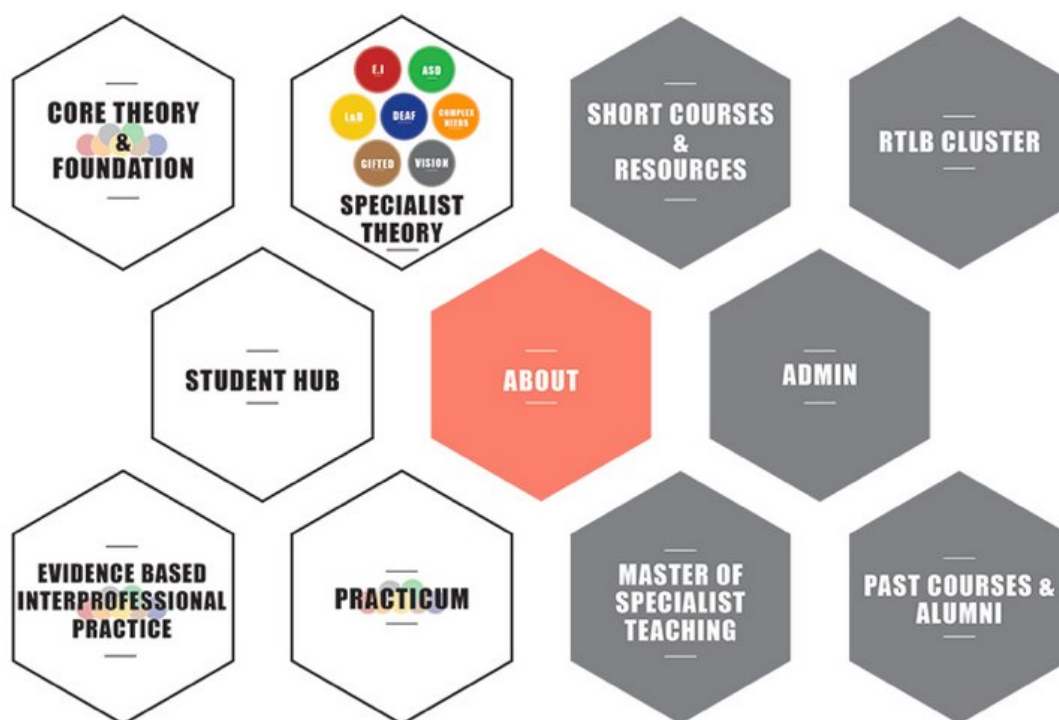


Using Moodle



‘how to’ contents

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1. Login into Moodle

>Process

1. Open your browser(NB: Firefox or Google Chrome are the preferred browsers)
2. Type in the Specialist Teaching Moodle address: <http://masseyuniversity.mrooms.net/>
3. Click <login> at the top right, or the bottom of page

You are not logged in. (Login)



- Type in your USERNAME = **UNIVERSITY STUDENT ID**
(* If you were a late enrolment type in first initial and surname all lowercase one word)
 - Type in the default PASSWORD = **Change.me1**
4. Press <Enter> or select the **Login** Button.

You will be directed to **CHANGE YOUR PASSWORD** (Note the requirement to create your new password)

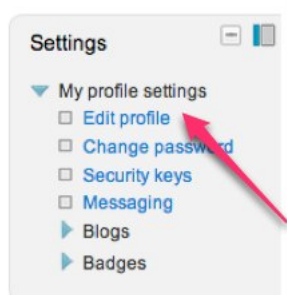
2. Edit your Profile



In the Moodle system you have a Profile that provides other students information about you. It's kind of like wearing a name tag so people know something about you. The information you put in your profile should include a picture so other students know what you look like as well as a description about yourself, your specialist area, your interests and and your work. Introducing yourself though your profile is an essential element of our e-learning site to allow for networks and connections to emerge.

>Process

1. Click on the SETTINGS block (in left margins) click on < My profile settings> and then <Edit Profile >



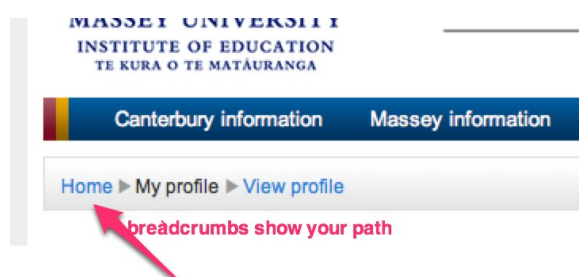
2. Type in your profile bio (information about yourself) in the **Description** box.
3. Click on <user picture> to add (drag and drop) a current photo of yourself (or do from home)
4. Scroll down to the bottom of the profile page and select the **Update Profile** button.



Timing: Add your bio and photo to your profile either at the first block course or as early in the year as you can. When you start your class discussions it will really help the other students communicate with you and identify any shared interests.

3. NAVIGATE BACK TO THE HOME PAGE via the “ breadcrumbs”

- Click on <Home> in your breadcrumbs (top navigation bar)



> ENTER A COURSE FROM THE HOMEPAGE

- From the homepage – click on your course eg <core theory & foundations>



Online Activities



In this blended course – you will learn through both face to face interactions (at block courses and whanau groups) as well as online – using this Moodle environment. In Moodle you will be able to participate in class discussion in the FORUMS, self-assess your knowledge through QUIZZES, access course information in BOOKS, add resources to a class GLOSSARY and submit ASSIGNMENTS. These activities are explained below.

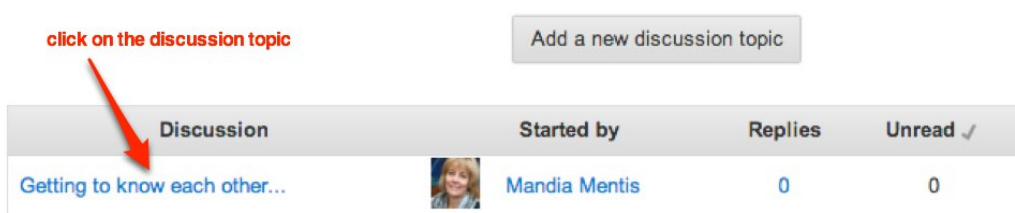
The FORUM tool: Participating in discussion



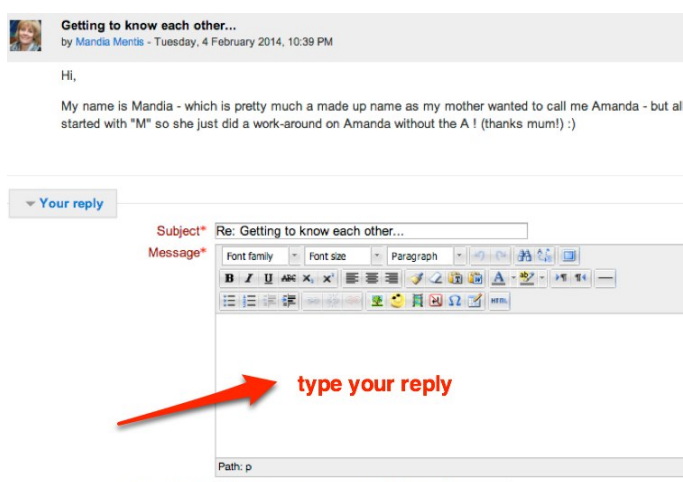
You will take part in a number of different conversations for each of your domains. For this you will be using a **Forum**. **Forums** are identified by the icon

>Process

1. In the domain of each course select the forum where you would like to participate
2. The discussions will appear. Find the topic that you would like to discuss and select it. The topic (or thread) will be displayed where you can reply to previous postings.
3. Click on Reply in the lower right hand side of the posting. The following screen will appear.



4. Type in your message. Hover over the icons in the text book to see what they do and 'have a play with them –eg bold, highlight, enlarge editor etc)
5. You can include a file (Word, Excel, Image, etc.) if it helps support your message. You do this in the attachment block (drag and drop a file) or click ADD
6. Select the **<Post to Forum>** button.



NOTE: Discussions that you contribute to can also be linked to your portfolio as artefacts of learning and evidence of meeting your learning goals and the domain competencies

The QUIZ tool: Self assessing your knowledge



For all domains you will have the opportunity to test your knowledge by taking a quiz, identified by the icon

>Process

1. In the course area, find the domain you are working in. Select the quiz you would like to submit. A screen similar to this will appear.

QUIZ for domain 2: ASSESSMENT FOR IDENTIFICATION, DIAGNOSIS & PLANNING

QUIZ for domain 2: ASSESSMENT

Self assess your understanding of this domain area 2 - ASSESSMENT

Grading method: Highest grade

[Attempt quiz now](#)

2. Select the Attempt the quiz now button.
3. The quizzes are a mix of multiple choice, true and false questions, short answer - complete the questions by clicking on the appropriate answer.
4. You have a choice of **Return to attempt** (you can come back to the quiz if you need to finish the questions) or **Submit all and finish**.



Timing: Work through the quizzes at the start of each domain– to set your learning goals - as well as at the end, when you finish your work on each domain. You are able to re-attempt the quiz many times to improve. These scores can be used in your portfolio as artefacts of learning and evidence of meeting your goals and the domain competencies.

The BOOK tool : Accessing course information



Most of the course information is organised in a special type of resource called a Book module, identified by the icon

>Process

1. In the course area, find the domain you are working in. Select the name of the book you would like to view. The first chapter of the book will appear.

Home > My courses > ST2014 > Core Theory 14 > DOMAIN 1 > D1 Book 1: PROFESSIONAL LEARNING & IDENTITY

Chapter 1 | Professional Learning & Identity | What? How? & Why?

All is flux, nothing stays still - [Plato]

This chapter asks you to consider the following questions:

- What is *professional learning* and identity development?
- Why it is important to consider new ways & tools for 21 century learning & teaching?

This Specialist Teaching Programme aims to support your development of a professional identity within a community of Practice. We have used the term *Māwhai* to explain the 'webbing' of an identity (developing competencies in the domain area of each paper) with the 'networked' support of the interprofessional community that makes up this programme. For the full explanation of Māwhai - webbing a professional identity through networked learning - click on the video below.


Table of contents

- Chapter 1 | Professional Learning & Identity | What? How? & Why?
 - Learning in Communities On- and Off-line
- Chapter 2 | Social Learning Networks & Digital Literacy
 - Making the technology fit me
 - MOODLE
- Chapter 3 | Portfolios
 - myPortfolio
 - Explaining who you are as a way to connect
- Chapter 4 | Academic Literacy
 - Introduction the national and

2. Navigate through the book by pressing the **Forward** and **Back** buttons on the right hand side of the page OR select one of the other chapter titles that appear as a link in the left hand menu.

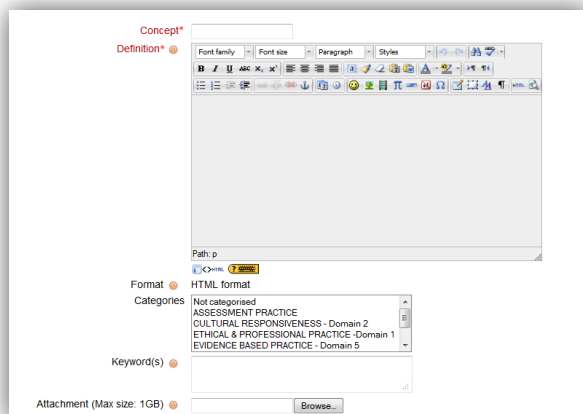
The GLOSSARY tool: Sharing resources & rating/commenting on resources



Co-constructing learning with others involves sharing resources and commenting on the resources that others share. This is done in the glossary tool. Glossaries are identified by the  icon.

>Process - add a resource:

1. Click **Add a new entry**



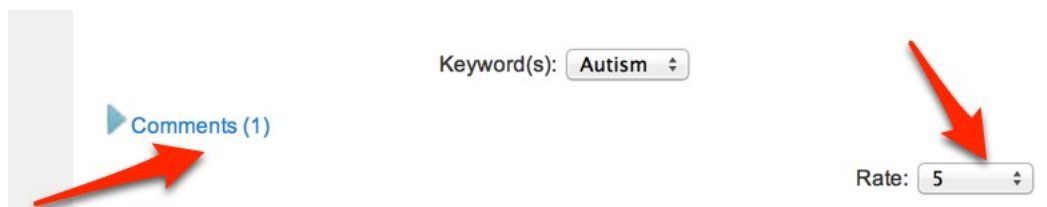
2. Type in your **Concept** - this is the name of the resource
3. Type in the **Definition** – description of the resource – you might like to add links within the definition field (to do this is paste the address into the definition, then to link it, highlight the text and select the **Insert/Edit link** icon, paste in the address and select **Insert**).
4. Select a **Category** - which domains of this paper does this resource link to
5. Type in **Key words** (to assist in searching for this resource)
6. (If you have a document to upload do so in the **Attachment** area)
7. Select the **Save Changes** button.

NOTE: Resources that you share in the glossary can also be linked to your portfolio as artefacts of learning and evidence of meeting your learning goals and the domain competencies.

COMMENTING on & RATING a RESOURCE

>Process –


1. Find the entry that you would like to comment on.
2. Click on the <comments> and add your comment in the text box.
3. Click on the drop down menu to rate the entry



4. Select the **Save Changes** button.

The ASSIGNMENT tool: Submitting an assessment

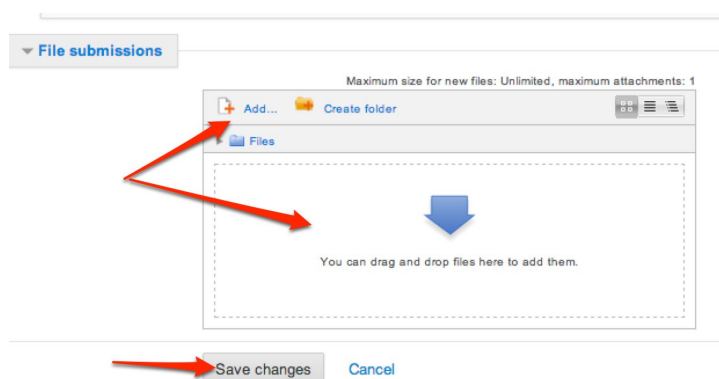


You'll be submitting your assignments for the programme online using the Assignment module, identified by the icon 

Submitting a Word document assignment

>Process

1. In the course area, select the name of the assignment you would like to submit. Click **<ADD SUBMISSION>**
2. To upload a word document, find the file on your computer and either select it via the ADD button OR drag and drop the file into the txt box box and and double-click on the name.

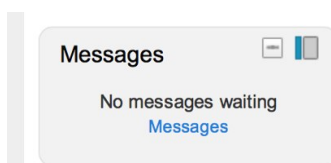


3. Select **<Save changes>** and then **<SUBMIT ASSIGNMENT>**

MESSAGING: Sending a private message within Moodle

>Process *THERE are TWO WAYS to do this.*

1. **OPTION ONE** Find the MESSAGES block in the left margin, click **<MESSAGES>**. Type in the name of the person you want to send a message to, click on their name, and type in your



message and click **<SEND MESSAGE>**

2. **OPTION TWO:** In the PARTICIPANTS block in the left margin, click on the NAME OF THE PERSON. At the bottom of their profile click **<SEND A MESSAGE>**

myPortfolio (your e-learning portfolio)

There are TWO e-learning tools for this programme – Moodle (where all the teaching content resides) and myPORTFOLIO (which is your personal e-portfolio). The Moodle site is managed by the teaching team of the Specialist Teaching Programme, while the myPortfolio site is managed by YOU. It is your personal space to document your learning for assignments by putting artefacts into your portfolio that demonstrate meeting the competency domains. This site stays with you after the course for you to use in your ongoing practice to document your continuing competence and use as your eCV. Many professions now require documentation of ongoing competence and this is a valuable tool to use in the future to provide that information. We offer this as a tool for you to use to document your digital professional identity.

Two e-learning environments



MOODLE

- For ALL teaching & learning
- Course content



Mahara

- For PESONAL learning/prof practice
- Professional Portfolio

Registering on MyPortfolio

1. Open your browser(NB: Firefox or Google Chrome are the preferred browsers)
2. Go to the MyPortfolio website: <http://myporffolio.ac.nz>
3. Click on the **Register** link in the middle of the screen.
4. In the next screen (see below) type your first and last name, your email address and select your University as your institution.
5. Type the text that is displayed on the screen in the box provided.
6. Click on the **Yes** button for the Terms and Conditions
7. Click on the **Register** button
8. You will now receive a confirmation email. You will have to open the message in your email and then click on the URL provided (this will be the link in your email message)

The 'Register' form has a title 'Register' with a user icon. Below the title is a welcome message: 'Welcome! To use this site you must first register. You must also agree to the terms and conditions. The data we collect here will be stored according to our privacy statement.' The form contains several fields: 'Email address *' with a text input and a note 'Please double check you have entered the correct email address'; 'First name *' and 'Last name *' with text inputs; 'Institution *' with a dropdown menu labeled 'Choose your institution' and a note 'Please select the correct institution that you attend. If it does not appear on the list please contact your tutor so that your institution may be registered'; and 'I agree to the Terms and Conditions *' with radio buttons for 'Yes' and 'No', where 'Yes' is selected. A green 'Register' button is at the bottom.

There is a separate myPortfolio handbook provided to walk you through using this technology.

Further information, resources and HELP!

There are a number of resources that can be accessed through the **HOW TO** area in the **Student Hub** on the Specialist Teaching Moodle area.

To access this area, login onto the **Student Hub** site and then select the link to Technical Tutorial



You can also email your queries for both Moodle and MyPortfolio to the Specialist Teaching Help Desk: specialistteaching@gmail.com

HAPPY MOODLEing.....