



Moodle Quick Reference Guide for Students

Moodle Course Management System

Moodle address: <http://moodle.hendrix.edu> **Login:** Hendrix Username and password
Other tutorials: <http://bit.ly/moodlemanuals> <http://atomiclearning.com> (search for Moodle 2.0)

Home Page Overview

When you log in to moodle.hendrix.edu, the home page will display. When you enter a course, course activities can be found in the center column. When you scroll up and down, you will see links to these activities. The side columns provide spaces for "blocks". A "people" block provides access to views of people. A "calendar" block provides quick access to upcoming activities. Instructors may design courses with multiple blocks or just a small collection of them. Each instructor can individualize his/her course.

Latest News Block

The Latest News block is a section that notifies students of updates in the current course. This section is directly connected to the news forum and provides updates from the instructor only.

Activities Block

Activities are interactive components of the course, like submitting assignments that will be graded upon completion.

The Activities block lists and allows navigation between the different activities available in your course (Forums, Readings, Handouts, Quizzes, Assignments, and so forth).

Calendar Block

The Calendar shows the current date and any other important dates on the Moodle home page. The current date is outlined. A legend displays at the bottom of the calendar with an events key. Most dates will have an orange box behind them, meaning a reminder for everyone in the course.

Take a Quiz

How to:

1. Click on the quiz.
2. Click **Attempt quiz now**.
3. Follow the instruction for the question. Once your answer is satisfactory, click **Submit**.
4. If there is more than one page of questions, click **Next** to see more questions.

Once *all* the questions have been answered, click **Submit all and finish** to complete the quiz.

Note: Not all faculty use the quiz function.

View Quiz Results

How to:

1. Click on the name of a quiz you have taken.
2. Under the **Attempt** column, click on the number that appears below
3. The quiz will be displayed allowing you to see your responses as well as the answers (IF the instructor has set up the quiz so that you can see quiz results)

Expand/Collapse Topics or Weeks

Courses can be organized by topics or weeks. You can view one topic/week at a time or view them all. When you log in to a course all weeks/topics will be shown. To collapse all except one week or topic, click the icon to the right of a week or topic.

Check Grades

On the left side of the page, under the **Administration** block, click **Grades**.