



# NSW SCHOOL OF LANGUAGES

Learn locally. Communicate globally.

NSW School of Languages:

Moodle Guide for Students

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## Introduction

Moodle is the name of the software which runs NSW School of Languages eLearning site. We use the word Moodle a lot, so you'll need to get used to hearing it. What does Moodle mean? It stands for **Modular Object Oriented Dynamic Learning Environment**.

## Browser Requirements

Although our Moodle site works with most standard browsers, we recommend using Google Chrome, which is available for free at <https://www.google.com/chrome/browser/desktop/index.html>. We also recommend a high-speed internet connection for best performance.

## Logging In

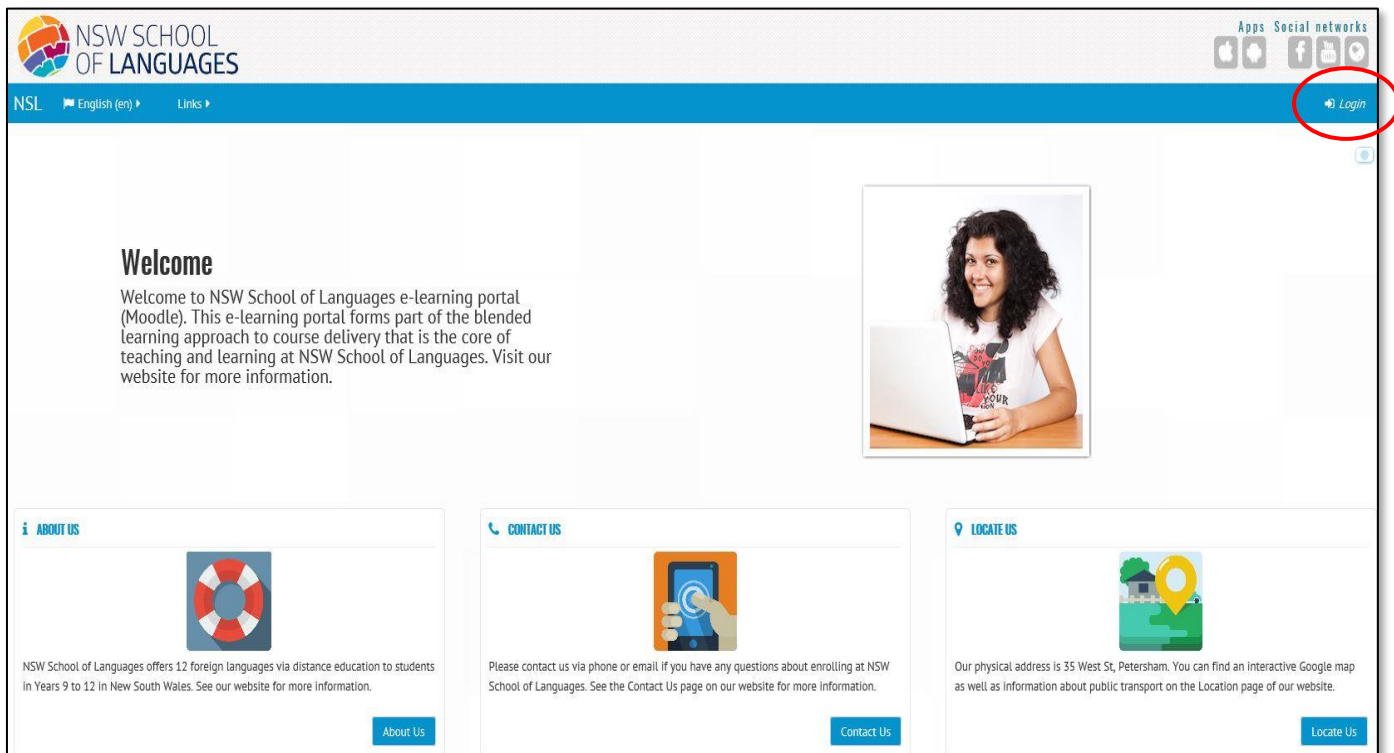
Once your NSW School of Languages enrolment application has been approved and processed, your unique Moodle account will be created automatically, and your login information will be sent to you via the email address you specified in your enrolment application. Please ensure you check the **correct email account** for this information. If you do not receive this information, please contact your teacher.

To login to Moodle please ensure you follow these steps, using the information that was emailed to you by your teacher:

1. Go to the NSW School of Languages Moodle site at: <http://openshs.moodle.com.au/>
2. Click on the Login heading (circled on the image below) .
3. Enter your Moodle user name in the **Username** field.
4. Enter your Moodle password in the **Password** field.
5. Click on the **Login** button.

Note: After you login to Moodle for the **first time only**, you will be required to change your password **immediately**. Please ensure you follow the onscreen instructions to change your password, and make sure you **make a note of your new password**.

If you are having difficulties logging into Moodle, please read the **Troubleshooting** section at the end of this guide before you contact your teacher.

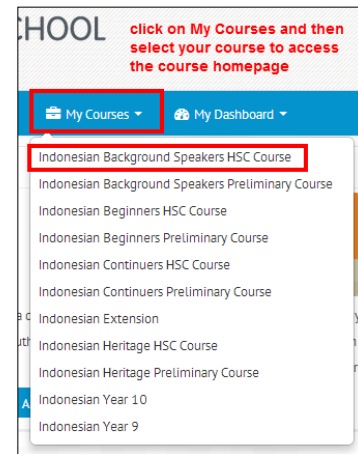


The screenshot shows the Moodle homepage for the NSW School of Languages. At the top left is the logo for NSW School of Languages. To the right of the logo are icons for 'Apps' and 'Social networks'. Below the logo is a blue navigation bar with 'NSL', 'English (en)', and 'Links'. The 'Login' button is circled in red. The main content area features a 'Welcome' message and a photo of a student using a laptop. Below this are three columns: 'ABOUT US' with a lifebuoy icon, 'CONTACT US' with a smartphone icon, and 'LOCATE US' with a location pin icon. Each column has a corresponding button at the bottom.

## Accessing your course

The courses you are enrolled in are listed in the **My Courses** section of the **Navigation** bar, which is located below the school name and logo.

Click on the **My Courses** link to access the drop-down menu, and then click on the name of the course you wish to access. If you are only enrolled in one course, you will only see one course listed.



## Navigating your course

Although the blocks in the right-hand column in each of our online courses vary from course to course, you'll always find the main contents of your course in the left portion of the screen inside what is known as main topic blocks. In most courses, you'll see the course title near the top of the screen along with a brief introduction to the course and/or some important links and downloads.

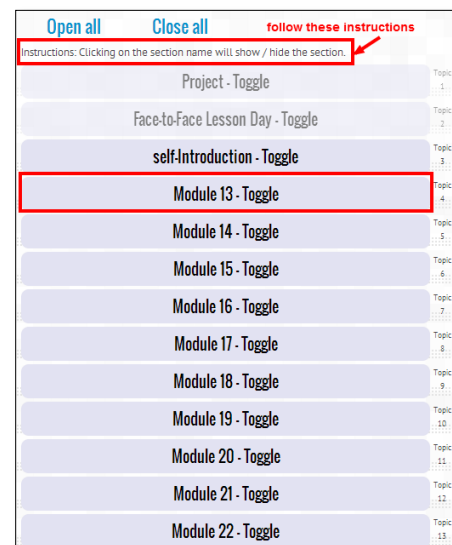
## Collapsing and expanding toggles

Some courses have enabled “toggles” in their center topic blocks to avoid users having to scroll down a long page. To expand or collapse these toggles, simply click on one and you will see how this works.

## Right blocks

Note the blocks on the right side of the page entitled **Navigation**, **Messages etc.** Your course home page may have some or all of these blocks depending on what your course teacher has placed on the home page. From these blocks you can:

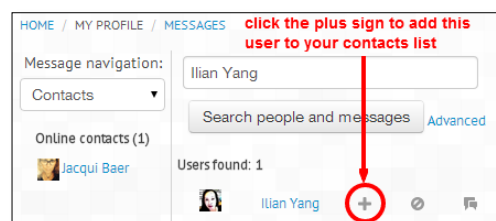
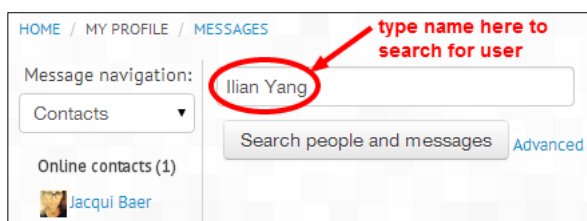
- access private online messages from your teacher or other students (**Messages**)
- see which other course users are currently online (**Online Users**)
- access any other courses you are enrolled in or view your profile (**Navigation**)
- access your grades and activity reports and edit your profile (**Settings**)
- see important dates relevant only to your course (**Calendar**)
- see a list of the important dates from the **Calendar** block (**Upcoming events**)



## Messages

Moodle contains a very handy feature called **Messages**, which is Moodle's version of a private messaging system. You can use this feature to send messages to your teacher and/or to other students. Your teacher may wish to send you messages related to your course, so it's important that you check them regularly. Your private messages are not viewable by anyone except you and the person with whom you are communicating privately.

To access the messaging system to set up your contacts list or email alerts, click on the link that says **Messages** in the **Messages** block on the right side of your course page. To add other Moodle users to your contacts list, type in their name or part of their name and then click on the **Search people and messages** button. In the search results that appear below, click on the **plus sign** to add that user to your contacts list.



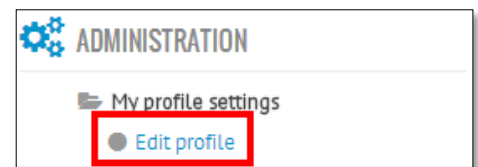
To send a message to one of your contacts, click on their name in your contacts list, type your message in the box, and then click on the **Send message** button.

To remove a contact from your contacts list, click on the **cross** beside their name. To view your message history between yourself and one of your contacts, click on the message history icon beside their name.

If you have received a new private message, you will see an indicator in the **Messages** block. To read it, click on the name of the person who it was sent by. To respond to it, simply type your message in the editing box and then click on the **Send Message** button below. To send a new message to another student who is not yet in your contact list, click on the **Send Message** button in their profile.

## Editing Your Profile

Your profile is information about yourself that is visible to the teacher and your fellow classmates. We recommend that you complete your profile to help build a sense of community in your class. To edit your profile, go to the **Administration** block in the right side of your course home page and click on **My Profile settings** and then click on the **Edit profile** link. When you have finished editing your profile, click on the **Update Profile** button at the bottom of the page.



## Your Picture

You are encouraged to include a picture in your profile. A smaller version of your picture also appears next to all your forum postings.

Your picture must be in JPG or PNG format. It will automatically be cropped and resized. Therefore, you should use a close-up of your face.

If your image does not change after you upload it, you may need to refresh your browser window.


## Other Fields

Information you add in the **Phone number** and **Address** fields will only be visible to teachers, not to other students. Other fields such as **Web page** or **Skype ID** will be visible to other students. Updating your profile will return you to your **View profile** page. This lets you see what your profile looks like to other students.

## Completing activities in Moodle

Your Moodle course will comprise a number of resources and activities. Resources can include links, downloads and web pages. Activities can include quizzes and assignments. Your teacher will provide you with the necessary instructions which you should use to guide you when completing your coursework.

## Assignments

Assignments are identified by the following icon . You may be required to submit a number of assignments in your course. To ensure that you receive proper credit for your assignments, please follow all instructions given to you by your teacher. To view an assignment, click on the assignment title in the relevant topic block.

## Assignment Format

In order to give you credit for your assignment, your teacher must be able to open and view it. This means your file must be saved as **.doc** OR **.docx** OR **.pdf** file. In some cases you may be required to submit a Powerpoint presentation for your assignment, in which case your assignment must be submitted as a **.ppt** OR **.pptx** OR **.pps** OR **.ppsx** file. Please do not use any other file formats when submitting your assignment as there is a chance your teacher will not be able to open the file.

## Naming Your File

To prevent possible problems, use only alphanumeric characters (letters and numbers only) when naming your files. Avoid using special characters such as # or %. Moodle will replace these characters with an underscore when you upload the file. It is also preferable that you include your last name, TP number and exercise number (where applicable) in the filename, e.g. Smith\_CP24\_WrittenExercise1.docx

## Types of Assignments

Types of Moodle assignments include:

- Offline – an activity is submitted via an alternative method (eg via email, in person).
- Online text – text is entered directly into Moodle.
- Upload file – a file is uploaded directly into Moodle.
- Audio recording – an audio response is recorded and uploaded via Moodle.

### Online text

1. Click on the assignment link on your course home page.
2. Click on the **Add submission** button at the bottom of the page.
3. In the **Submission** box, enter (or copy and paste) your answer or other text.
4. Click on **Save changes** to submit.


### Upload file

1. Click on the assignment link on your course home page.
2. Click on the **Upload file** button at the bottom of the page.
3. Click on the grey **Choose file** button.
4. Click on the **Upload a file** link in the left column of the **File picker**.
5. Click on the **Choose file** button.
6. Browse and click on the file you wish to upload from your computer.
7. Click on the blue **Upload this file** button.
8. Click on the blue **Save changes** button.

### Audio recording

1. Click on the assignment link on your course home page.
2. Either record a response in your browser, or upload an audio file you have already recorded on your computer.
3. To record a response in your browser, click on the red **record** button and speak into your computer's microphone or headset, and click on the **stop** button when you have finished.
4. Upload the recorded file by clicking on the **Save** button and then the **Upload** button to upload your recorded file.
5. Your response will now be uploaded to the server, and you will see a screen similar to this one. On this screen you can play your audio file, and delete it and re-record it if you wish.
6. This type of Moodle assignment is dependent on your browser having Javascript enabled. If you are using a school computer, you may be prompted to login to continue using Java, in which case you should enter your DET Portal login details. If you are using a computer at home and are unsure of what to do, please ask a family member to help you.


## Quizzes

Quizzes are identified by the following icon . Follow these recommendations when taking a test or quiz in Moodle:

- Use a recent version of Google Chrome. You can download Google Chrome for free at <https://www.google.com/chrome/browser/desktop/index.html>
- Avoid using a wireless connection when completing quizzes. Use a wired connection whenever possible, preferably high speed.

- Close all applications and restart the computer before logging into Moodle and completing the quiz. (This is especially important if you are using a shared or public computer. Also log out and shut down the computer when you are done using a shared computer.)
- The speed of your computer as well as your connection will determine how quickly the test is displayed and answers are saved and/or submitted. If completing a timed quiz, be sure to save and submit your quiz responses several minutes before the timer runs out.

## Forums

Discussion forums are identified by the following icon . The **News Forum** that may be at the top of your course home page is a special forum used for announcements by the course teachers. You cannot post messages in this forum.

However, you can post messages in forums located in other sections of the course (if your course uses forums). Depending on how your teacher has set up the forum, you might not be able to view postings from other students until you have posted your message first. Also, there might be restrictions on the number of messages you can post.

### Viewing Forum Messages

1. Click on the forum name within the relevant centre topic block.
2. To read a message, click on the discussion title. (Note that clicking on the student name under "Started by" shows you the student's profile.)

### Posting a Forum Message

1. If replying to an existing message, click on the **Reply** link in the bottom right corner of the original message  
-or-  
If creating an original message, click on the **Add a new discussion topic** button.
2. Enter a short but descriptive subject in the **Subject** box.
3. Enter your text in the **Message** box and format it as desired.
4. Click on **Post to forum**.

Note: After posting a message to the forum, you have 15 minutes to make any changes to your message.

## Logging Out

When you are done working in Moodle, you should log out. This is especially important if you are working on a shared or public computer. To log out:

1. Click on the **Logout** link next to your name at the top of the Moodle screen.
2. As an added precaution, close the browser.

## Troubleshooting

1. If you are having trouble logging in to the Moodle site for the first time, please make sure you follow these steps **before** you contact your teacher:
  - If you have entered the username and password given to you by your teacher and this is your first time logging in to the Moodle site, make sure you follow the on-screen instructions to change your password – this is a security measure and every newly-registered student in Moodle must go through this password-changing process when they login to the site **for the first time only**. Once you have changed your password, be sure to write it down so you don't forget it.
  - Make sure you are attempting to login to the correct site – sometimes people try to login to the NSW School of Languages website with their Moodle credentials!
2. If you have forgotten your password, make sure you follow these steps before contacting your teacher:

- Go to the NSW School of Languages Moodle home page at <http://openhs.moodle.com.au/>
- Click on the **Login** link at the top of the page, and then on the login page, click on the **Forgotten your username or password?** link.
- Type your username or your email address into the appropriate box, and then click on the **Search** button.

Doing this will trigger an email from the Moodle system, which contains details of how you can reset your password. The email will be sent to the email address you are registered in Moodle with, i.e. the one you nominated on your NSW School of Languages enrolment form.

What this means is that the **Forgot password** feature will only work if you check the correct email account for the system-generated email, and is dependent on your email inbox not being full and not allocating this email to your **Junk** folder (check inside that folder just in case you never receive the email and you know for a fact which email address you nominated on your NSW School of Languages enrolment form).

3. If you are having trouble accessing the materials in your Moodle course (e.g. downloading files, listening to audio, or completing online quizzes) please attempt to access these materials from another computer. If you are still having difficulty after trying this, please contact your teacher ASAP.