



**UGANDA CHRISTIAN
UNIVERSITY**

A Centre of Excellence in the Heart of Africa



Moodle Student Manual

Date:

April 19, 2018

Prepared by:

Department of Teaching & Learning, eLearning Section



Moodle, or **Modular Object-Oriented Dynamic Learning Environment**, is an online Learning Management System (LMS).

This document will assist you in using Moodle, Uganda Christian University Learning Management System. If you cannot find what you're looking for or require additional support please contact elearning@ucu.ac.ug

Table of Contents

System Setup.....	4
Browsers.....	4
Other Applications	4
Technical Support.....	4
Logging in to Moodle.....	5
Navigating Moodle.....	6
1. Breadcrumbs	6
2. Navigation block	6
Dashboard	7
Preferences	8
User	8
Edit Profile.....	9
Forum Preferences.....	10
Navigating Your Course.....	11
Course Layout.....	11
Grade Book	12
Assignments.....	13
File submission.....	13
Online text	15
Submission comments.....	16
Forums.....	18
Forum Types.....	18
Forum Definitions:.....	18
Forum Etiquette	19
Quizzes.....	20
'Next' Button:	21
Quiz Navigation:.....	22

Quiz Summary:	22
Blackboard Collaborate	23
Frequently Asked Questions (FAQ).....	24
How do I check for Other Applications on my computer?	24
To check if you have Adobe Flash and Java.....	24
To check if you have Adobe Reader and Windows Media player.....	26
If you are having trouble uploading your assignment	27
The video or the PowerPoint won't open on my handheld device.....	27
I am using the Moodle App and nothing is working	27
How can I read the .zip file my teacher put on the page.....	27
I don't know my password for Moodle.....	28

System Setup

Browsers

Before logging into Moodle, you will need to make sure you have the right browser. Recommended browsers when using Moodle include:

- [Google Chrome](#)
- [Firefox](#)

Other Applications

In order to view some files, media or other items that may be available in your course, you may need some of the following software:

- Adobe Flash
- Windows Media Player
- Java
- Adobe Reader

For more details on how to check for these, please look at the Frequently Asked Questions (FAQ) section.

Technical Support

If you have any problems while using Moodle or other applications such as web conferencing tools please contact the eLearning Centre

Contact Information

Room 310, Hamu Mukasa Library

3rd Floor, eLearning Centre

Uganda Christian University, P.O.Box 4, Mukono,
Uganda

Phone: +256(0)31 235 0826/815/816

E-mail: elearning@ucu.ac.ug

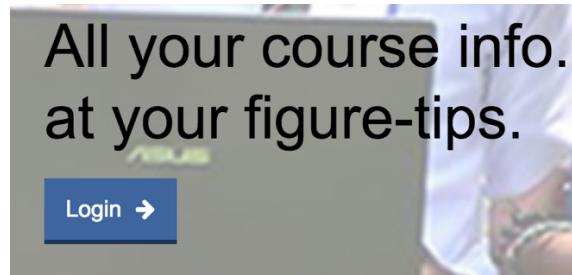
Hours:

Monday to Friday 8:30 AM to 5:00 PM

Logging in to Moodle

The Uganda Christian University eLearning Platform address is <https://elearning.ucu.ac.ug>

When the page loads, click on the ‘Log in’ (white) link on the right-hand side of the page, or click on **Login** located at the center right corner.



You will then need to **Log in with the following details:**

Username: Access_number@students.ucu.ac.ug (where Access number is the student's access number)

Password: Password submitted during registration for university Wi-Fi

Login into your account

Username Password

Username Password LOG IN

[Forgotten your username or password?](#) ☐ Remember username

LOG IN AS A GUEST

Is this your first time here?

For Students:
Use your UCU email address in the format ACCESS@students.ucu.ac.ug and the password you selected during laptop registration. (ACCESS = your Access Number)

For Staff:
Use your UCU email address and password

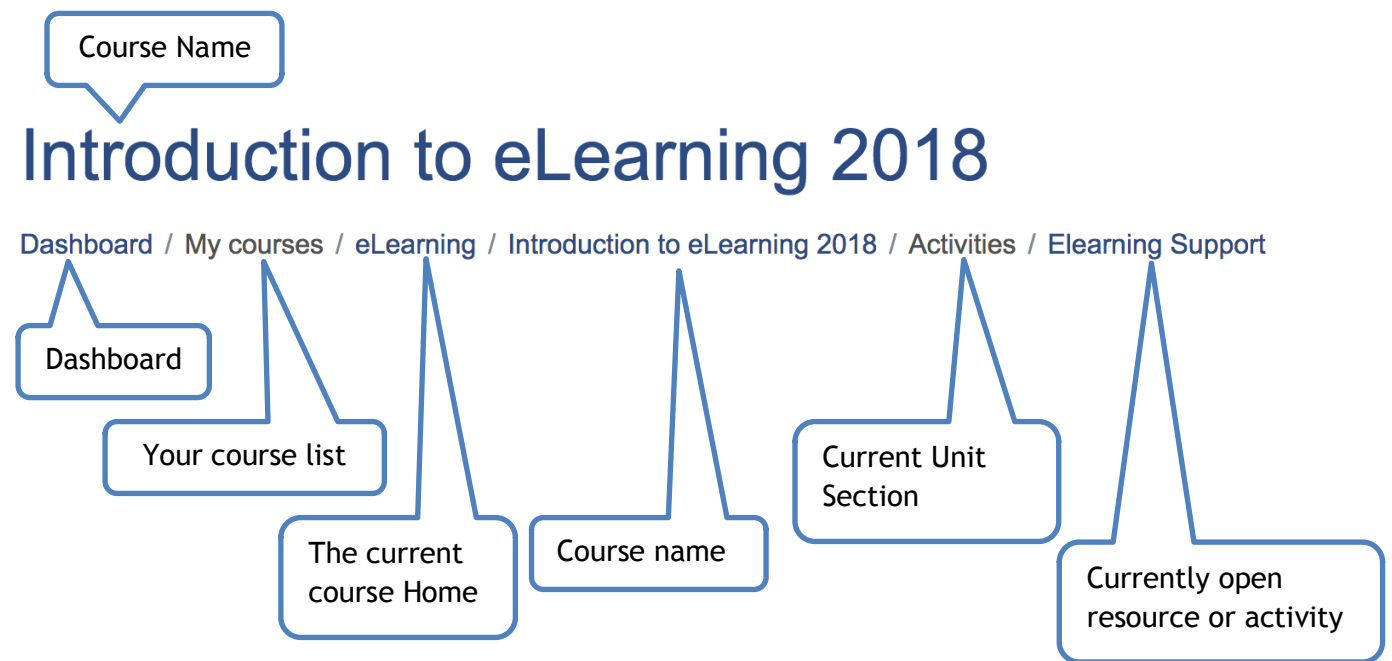
If you experience any difficulties logging in, please contact eLearning Center using the contact information provided on the previous page.

Navigating Moodle

There are 2 ways to move to the different parts of Moodle.

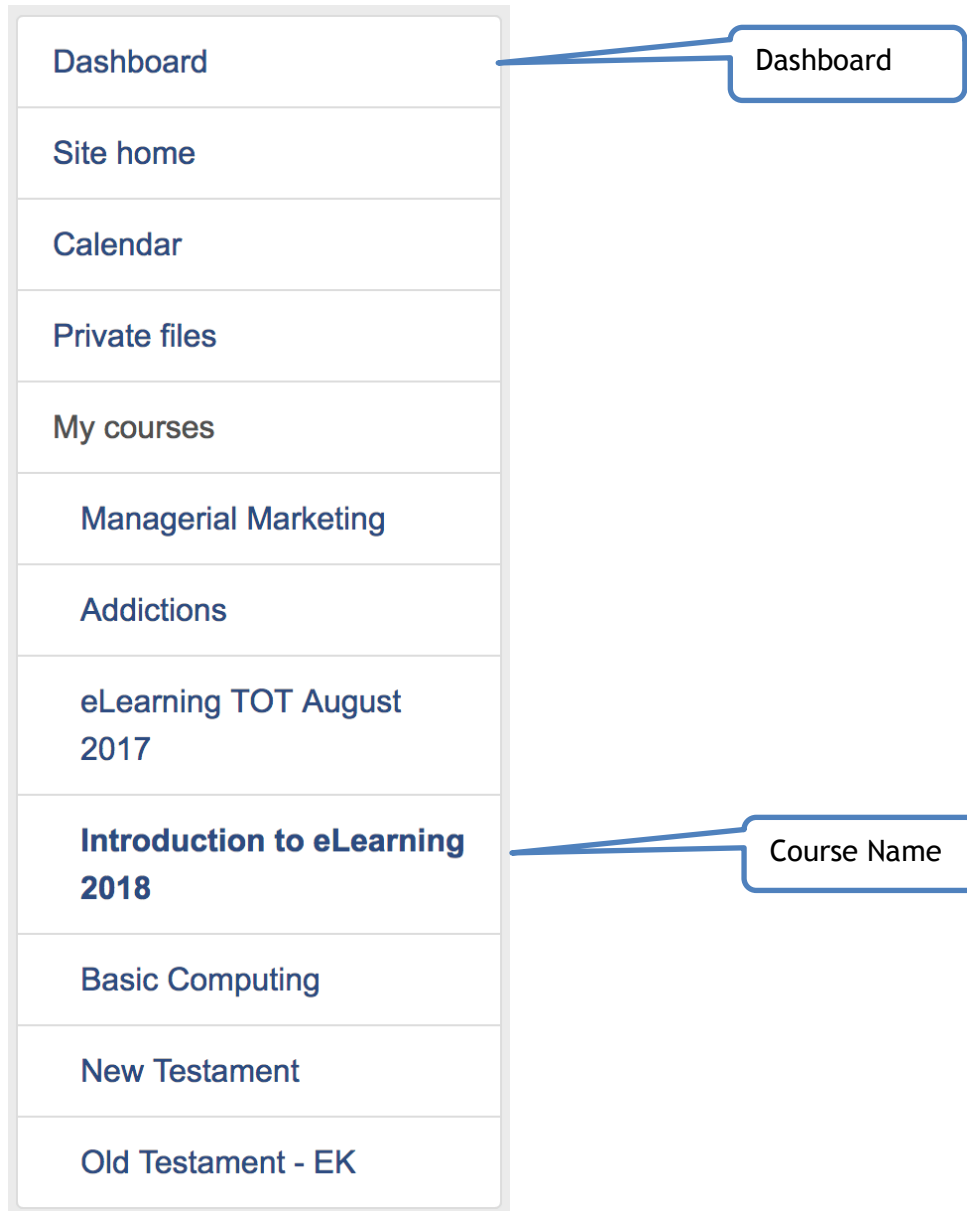
1. Breadcrumbs

One method to navigate within Moodle is to use "Breadcrumbs". Breadcrumbs are at the top of every page and tell you where you are in a course, and how you got there. For example:



2. Navigation block

You can also navigate within Moodle by using the Navigation block on the left side of the screen:



Dashboard

Once you have logged in, you will be directed to your dashboard.

The screenshot displays the UCU eLearning Platform dashboard for the user Byamukama Mark Maliko. The interface includes a top navigation bar with links to UCU Website, UCU Library, MIT Open Courseware, and eLearning Training. A left sidebar provides quick access to various dashboard features like Site home, Calendar, Private files, and My courses. The main content area is titled 'Course Overview' and shows a grid of course progress cards, each with a 0% completion indicator. The courses listed are Managerial Marketing, Addictions, eLearning TOT August 2017, Introduction to eLearning 2018, Basic Computing, and New Testament. A right sidebar offers links to UCU EResources, Private Files (currently empty), and a Calendar for April 2018.

Dashboard

- Site home
- Calendar
- Private files
- My courses
- Managerial Marketing
- Addictions
- eLearning TOT August 2017
- Introduction to eLearning 2018
- Basic Computing
- New Testament
- Old Testament - EK

UCU Website **UCU Library** **MIT Open Courseware** **eLearning Training**

Byamukama Mark Maliko [CUSTOMISE THIS PAGE](#)

Course Overview

Timeline Courses

IN PROGRESS FUTURE PAST

Course	Progress
Managerial Marketing	0%
Addictions	0%
eLearning TOT August 2017	0%
Introduction to eLearning 2018	0%
Basic Computing	0%
New Testament	0%

UCU EResources

- The Essential Electronic Agricultural Library (TEEAL)
- eJournals and Online Databases
- Open Discovery System (Libhub)
- MRPP eCases
- UCU ejournals
- UCU Institutional Digital Repository
- eBooks

Private Files

No files available

[Manage private files...](#)

Calendar

April 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

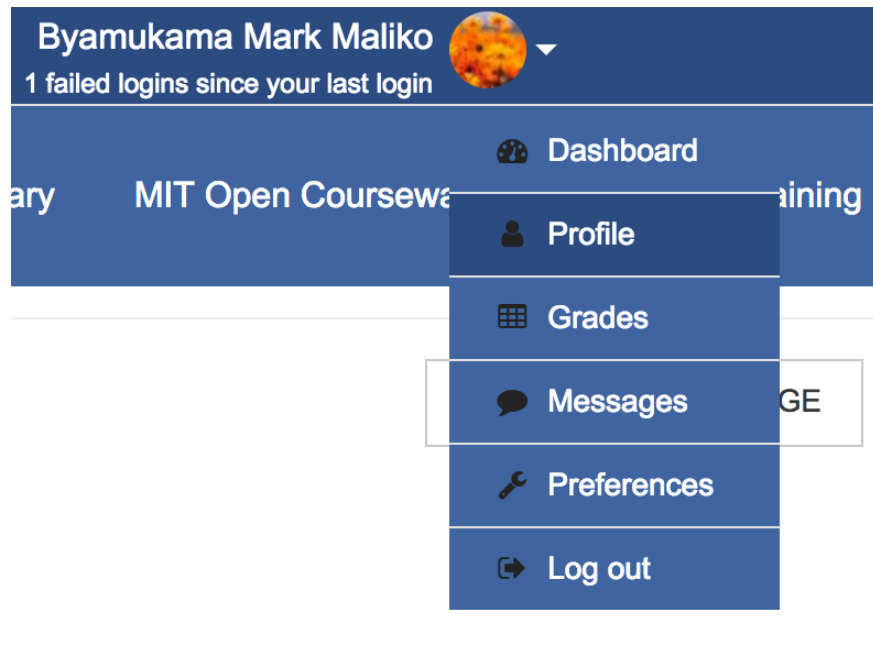
Course Overview - This block shows a list of all your available Moodle courses and the most recent course updates.

Navigation - This block includes quick links to your home page, your profile, and your courses.

UCU E-Resources - This block includes a list of important and helpful Uganda Christian University

Preferences

Preferences can be accessed from the 'User menu' on the top right of the Links bar. There you can edit your profile and change preferences.



User

Selecting 'User' from the User menu will open the Preferences menu.

User details	Edit profile	Miscellaneous
Country Uganda		Blog entries
City/town Mukono		Forum posts
		Forum discussions
		Learning plans

Edit Profile

You can customize your profile and some Moodle settings using the Edit Profile under My Profile Settings in the Administration block. As your profile will be public within Moodle, please keep your profile content appropriate.

Byamukama Mark Maliko

► Expand all

General

First name

Byamukama

Surname

Mark Maliko

Email address

a61098@students.ucu.ac.ug

Email display

Allow only other course m...

City/town

Mukono

Select a country

Uganda

Timezone

Africa/Kampala

Preferred theme

Default

Description

?

Moodle auto-format

The Description box is used to tell us about yourself! Keep in mind that text in this box will be shown to everyone, so please keep it appropriate.

▼ User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture



☐ Delete picture

New picture



Maximum size for new files: 8MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Picture description

You can upload a Picture of yourself using this box. You can drag the file into the box with the blue arrow, or click the Add button to find the file and upload it.

▼ Interests

List of interests



× Studying

× Learning

× music

Enter tags...

You can list your interests here. They will show on your profile as tags.

▼ Optional





Web page	<input type="text"/>
ICQ number	<input type="text"/>
Skype ID	<input type="text" value="mcmaliko"/>
AIM ID	<input type="text"/>
Yahoo ID	<input type="text"/>
MSN ID	<input type="text"/>
ID number	<input type="text" value="a61098"/>
Institution	<input type="text" value="UCU Mukono"/>
Department	<input type="text"/>
Phone	<input type="text" value="123456789"/>
Mobile phone	<input type="text"/>
Address	<input type="text"/>

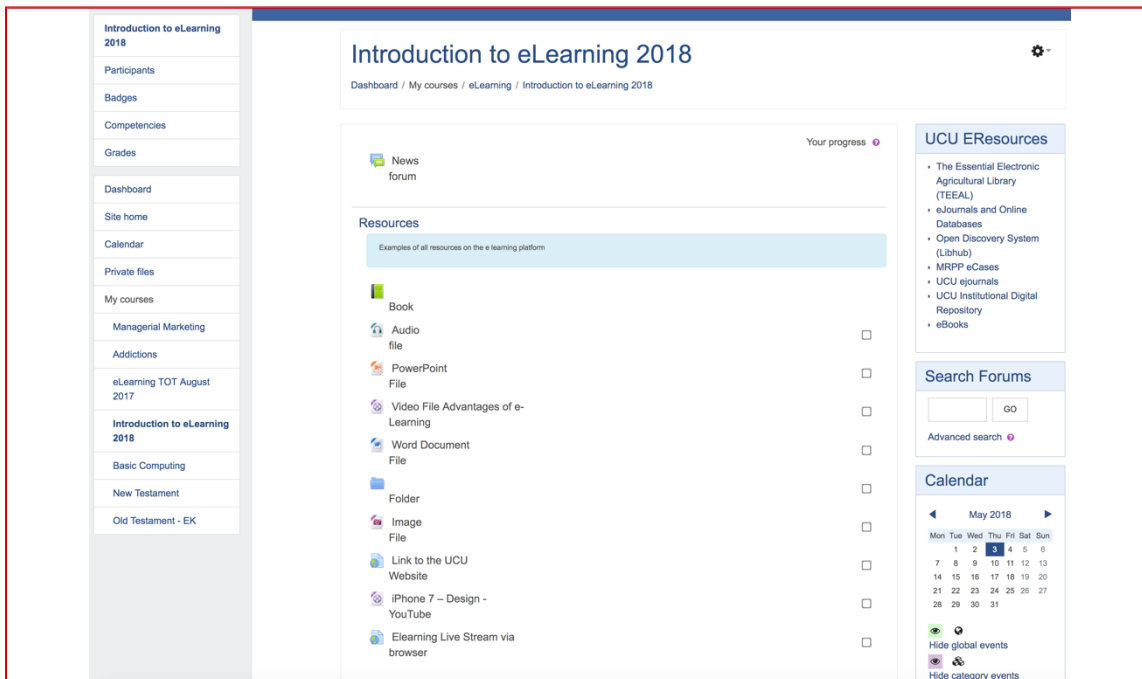
If you want to list other contact information, you can enter it here. This is completely optional.

UPDATE PROFILE

Course Layout

Your Moodle course will display in a **3-column view**. The broad center 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 all' button (looks like a minus sign  or a downward pointing arrow , depending on the course) on the upper right side of the section to close the sections. Then, click the 'Open Section' button to open the section you want to view (this will look like a plus sign  or a right-facing arrow , depending on the course).



The screenshot displays a Moodle course interface for 'Introduction to eLearning 2018'. On the left is a vertical sidebar menu with links: Introduction to eLearning 2018, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, Private files, My courses, Managerial Marketing, Addictions, eLearning TOT August 2017, Introduction to eLearning 2018 (highlighted), Basic Computing, New Testament, and Old Testament - EK. The main content area is titled 'Introduction to eLearning 2018' and includes a breadcrumb trail: Dashboard / My courses / eLearning / Introduction to eLearning 2018. Below the title is a 'News forum' section. The 'Resources' section, titled 'Examples of all resources on the e learning platform', lists various items with checkboxes: Book, Audio file, PowerPoint File, Video File Advantages of e-Learning, Word Document File, Folder, Image File, Link to the UCU Website, iPhone 7 -- Design - YouTube, and eLearning Live Stream via browser. To the right of the resources are three widgets: 'UCU EResources' with a list of links (The Essential Electronic Agricultural Library (TEAL), eJournals and Online Databases, Open Discovery System (Libhub), MRPP eCases, UCU ejournals, UCU Institutional Digital Repository, eBooks), 'Search Forums' with a search box and 'GO' button, and a 'Calendar' for May 2018 showing dates 1 through 31. At the bottom of the calendar are links for 'Hide global events' and 'Hide category events'.

Grade Book

If your instructor uses the Grade Book feature, you will be able to view your grades by selecting Grades, located in the Administration Block.



Byamukama Mark Maliko

[Dashboard](#) / [Grades](#) / [IEL](#) / [User report](#)

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Introduction to eLearning 2018						
Activity Assignment Questions	0.00 % (Empty)	-	0–100	-		0.0 %
What are the advantages of eLearning?	0.00 % (Empty)	-	0–20	-		0.0 %
Quiz	0.00 % (Empty)	-	0–10	-		0.0 %
Course total Simple weighted mean of grades.	-	-	0–100	-		-

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.

File submission

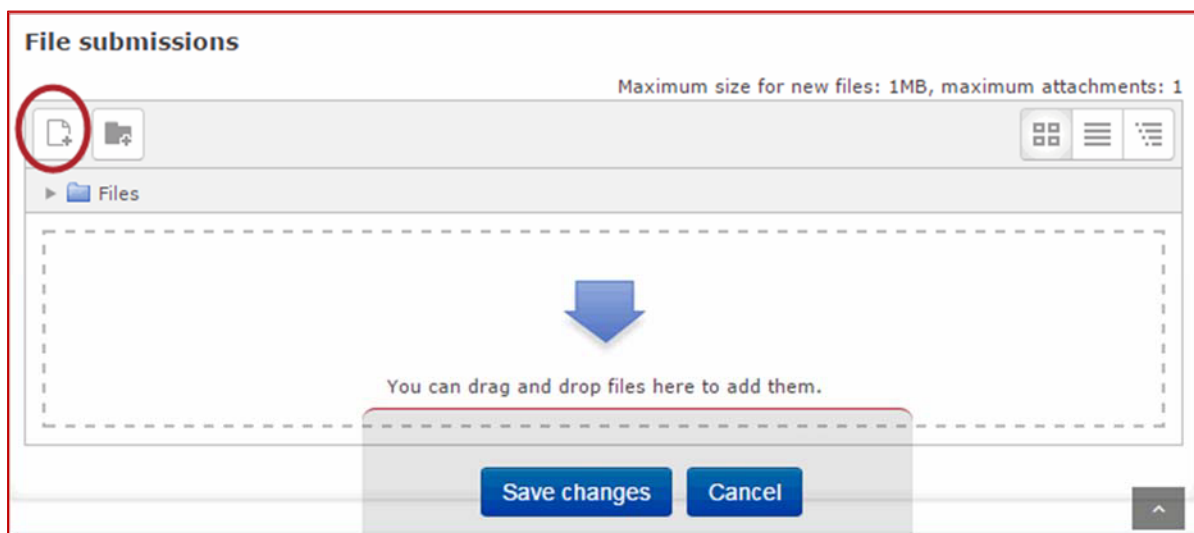
There are two ways you can submit a file. To submit a file, complete the following steps:

Drag and Drop Method:

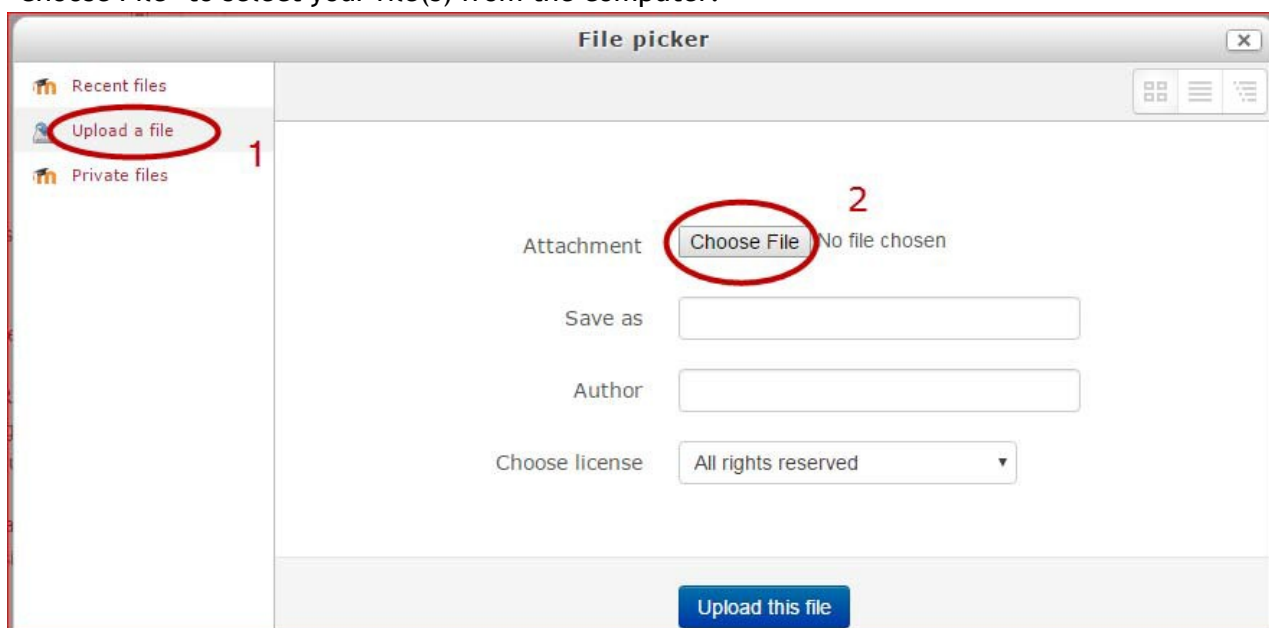
1. Find the file on your computer.
2. Click and drag the file into the box with the blue arrow and wait for the file to upload. When the file is successfully uploaded, you will see an icon for it in the File submission box.
3. Click 'Save changes'.

Add Submission Method:

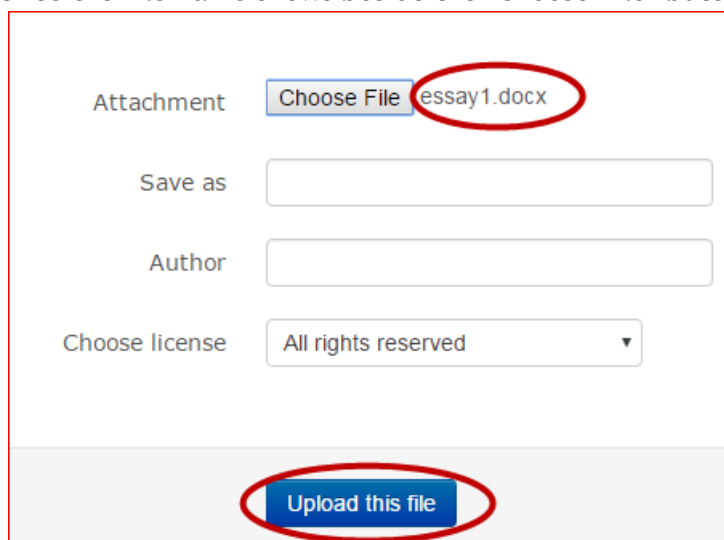
1. Click the 'Add' button to bring up the file upload page.



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	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 24 April 2015, 6:28 PM
File submissions	Moodle First Time Users.docx
Submission comments	Comments (0)

[Edit submission](#)
 Make changes to your submission
[Submit assignment](#)

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

Once ready to submit, click 'Submit 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:

Online text

Trigonometry is a very useful math for a lot of industries. In the forestry industry, for example, we can use trigonometry to figure out the heights of trees with out even having to climb them! |

[Save changes](#)
[Cancel](#)

2. Type the relevant text into the box, or paste from a previously written file.

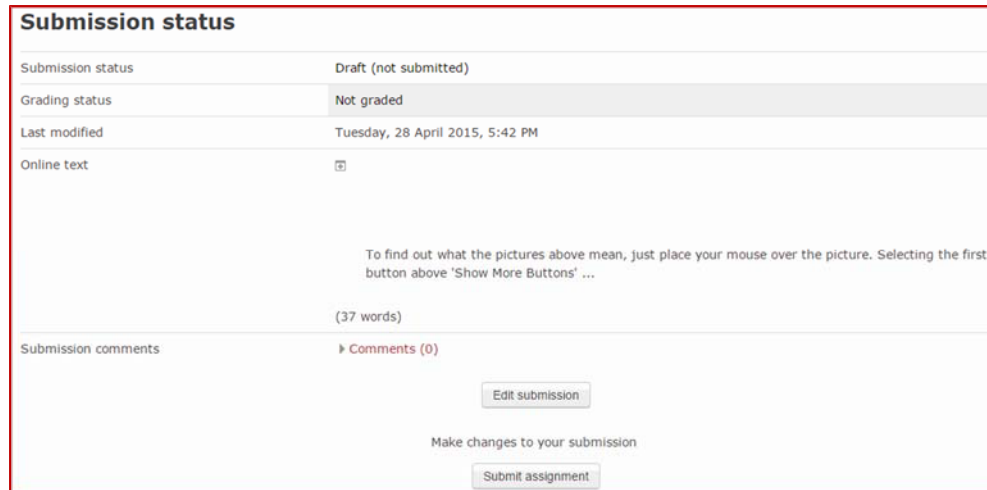
Online text

[Show more buttons](#)


To find out what the pictures above mean, just place your mouse over the picture. Selecting the first button above 'Show More Buttons' will open up more options for editing your work, such as inserting a picture.

3. Click 'Save Changes'.

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



The screenshot shows a 'Submission status' section with a table-like layout. The first row shows 'Submission status' as 'Draft (not submitted)'. The second row shows 'Grading status' as 'Not graded'. The third row shows 'Last modified' as 'Tuesday, 28 April 2015, 5:42 PM'. Below this is a text area for 'Online text' with a small icon and a word count of '(37 words)'. At the bottom, there is a 'Submission comments' section with a link to 'Comments (0)'. Below the comments section are two buttons: 'Edit submission' and 'Submit assignment'.

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, 28 April 2015, 5:42 PM
Online text	 To find out what the pictures above mean, just place your mouse over the picture. Selecting the first button above 'Show More Buttons' ... (37 words)
Submission comments	Comments (0)

[Edit submission](#)

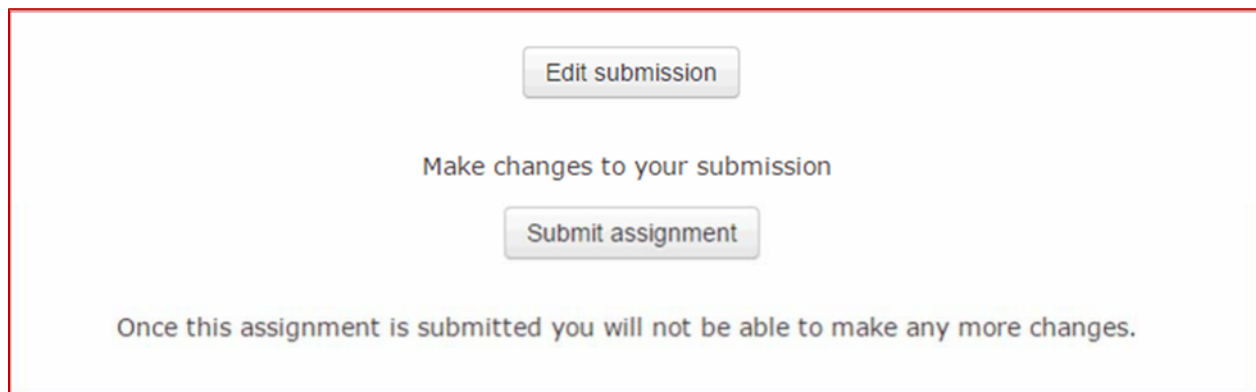
Make changes to your submission

[Submit assignment](#)

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

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

Once ready to submit, click 'Submit assignment'. Note that once the assignment is 'submitted' no further changes are allowed.



This screenshot shows a close-up of the submission interface. It features two buttons: 'Edit submission' and 'Submit assignment'. Below the buttons is the text 'Make changes to your submission'. At the bottom, a warning message states: 'Once this assignment is submitted you will not be able to make any more changes.'

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

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.

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.



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

Forum Types

- **Single simple discussion** - This type of forum is a single topic. The topic and replies are all kept on one page, making this useful for short, focused discussions.
- **Standard forum for general use** - This is an open forum where anyone (student or instructor) can start a new topic at any time.
- **Each person posts one discussion** - In this forum, each person can only post one discussion topic. Participants are free to reply to any topics posted.
- **Q and A forum** - In order to view and reply to postings made by others, students are required to post their own perspectives. Once posted, students can view and reply to postings that other students have made.

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.

Moodle Technical Questions and Help Forum

Post questions that you may have about [Moodle](#) (this website).

[Add a new discussion topic](#)

Discussion

Started by

How do I submit an assignment?



Kathy Zarft

Clicking the Forum Icon will bring you to this page, containing instructions from your instructor and any topics posted.

- Click the subject of a topic to go to that discussion.
- Click the 'Add a new discussion topic' button to post a new topic.



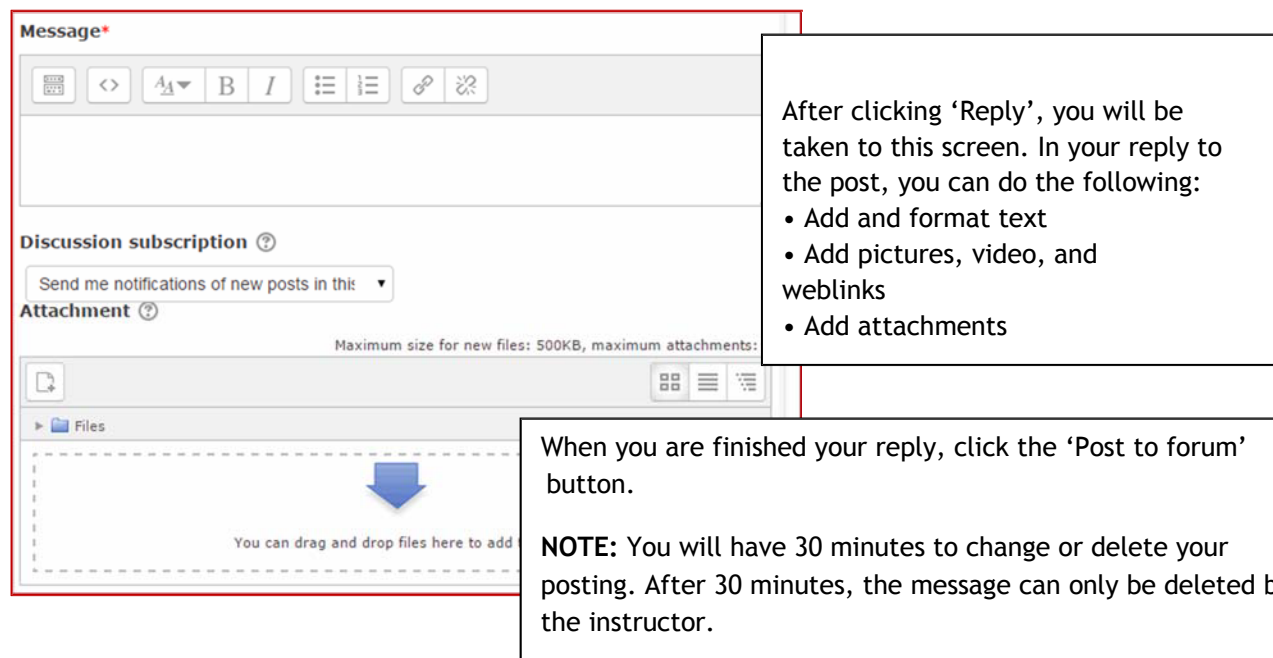
How do I submit an assignment?

by Kathy Zarft - Tuesday, 28 April 2015, 6:11 PM

This is a discussion within a forum.

- To reply to a discussion, click 'Reply' on the far right of the posting.

[Edit](#) | [Delete](#) | [Reply](#)



Message*

After clicking 'Reply', you will be taken to this screen. In your reply to the post, you can do the following:

- Add and format text
- Add pictures, video, and weblinks
- Add attachments

Discussion subscription ?

Send me notifications of new posts in this: ▾

Attachment ?

Maximum size for new files: 500KB, maximum attachments:

Files

You can drag and drop files here to add

When you are finished your reply, click the 'Post to forum' button.

NOTE: You will have 30 minutes to change or delete your posting. After 30 minutes, the message can only be deleted by the instructor.

Forum Etiquette

To keep our online community safe and welcoming, it is important to follow a few guidelines when posting within the course forums:

Be nice

- No 'flaming' - in other words, avoid personal attacks, pettiness, abuse. Respect other users, and if you disagree with them, explain why.
- No 'trolling' - trolls are posts deliberately designed to provoke an angry response. That doesn't mean you can't be controversial, if you really mean it.
- No personal disputes - if it gets personal, take it offline.
- Avoid typing in ALL CAPS, which is considered shouting or yelling.
- Learn to let go - don't keep harping on about the same thing.
- If someone else's post offends you, don't immediately fight back online. Consider whether they really meant to cause offence. It can be easy to sound rude without meaning to, but if you really are troubled by the post, don't respond - take it to your teacher instead.

Be effective

- Post in the most appropriate forum.
- Stay on topic - try to focus on the original topic. In particular, don't change subject in the middle of an existing thread - start a new topic.
- Conversely, don't start a new topic if your post relates to an existing one - reply to the existing thread.
- When starting a new topic, make the subject line clear and informative.

© 2011 London School of Economics & Political Science.

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

Unit 1 Radicals Exam

Attempts allowed: 1

Time limit: 1 hour 30 mins

Attempt quiz now

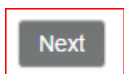
It is a good idea to try logging into Moodle the day before any test just to be sure your login works.



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.

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.

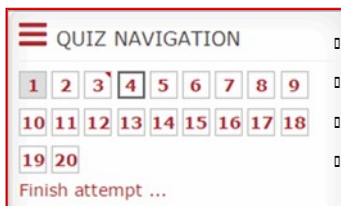
'Next' Button:



- 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".

Moodle quizzes have a navigation window located on your left 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**.

Quiz Navigation:



- 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”.

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.

Quiz Summary:

Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered

- 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.