

Navigating Your Course

Course Layout

Your Moodle course will display in a **2 column view**. The broad column is where most of the course materials and activities are located, organized by Topics, Weeks or Modules. This content column is divided into large squares, or "sections," and can include several different kinds of activities, resources, and links set up by your instructor.

Your course may be set up so that you can open and close sections while you work on them. If you wish to view only the week or section that you are currently working on, you may click the 'Close Section' button (looks like a downward pointing arrow ▼) on the upper left side of the section to close the sections. Then, click the 'Open Section' button to open the section you want to view (this will a left-pointing arrow ▶). There are also 'Open all' and 'Close all' buttons to open and close all sections at once, respectively.

▶ **Open all** ▼ **Close all**

Instructions: Clicking on the section name will show / hide the section.

▼ **Module 1 Introduce yourself / Welcome**



Assignments

Your instructor may require you to upload digital content and/or submit online responses for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips or a typed paragraph response may be required.

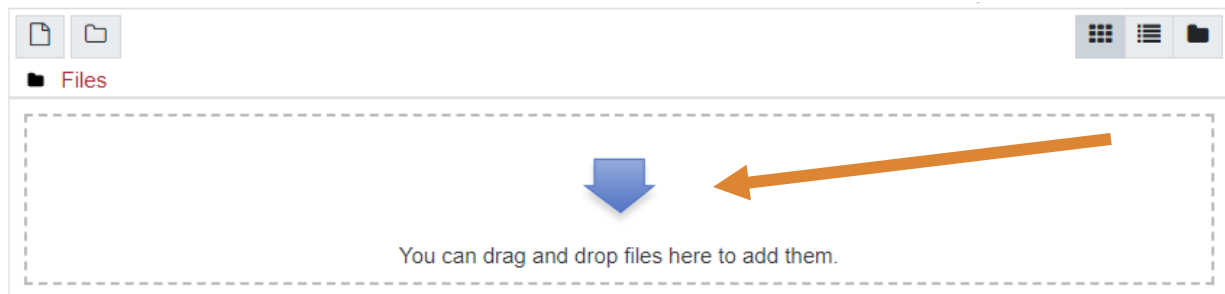
There are three types of assignment submissions:

1. File submissions (students submit a file(s) for assessment)
2. Online text (students can type their responses directly in Moodle)
3. Submission comments (students can type comments to their instructor before submitting an assignment)

When you enter an assignment, you will see the instructor's directions to complete the assignment.

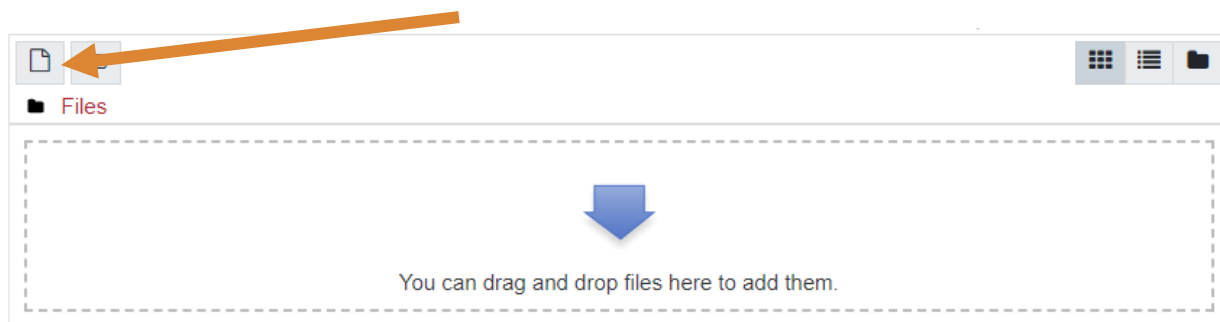
Drag and Drop Method:

1. Find the file on your computer.
2. Click and drag the file into the box with the blue arrow and wait for the file to upload. When the file is successfully uploaded, you will see an icon for it in the File submission box.
3. Click 'Save changes'.

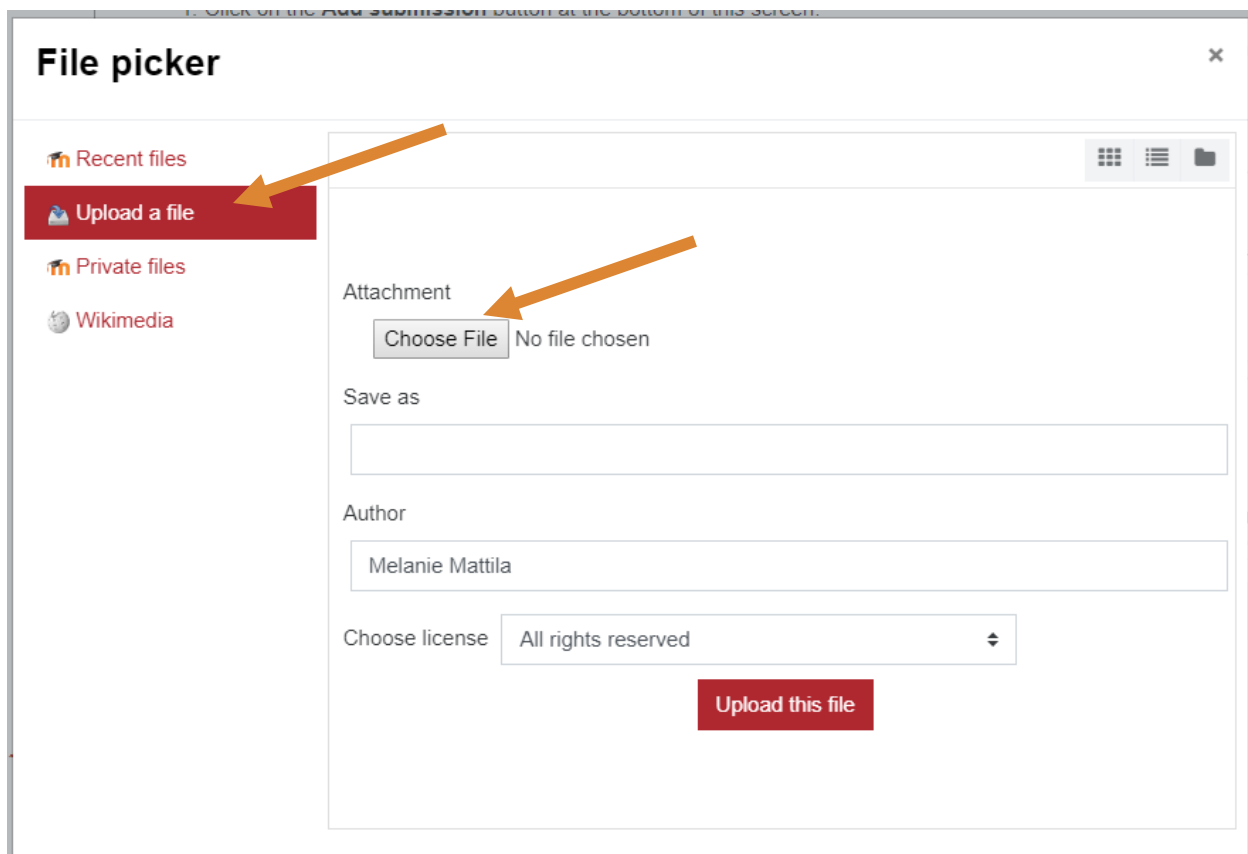


Add Submission Method:

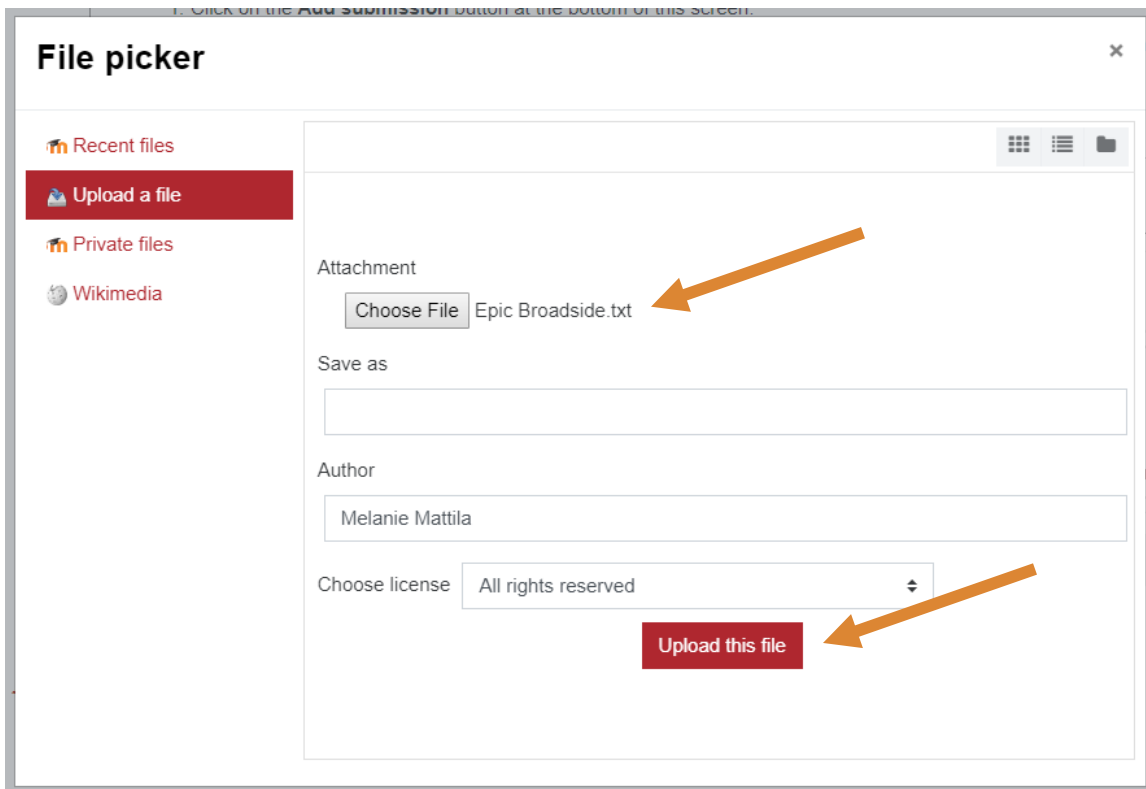
1. Click the 'Add' button to bring up the file upload page.



2. Click on Add and when the File Picker box opens, choose 'Upload a File' and 'Choose File' to select your file(s) from the computer.





3. Once the file name shows beside the 'Choose File' button, click 'Upload this file'.



4. Click 'Save Changes'.

There should now be a Last modified date and the file(s) uploaded will also be displayed.

Submission status

| | |
|---------------------|---|
| Submission status | Submitted for grading |
| Grading status | Not graded |
| Last modified | Thursday, 18 April 2019, 5:31 PM |
| File submissions |  Example powerpoint (1).pptx |
| Submission comments |  Comments (0) |

[Edit submission](#)

You can still make changes to your submission

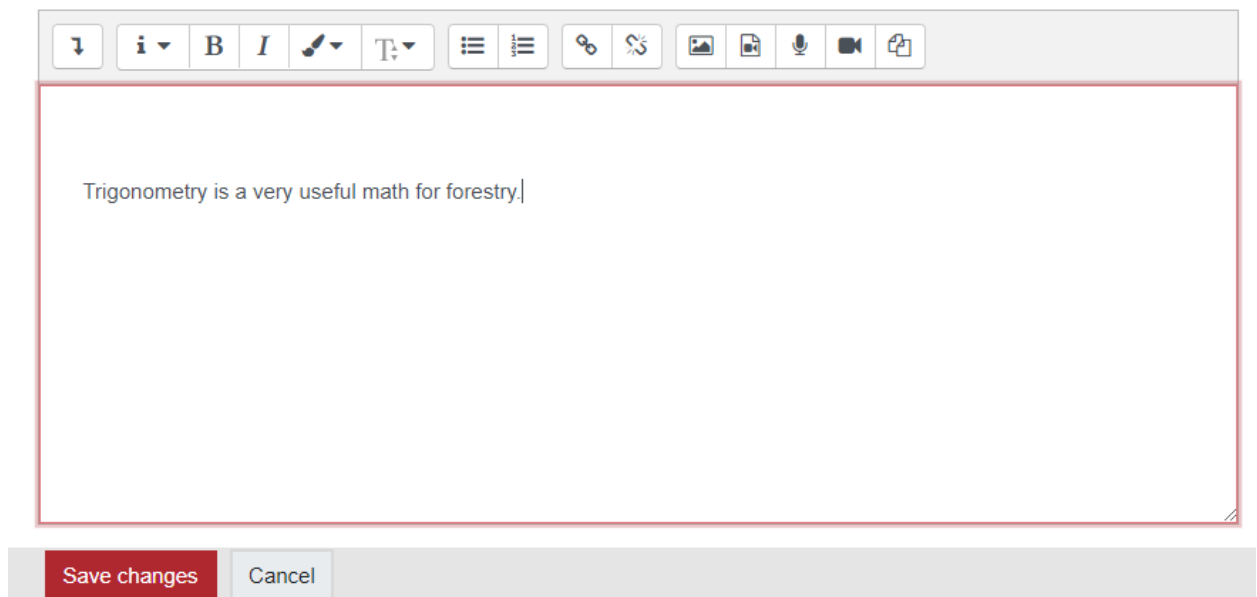
If changes are required, click on 'Edit my submission'.

Once ready to submit, click 'Submit assignment' (if the button is found for this assignment). Note that once the assignment is 'submitted' no further changes are allowed.

Online text

To submit an online text submission, students complete the following steps:

1. Click the 'Add submission' button to bring up the online text editor page:



2. Type the relevant text into the box, or paste from a previously written file. The buttons along the top of the text box offer limited formatting capabilities (eg. Bold, italics)
3. Click 'Save Changes'.

There should now be a Last modified date and the first 100 characters entered will also be displayed.

Submission status

| | |
|---------------------|--|
| Submission status | Submitted for grading |
| Grading status | Not graded |
| Due date | Friday, 19 April 2019, 12:00 AM |
| Time remaining | 6 hours 18 mins |
| Last modified | Thursday, 18 April 2019, 5:41 PM |
| Online text | <p>+</p> <p>Trigonometry is a very useful math for forestry.</p> |
| Submission comments | <p>+ Comments (0)</p> |

Depending on how the assignment is setup the status will either read 'Submitted for grading', in which case no further action is needed, or 'Draft (not submitted)'.

If changes are required, click on 'Edit my submission'.

Once ready to submit, click 'Submit assignment' (if this button is available in your assignment). Note that once the assignment is 'submitted' no further changes are allowed.

Submission comments

Depending on how the assignment has been setup, you may be able to leave submission comments to provide any additional information about your submission to your instructor.

Submission comments

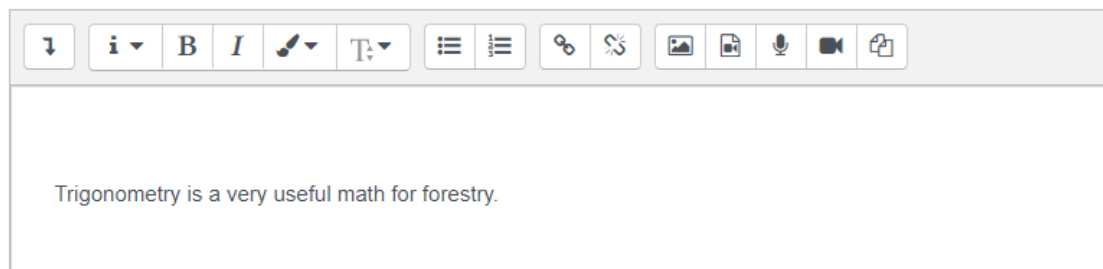
+ Comments (0)

Save comment | Cancel

Please Note: Your instructor may require you to accept a statement saying that the work you submitted is your own, and that you have acknowledged the works of other people if you used them. In this case, you will see a submission statement after you have clicked the 'Submit assignment' button. If you agree with the statement that the work you are submitting is your own and you've acknowledged the work of others, click the checkbox and 'Save changes' button.

This assignment is my own work, except where I have acknowledged the use of the works of other people.

- Required



The screenshot shows a Moodle submission form. At the top is a toolbar with icons for undo, redo, bold (B), italic (I), text color, text background color, bulleted list, numbered list, link, unlink, insert image, insert file, insert audio, insert video, and insert link. Below the toolbar is a text area containing the text: "Trigonometry is a very useful math for forestry."

Forums

Forums are online discussion boards that allow for interaction amongst students, instructors, and others involved in this course. Your instructor may make participation in these forums part of your grade. **Instructions on how to participate in a Forum will be found within the first Forum.**



Forum Icon – Forums in Moodle are indicated with the 'speech bubble' icon.

Forum Definitions:

- **Post** – any message within the forum, including the discussion topic and any replies.
- **Subject** – the title of a post.
- **Thread** – A string of replies (or replies of replies) to an original post.
- **Topic** – The subject of the original post of a thread.

Quizzes



Quiz icon – Quizzes in Moodle are indicated with a 'page and red check mark' icon.

Once you enter a quiz, you will see instructions provided by your instructor, the attempts allowed, the date and time the quiz is available, and when the quiz will close. To begin the quiz, select the **Attempt quiz now** button. If the quiz allows for multiple attempts and you have made an attempt, the button will read **Reattempt quiz**. If the quiz only allows a single attempt, a window will appear asking if you wish to continue.

Unit 1 Radicals Exam

You have 15 minutes and 2 attempts on this quiz.

Grading method: Highest grade

Attempt quiz now



Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review.

Question 1
Not yet answered
Marked out of 4.00
Flag question

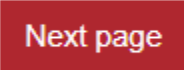
Drag and drop the names of the eastern and central provinces of Canada onto the map.

Quiz navigation
1 2
Finish attempt ...

Quizzes can have multiple pages. Click the **Next** button located directly under the last question to move to the next page. Clicking **Next** on the final page of the quiz will conclude the quiz.

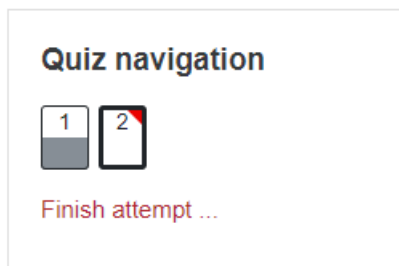
'Next' Button:

- Clicking the "Next" button will bring up the next page of the quiz.
- Clicking "Next" on the last page is the equivalent of clicking "Finish attempt".

A red rectangular button with the text "Next page" in white.

Quiz Navigation:

Moodle quizzes have a navigation window located on your right hand side of the page. A grey background indicates an answered question. The red corner indicates flagged questions. You can click on the numbers to jump to those questions. When you have completed the quiz, select **Finish attempt**.



- Grey background indicates an answered question.
- Red corner indicates a flagged question.
- Click on a number to jump to that question.
- When quiz is completed click "Finish attempt".

Quiz Summary:

Once you have finished the quiz, a summary page will appear. The question status box will inform you of questions answered, not answered, and flagged. Click on a question number to jump directly to that question. Select the **Submit all and finish** button to conclude the quiz.

Summary of attempt

| Question | Status |
|----------|------------------|
| 1 | Answer saved |
| 2 ▼ | Not yet answered |

[Return to attempt](#)

[Submit all and finish](#)

- Before ending your quiz you will see a summary of each question status.
- Click on a question number to jump directly to that question.
- Flagged questions are indicated.
- Questions will be marked as either answered or unanswered.
- Clicking "Submit all and finish" will end your attempt. A prompt will appear to confirm. Once accepted it cannot be reversed.