



## Using Moodle at SJBSM

Moodle is the learning management system currently used at San Juan Bautista School of Medicine (SJBSM) to offer online and hybrid courses as well as to supplement traditionally-offered courses. It is designed to be user-friendly and to present material in a simple and straightforward manner. It is accessed from the World Wide Web (the Web) and contains many features to provide a collaborative, student-centered learning experience.

### Quick Tips

Always keep the following tips in mind.

- Clicking on anyone's name will pop up that person's profile. To send a message, click on the person's name.
- To be successful, check messages and current news in Moodle and your SJBSM student email account frequently.

### Where do I go for Help?

For the quickest response to **technical** questions, contact Mr. Juan F. Flores at (787) 743-3038 ext. 228 or via e-mail to: [jflores@sanjuanbautista.edu](mailto:jflores@sanjuanbautista.edu).

For questions about course materials, contact the instructor.

For login problems follow the instructions in the Moodle User Guide or contact the IT Department via email at [DLHelp@sanjuanbautista.edu](mailto:DLHelp@sanjuanbautista.edu) or stop by the office between 8 a.m. and 5 p.m. Monday-Friday.

**NOTE ABOUT PASSWORDS:** To protect your identify, passwords will not be given or changed except in person. However, generic tips and assistance may be given over the phone or via email. In many instances this enables the student to determine the appropriate password. If this does not resolve the issue, students must bring a photo ID to the IT Department to reset the password. Under certain conditions, students can reset the password without external intervention.

### Getting Started

Moodle is designed to be intuitive in its use. You can find and link to this manual and other important information on the Moodle Home page, <http://ecourses.sanjuanbautista.edu> .

In this document you will learn how to:

- Log into Moodle
- Edit your Profile
- Navigate around the site and your courses
- View your grades
- Use messages
- Use forums
- Submit assignments
- Take a quiz / test

First, let's look at the most basic – accessing the site.

### **Logging into Moodle**

Use the procedure below to log into and access your Moodle course. In order to complete the steps below, you must know your standard SJBSM username and password and be registered in a course.

1. Connect to the Internet and open a web browser. Moodle supports all major internet browsers such as IE, Firefox, Safari, Opera, etc. (Firefox is recommended).
2. Go to <http://ecourses.sanjuanbautista.edu>
3. Look for a login block that will allow you to enter your username and password.
4. Key in your username and password.  
*Your username is the standard first letter of first name and last name. For last names with less than four letters and other special circumstances, please see the username handout for further information. Some cases may require some additional letter/s to distinguish your username from other students. Your temporary password will be informed via email.*
5. Click the Login button.

### **Accessing your Course**

After logging into Moodle, either a list of courses or categories will appear. To access current semester courses, select the correct semester and after the course list appears, click on desired course link. Your registered courses will appear.

**Note:** *Courses added during drop/add will not appear until the next day.*

The course homepage should now appear.

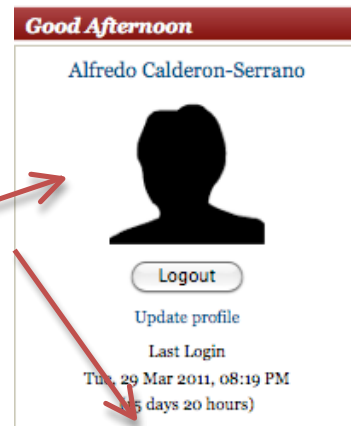
### **Setting your Moodle Options/Profile**

If there is an error in your user profile information (name or email address), please make corresponding changes following the SJBSM Moodle User Guide.

**NOTE:** You MUST use your SJBSM student email account for your coursework at SJBSM.

Many of the options should be left at the default setting. Reviewing your profile will allow you to become familiar with the options available to you in order to personalize your environment.

1. To edit your profile from your Home page, click on your name or on **Update Profile** found on the Login block at the top right of main course pages. You will be taken to your profile page.
2. Select **Edit Profile** from the middle tab under your name. NOTE: Most settings should be left at the default. *You will now see a page containing a series of options.*
3. Click the **Show Advanced** button to view the hidden fields.



4. Here is a list of options and helpful tips. Although, you **may** alter some of the settings **most** should be left as they are in order to ensure that Moodle functions at its best.
  - **Email address:** Your email address is set to your SJBSM student email account automatically and cannot be changed. This is done to ensure that third party email filters do not stop communication from your course.
  - **Email activated:** THIS OPTION MUST BE ENABLED.
  - **Email display:** It is up to you which of these options you select.
  - **Email digest type:** You may change this to **Subjects** to ensure that you receive your course email in a condensed format.
  - **Forum auto-subscribe:** To keep your SJBSM student email inbox from

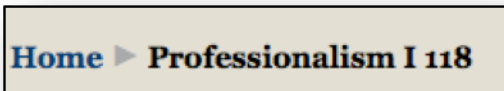
filling up, you should set the Forum auto-subscribe field to **No: don't automatically subscribe me to forums.**

- **New picture (optional):** If enabled, when inserting a picture it is your responsibility to ensure that you have the appropriate copyright clearance. To insert a picture click the browse button and search your computer for a picture. Make sure that the file is not larger than the maximum size listed. The image file will be cropped to a square and resized down to 100 x 100 pixels.
  - **Other Options:** There are fields available to enter other contact information such as skype, ICQ, etc. To practice safe online practices, please leave these fields blank.
5. When you are finished editing your profile, click the **Update Profile** button at the bottom of the page to save your changes.

## Navigating in Moodle

The best way to move around a course is to use the navigation tools that are built into Moodle. The two major navigation tools are the Breadcrumb Trail and the Jump to menu. The result of using the browser's navigation buttons (the forwards and backwards arrows) may or may not be the desired location.

### The Breadcrumb Trail

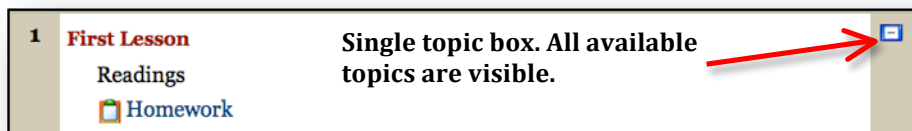


The breadcrumb trail shows the pages you have passed through to get to your current location. The trail is shown in the top left corner of the page and clicking on an item listed will take you to that point in

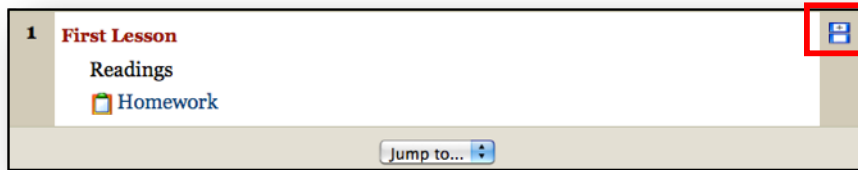
the course. The first link on the left will take you to your homepage. The second will take you to the current course homepage.

### Changing the way Topics are Displayed

Most courses will have many topics, and it may get confusing when scrolling through all the topics to find the one you need. You can collapse all except the topmost topic and the active one by clicking on the small square box icon at the right side of the topic.

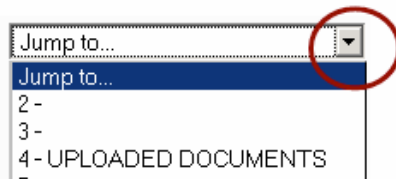


When in the collapsed view, the single box icon will change to a double box and there will be a Jump To menu below the topic. To view all topics, click on the + sign within the double box and the full list will be visible again.



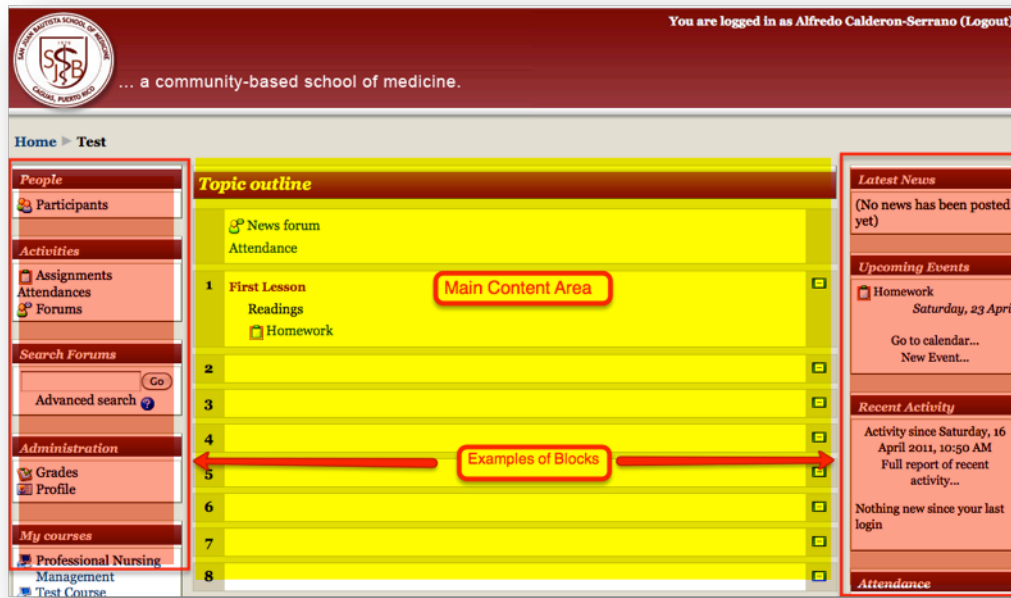
## The Jump Menu

The Jump to menu is a simple way of getting to any point in the course. Click on the down arrow next to Jump to, to open the drop-down menu. From here you will see the full list of all activities and resources in your course. Clicking on them will take you to that page. Alternatively, you can use the left and right arrows to move one step backwards and forwards through the course.



## Page Layout and Blocks

The Course page you see as a student has Blocks on both sides and the main content through the middle. The image below highlights some of the features. There are a number of blocks available for your instructor to include or leave out as they see appropriate. Blocks can also be customized (e.g. moved to a different location by your instructor). This means that your courses will all appear slightly different to each other but you should soon become familiar with each.



There are two ways to access your course resources and activities. The first is through the main course content in the middle of the page. Clicking on these links will take you directly to the activity or resource. The second, if available, is to use the activities block. Here the links take you to a list of activities/resources organized in their categories e.g. all the forums or all the quizzes. You can then select from the list of Activities or Resources. Once you have opened an activity/resource appropriate further instructions should be given. Assignments may have a separate directions sheet link in addition to the submission link.

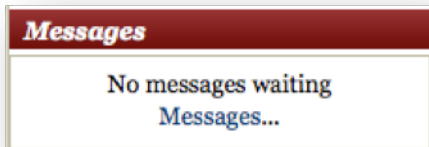
## Viewing your Grades

In Moodle, students can view their grades at any time. To view your grades:

1. Log into Moodle and enter your course.
2. Click on the Grades link in the Administration Block.
3. Your grades will be displayed.

Note that you may need to click the grade category headings to see grades for individual assignments. This may vary from course to course.

## Using Messages in Moodle



*Messages* in Moodle work like a cross between an instant messenger and an email tool. If the recipient of your message is currently logged into Moodle, *Messages* acts like an "instant messenger". This lets you communicate in real time. If your receiver is NOT currently logged into Moodle, the

message is sent as an email.

**NOTE:** Be sure to check the messages block frequently.

## To send a message you should:

1. Log into Moodle and enter any course in which you are enrolled.
2. Click on Participants in the People Block.
3. On the Participants page, select the course that the person you wish to message is located in using the My Courses drop down box.
4. Click the name of the person you wish to receive the message. *That receiver's profile will display.*
5. On the profile page, click the Send Message button. *The message window will display.*
6. On the Message Window, type your message to the receiver in the space provided and click the Send Message button.



**Remember: If the recipient is currently in Moodle, Messages acts like an "Instant Messenger". If the recipient is NOT currently in Moodle, the message is sent as an email.**

### **To receive a message in Moodle you should:**

If you are not logged into Moodle, you will receive an email to your campus email account with the message attached. You can reply to the sender via the email account if you like or you can log into Moodle and reply from the Messages Block. To reply from the messages block you should:

1. Log into Moodle.
2. *Depending on your browser and security settings, you may see a pop-up window display indicating you have a new message.*
3. Click on the senders name to view the message.  
*If you don't get a pop-up window notifying you of a message, you will be able to tell if you have a message by reviewing the Messages Block. The number to the left of the envelope indicates the number of messages send to you from this person.*
4. Finally, you can reply to the message as you would normally.

### **Using Forums**

Discussion boards in Moodle are called Forums. You can use forums to discuss topics selected by your instructor.

### **Replying to a Forum:**

To reply to a forum you should:

1. Log into Moodle and enter any course in which you are enrolled.
2. Click on the forum you wish to review.
3. Read the directions and/or topic of the discussion.
4. Click on the Add a new discussion topic button.
5. On the add a new discussion topic page, type a subject for your topic in the subject line.
6. Next, type a reply to the forum in the Message field.  
***IMPORTANT NOTE: Leave the Subscription field set to " I don't want emails..." because the replies to the post may fill up your SJBSM student email account and cause you not to receive any email until you delete the emails.***  
*If you are to attach a file to the post, you can do this by clicking the Browse button.*
7. Lastly, click the Post to Forum button.
8. Once you have submitted your post you will see a page reminding you that you have time to edit the post before it is emailed to others if they have requested to have it do so.
9. Click the Continue link. *Return to the Forum page to see your post.*

**To Edit a Post:** *(limited to a maximum of 30 minutes after posting only)*

1. To edit your post, click on the post link in the Discussion column.
2. Click on the Edit link next to the post you wish to edit.  
*To change the way the replies are viewed, select the desired option by using the dropdown list.*

## **Submitting Assignments**

Course assignments are accessed in the following ways:

- On the main course page (primary method) or
- From the assignments page in the Activities Block, or
- Possibly from the calendar (Note: Forum due dates are not posted in the calendar.)

There are three different types of assignments you can submit in Moodle.

### **Submitting a file in an Assignment: *(Most common type)***

To submit the completed assignment:

1. Click on the assignment link from one of these locations: main course page, the assignments page, or the calendar block.
2. Read the directions given by your instructor. (These may be in a separate document.)
3. Click the browse button and locate the completed assignment file.
4. Select the file you wish to upload in the File Upload window and click the open button.
5. Once the file path is listed in the Browse field, click the Upload this File button.
6. *Note: If your instructor lets you submit the file more than once, you will see the file listed in the Draft Submission area.*
7. *Note: You may also delete the submission at this stage by clicking the red X next to the file link.*
8. Once you have uploaded the required files, you may be asked to type a note to your instructor. Click the Edit button in the Notes area to do this. (Please follow your instructor's directions concerning notes.)
9. Next, be sure to review the directions and verify you have met the requirements for the assignments.
10. Lastly, Click the Send for Marking button to submit your assignment to your instructor for grading.

*Note: Your instructor may set the assignment to let you resubmit the file before the due date. Do not assume this option is available.*



**Submitting an Online Text Assignment: *This assignment type will not be used frequently.***

To submit an online text assignment you should:

1. Click on the assignment link from one of these locations: main course page, the assignments page or the calendar block.
2. Read the directions given by your instructor.
3. Click the Edit my submission button.
4. In the Submission text box, type the text requested by the directions.
5. Lastly, click the Save Changes button at the bottom of the Submission page.

**Viewing Offline Assignments:**

An offline assignment looks similar to the other types but you will not need to submit a file or type text into Moodle. An Offline assignment is just a set of directions given by your instructor for you to complete outside of Moodle.

To view an offline assignment you should:

1. Click on the assignment link from one of these locations: main course page, the assignments page or the calendar block.
2. Read the directions given by your instructor.
3. Complete the assignment as given.

**Testing in Moodle - Testing Tips**

Testing in Moodle is very user friendly and most students like it. Moodle tests are computer graded which allow the student to receive their grade immediately in most cases. However, there are a few very important things to know before testing for the first time in Moodle.

- A link will appear when it is time for the test to be available. Be sure to read any information provided by the instructor as to when, where, or how the test should be taken. Never enter a test unless you are prepared to complete it.
- It is important to plan the time you will take the test. Once a test is started there is no "turning back". You should take your test at a time when you'll have few distractions.
- A stable internet connection is necessary for taking a test. If you have a high-speed connection you won't really need to worry about this; it is mainly a concern for dialup and aircard (*cellular Internet access*) users. If you tend to get "kicked off" of the Internet at a certain time, try not to test at those times. Also, if you have a real problem maintaining a connection consider taking your test on another computer – maybe one in the library, the labs on campus or even a friend's house. Sometimes it helps to leave your email program on to keep connection active while testing.
- Occasionally the instructor may password a test. If asked for a password

- when trying to enter a test, you'll need to obtain the password from the instructor. Be very careful of capitalization when keying passwords.
- Tests may be timed. If so, a timer will appear at the top left of the screen when the test begins. This timer will count down the time you have left to complete your test.
  - After answering all questions, scroll down to the bottom and click the "Submit All and Finish" button.
  - Most test questions are graded as soon as the Submit button is pressed. The instructor decides how much information will appear - such as only the final score or individual answers to questions. For each question, note how many points were awarded.
  - The score will appear in the gray box at the top of the page.
  - The instructor may or may not give credit for misspellings in fill-in-the-blank questions.
  - If the test includes essay or short answer questions those must be graded individually by the instructor. No points are awarded for those questions until the instructor has graded them.