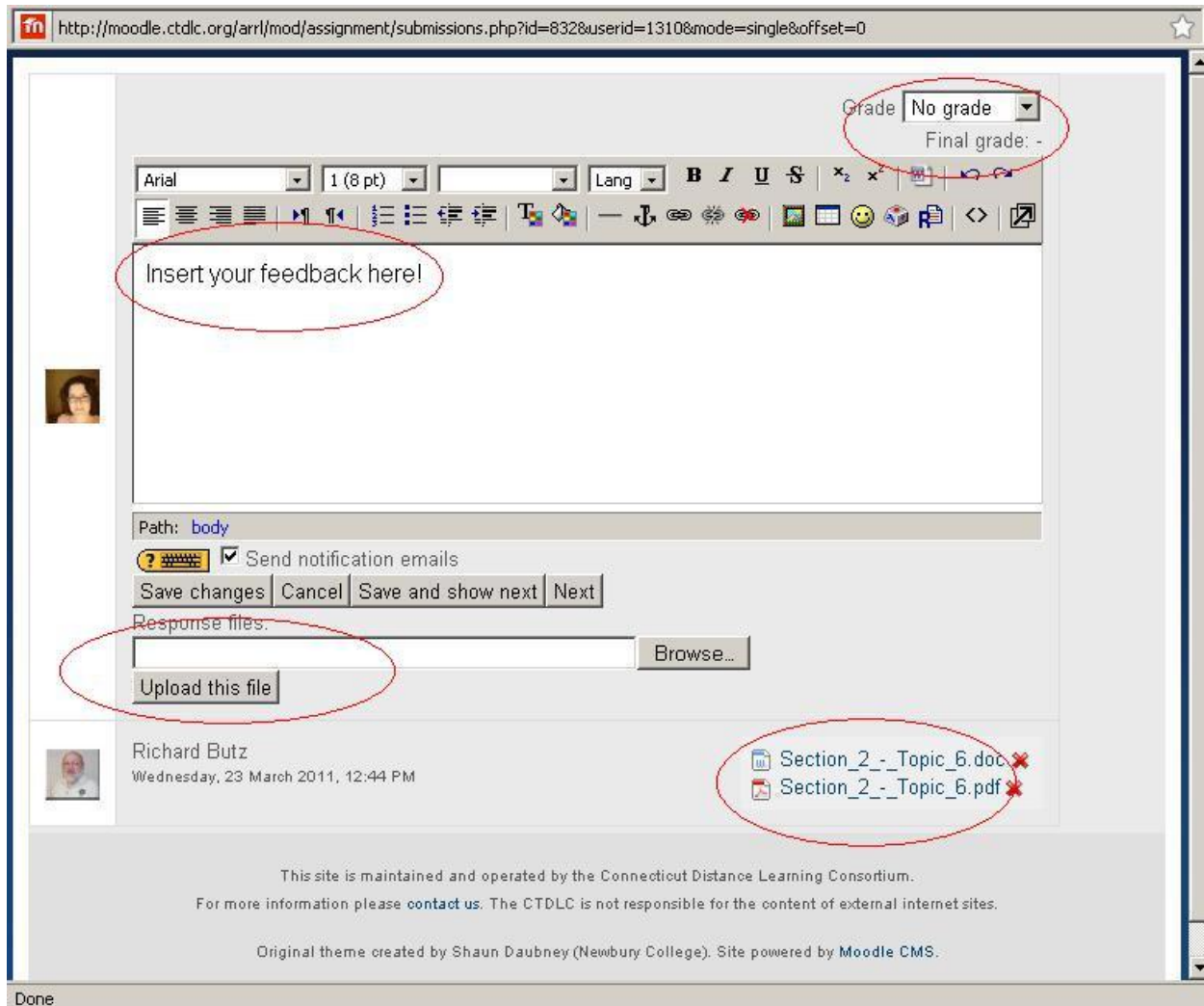
**The Grader Report**

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 f 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 "Administration" block on the course Home Page by clicking on "Grades." 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 funnel.

When you open the funnel 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, so 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.