

# ***USING MOODLE AT NIPA***

***NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION  
INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT***

# Moodle Quick Start Guide

## *For Students*

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## 01. INTRODUCTION

Moodle is a learning platform designed to provide educators, administrators and learners with a **single robust, secure and integrated system** to create personalized interactive learning environments.

### *USING MOODLE AT NIPA*

- i. Students must be registered through SRMS to access their courses.
- ii. Students are enrolled in their courses in Moodle based on their academic schedule.
- iii. Each course has a unified page among all sections.
- iv. The contents of the course are added by the instructor responsible for content management and it will be displayed to all students at the same time.
- v. The student can only review his/her grades (the grades of the other students will not be shown).
- vi. Assignments and quizzes can be added on the course page and it is required that each student to follow-up updates on the course page and deliver assignments on time.
- vii. Each student has a personal page in the system that shows his courses.
- viii. Instructors can post news on the course page; it is essential to follow the course page for the updates.

## **02. AIMS AND OBJECTIVES**

### **AIM**

To provide an introduction to using an on-line learning environment.

### **OBJECTIVES**

After completing this orientation, you will be able to:

- Navigate around the course.
- Identify the key elements of the course, i.e.: Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.

### 03. TERMS

#### RESOURCE

A resource is an item that a teacher can use to support learning, such as a **file** or **link**. Moodle supports a range of resource types which teachers can add to their course.

**ACTIVITY:** An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher like assignments and quizzes.

Moodle offers a large variety of activities that are designed to help your learning. When your instructors create activities, they will **name them**. This means that they will not appear as simply Assignment or Wiki etc. on the course page, but will display with a meaningful title as set by your instructor.

Figure below shows the activities block with a brief description of each activity. This is to help you familiarize yourself with the activities your course instructor may have included in your course and the associated icon.

	Icon
Assignments	
Quiz	
Discussion forum	
Feedback	
Wiki	

## **ASSIGNMENTS**

Moodle provides several ways to track and collect work from students. You can submit files or type into a text box.

## **QUIZ**

Quizzes in Moodle are used to evaluate student understanding of material. Moodle quizzes are comprised of a *Quiz* activity that contains one or more questions from your course's Question bank.

## **DISCUSSION FORUM**

Instructors and students can communicate and collaborate using *Forums*, sometimes called "discussions." Instructors can create topics or, depending on the *Forum type*, allow students to originate topics, to which course members can "post" reply.

## **FEEDBACK**

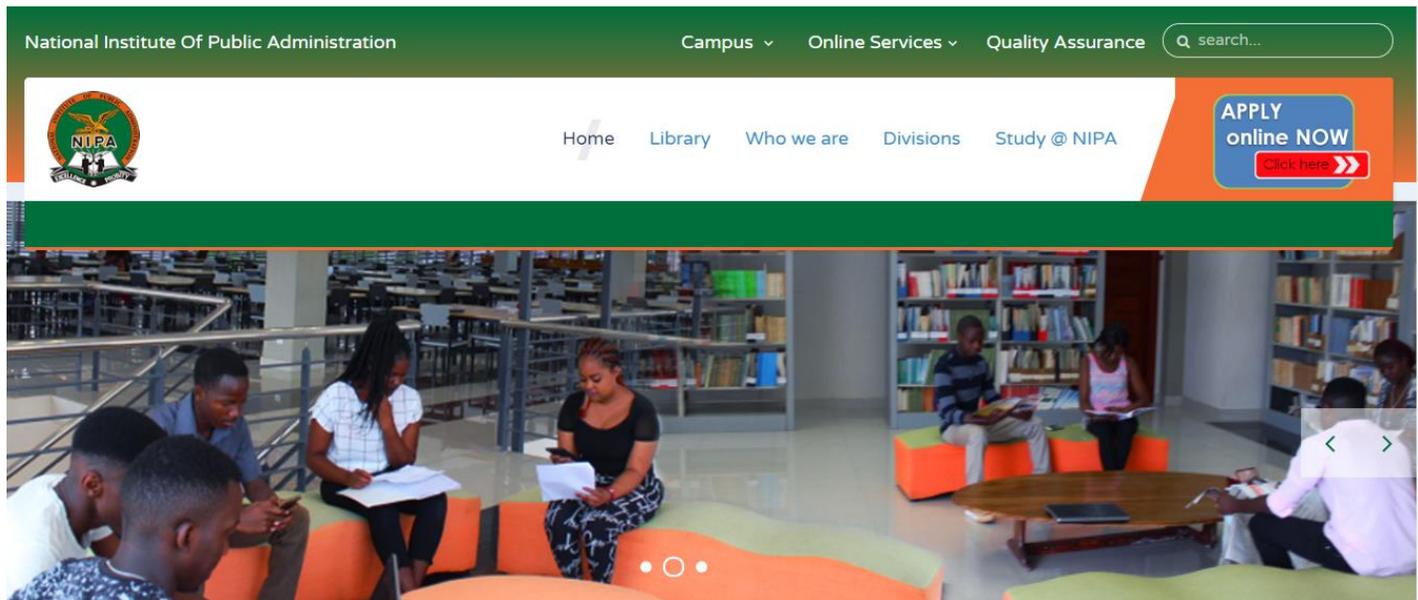
For creating and conducting **surveys** to collect feedback

## **WIKI**

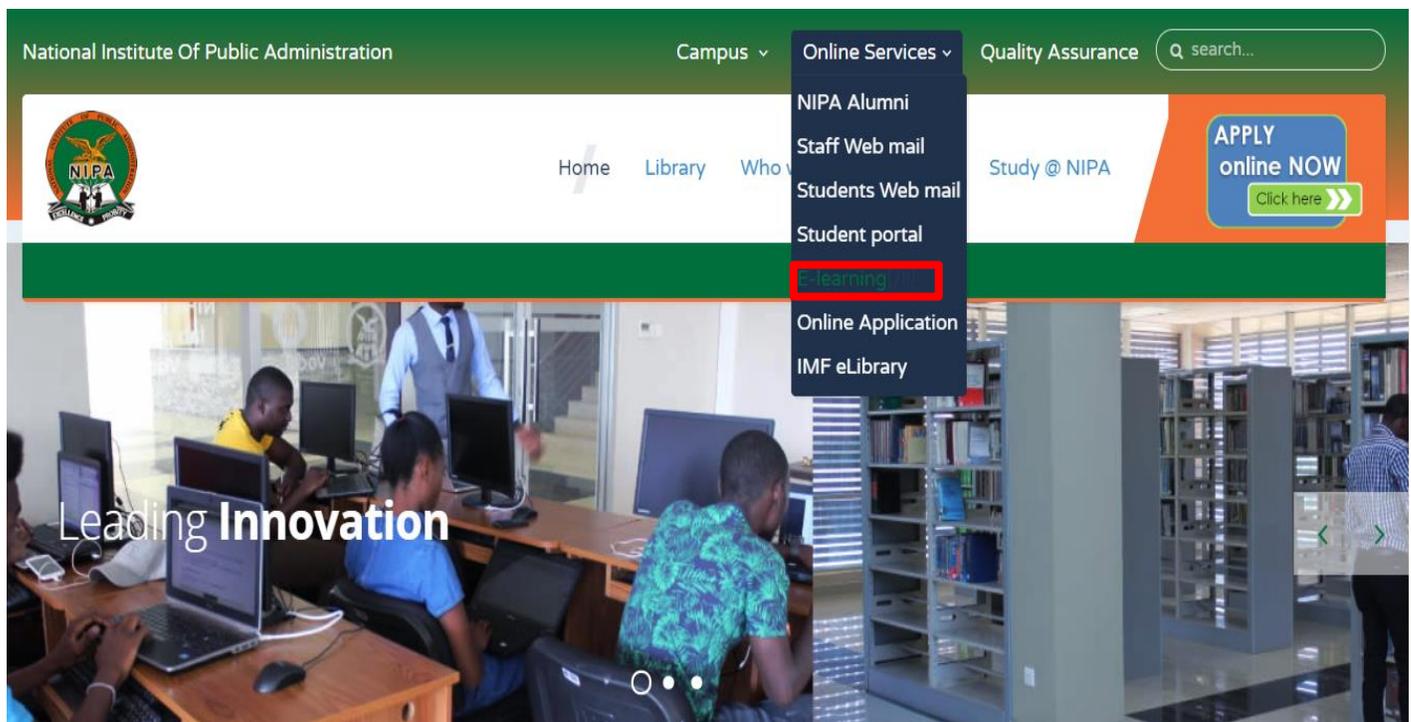
Wiki is a web page (or set of web pages) that class members can create together, working directly in the browser without needing to know HTML. A Moodle Wiki starts with one front page. Any contributor can add additional pages .

## 04. LOGGING INTO MOODLE

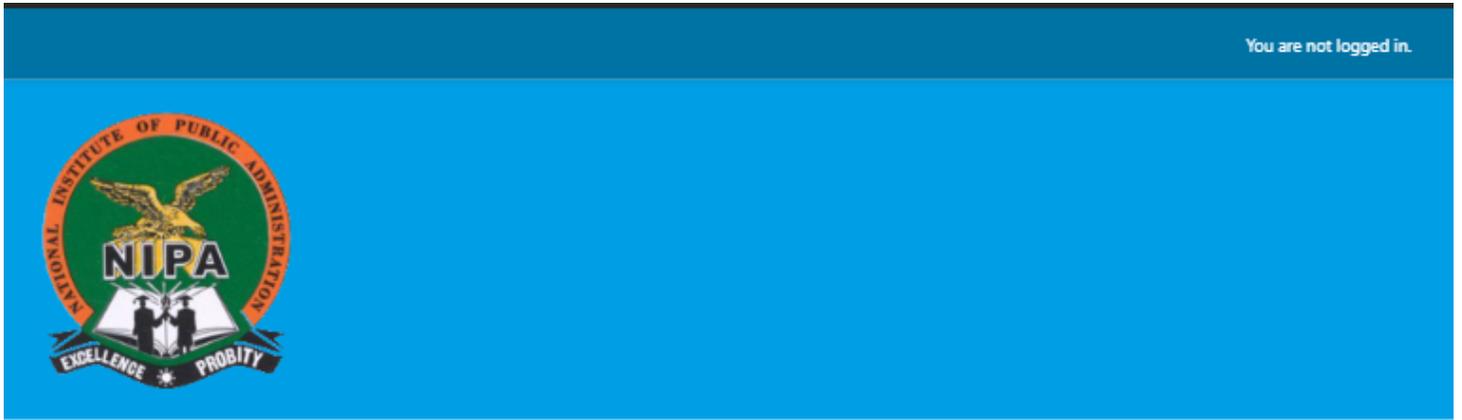
Access Moodle site go to [www.nipa.ac.zm](http://www.nipa.ac.zm) using any web browser of your choice (e.g. google chrome)



Scroll to online services and click on e-learning



On the log in page enter your username and password as set on your student portal.



You are not logged in.

## National Institute of Public Administration - eLearning Platform

Remember username

**LOG IN**

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

**LOG IN AS A GUEST**

INFO

[Student Login Portal](#)

CONTACT US

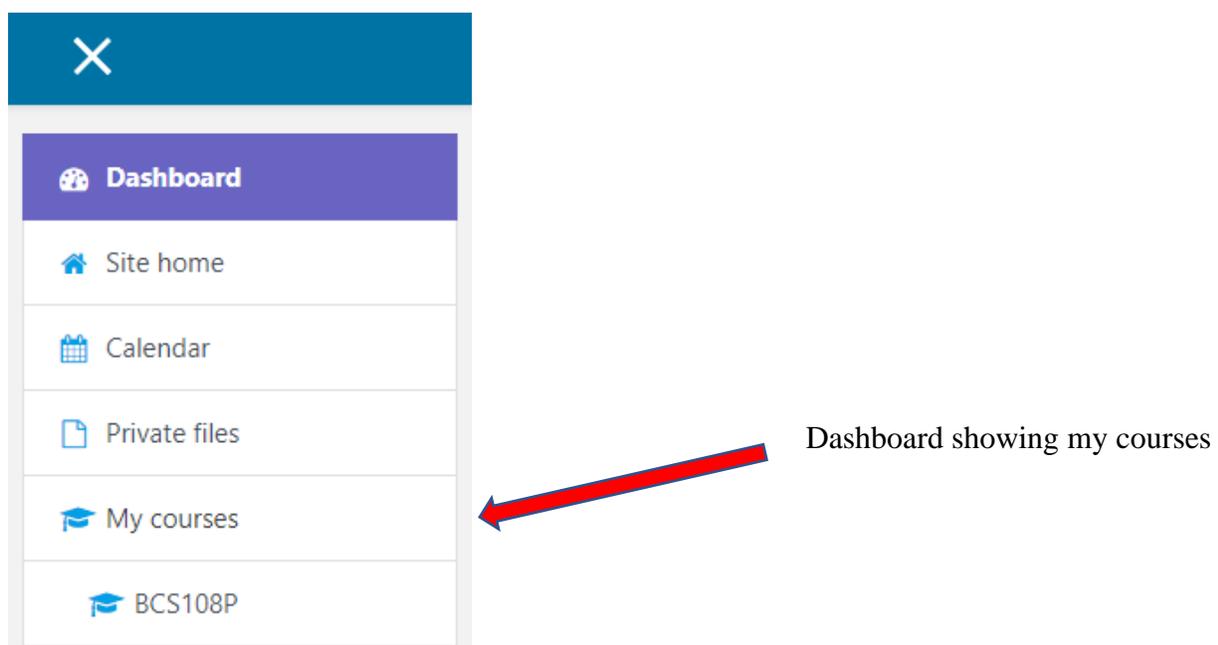
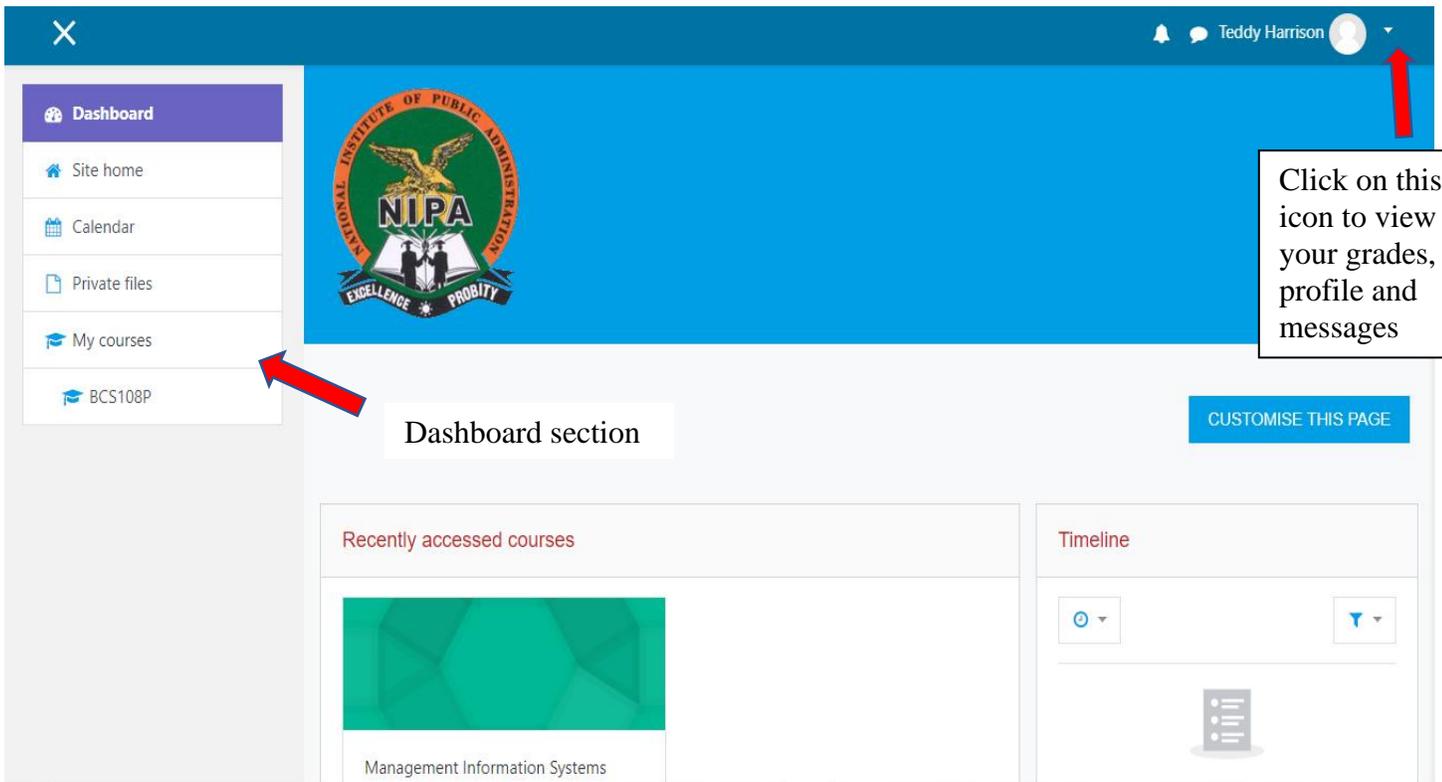
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GET SOCIAL



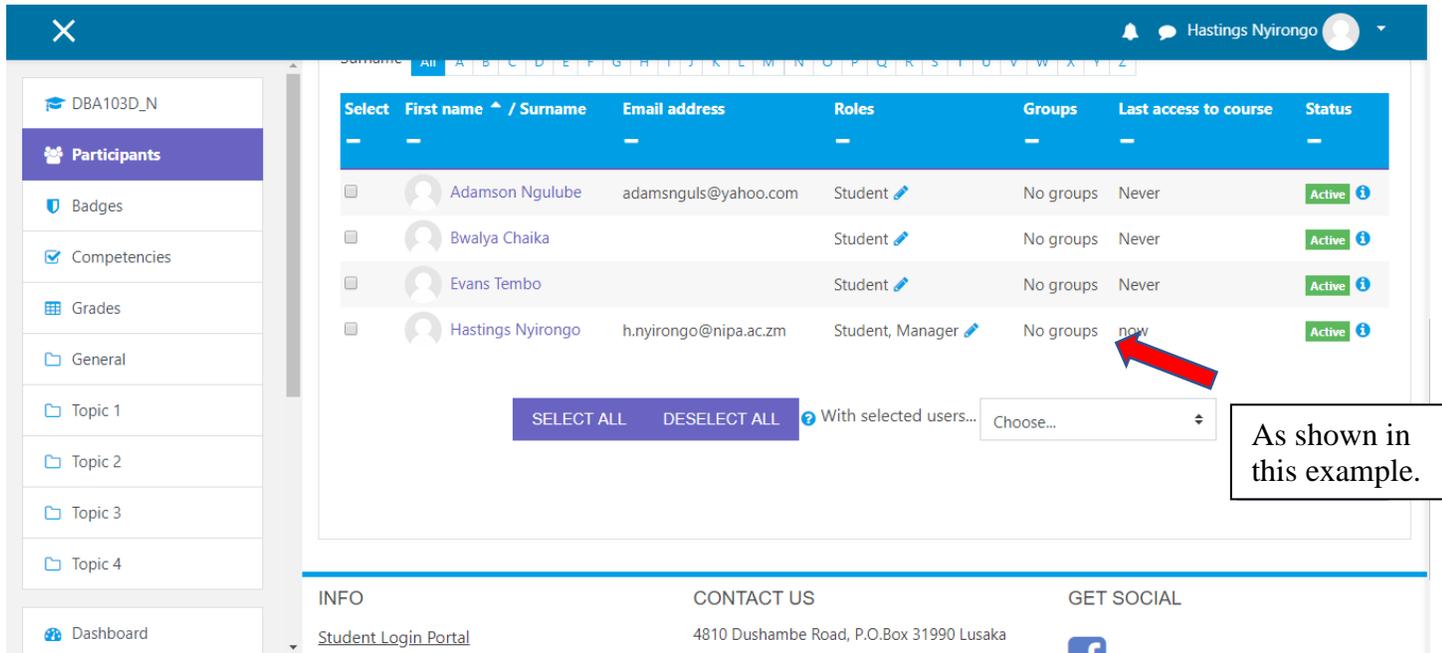
## 05.DASHBOARD AND FINDING YOUR COURSE(S)

Once you have logged in to Moodle, using the method above, you will be brought to your site's 'Front Page'. The Front-Page acts as a landing page for all users, and displays useful and pertinent information. In addition, and more importantly, you will see a list of all courses in which you are enrolled in. This is very helpful as it will save you time from tracking down or bookmarking any classes you need to access on a daily basis:



## Viewing Participants in a Course

To view participants in a particular course you first have to click on that particular course, then go to a section called participants.



The screenshot displays a course management interface. On the left sidebar, the 'Participants' option is highlighted with a red arrow. The main content area shows a table of participants with the following data:

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Adamson Ngulube	adamsnguls@yahoo.com	Student	No groups	Never	Active
<input type="checkbox"/>	Bwalya Chaika		Student	No groups	Never	Active
<input type="checkbox"/>	Evans Tembo		Student	No groups	Never	Active
<input type="checkbox"/>	Hastings Nyirongo	h.nyirongo@nipa.ac.zm	Student, Manager	No groups	now	Active

Below the table, there are buttons for 'SELECT ALL' and 'DESELECT ALL', followed by a dropdown menu labeled 'With selected users...' and a 'Choose...' option. A red arrow points to the 'now' value in the 'Last access to course' column. A text box on the right contains the text: 'As shown in this example.'

## 06.SUBMITTING ASSIGNMENTS

To submit an Assignment, you will need to navigate to the needed Assignment itself. Once you click on the Assignment Title link, you will be brought to a screen which shows you a bit of basic information about the Assignment, which can include any instructions, the due date, and time left remaining to submit.

You will also see an option to **Add Submission**, or a text box if the Assignment is designed to have online text editor.

The screenshot shows a Moodle assignment page for 'MySQL WORK BENCH'. The left sidebar contains navigation options like 'BCS203P', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1' (highlighted), 'Topic 2', 'Topic 3', 'Topic 4', 'Dashboard', 'Site home', 'Calendar', and 'Private files'. The main content area shows 'Assignment 1' with a document icon and the filename 'Assignment 2.docx', dated '11 February 2020, 1:40 PM'. Below this is a 'Submission status' table:

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 29 March 2020, 2:22 PM
Time remaining	23 days 23 hours
Last modified	-

Below the table, there is a 'Submission comments' section with a '+ Comments (0)' link. At the bottom right, a blue button labeled 'ADD SUBMISSION' is highlighted with a red rectangle. Below the button, the text reads 'You have not made a submission yet'.

### (View or getting started in an Assignment)

uploading a file, you will need to locate the file via the File picker from your computer or online repository

(Adding a New File)

The screenshot shows the 'SRMS DB VIEW' file submission interface. The top header bar is blue with a user profile for 'Mwangala Kalaluka Student'. The main content area is titled 'SRMS DB VIEW' and 'TESTING'. It features a 'File submissions' section with a toolbar containing icons for file, folder, and download. Below the toolbar is a file picker area with a folder icon labeled 'Files'. A red arrow points from a text box to this folder icon. The text box contains the instruction 'Click on this icon'. To the right of the file picker, it states 'Maximum size for new files: 2MB, maximum attachments: 20'. Below the file picker, there is a list of 'Accepted file types': Document files (.doc, .docx, .epub, .gdoc, .odt, .oth, .ott, .pdf, .rtf), PDF document (.pdf), and Word document (.doc). At the bottom, there are two buttons: 'SAVE CHANGES' and 'CANCEL'.

## File picker



Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

No file selected.

Save as

Author

Choose license

All rights reserved

Click on this icon to select your file.

After uploading your file, or filling in the text editor, you will be able to submit your Assignment. This is a step that might or might not be needed, depending on how your Instructor set up the submission settings.

Teddy Harrison

PHP

Java

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 17 September 2020, 5:11 PM
Time remaining	209 days 1 hour
Last modified	Friday, 21 February 2020, 3:27 PM
File submissions	testing .doc 21 February 2020, 3:27 PM
Submission comments	Comments (0)

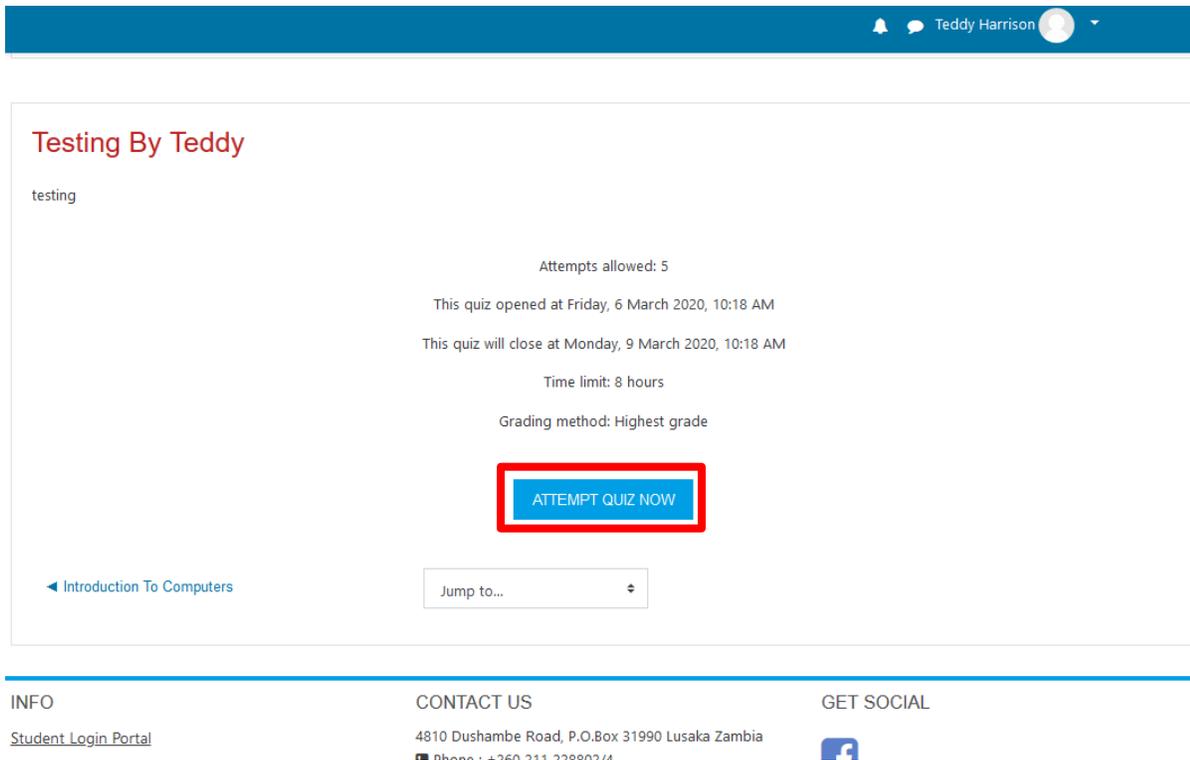
You can still make changes to your submission

## 07. QUIZZES

To take a Quiz, you will need to navigate into the needed Quiz activity, and ensure that you are ready to start your quiz, keeping in mind that a time limit might be implemented for the quiz by your instructor.

Once you have started your Quiz attempt, you will be able to see the Quiz Questions, the Time Limit (if imposed), and the different pages within a quiz.

(View of Quiz Page)



The screenshot shows a user interface for a quiz. At the top right, there is a blue navigation bar with a notification bell, a chat icon, and the user's name 'Teddy Harrison' next to a profile picture. Below this, the main content area is titled 'Testing By Teddy' in red. Underneath the title, the word 'testing' is displayed. The central part of the page contains the following information: 'Attempts allowed: 5', 'This quiz opened at Friday, 6 March 2020, 10:18 AM', 'This quiz will close at Monday, 9 March 2020, 10:18 AM', 'Time limit: 8 hours', and 'Grading method: Highest grade'. A prominent blue button with the text 'ATTEMPT QUIZ NOW' is highlighted with a red rectangular border. At the bottom left of the main content area, there is a blue arrow pointing left and the text 'Introduction To Computers'. To the right of this is a 'Jump to...' dropdown menu. The footer of the page is divided into three sections: 'INFO' with a link to 'Student Login Portal', 'CONTACT US' with the address '4810 Dushambe Road, P.O.Box 31990 Lusaka Zambia' and a phone number, and 'GET SOCIAL' with a Facebook icon.

After you have completed all the Quiz Questions on all of the pages, you will be able to 'Submit All and Finish'. This will finalize your attempt and submit all your answered questions.

### Test Quiz 1 Summary of attempt

(Submit button, and Confirmation popup)



Once you have submitted your Quiz, you can always navigate back in to the Quiz, to view your answers, and if the Instructor has allowed it, the ability to see the correct answers.

The screenshot shows a Moodle quiz result page. At the top, there is a blue header with the user's name 'Mwangala Kalaluka' and 'Student' next to a profile picture. Below the header, the page title 'Web Technology' is displayed in red. A breadcrumb trail reads 'Dashboard / My courses / BCS209P / Topic 1 / Introduction to programming'. The main content area is divided into two columns. The left column shows quiz statistics: 'Started on' (Tuesday, 10 March 2020, 1:25 PM), 'State' (Finished), 'Completed on' (Tuesday, 10 March 2020, 1:25 PM), 'Time taken' (18 secs), and 'Grade' (10.00 out of 10.00 (100%)). Below this is 'Question 1', which is 'Correct' and worth '10.00 out of 10.00'. The question asks 'What is web application?' and the user's answer is 's an application program that is stored on a remote :'. A green checkmark indicates the answer is correct. Below the answer, a yellow box shows the correct answer: 'The correct answer is: s an application program that is stored on a remote server and delivered over the Internet through a browser'. The right column is titled 'Quiz navigation' and shows a progress indicator for question 1 (a green box with a white '1' and a green checkmark) and a 'Finish review' link.

### Using Safe Exam Mode

An Instructor might choose to help reduce the ability for students to use outside help within Moodle's online Quiz activity. When this happens, your instructor will change a setting within the quiz, to enable some extra Exam Security. When this is enabled, you will notice that the quiz is launched in its own window. This window has some JavaScript Safe Exam features enabled, such as:

The quiz will only start if the student has a JavaScript-enabled web-browser

The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls

Students are prevented, as far as is possible, from using facilities like copy and paste

You will notice that if you try to copy and paste in text, you will see a notice from your browser, similar to the following:

(Secure JavaScript Safe Exam Mode)

If you're ever having problems with a quiz, and may suspect that it is due to a Safe Exam Mode quiz, be sure to check that your Java is fully up to date: <https://iava.com/en/download/index.jsp>

## 08.VIEWING AND ADDING FORUM POSTS

Viewing and Adding Forum Posts can be a very large part of daily course work, and is a great way to maintain communication with classmates online.

Navigate to the desired Forum you wish to view. Once you click into the Forum, you will be greeted with a view of all Topics that have been posted within the particular Forum. Note that you can add a new Top-Level Topic if the Instructor has allowed it within the Forum settings.

## PYTHON PROGRAMMING

In depth look at python as a programming language

ADD A NEW DISCUSSION TOPIC

Discussion	Started by	Replies	Last post
PHP LARAVEL	Teddy Harrison	1	Mwangala Kalaluka Fri, 6 Mar 2020, 1:00 PM
django programming	Mwangala Kalaluka	0	Mwangala Kalaluka Fri, 6 Mar 2020, 12:55 PM

Introduction To Computers

Jump to...

### INFO

Student Login Portal

### CONTACT US

4810 Dushambe Road, P.O.Box 31990 Lusaka Zambia

Phone : +260 211 228802/4

### GET SOCIAL

By clicking into a specific Topic heading, you will be able to see any top-level comments and replies made to the Topic Heading. Note that any replies are nested for easy viewing of the discussion flow.

Subscribed

Display replies in nested form

Move this discussion to ...

MOVE

PIN



### PHP LARAVEL

by Mwangala Kalaluka - Tuesday, 10 March 2020, 2:14 PM

Hi

Permalink

Edit

Delete

Reply



### Re: PHP LARAVEL

by Mwangala Kalaluka - Tuesday, 10 March 2020, 2:17 PM

echo"Hello World"

Permalink

Show parent

Edit

Split

Delete

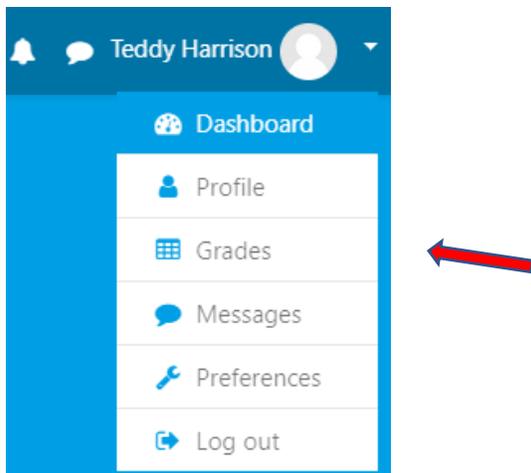
Reply

### (View of single Topic Heading, and its replies)

Some Forums might have grading or ratings associated with your Forum posts, but that would be something you will be notified of by the instructor, and can generally be seen within the Forum information when you first click into a particular Forum.

## 09. VIEWING YOUR GRADES

To view your grades, you will simply need to navigate to the drop-down arrow icon next to your profile



Here you will be shown the course's graded items, and the grades you have been marked with for those assignments, as well as an aggregated total in the course. Some grade items might be hidden from student view at the behest of the course's instructor, so if you do happen to notice a missing grade item, do send questions their way as a first point of contact.

A screenshot of the 'Grades' page in a learning management system. The page shows the user's name 'Teddy Harrison' and a navigation breadcrumb 'Dashboard / Grades'. Below this, there is a section titled 'Courses I am taking' which contains a table with the following data:

Course name	Grade
Management Information Systems	20.00

#### INFO

[Student Login Portal](#)

#### CONTACT US

4810 Dushambe Road, P.O.Box 31990 Lusaka  
Zambia  
☎ Phone : +260 211 228802/4  
✉ E-mail : [registrar@nipa.ac.zm](mailto:registrar@nipa.ac.zm)

#### GET SOCIAL



You also do have the option from this page to view your Overview Report, which shows your course totals in all enrolled courses.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Research Methods In Social Sciences</b>						
 <b>Course total</b> Mean of grades.	-	-	0-100	-	-	-

#### INFO

[Student Login Portal](#)

#### CONTACT US

4810 Dushambe Road, P.O.Box 31990 Lusaka  
Zambia

☎ Phone : +260 211 228802/4

✉ E-mail : [registrar@nipa.ac.zm](mailto:registrar@nipa.ac.zm)

#### GET SOCIAL



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## 10.ACTIVITY COMPLETION

Activity Completion, allows your instructors to set up criteria to set a point when an activity is completed. This can be done either by allowing the students to manually mark their own completion (a nice way to keep of checklist of class activities completed), or by setting some criteria based on things like Activity Viewed, or Student Receives Grades. This Activity Completion might be used in conjunction with Conditional Access, effectively restricting access to certain activities, until you have completed prior objectives.

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The screenshot displays a user interface for a course titled "BCS209F". On the left, a sidebar lists navigation options: Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, and Dashboard. The main content area is divided into sections: "Announcements" with a "Your progress" indicator, "Topic 1" containing "Introduction To Computers" (unchecked) and "PYTHON PROGRAMMING" (checked) with a sub-description "In depth look at python as a programming language", and "Topic 2" and "Topic 3" listed below. On the right, a "Comments" section features a text input field labeled "Add a comment..." and a "SAVE COMMENT" button.

## CONDITIONAL ACCESS

Conditional Access allows you instructors to set up 'self-paced' learning in which you can complete certain activities to unlock the next resource or activity. If an activity is restricted with Conditional Access settings, the Activity is hidden until you complete the necessary criteria.