moodle
STUDENT
GUIDE

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Logging into Moodle

1. Search one.kpu.ca in your web browser. Search for the Moodle site (Courses, Community, Trades, Continue) you want to login to.
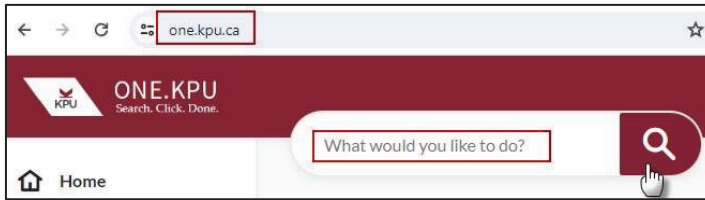
2. You will land on the following page. Click on **Login**.
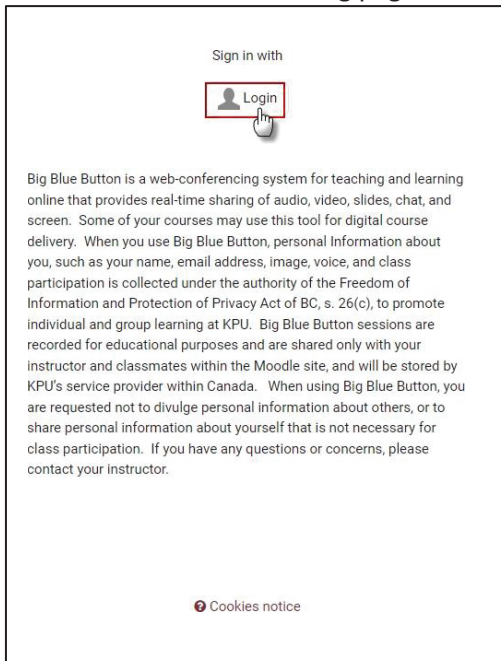
3. Insert your **KPU-issued email** (@kpu.ca or @student.kpu.ca) to login and Click the **Next** button.

4. Enter your password.

5. Open your Authentication app and enter the code you see. Once you complete the authentication, you will be logged into the Moodle.

Viewing Dashboard in Moodle

After login to Moodle and click on Dashboard, a few blocks of important information will be available here:

Upcoming events:

Due dates for assignment and quizzes etc., as well as Scheduler appointments, will appear in the Upcoming events block automatically.
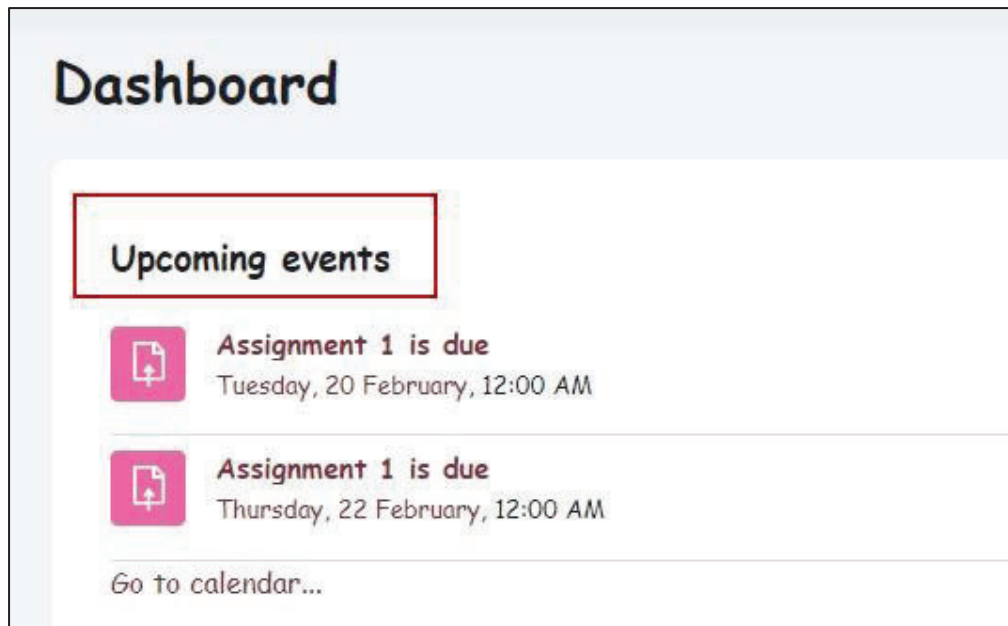
Timeline:

The Timeline block provides an overview of deadlines and is displayed by default on the Dashboard. It can be sorted by date as well as courses. It also gives an option to add submission from the dashboard.
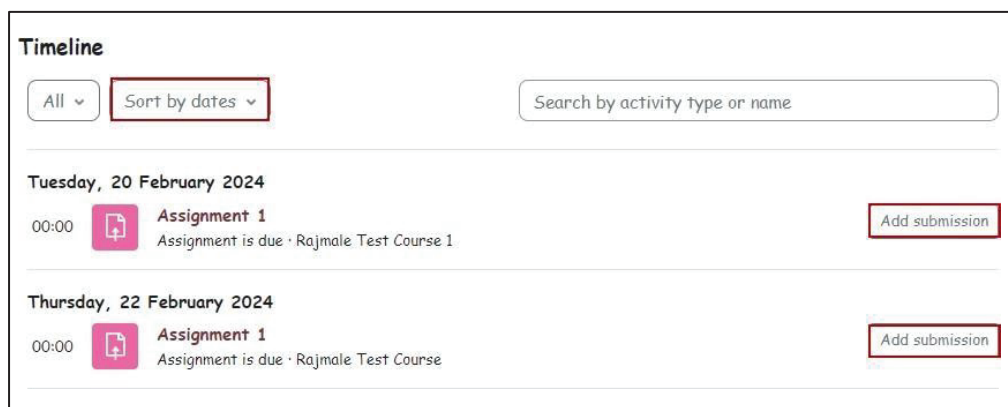
Course Overview

It gives an option to sort by all, In progress, future, past, starred or removed from view
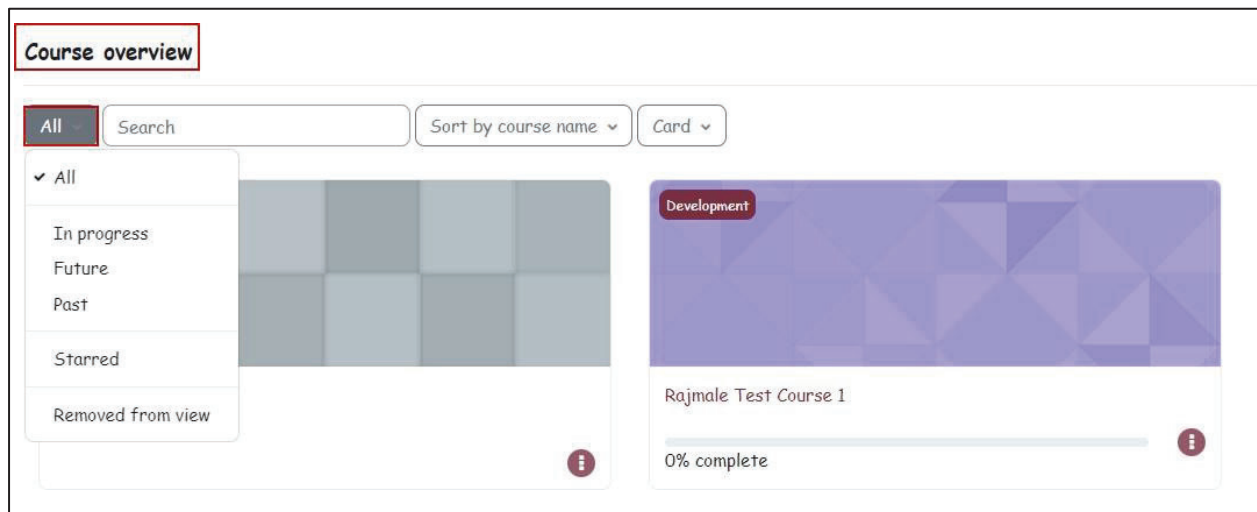
Calendar

The Calendar block displays events from the Calendar, such as activity dates, and any of the following manually added events
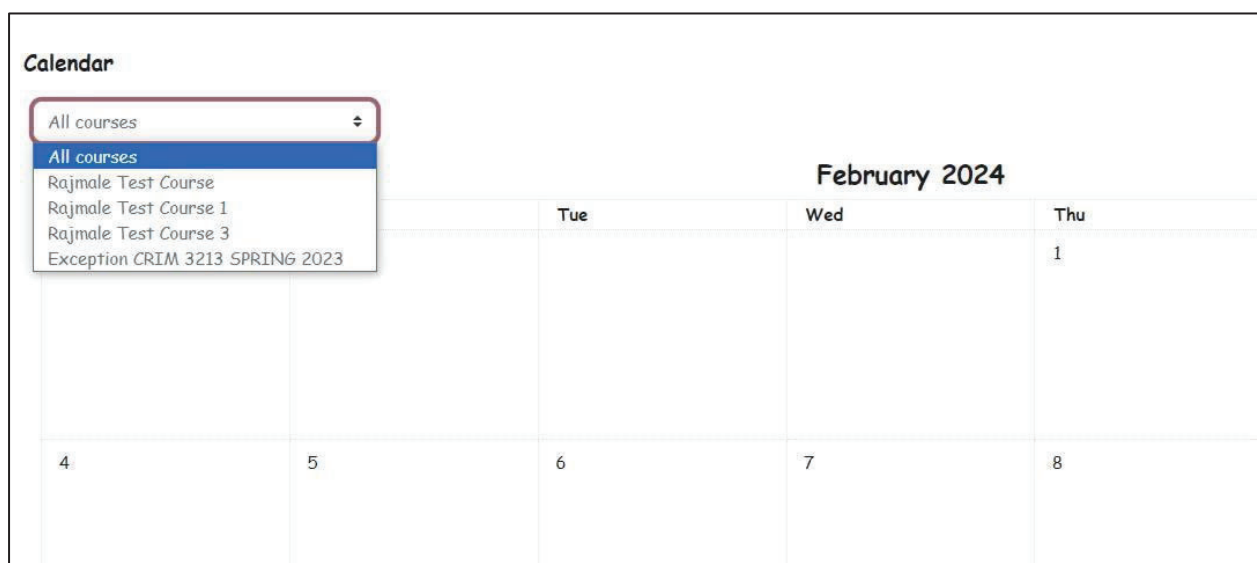
Editing Student Profile

You can edit your profile to show information about yourself. Below are the steps to edit your profile:

1. Click on your name at the top right of the Moodle page. Click on "**Profile**" from pull-down menu.
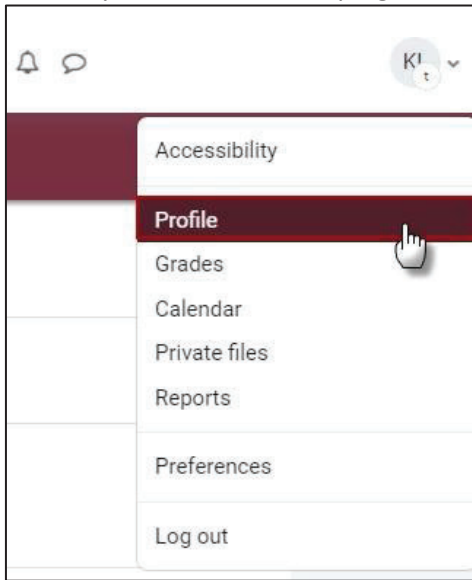
2. You should be able to view your profile as a following page. If you would like to change anything, click "**Edit Profile**" button.
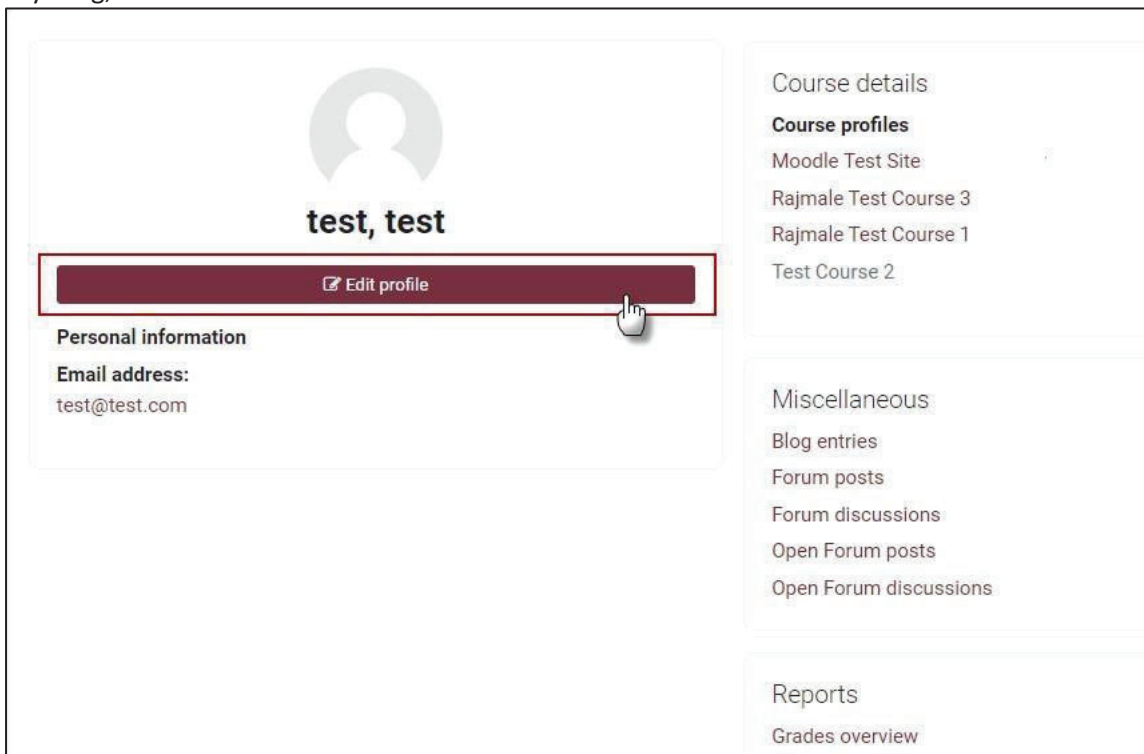
3. You cannot change the first name ad the last name. It will be greyed out as follows:

4. To add User picture, scroll down to the section "**User picture**" and click on User picture to open it. Upload a file, Browse and Upload.

5. You can add an additional name or nickname to your profile.

6. You can also add pronouns, personal web address, Skype ID etc. under the Other fields tab.

7. It is recommended not to add any personally identifying information that is not required for learning and teaching purposes. Once you have made the changes, click on the **'Update profile'** button.

Accessing the courses, you are enrolled in

1. Login to Moodle using your email address and password.

2. You should be able to see the Home page. Click on "My Courses" tab as below:

3. You should be able to see the courses. The course may not yet be open to students yet. Check again after the first day of class, or email and ask your instructor when will the course be available.

4. You can filter the course list by using a drop-down menu from "All" to "in progress" or "future" or "past."
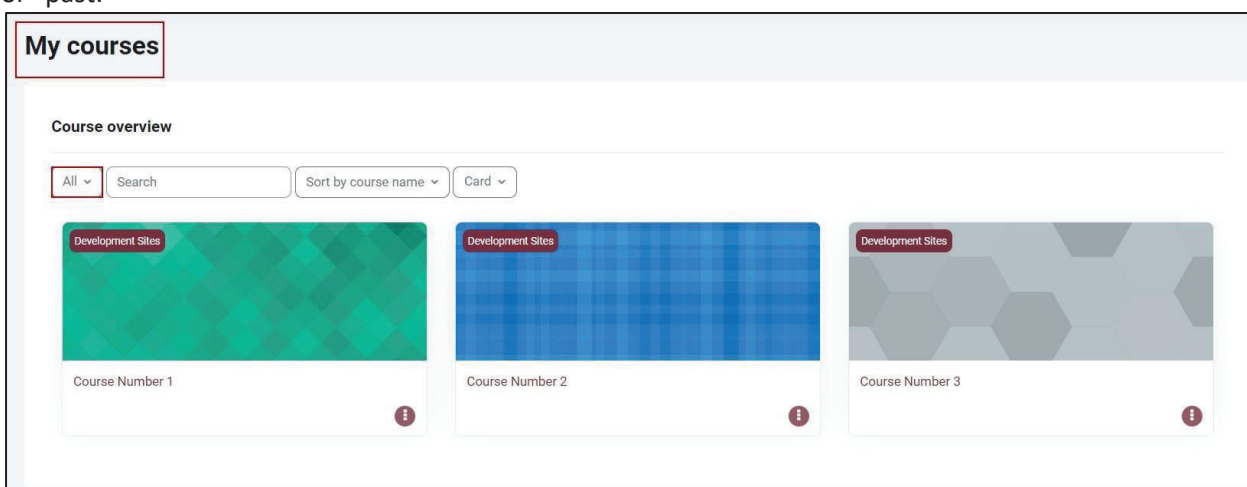
5. If a course is hidden from the Course Overview panel, select "Removed from View" to see hidden courses.
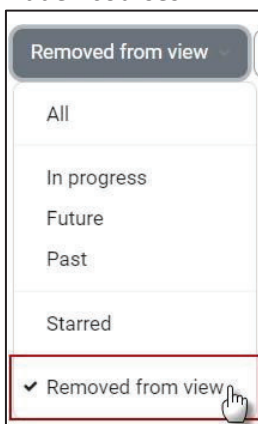
Hiding and Unhiding a Course from Dashboard

Hiding the Course

Moodle allows you to hide courses that you no longer wish to view. To do so, please follow the steps below:

1. After logging into Moodle, you will land on your Dashboard. Locate the block titled Course Overview.
2. Choose the course which you wish to Hide and locate the ⓘ icon.
3. Clicking the icon will reveal a menu. Click Hide from View
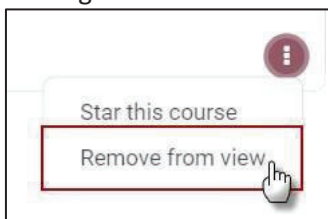
4. The course will immediately disappear from the Course Overview.

Unhiding the Course

If you discover later that you need to be able to view a hidden course, unhiding is simple.

1. In the Course Overview block, Expand the filters and click "Remove from view."
2. Choose the course which you wish to unhide and locate the ⓘ icon.
3. Clicking the icon will reveal a menu. Click "Restore to View."

4. The course will immediately appear back in the Course Overview.

Uploading an Assignment

As Moodle can accept most file types, make sure you follow the instructions in the assignment instructions provided by the instructor to ensure you are uploading the correct format.

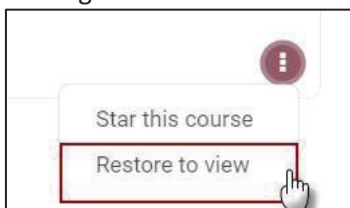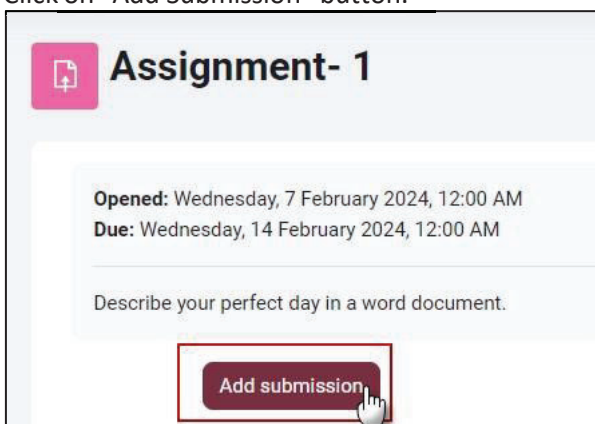1. Visit the Assignment portal. You can access it from the course as well as the Dashboard if it is due in the timeline you have chosen in the Dashboard.

2. Click on "Add Submission" button.

3. You can drag and drop files or click on the file icon to upload.
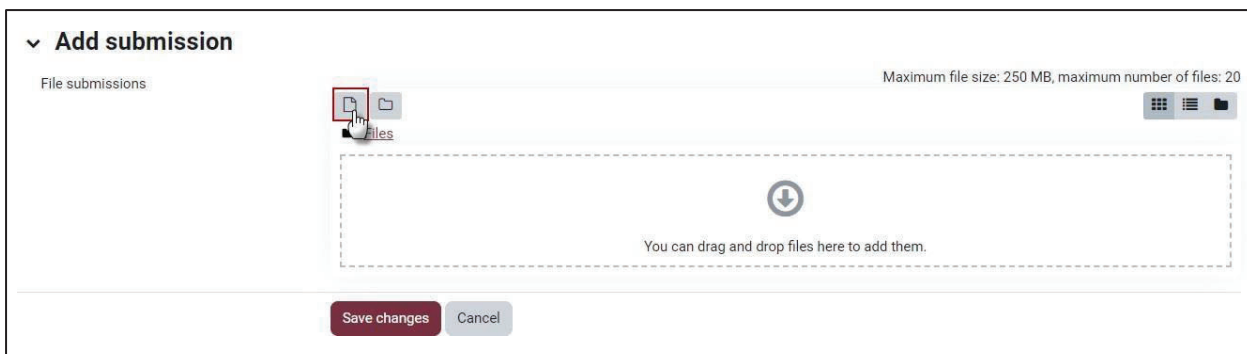
4. You can change the filename of your submission by right-clicking on the file icon and then entering a new title in the Name text field. Note: Do not remove the file extension while changing the name. It will not allow the instructor to open and grade your submission if the extension is removed.

5. Click Save Changes.

6. After you hit the Save Changes button,
    i)   If you see the following screen, you have successfully submitted the assignment.
    ii) If you see the screen as below, you will need to follow another step to make the submission.
         You are free to edit the submission because it is in draft mode.

iii) You may also be asked to accept the Submission Statement.

Attempting a quiz in Moodle

1. Click on the quiz link on the Dashboard or the quiz activity on the course homepage.

2. Click on "Attempt quiz now" button.
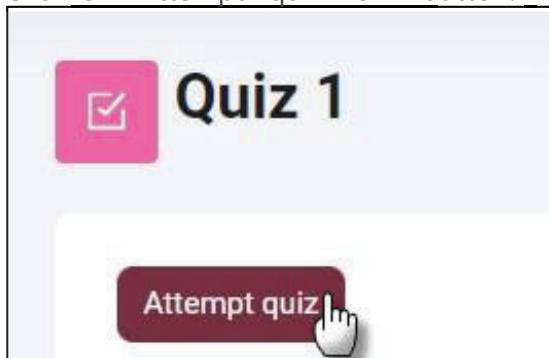
3. Click on the "Next Page" button at the bottom of the page to see the next page of questions.
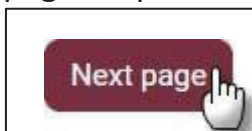
4. Click on the "flag" in the box next to the question to put a temporary marker on it.

5. A flagged question is shown with a red triangle at the top right.

Quiz navigation

1 2
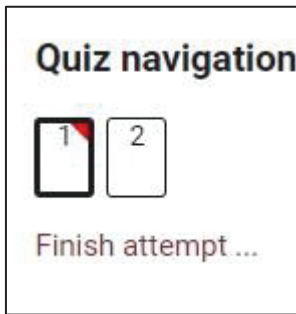
Finish attempt ...

6. To finish the exam, click "Finish attempt" in the navigation block of "Next Page" on the last page of the exam.

Quiz navigation

1 2
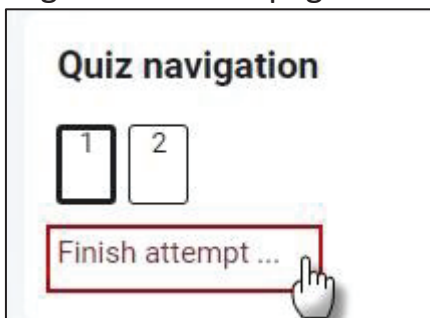
Finish attempt ...

7. The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

Back

Quiz 1
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

Return to attempt

Submit all and finish
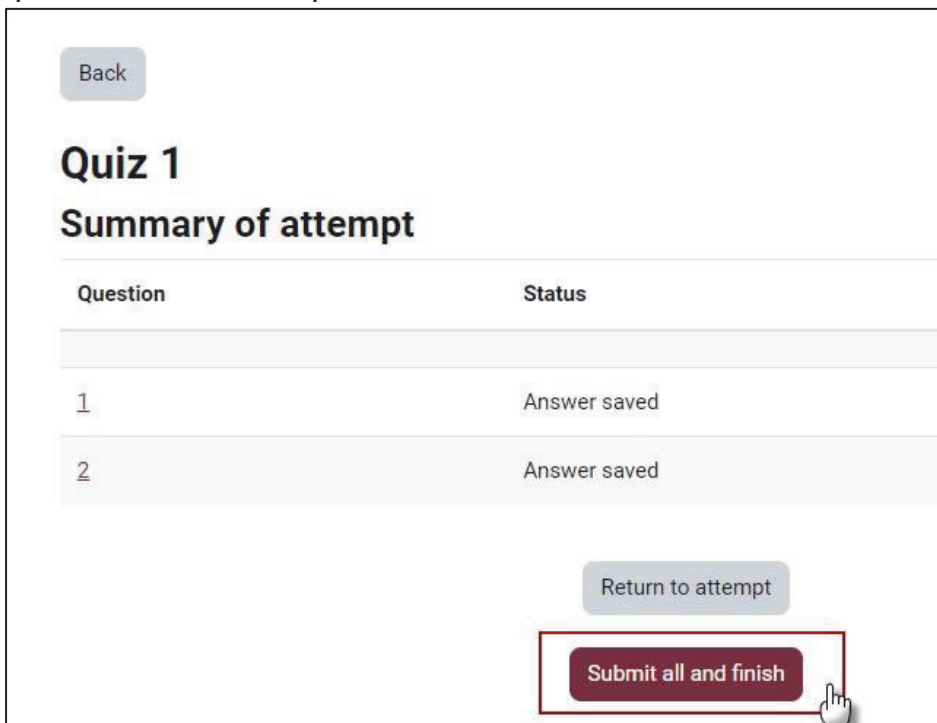
8. Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you can no longer change your answers.

Submit all your answers and finish? ✕

Once you submit your answers, you won't be able to change them.

Cancel   **Submit all and finish**

Joining BigBlueButton Session

1. You can find the BigBlueButton room in the Moodle Course you want to join it for.

2. Click the "Join session" button to join the session. If the button is not clickable for you as a student, then it is not activated by the instructor yet.
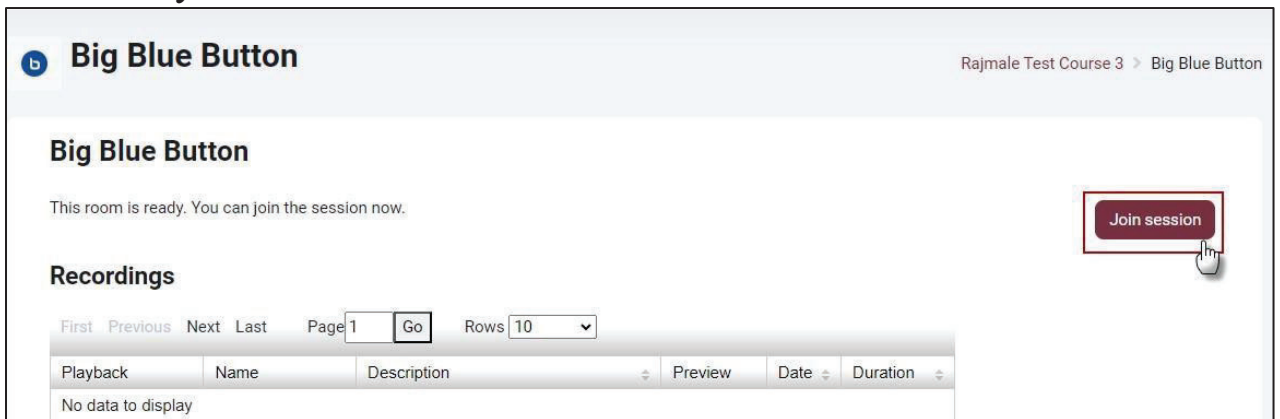
3. Joining will open a new tab in your browser and you will see the virtual room in the background, but will first be asked via a pop-up how you would like to join the meeting
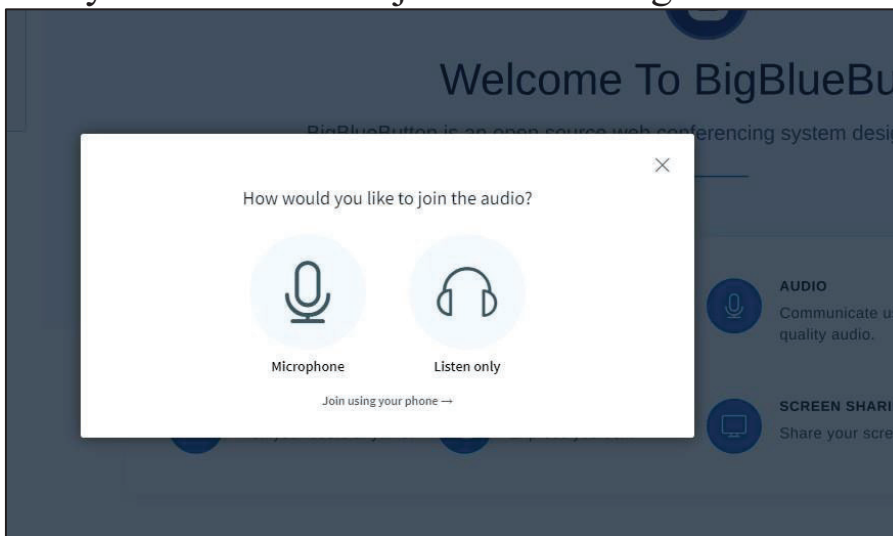
4. If you have a microphone and you want to join the session with it, click on the Microphone icon.

Microphone

5. The browser asks for permission to use the microphone.

...blindsidenetworks.com wants to ✕

🎤 Use your microphone

Allow   Block

6. After you click on the "Allow" button, the dialog box with the audio settings selection will appear. Choose the microphone and the speakers you would like to use.

Change your audio settings

Please note, a dialog will appear in your browser, requiring you to accept sharing your microphone.

Microphone source

Default - Headset Microphone (Zone Wireles ⌄

Speaker source

Default - Headset Earphone (Zone Wireless) ⌄

🔇 Stop audio feedback

Your audio stream volume

Back   Join audio
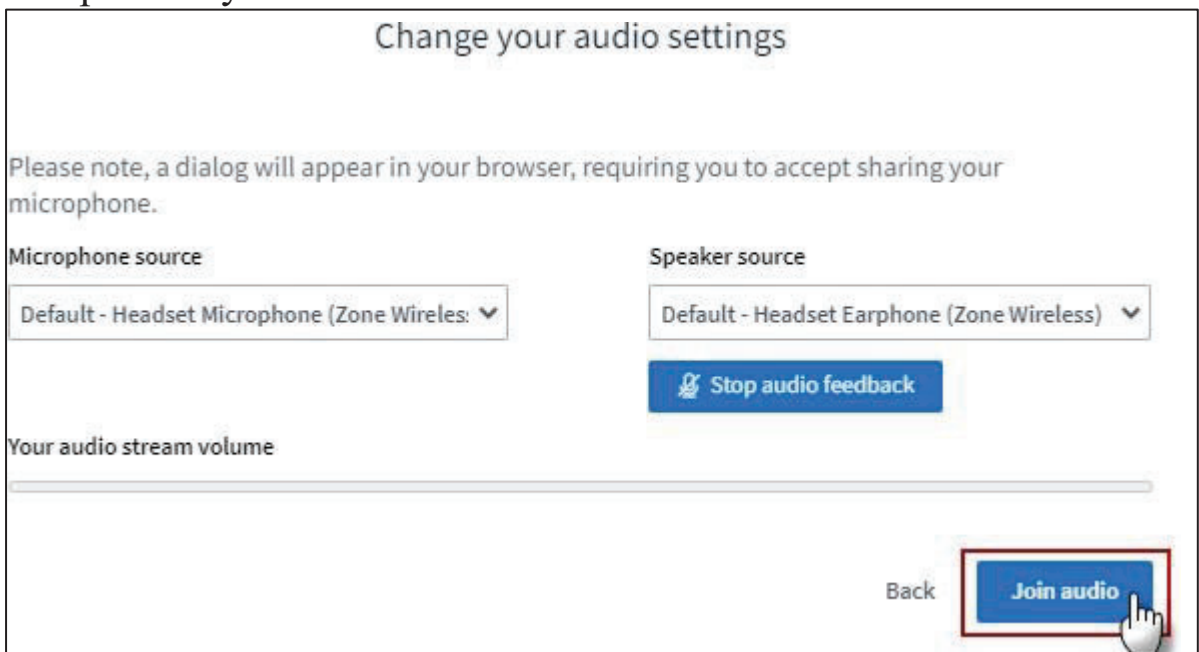
7. Please make sure that you mute your microphone as long as you are not speaking in order to minimize background noise. Click on the blue microphone icon. It should turn black after the microphone is muted.
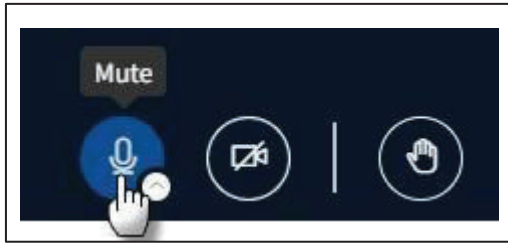
Viewing Your Grades in Moodle

To view your grades in your course:

1. Log into Moodle and open the course.
2. You will see the Grades tab on the top of the Course material.
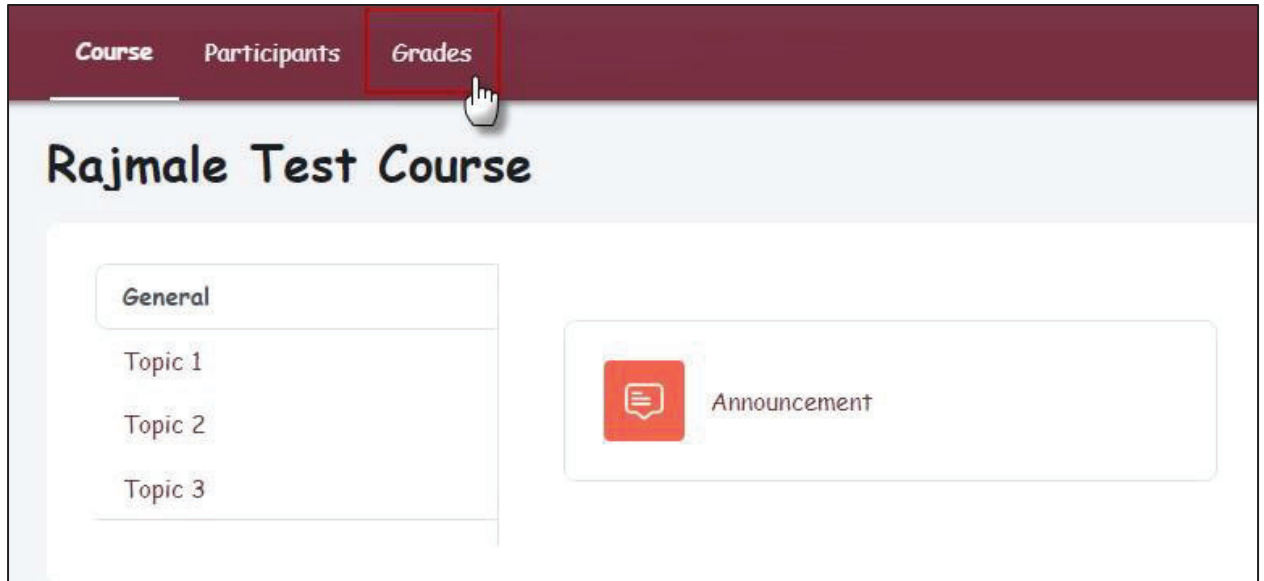
3. View the screen similar to below:

4. You can change the User Report to Overview Report by clicking on the downward arrow next to it to see all the course grades.

Seeing which students are in my Course group in Moodle

As a student in Moodle, you may have courses where your instructor has assigned you to work in groups.

1. Go to the Course you want to check the group for.
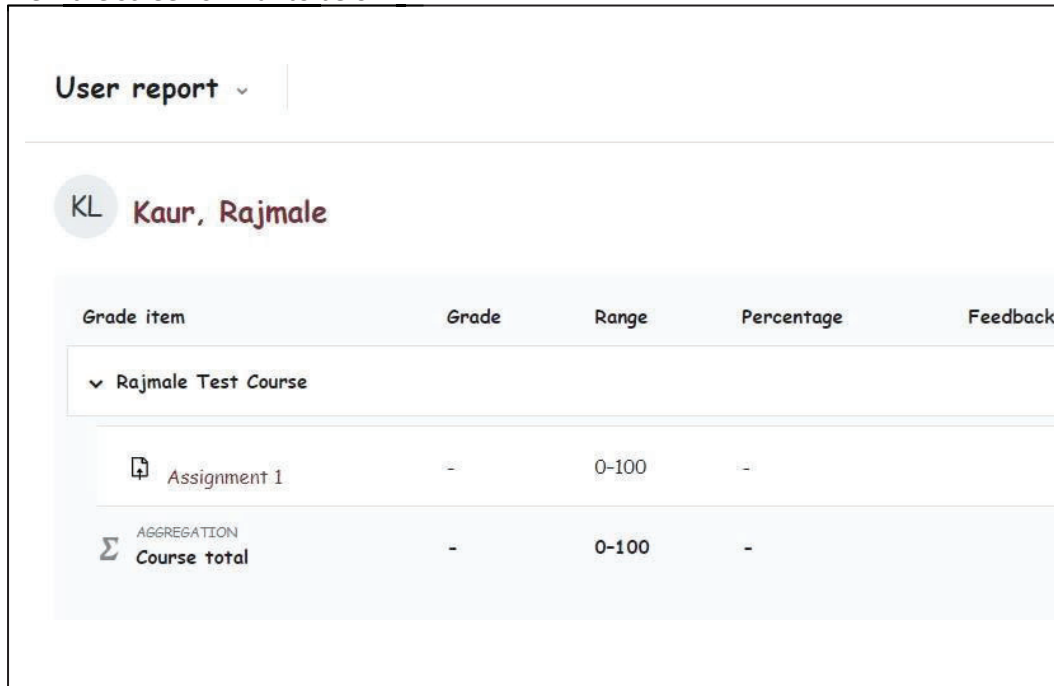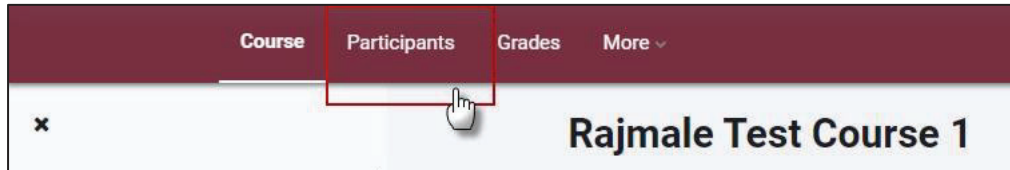
2. Click on the "**Participant**" tab from top-left corner.

   | Course | Participants | Grades | More ∨ |

   ✕   **Rajmale Test Course 1**

3. You should be able to see your group name next to your name in the "**Participant**" list.

Last name ▲ / First name / Alternate name —	Roles —	Groups —
t test, test	Student	Group 1

4. Under the drop-down list on the top of the Participant list, select your group name and click on "**Apply filters**."

   Enrolled users

   Match | Any ⇕ | Groups ⇕ | Type or select... ▼

   + Add condition

   No group
   Group 1
   Group 2
   Group 3
   Group 4
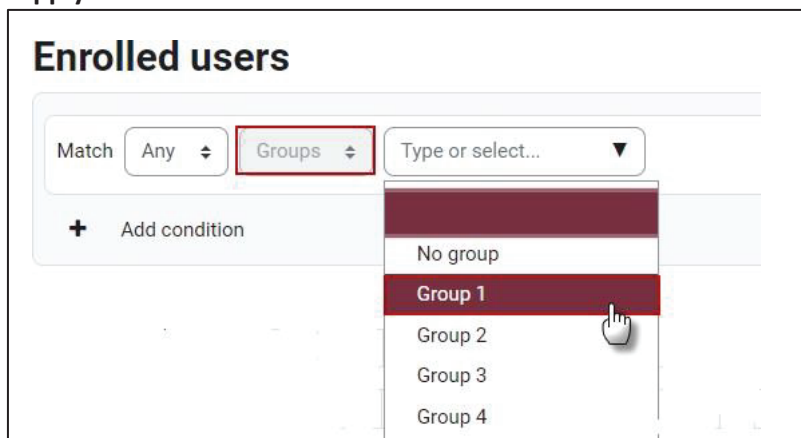
5. It will show all the other members in your group.

Last name ▲ / First name / Alternate name —	Roles —	Groups —
☐		
☐ R Rid, test	Student	Group 1
☐ t test, test	Student	Group 1

Joining a Zoom session from Moodle

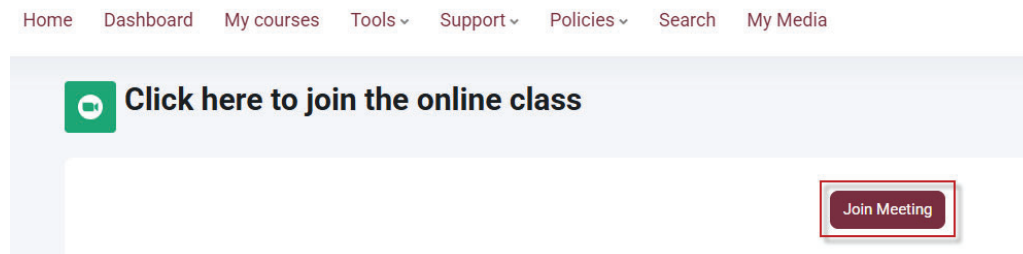1. Open your course in Moodle and find the Zoom session link. Click on the link to access the session.
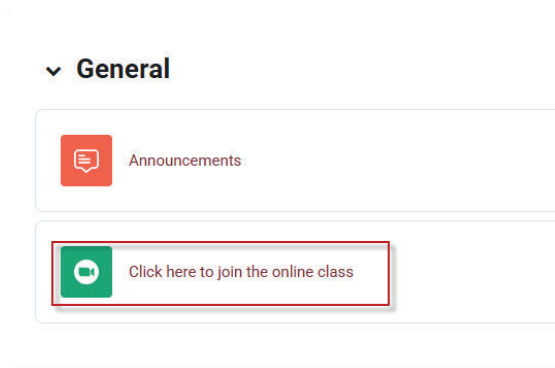
2. From the Zoom page in Moodle, click Join meeting. If you do not see the Join Meeting button, note the meeting time under the schedule section. The session may not have started yet or it may be outside the scheduled time.

3. You will receive a popup window asking you to Open Zoom Meetings. If you have the Zoom Desktop application, click the **Open Zoom Meetings** button. If you do not have the Zoom Application on your computer, click **Cancel** and Click the **Join from your browser** link.
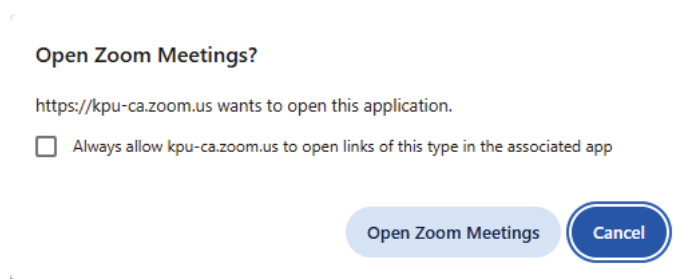
4. In the Zoom Desktop application, click the **Sign in to Join** button.
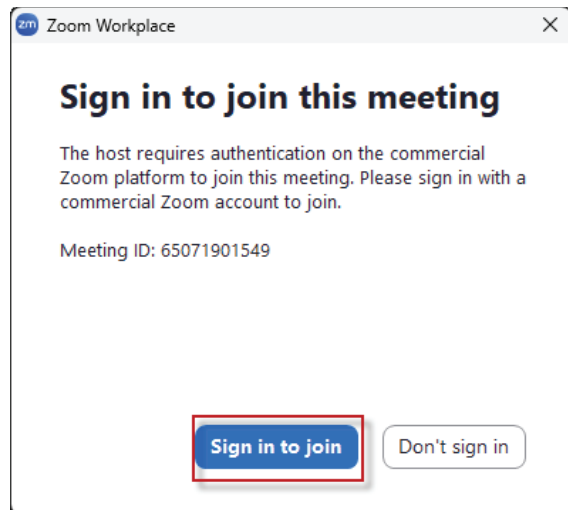
5. Click the **SSO** button from the sign in page.
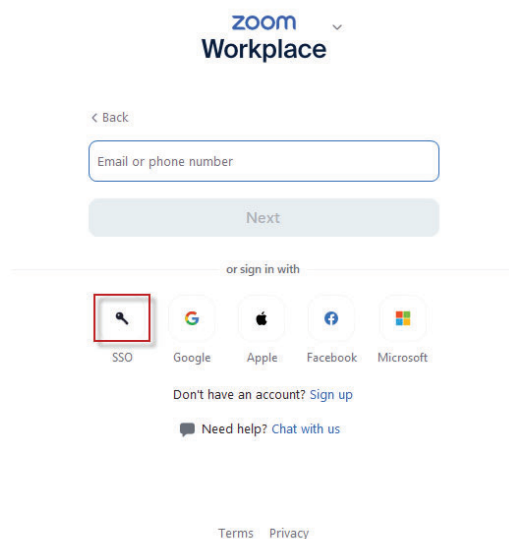
6. Type in kpu-ca to the domain textbox and click Continue.

7. From the new window that opens up, click Launch Zoom Workplace app.

Sign in with SSO

Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Zoom Workplace app** below
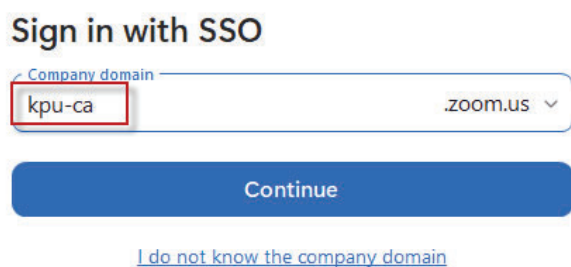
By launching Zoom Workplace app, you agree to our Terms of Service and Privacy Statement

[Launch Zoom Workplace app]

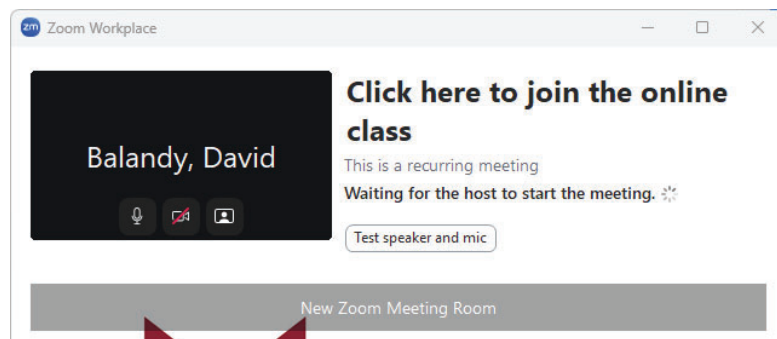8. Confirm by clicking Open Zoom Meetings.

Open Zoom Meetings?

https://kpu-ca.zoom.us wants to open this application.

☐ Always allow kpu-ca.zoom.us to open links of this type in the associated app

[Open Zoom Meetings] (Cancel)

9. You will either be directed to the session or land in the waiting room if your instructor has set one up.

zm Zoom Workplace   — ☐ ✕

Balandy, David

🎤 📷 🖼

Click here to join the online class

This is a recurring meeting

Waiting for the host to start the meeting.

[Test speaker and mic]

New Zoom Meeting Room

Engaging in a Zoom Session

There are a number of ways to engage with your classmates and instructors during a zoom session. Here are some of the ways that you can do that!

At the bottom of your zoom session there is a menu that you can access to view all of the tools to interact with your zoom session.
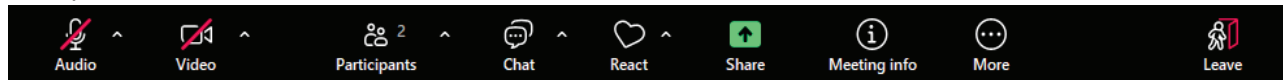

Muting and Unmuting your microphone

1. On the left side of the menu, you can see an audio icon that looks like a microphone. Click on the Audio button to mute or unmute your microphone.

2. Click the arrow to the right of the Audio button to adjust your settings such as selecting the right microphone if you have more than one or selecting the right speakers such as headphones.
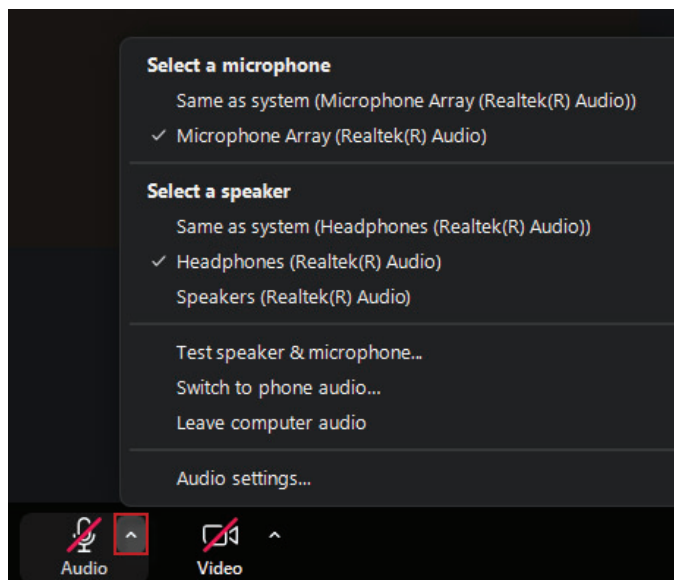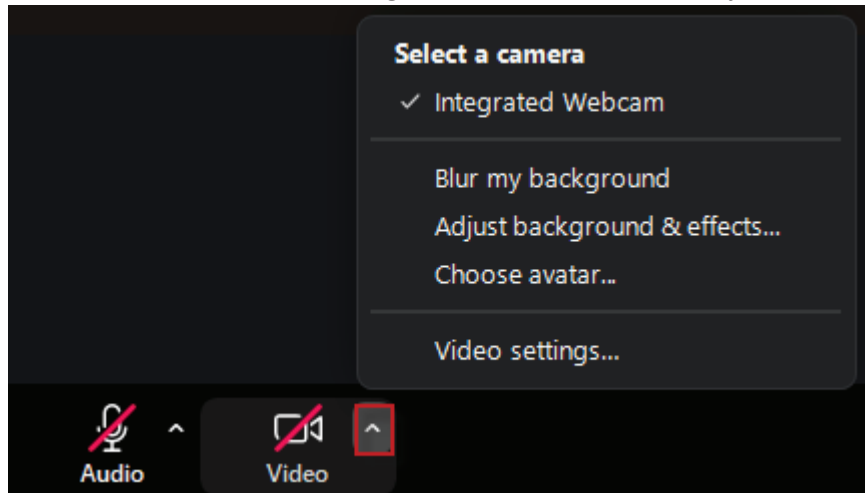

Turning on and off your camera

1. Next to the Audio button is the Video button that looks like a camera icon. Click on that to turn on or off your camera.
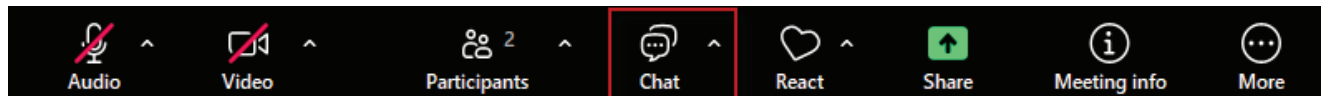

2. Click the arrow to the right of the video button to adjust the camera settings.
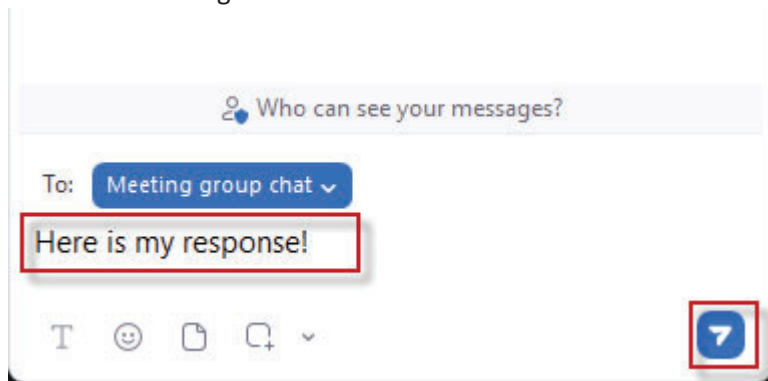

Using the chat and replying to messages

1. From the menu click the chat button.

2. To type into the chat, use the text box at the bottom of the chat window and click the arrow button on the bottom right to send.

3. To reply to your classmate or instructor, click the reply button underneath their message. A text box will appear underneath their message after typing in your reply click the arrow button to send.
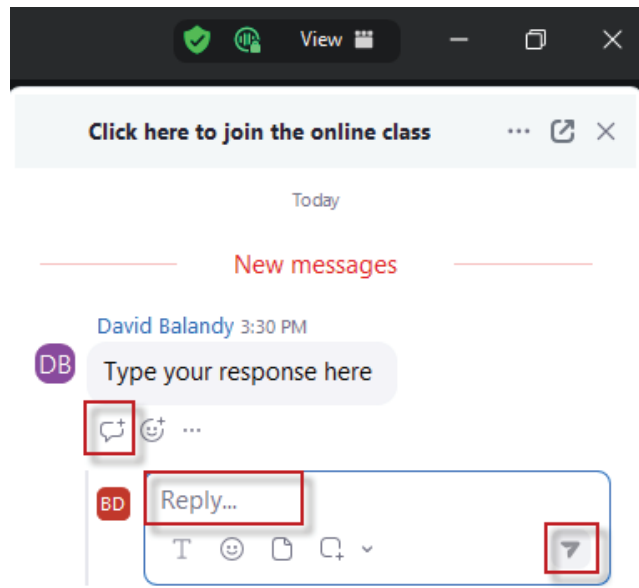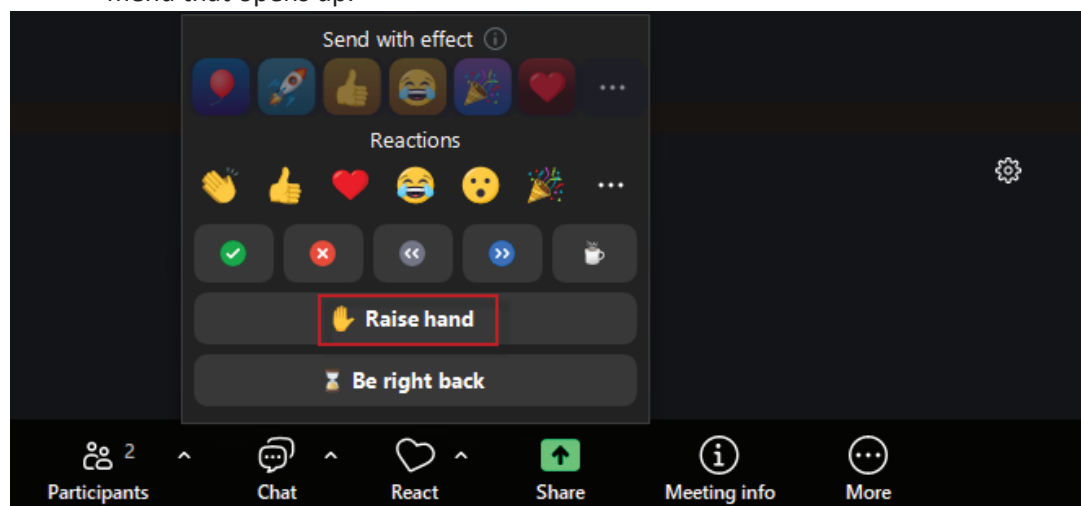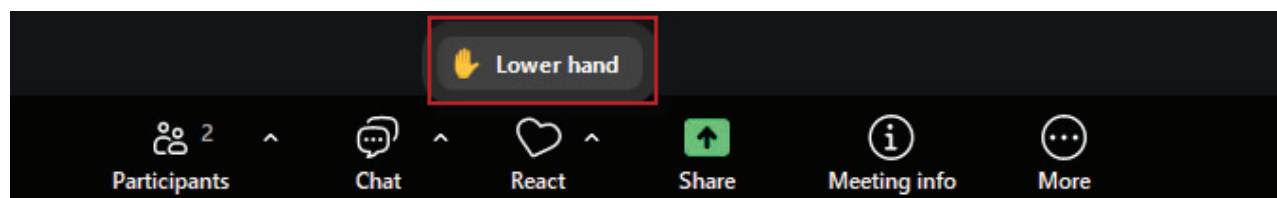
Reacting and Raising your Hand

1. Click the react button to open a menu with several options for reacting.

2. To send a thumbs up or raise your hand and many other reactions, click on the button from the menu that opens up.

3. When you are done, you can lower your hand by clicking the lower hand button that is open at the bottom of your screen.
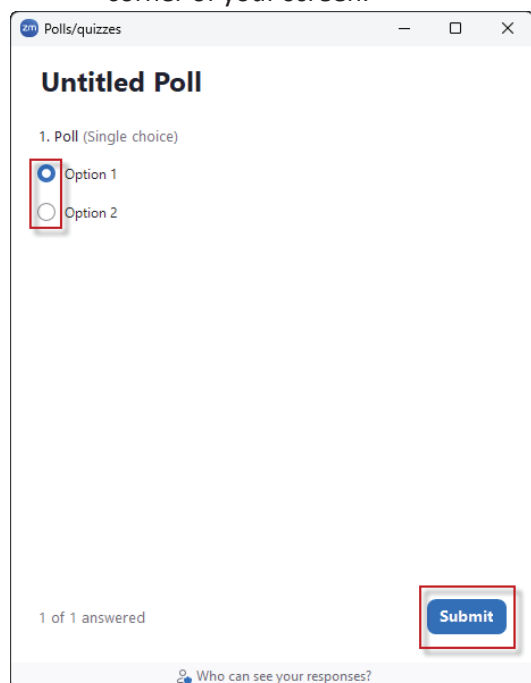
Responding to Polls and Quizzes

1. When your instructor creates a poll or a quiz, a window will pop up. If that does not happen, click on More ... from the bottom of your screen and click on Polls from the menu.
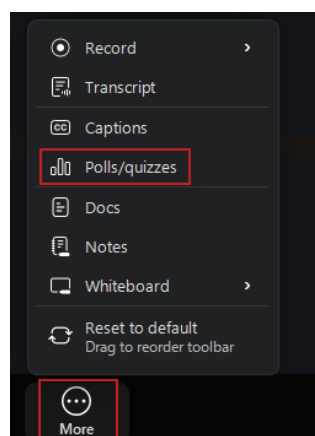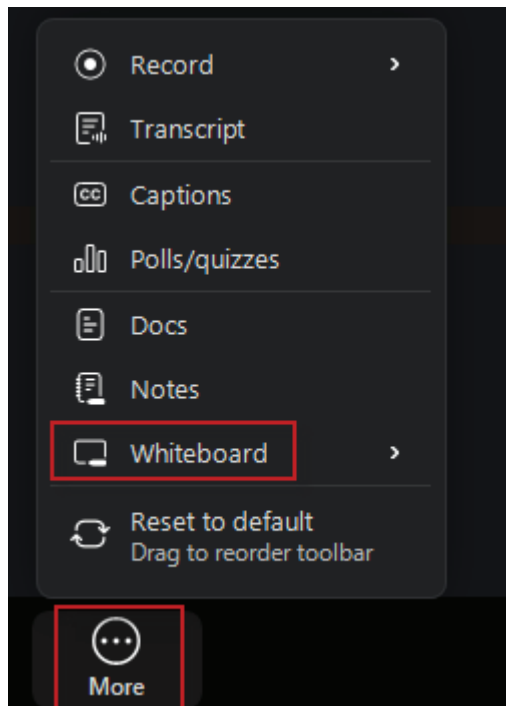

2. In the window that opens, you can answer the questions and click submit from the bottom right corner of your screen.

Accessing Whiteboards in Zoom

1. When your instructor opens a whiteboard, a new tab will open up in your zoom session. You can also access the whiteboard by clicking More ... and selecting whiteboard.

2. Once in the whiteboard, you can use menu on the left to select different tools and interact with the whiteboard.