



**Catholic University of Portugal**

IT Services (DSI)

# Switch Guide

## TWT Course Site to Moodle 2.6

**User's Guidebook - Students**

DSI

October 2014 – V2

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## 1 Aim of this document

This document's main aim is to help Students on the transition from TWT – Course Site to Moodle platform. These are two tools which present some differences, with Moodle presenting many advantages over TWT: more flexibility, collaborative tools such as various types of forums, chats, online quizzes, integration with other external tools such as "YouTube", etc ...

Moodle has already been used as a support tool for teaching along with TWT – Course Area since 2008.

## 2 How to access UCP Moodle

### 2.1 Access through e-SCA

Access can be made through our e-Services to the Academic Citizens (e-SCA), similarly to what was done for the TWT – Course Site, through the link that there is on the list of enrolled courses.



The screenshot shows the 'Serviços ao Cidadão Académico' portal. The user is logged in as 'Aluno de Testes 1'. The 'Inscrições' section displays a table of enrolled courses. A red box highlights the 'Código' and 'Disciplina' columns for the course 'Redes de Computadores'.

Ano Lectivo	Período	Código	Disciplina	Tipo	Turma	ECTS	Ciclo
2005/2006	1º Semestre	591004	Redes de Computadores	Norma	3	1º	
2005/2006	2º Semestre	591003	Informática II	Norma	T2	2	1º
2005/2006	2º Semestre	591000	Técnicas de Informação	Norma	4	1º	

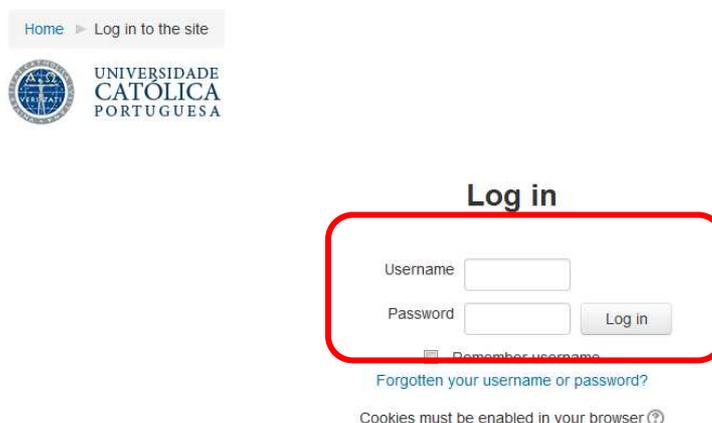
Pic. 1 – Access Moodle through list of enrolled courses

### 2.2 Direct access to Moodle platform

Open a new window on a web browser and type the following address:

<http://moodle.lisboa.ucp.pt> .

To log in, type your username and password (the same you use to access your UCP webmail).



The screenshot shows the Moodle login page. The 'Log in' form is highlighted with a red box. The form includes fields for 'Username' and 'Password', a 'Log in' button, and a 'Remember username' checkbox. Below the form, there are links for 'Forgotten your username or password?' and a note that 'Cookies must be enabled in your browser'.

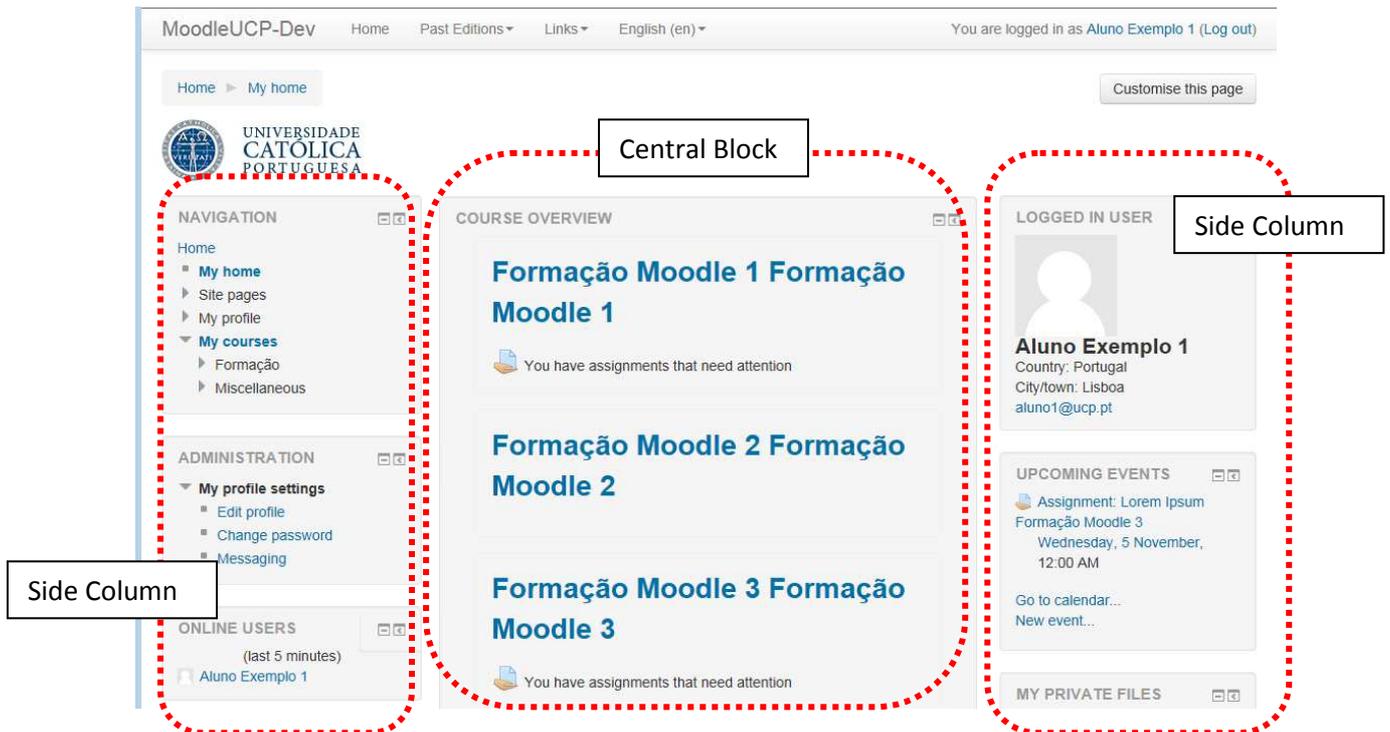
Pic. 2 – Moodle entry page

## 3 Getting started

### 3.1 Moodle main page

After login on, as it was mentioned in 2.1 and 2.2, “myMoodle” is your main page.

On Moodle, the user has 3 areas: 2 side columns and a central block (marked in the picture below).



Pic. 3 – Main page - myMoodle

If the webpage you are seeing doesn't match the above picture, click on “**My home**” or in the “**Home**” menu, placed below the Moodle image:



Pic. 4- Access to home page

At the upper right corner of the screen you can see your user name. Also, this is where you should click to “**Logout**” the platform when you have finished using it.

In the **left side column** of the screen there is a main block – Navigation – where you can access your profile and the courses you are enrolled to.

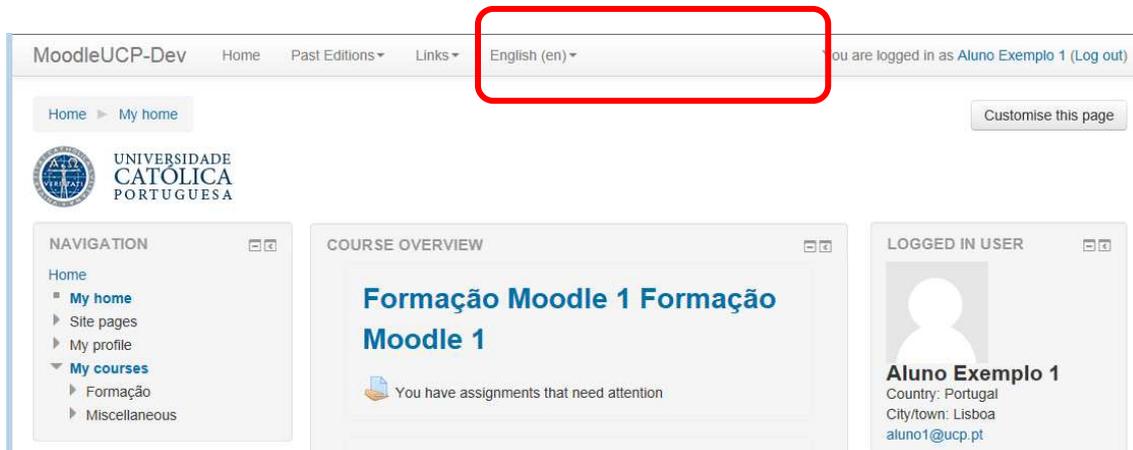
In the **right side column** you can find the message block, where you can see the messages that have been sent by other users to you.



Pic. 5- Exiting Moodle platform

## 3.2 Language settings

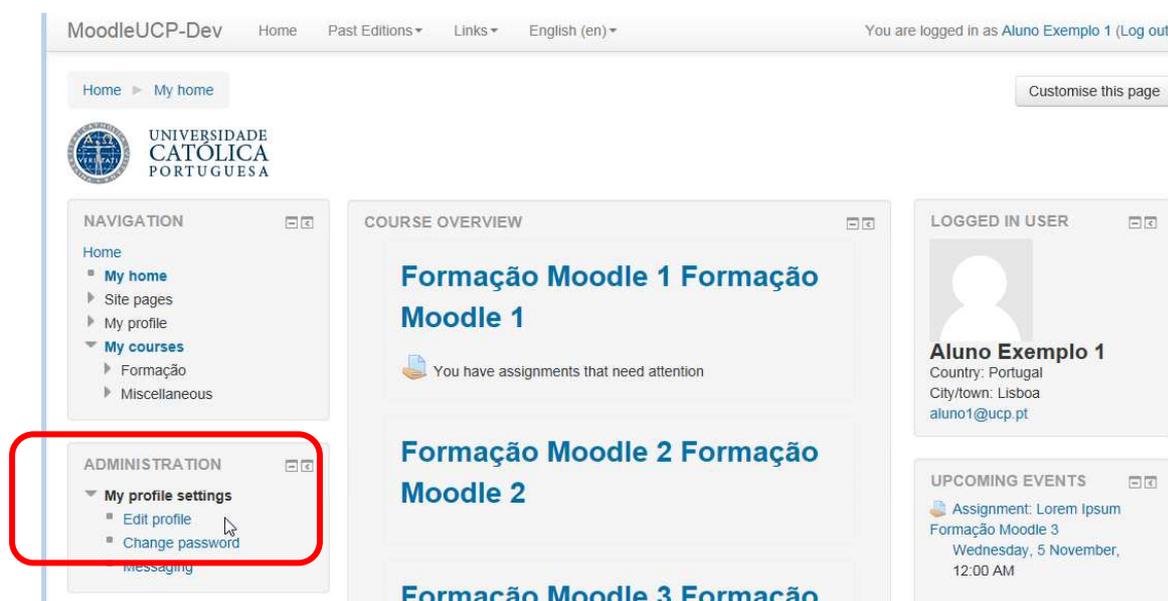
After login on, you see your main page in the language that is predefined for your profile. This setting is in the user profile, however it can be changed for this session in the upper center drop-down list, marked in the picture below:



Pic. 6- Changing language for this session

## 3.3 Editing your user profile

The first time you logon you should fill in your profile information. To access your profile, select the option “**My profile settings**” in the Settings block. Then, click on “Edit Profile”:



Pic. 7 – Access to user Profile (block Administration)

At the profile page, you can complete/change your personal information (name, e-mail, preferred language, picture, contacts, forum subscription options, interests).

Home > My profile settings > Edit profile

UNIVERSIDADE CATOLICA PORTUGUESA

**Aluno Exemplo 1** ▶ Expand all

**General**

**First name\***

**Surname\***

**Email address**

**Email display**

**NAVIGATION**

- Home
- My home
- Site pages
- My profile
  - View profile
  - Forum posts
  - Messages
  - My private files
- My courses

**ADMINISTRATION**

- My profile settings
  - Edit profile**
  - Change password
  - Messaging

Pic. 8 - Editing user profile page

When you finish editing, you should **save your changes** by clicking “Update profile” button, at the bottom of the page.

▶ User picture

▶ Additional names

▶ Interests

▶ Optional

**Update profile**

There are required fields in this form marked \*.

Fig. 9 – Profile page – saving changes

## 4 Course page on Moodle

### 4.1 Access to course page

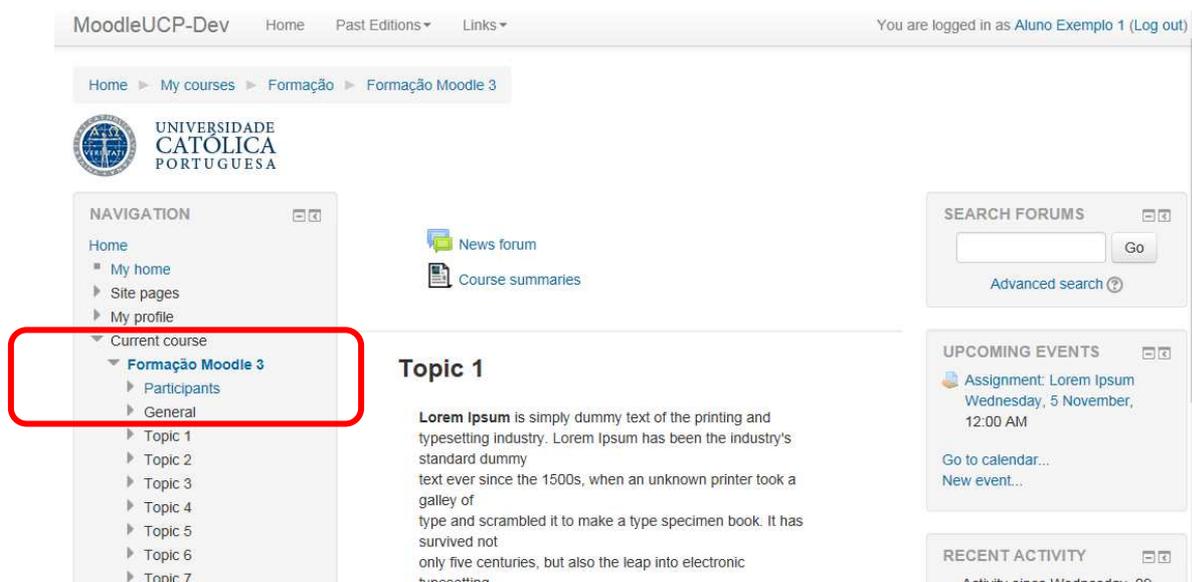
To access your course page on Moodle, in the **Navigation** block click on “**My Courses**”:



Pic. 10 – Access to course page

When you click on “**My courses**”, you will find a list of courses by semester. On the example below, the student has got the courses (Formação Moodle 1, 2, 3,...).

Click on the name of the course to open its page:



Pic. 11 – Course page

The course page has two side columns (left and right) and a central block.

**Note that:** The side columns content can be different from course page to course page, since each Moodle course page is organized according to the preferences and needs of its responsible Teacher.

The central block is where resources and activities prepared by Teachers can be viewed. The central block can take three **formats**, according to the Teacher’s decision, which are described below:

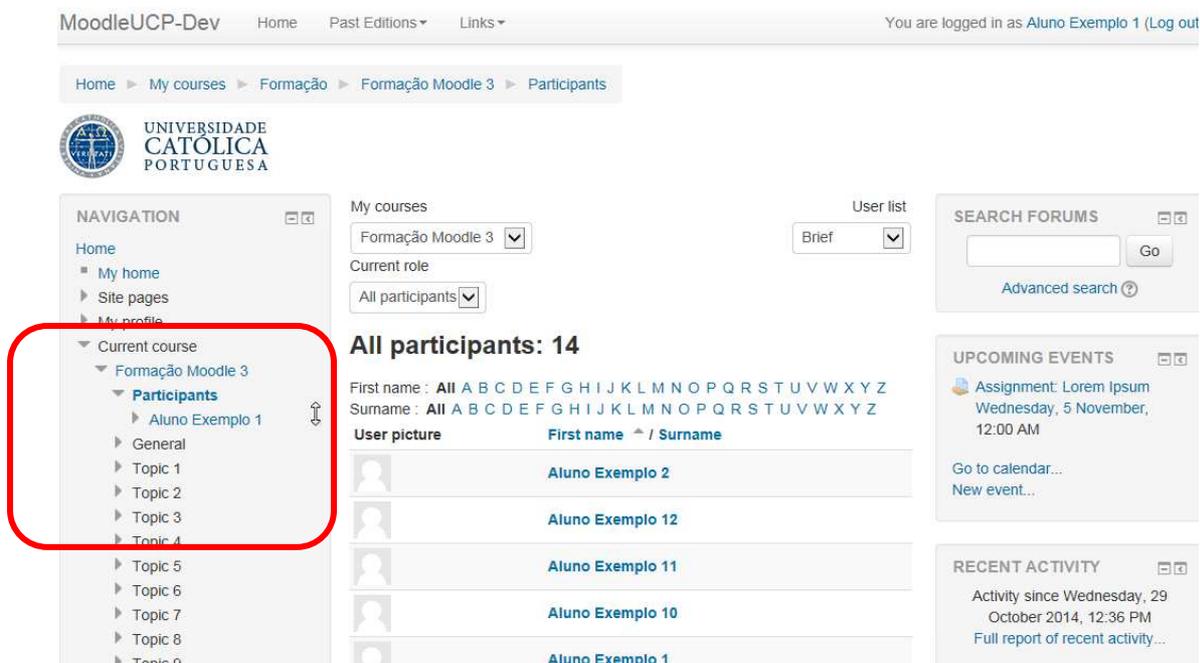
On the **weekly format**, the course is organized by weeks, with well-defined starting and finishing dates. Each week includes activities for the week. Some of them, such as assignments, can be extended for more than one week, remaining inactive on the following weeks.

The **topics format** is quite similar to the weekly format, except that each week is replaced by a topic. Topics don't have a time limit, that is, you don't have to set any dates. This is the predefined format for a course page.

The **social format** is developed around a main forum, a social forum, which is presented on the main page. This is useful when a less strict format is required.

## 4.2 How to view a list of participants

The list of course participants (students, teachers) is available at the “**Navigation**” block, below the course name. To see the list, click on “**Participants**”:



The screenshot shows the Moodle interface for a course. At the top, there is a navigation bar with 'MoodleUCP-Dev', 'Home', 'Past Editions', and 'Links'. Below this is a breadcrumb trail: 'Home > My courses > Formação > Formação Moodle 3 > Participants'. The main content area is divided into several sections:

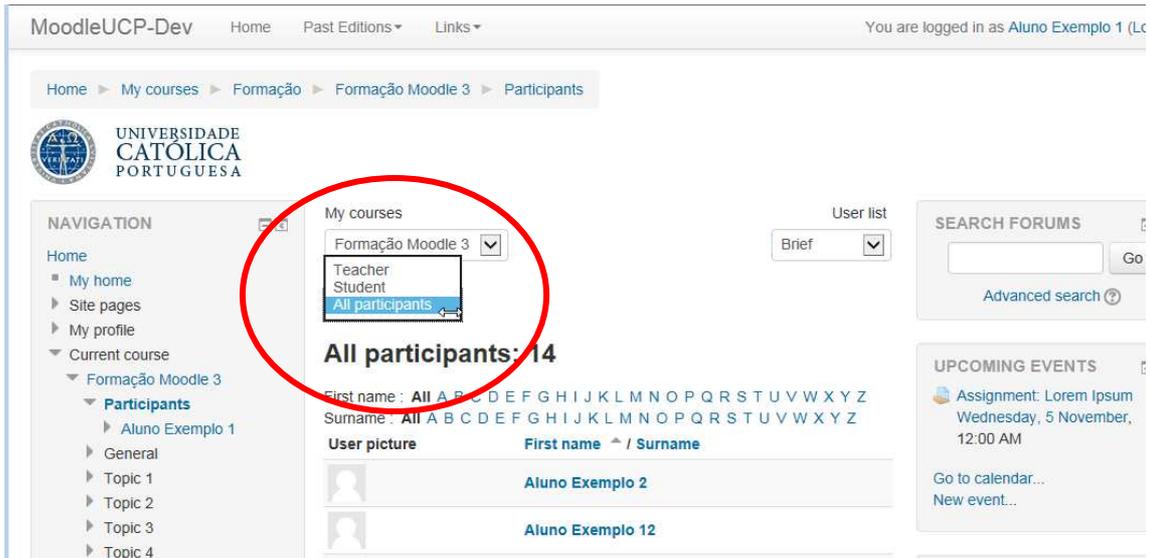
- NAVIGATION:** A sidebar menu with 'Home', 'My home', 'Site pages', 'My profile', and 'Current course'. Under 'Current course', 'Formação Moodle 3' is expanded, and 'Participants' is highlighted with a red box.
- My courses:** A dropdown menu showing 'Formação Moodle 3'.
- Current role:** A dropdown menu showing 'All participants'.
- User list:** A dropdown menu showing 'Brief'.
- SEARCH FORUMS:** A search box with a 'Go' button and an 'Advanced search' link.
- UPCOMING EVENTS:** A section showing an event: 'Assignment: Lorem Ipsum' on 'Wednesday, 5 November, 12:00 AM'.
- RECENT ACTIVITY:** A section showing activity since 'Wednesday, 29 October 2014, 12:36 PM'.

The main content area displays 'All participants: 14' and provides filters for 'First name' and 'Surname' (both set to 'All'). Below this is a table of participants:

User picture	First name / Surname
	Aluno Exemplo 2
	Aluno Exemplo 12
	Aluno Exemplo 11
	Aluno Exemplo 10
	Aluno Exemplo 1

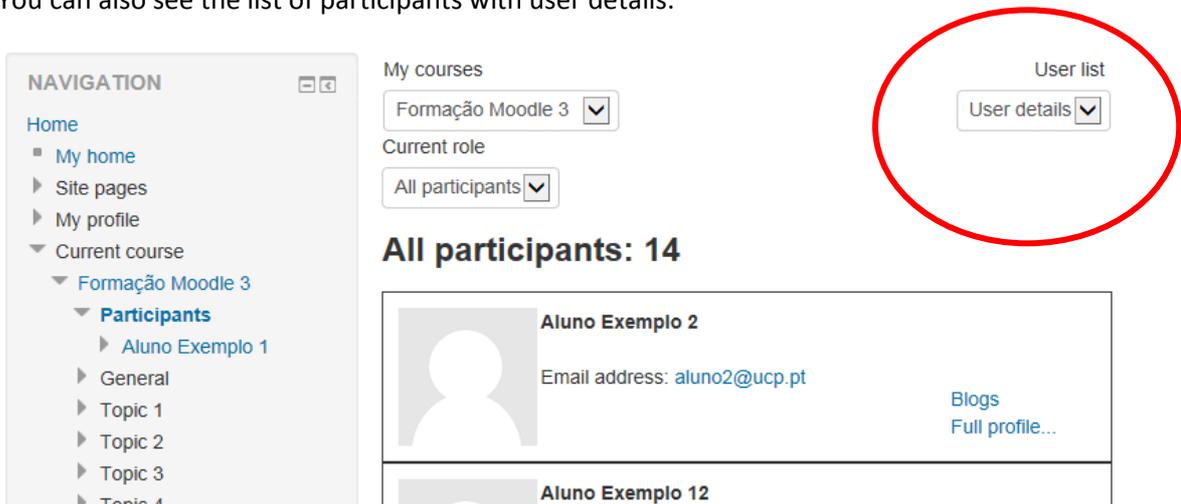
Pic. 12 – Viewing the list of participants

To filter by role (student / teacher), use the drop-down list “**Current Role**” at the center of this page (with the text “**All participants**”):



Pic. 13 – Course participants by role

You can also see the list of participants with user details:



Pic. 14 – User details of course participants

### 4.3 How to view a notice on the course page

The Teacher can post an announcement on the course page and it will look like this:

The screenshot shows a Moodle course page for 'Formação Moodle 3' at Universidade Católica Portuguesa. The breadcrumb trail is 'Home > My courses > Formação > Formação Moodle 3'. The navigation menu on the left includes 'Home', 'My home', 'Site pages', 'My profile', and 'Current course' with a sub-menu for 'Formação Moodle 3' containing 'Participants', 'General', and 'Topic 1' through 'Topic 7'. The main content area displays 'Topic 1' with a block of 'Lorem Ipsum' text, which is highlighted by a red rounded rectangle. Above the topic, there are links for 'News forum' and 'Course summaries'. On the right, there are sections for 'SEARCH FORUMS', 'UPCOMING EVENTS' (listing an assignment for Wednesday, 5 November, 12:00 AM), and 'RECENT ACTIVITY'.

Pic. 15 – Label text on the course page

#### 4.4 How to view an announcement on the News forum

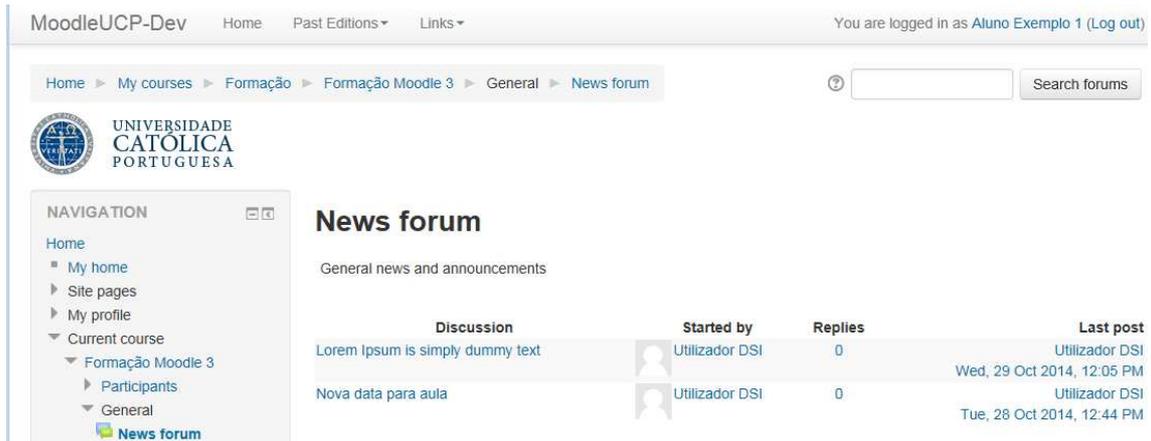
The News forum is a special forum for general notices and announcements, which is by default on the course page. Only Teachers and administrators can post in the News forum. If your course page has the block "**Latest News**", it will display recent discussions of the News forum.

This screenshot is similar to the previous one, showing the same Moodle course page. However, the 'News forum' link in the top navigation area is circled in red. The 'Topic 1' content area is visible below, showing the same 'Lorem Ipsum' text. The navigation menu and other page elements are consistent with the previous image.

Pic. 16 – News Forum

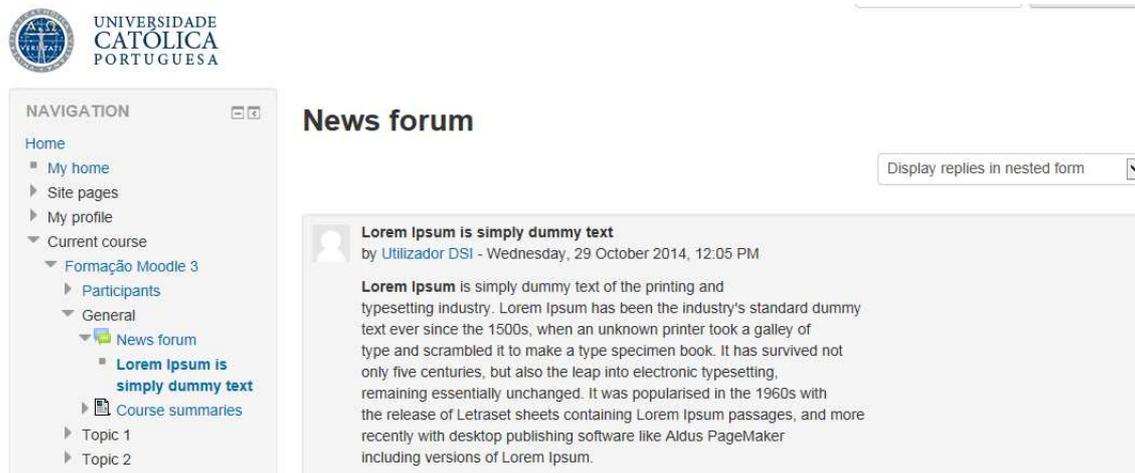
By default, all participants are subscribed to this forum.

To view the forum announcements, click on the text "**News forum**" (the name of the forum can be different, since the Teacher can change it) and you'll have access to the list of topics being discussed:



Pic. 17 – New Forum – List of topics in discussion

When you click on the topic title, you'll open a page where you can view the topic's text and answers (in case there are any):



Pic. 18 – News forum – viewing a topic

The block “Recent activity” will show that there is a new topic on the News forum:



Pic. 17 – Recent Activity block with news

Messages published on the forum will be sent by email to subscribers:

[TIC](#) » [Forums](#) » [News forum](#) » [Today Class](#)

 Re: Today Class  
by [Docente DSI](#) - Monday, 28 January 2013, 12:44 PM

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

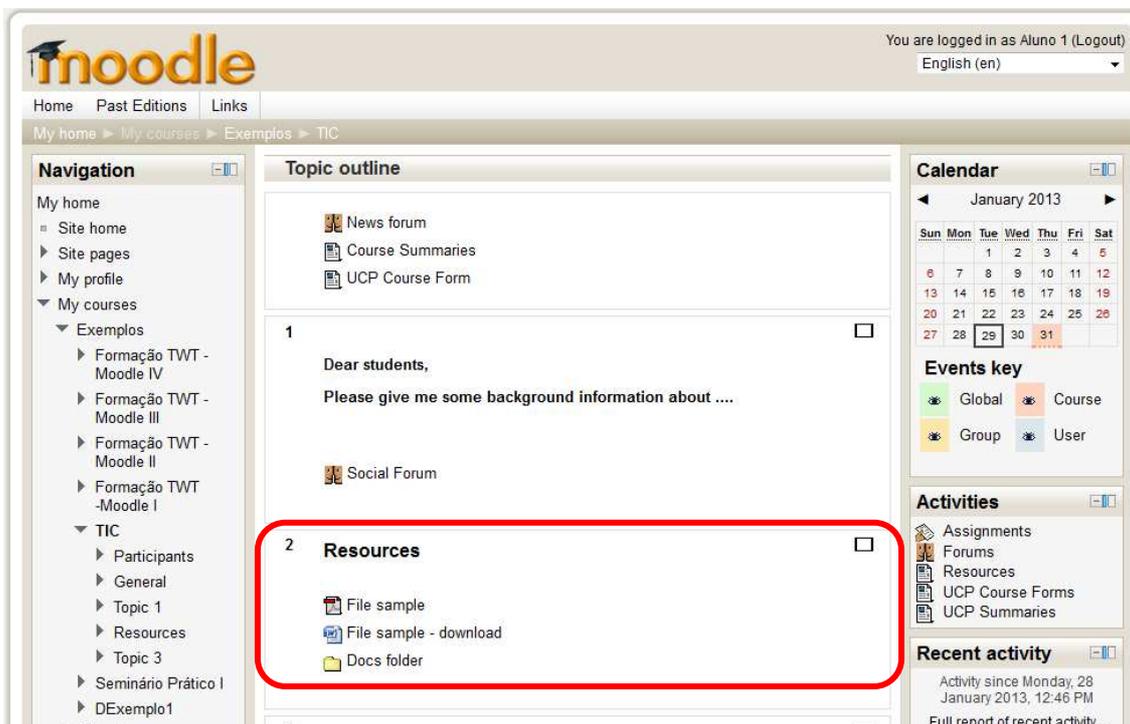
[Show parent](#) | [Reply](#)  
[See this post in context](#)

Pic. 20 - Forum announcement email message

## 4.5 How to view a file on the course page

To view files published by the Teacher on Moodle you have to go to the course page (see 4).

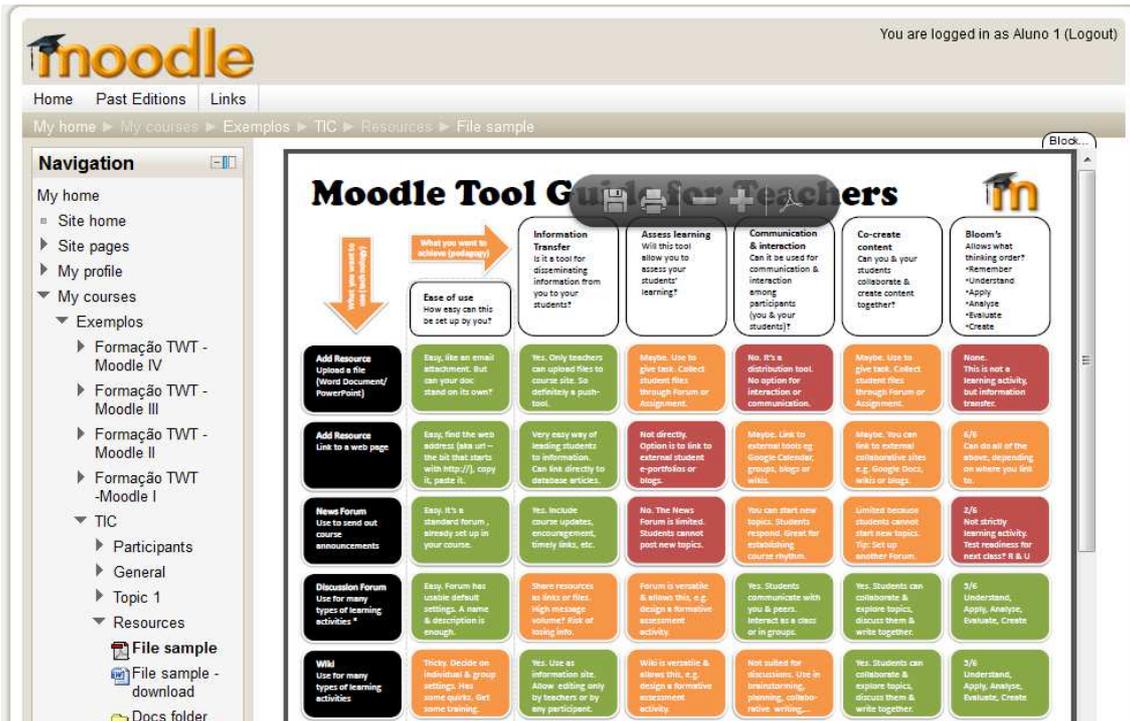
In the central block you will find a list of topics/weeks. An icon indicating the type of file identifies the files that have been published, or they can be in folders, as you can see on the example below:



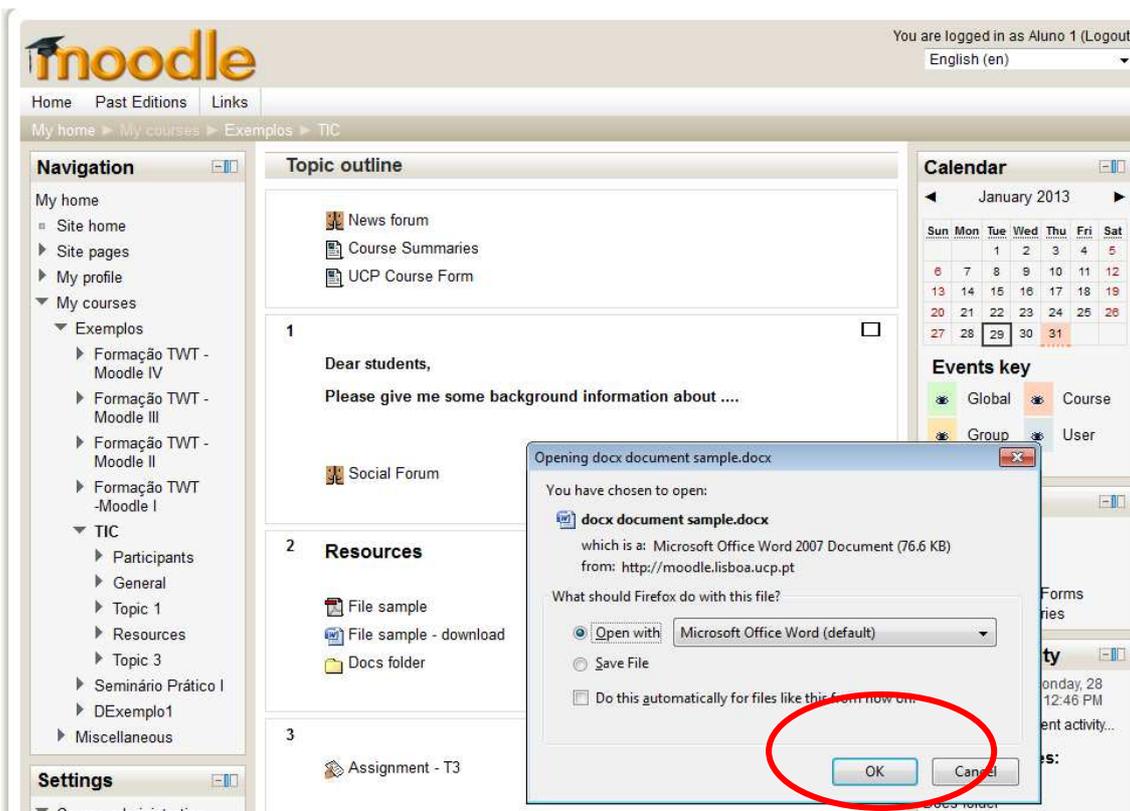
The screenshot shows a Moodle course page for 'TIC'. The main content area is titled 'Topic outline' and contains a list of topics. Topic 1 is 'Dear students, Please give me some background information about ...'. Below it is a 'Social Forum' section. Topic 2 is 'Resources', which is highlighted with a red box. Under 'Resources', there are three items: 'File sample', 'File sample - download', and 'Docs folder'. The page also features a navigation menu on the left, a calendar on the right, and an activities section.

Pic. 21– Published resources (files, folders)

To access the resources (files) that were published, click on the name of the document. You can view the content of the file on the page or download it to your computer.

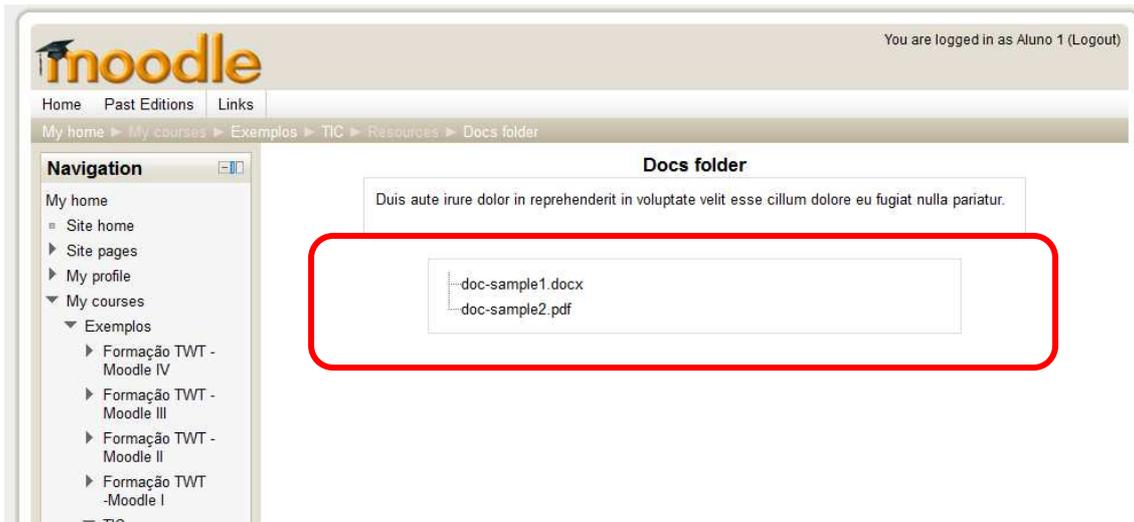


Pic. 22 – Resource viewed on course page



Pic. 23 – Download of resource

In case of being a file folder, click on the folder or on its name and you'll have access to its files:



Pic. 24 - Resource – file folder

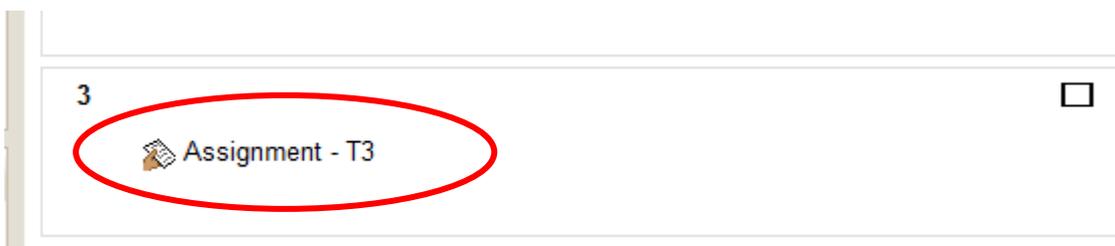
To return to course page, click on the course name/topics in the navigation block, on the left side or on the links at the top of the page (see the image below):



Pic. 25 – Browsing on the course page

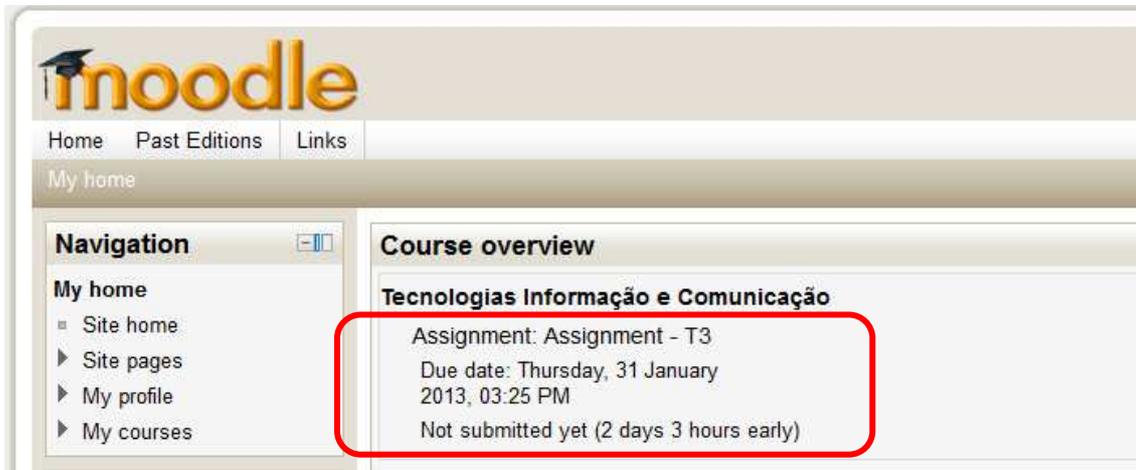
#### 4.6 How to send an assignment to a Teacher

It's only possible for students to send an assignment to a Teacher if the assignment was requested by the Teacher through a specific activity. On the course page the Teacher can post an activity on a topic/week in the central area block for students to send an assignment:



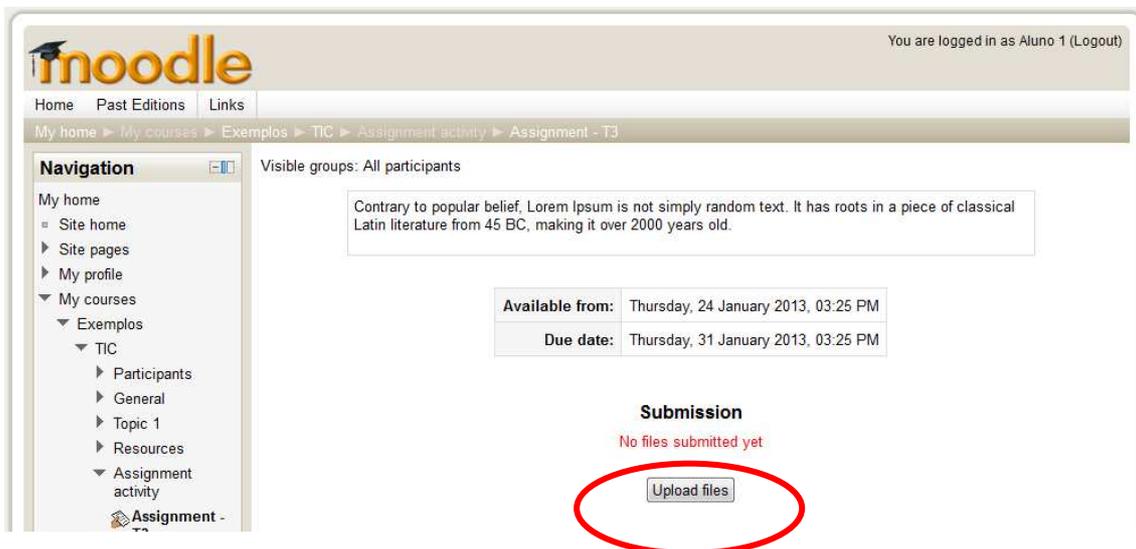
Pic. 26– Activity – Sending an assignment

On the main page, on the course overview, the student views an indication of the activity, with the name of assignment, delivery date and the information on whether or not the assignment was sent on its deadline:



Pic. 27 – Assignment activity – course overview

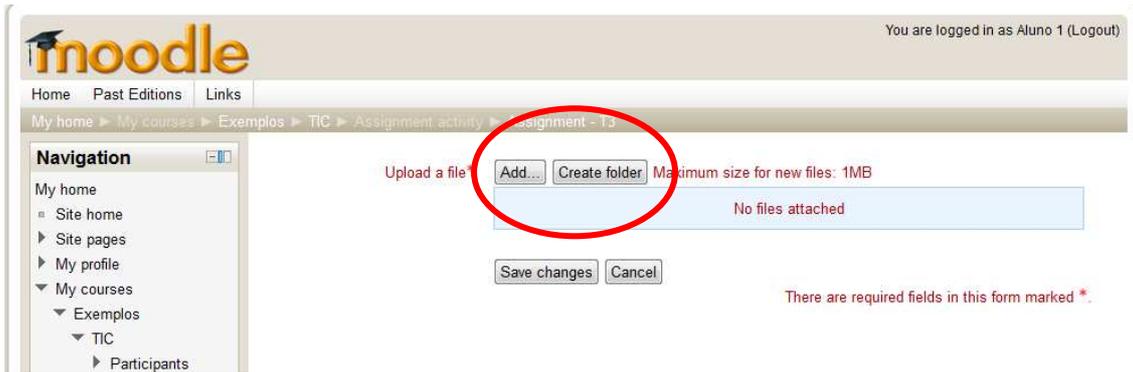
When checking the assignment, that is, when you are following the link to the assignment name (either on the course page or on the course overview), you will have access to a page with the assignment description, created by the Teacher, as well as the deadline to deliver/send the assignment files.



Pic. 28– Viewing an assignment activity

To send a file to the Teacher the student needs to click on the “**Upload files**” button (above image).

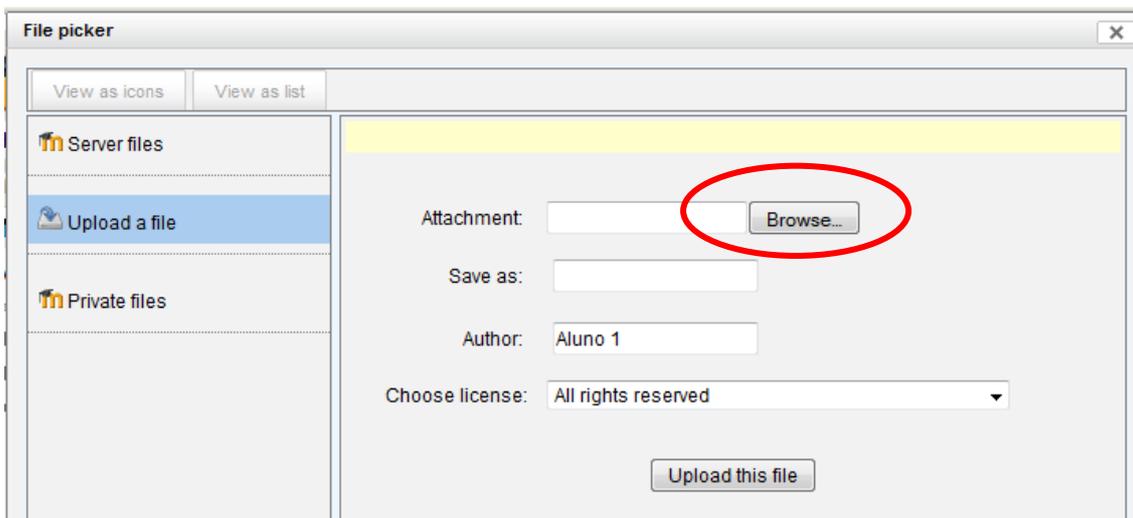
Then, select the file and click on “**Add...**”



Pic. 29– Assignment activity - file upload

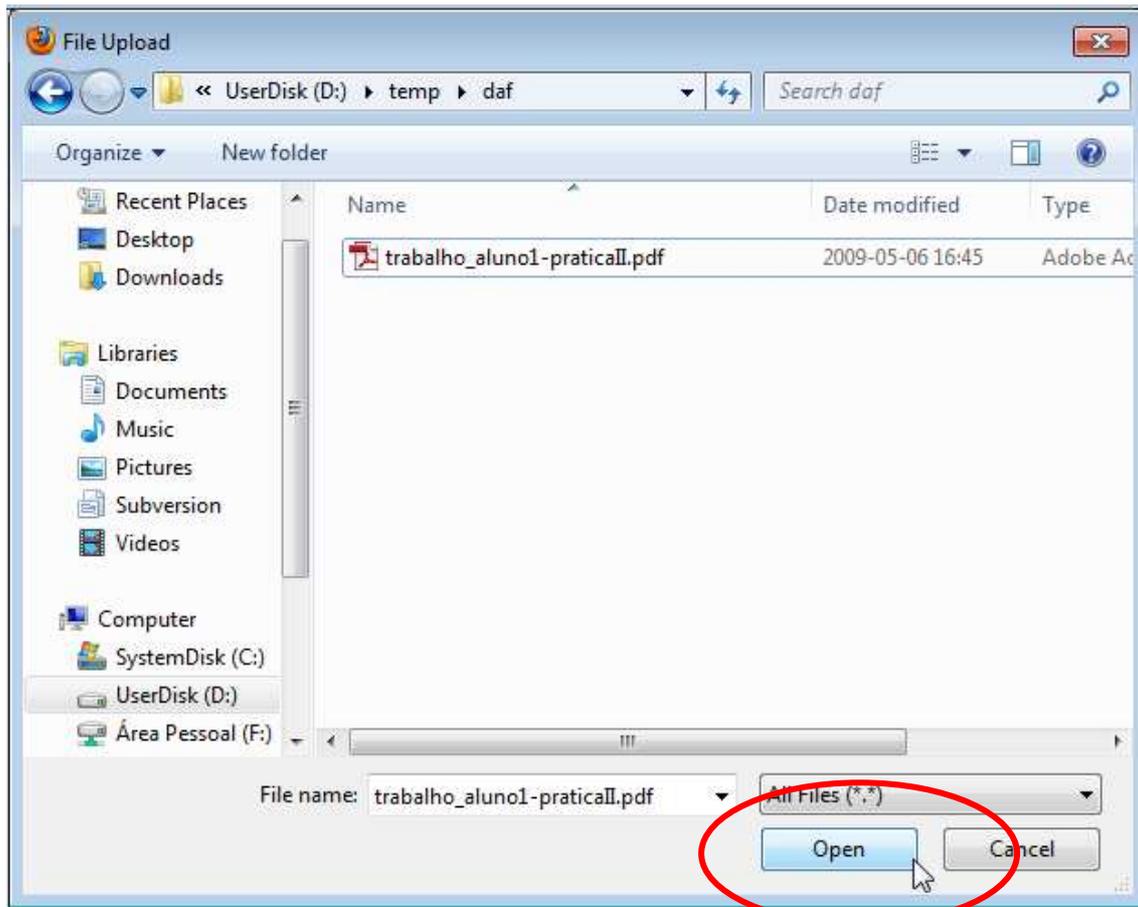
Notice that, on the example above, 1 Mb is the maximum size limit for the assignment/file (letters in red). This limit is defined by the Teacher. If the file you're uploading exceeds the defined size, it won't be possible to submit it.

Then, you'll need to upload the assignment file. Click on the left menu in **Upload file** and then click "**Browse...**" button:



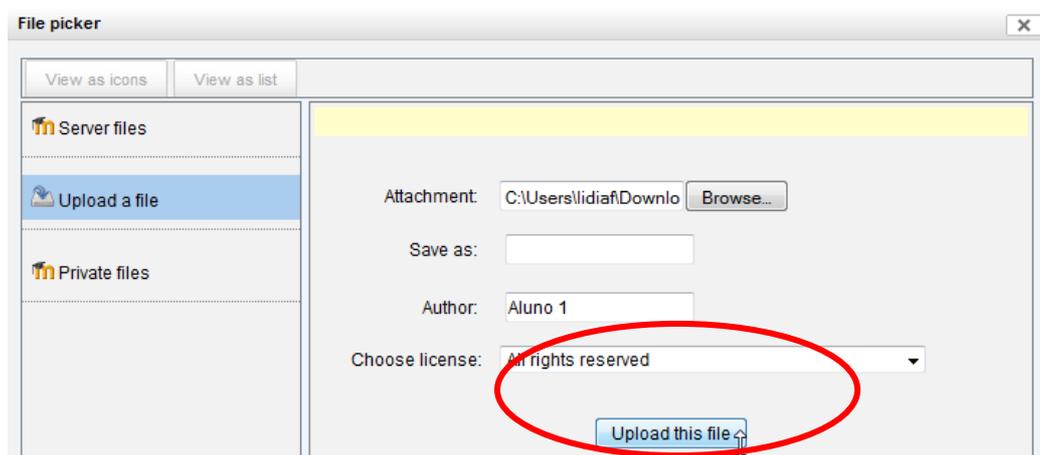
Pic. 30– Assignment activity - file upload

Find the file on your computer, select it and then click on "**Open**":



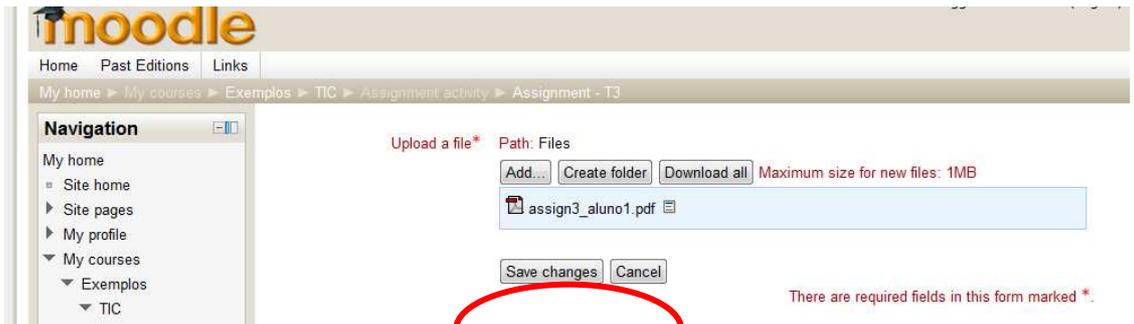
Pic. 31 – Assignment activity - file upload

On the next screen, click “**Submit file**”:



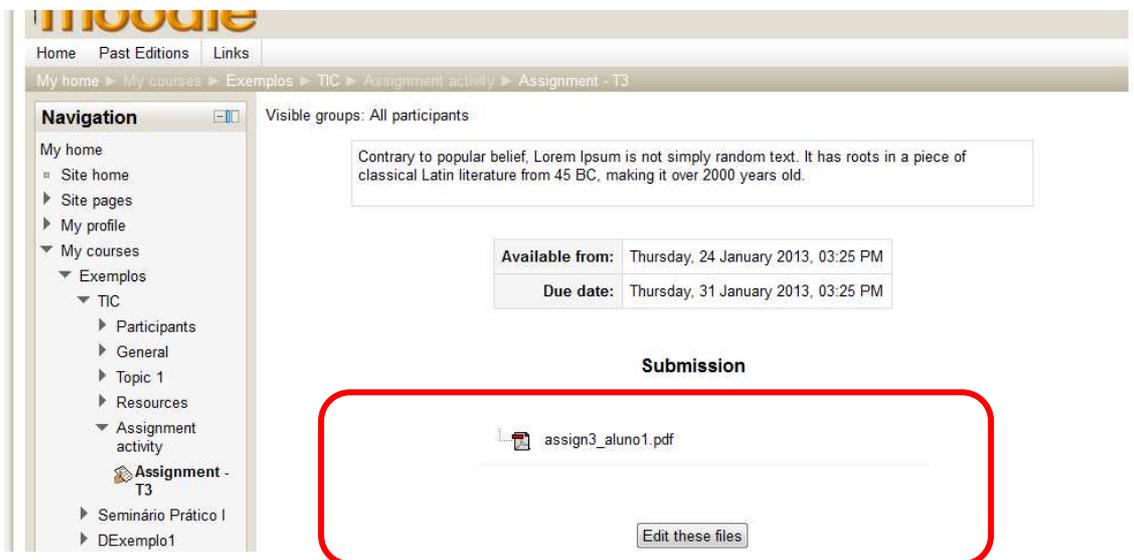
Pic. 32 – Assignment activity - file upload

If the Teacher configured the assignment to allow the delivery of more than one file, you can repeat the operation “**Add ...**” and select the remaining files. Finally, click on the button “**Save changes**”.



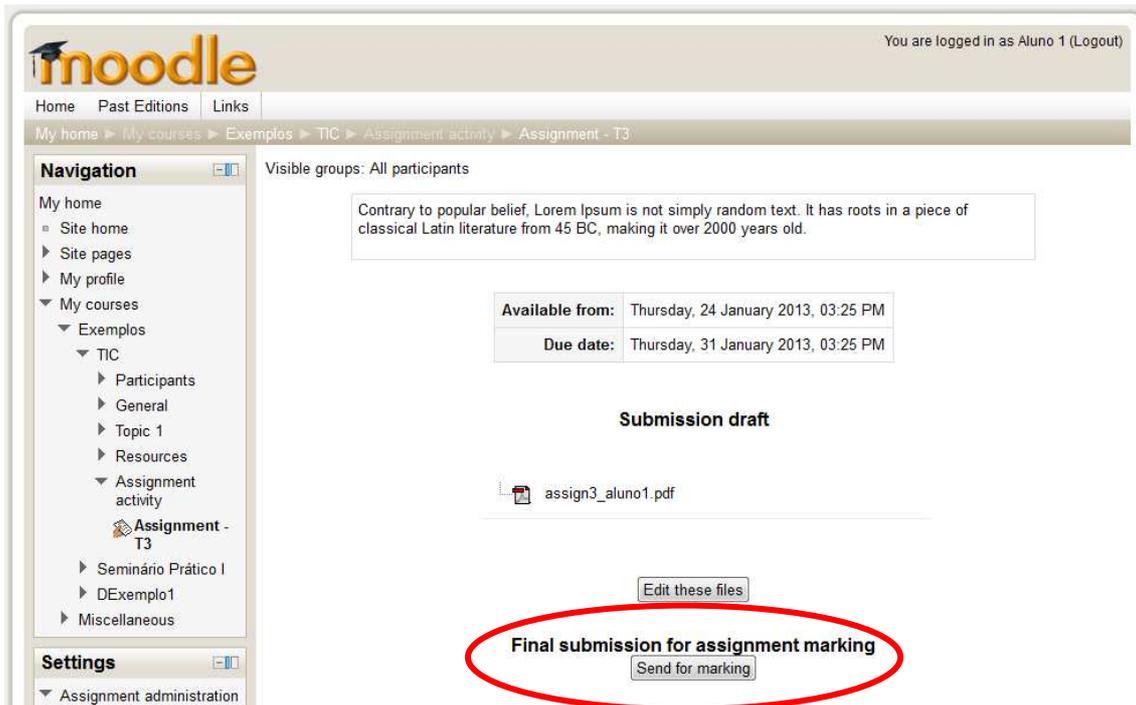
Pic. 33– Assignment activity – file upload

After sending your assignment file(s), you and the Teacher will have access to submitted files when viewing the activity.



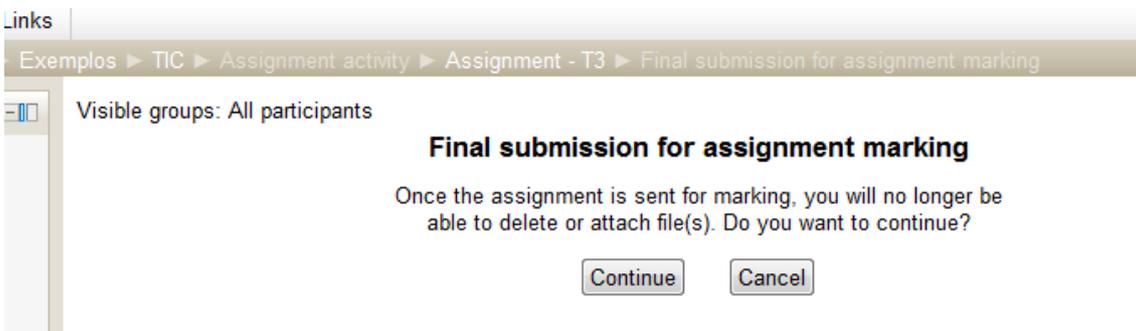
Pic. 34 – Assignment activity - file upload

**Note that:** depending on the assignment activity settings, defined by the Teacher, it might be necessary to send the assignment for marking. If that is the case, you'll see a "Send for marking" button, on which you should click.



Pic. 35– Assignment activity - sending for marking

After clicking “Send for marking”, Moodle will show student the following warning message:



Pic. 36 – Assignment activity - warning to send for marking

Visible groups: All participants Tuesday, 29 January 2013, 12:31 PM

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

<b>Available from:</b>	Thursday, 24 January 2013, 03:25 PM
<b>Due date:</b>	Thursday, 31 January 2013, 03:25 PM

**Submission**

- o  assign3\_aluno1.pdf

---

**Assignment was already submitted for marking and can not be updated**

Pic. 36 – Assignment activity - submitted

The Teacher can write comments and give marks to assignments through the platform. When consulting the assignment on Moodle, the student has access to these comments and marks:

Tempos ▶ TIC ▶ Assignment activity ▶ Assignment - T3 ▶ View my submission

Visible groups: All participants Tuesday, 29 January 2013, 12:31 PM

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

<b>Available from:</b>	Thursday, 24 January 2013, 03:25 PM
<b>Due date:</b>	Thursday, 31 January 2013, 03:25 PM

**Submission feedback**

 DSI Admin  
Tuesday, 29 January 2013, 12:39 PM

Dear student,

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Grade: 70.00 / 100.00

Pic. 37 – Assignment activity - comments and marks

#### 4.6.1 How to edit a submitted file

If the teacher allows the student to replace/remove a file from submitted files on the Assignment activity, the student can delete a file and make a new submission. To do so, students should consult the work activity, on the course page, and click "**Edit these files**".

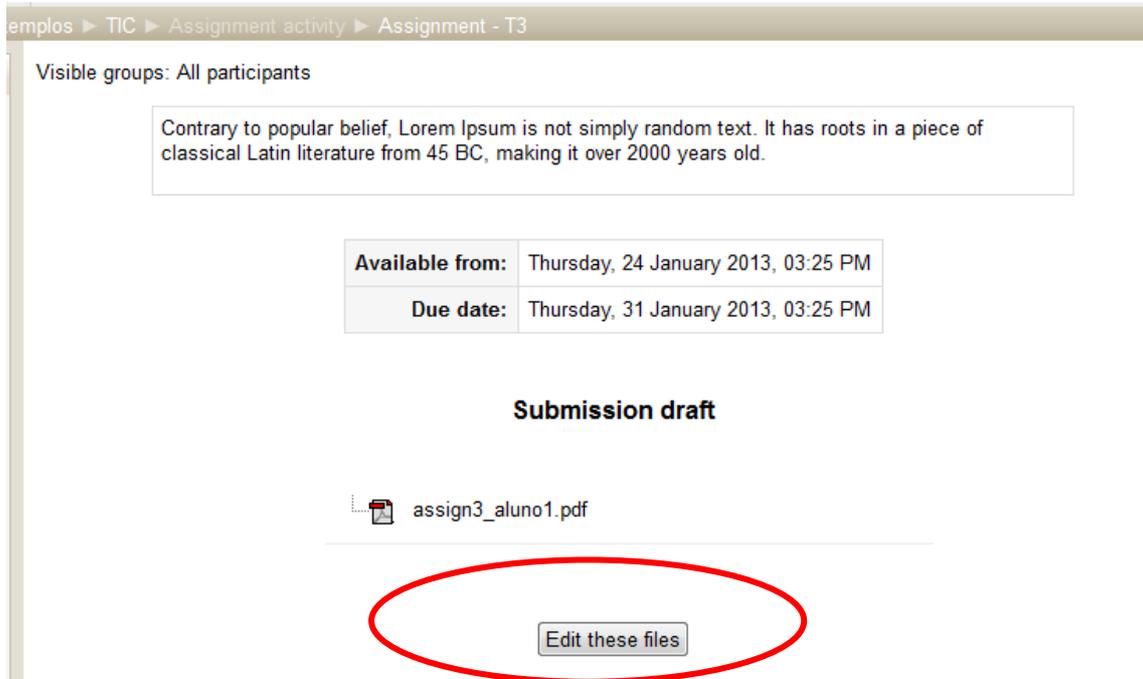


Fig. 38 – Assignment activity - editing a file

On the following page, you'll have the name of the submitted file. Click on  icon, which is placed in front of the file, and you'll have access to a menu with the options: download, rename, move and delete:

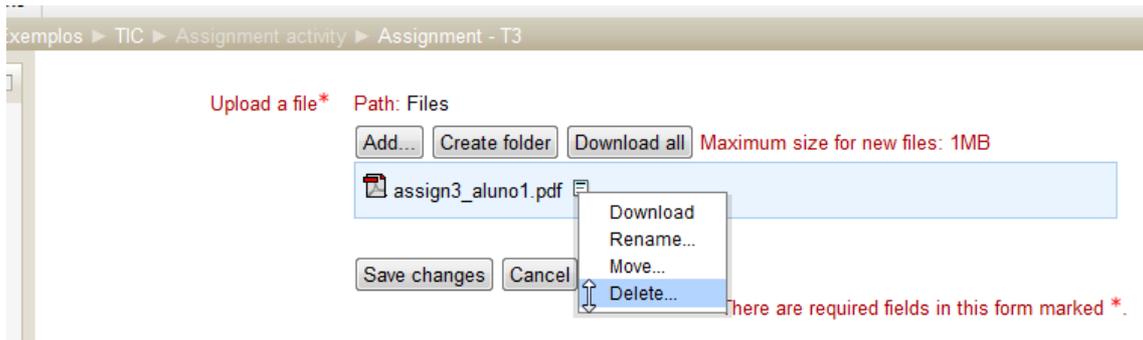


Fig. 39– Assignment activity - editing a file

Before deleting the file, the system will show a warning which you'll have to answer "yes". Finally, add the new file and click "**Save changes**".

**Note:** if you don't click "**Save changes**", the file replacement/removal won't be saved by the system.

## 4.7 How to send participants an e-mail

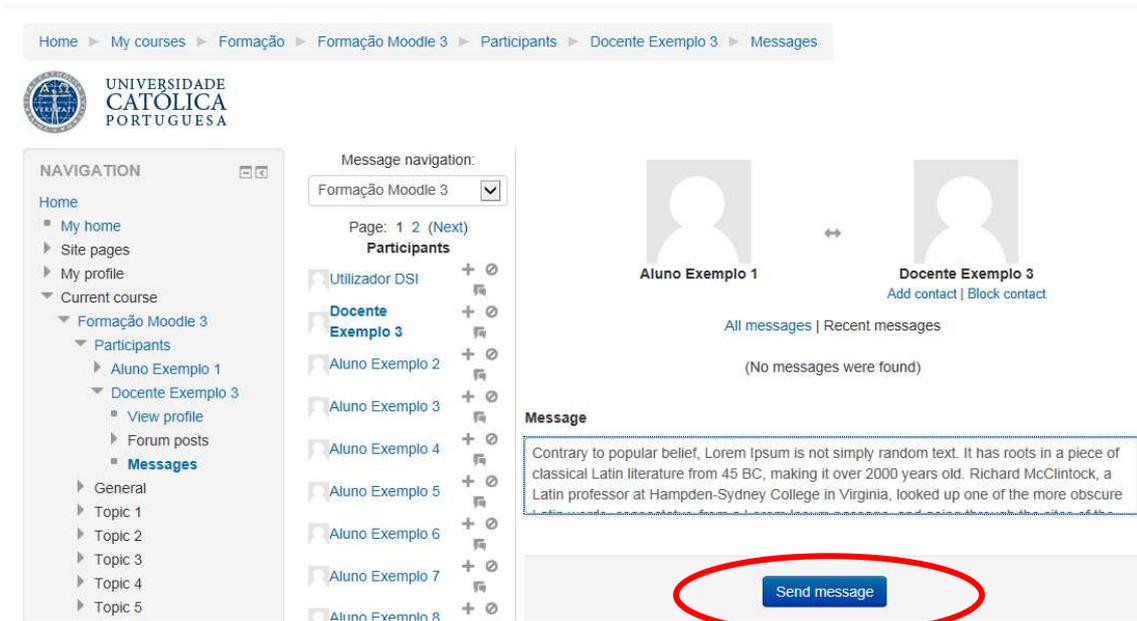
To send an e-mail, the student should access the list of the course participants, which is in the Navigation block, under the course name (described in topic 4.2).

Pic. 40 – Sending messages to participants

To send messages, click on the image or name of the participants and then click on “Send message”:

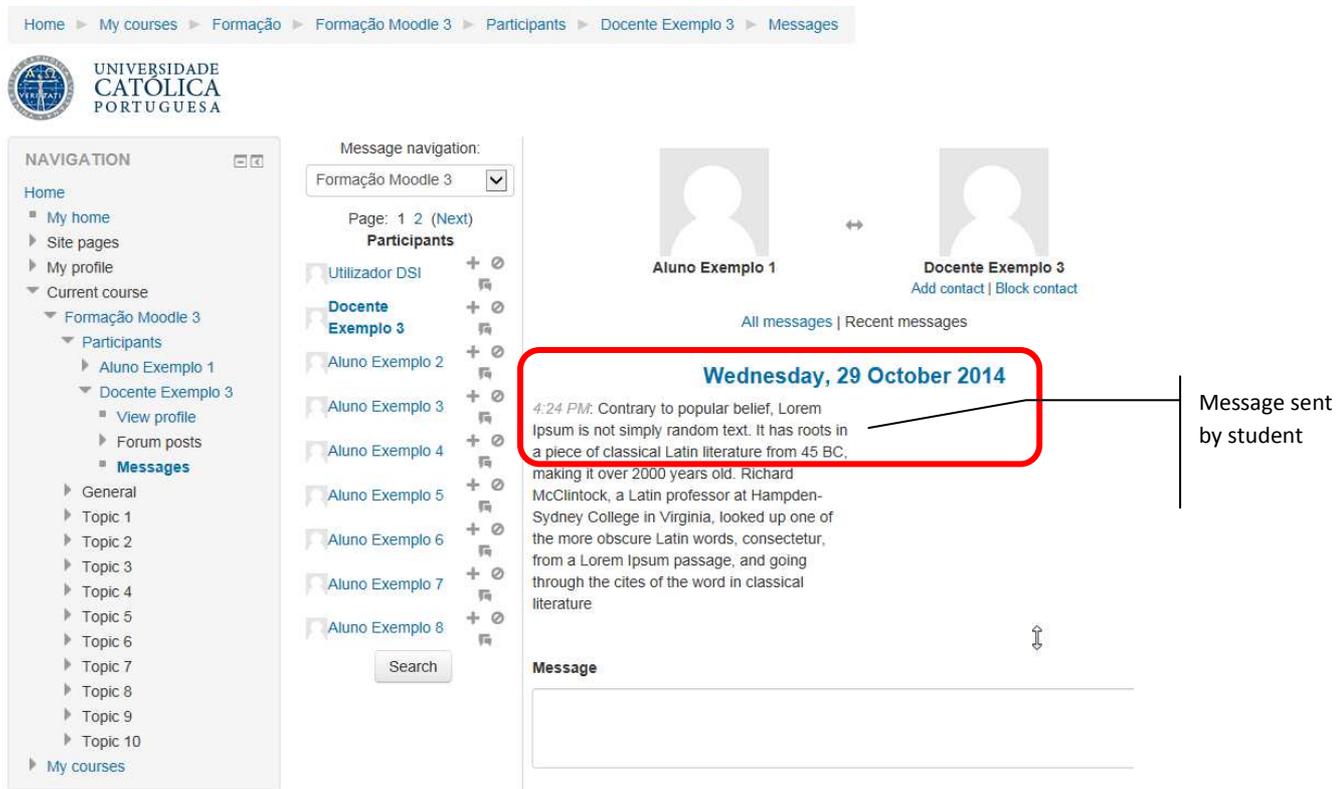
Pic. 41– Sending messages to participants

On the next screen, you should write your message and then click the button “Send Message”:



Pic. 42 – Sending messages to participants

The message is sent and the message content is recorded with the time and date of sending:

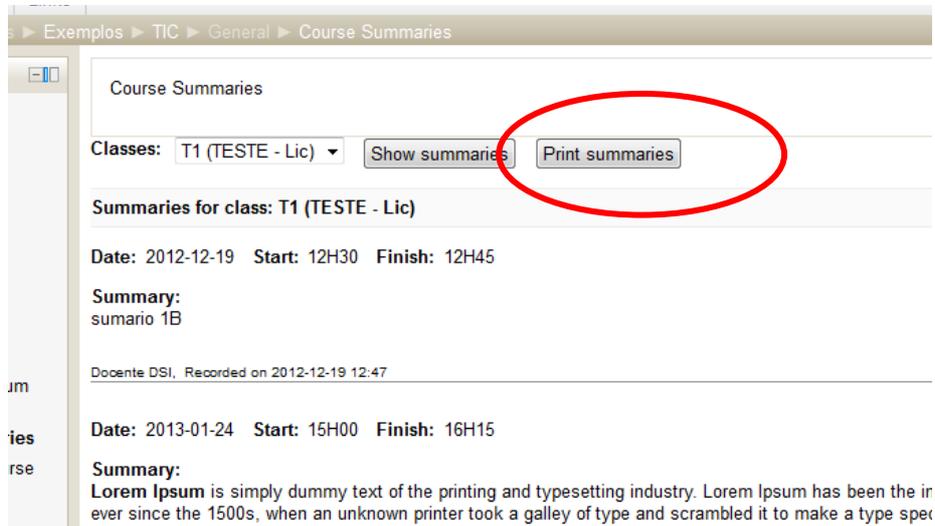


Pic. 43– Messages sent by the student



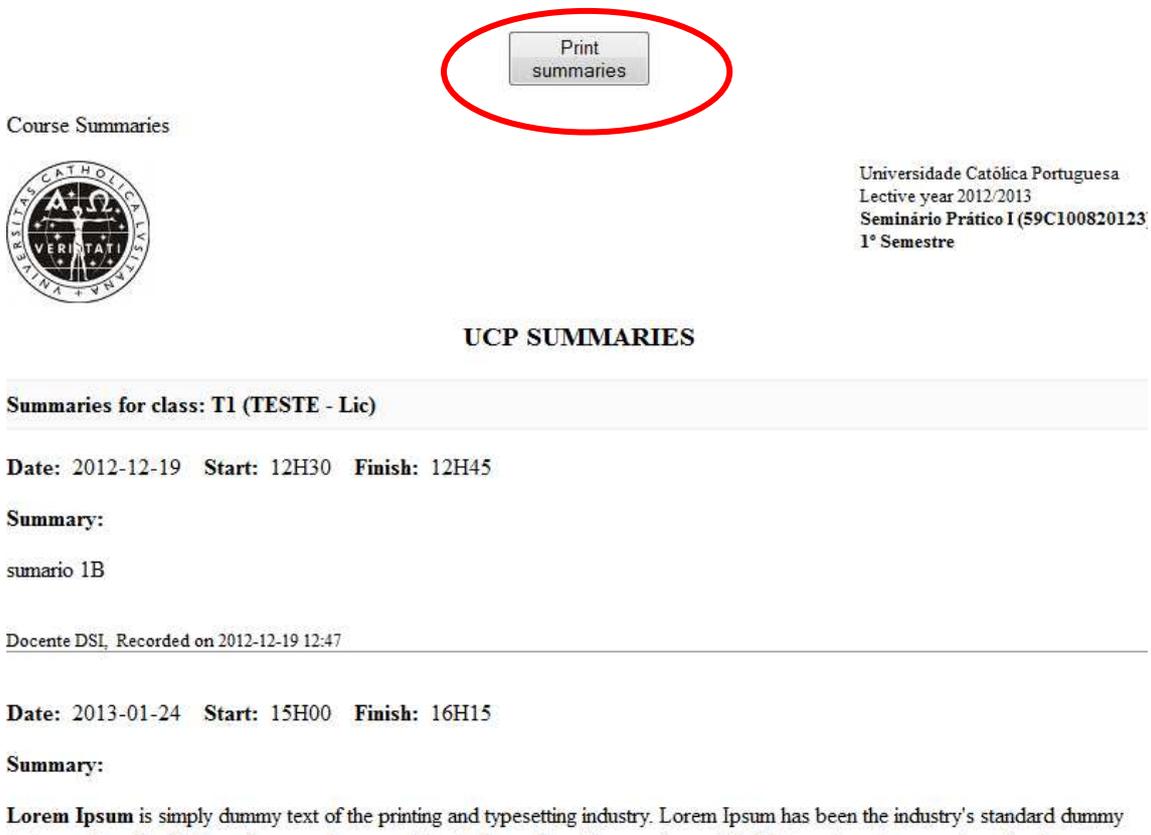
## 4.8.2 Printing a list of course summaries

To print a list of summaries, select from the drop-down list the class you want to and click on “Print summaries”:



Pic. 46- Printing course summaries

The user will have access to a list of all the course summaries. On that page you should click on “Print”:



Pic. 47– Printing a list of course summaries

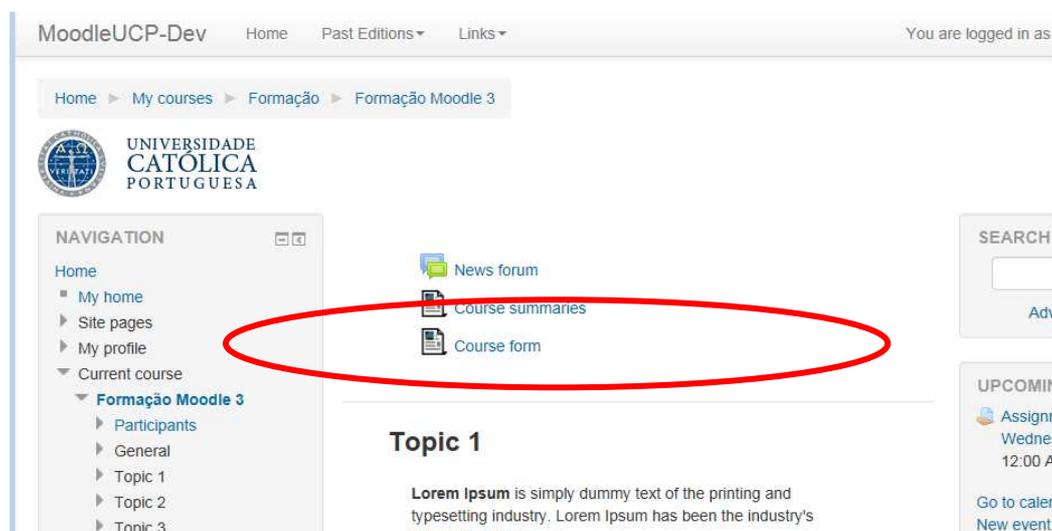
## 4.9 Course form

UCP course form on Moodle gives access to the course curriculum which is available on Sophia +. The curriculum can have several items: course programme, bibliography, among others. O currículo pode ser composto por vários itens: programa da disciplina, bibliografia, entre outros.

### 4.9.1 Viewing the course form

If the Teacher turns this tool on, the student can view the course form on Moodle. ,

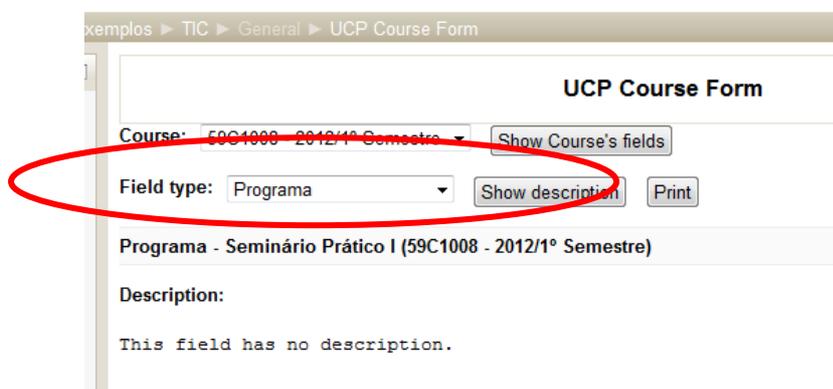
Click on the activity's name, which will be "Course Form":



Pic. 48- Viewing UCP course form

On the next screen, you can find a list with the course name, academic year, semester and a list of "Type of information", where you can find the several items defined on the course curriculum.

When you select an item from the "Type of information" list, you will view it, in case there is some information about it. If that doesn't happen is because there is no information to provide, and you'll see a warning message: There is not a description for this field ("This field has no description".)



Pic. 49- Viewing UCP course form (curriculum)

## 4.9.2 Printing the course form

To print the course form, the Teacher has to click on the activity, which will be “**Course Form (Programme, Bibliography,...)**” on the example. Then, select the type of information on the drop-down list and click “**Print**”:

Pic. 50 - Viewing UCP Course form (Curriculum)

You will have access to a list with the printing page of the Course form. On that page, you click “**Print**” to finish the operation:

Pic. 51- Printing UCP Course Form (curriculum)

## 5 Where to get more information

Official Moodle documents can be found on the platform webpage at: <http://docs.moodle.org>.

You can access this address on the menu “**Links**”, at the left upper corner of the platform (below Moodle icon):



Pic. 52- Links Moodle.org