Moodle 'How To'

Specialist Teaching guide to using Moodle

Specialist Teaching
He waka eke noa

| Course 1 | Course 2 | Course 3 | Course 4 | Masters |
| Alumni | Networks | Pocket Courses |

Specialist Teaching
He waka eke noa

About Specialist Teaching

MASSEY UNIVERSITY
TE KUNENGA KI PŪREHUROA
UNIVERSITY OF NEW ZEALAND

MOODLE guide on how to:

1. Login into Moodle and Set your password

1. Open your browser
2. Type in the Specialist Teaching Moodle url: specialistteaching.ac.nz
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**
- Type in the default PASSWORD = **Change!me**
- Click **<Log in>**

Specialist Teaching Programme

| Username | Student ID | Forgotten your username or password? |
| Password | Change!me | Cookies must be enabled in your browser |

☑ Remember username

Log in

Some courses may allow guest access

Log in as a guest

To CHANGE YOUR PASSWORD (ONE TIME ONLY) ongoing use your set password
- The current (default) password is **Change!me**
- Create a new password that follows the specifications of
  (at least - 8 characters of at least 1 digit,1 lowercase & 1 uppercase letter & 1 non-alphanumeric character)
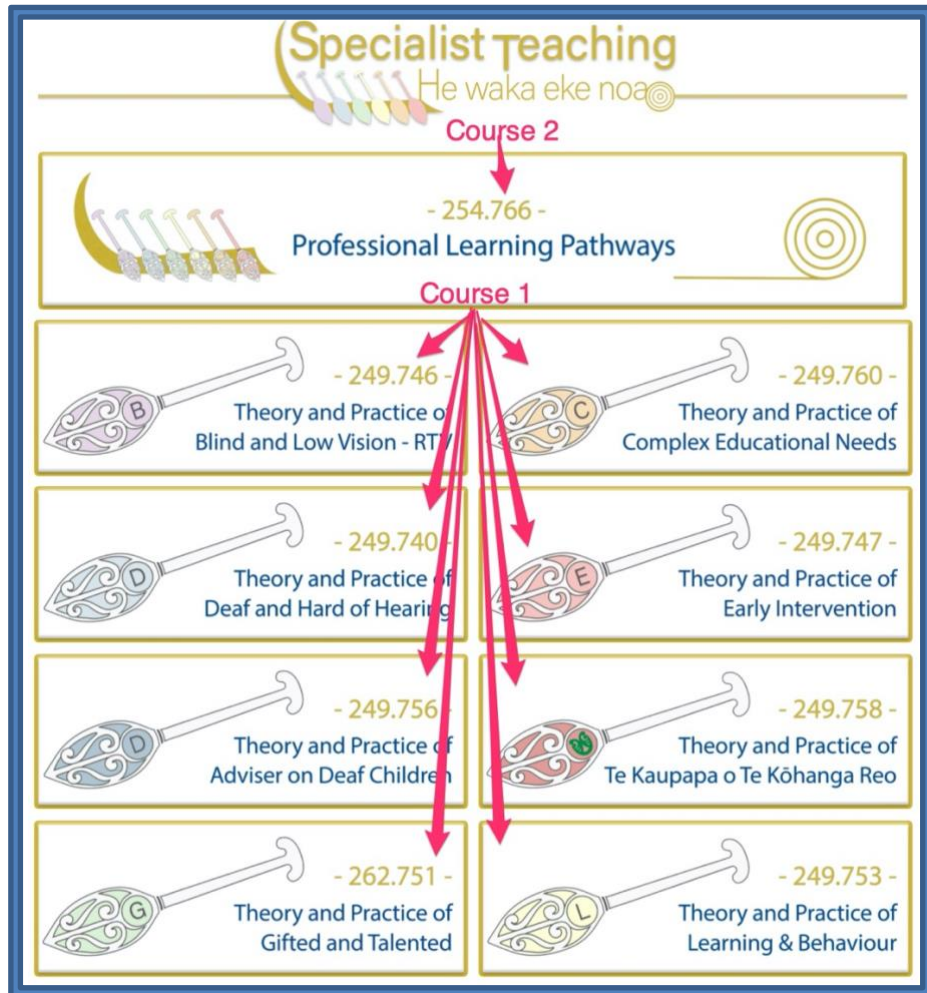- Click **<Save changes>**

You must change your password to proceed.

Change password

Username aidnam

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Current password*
New password*
New password (again)*

Save changes

2. NAVIGATE THE SITE

- From the front login page – specialistteaching.ac.nz - click to access your courses:
  - **Year 1**: courses 1 & 2
  - **Year 2**: courses 3 & 4 and to access previous courses – click on Alumni
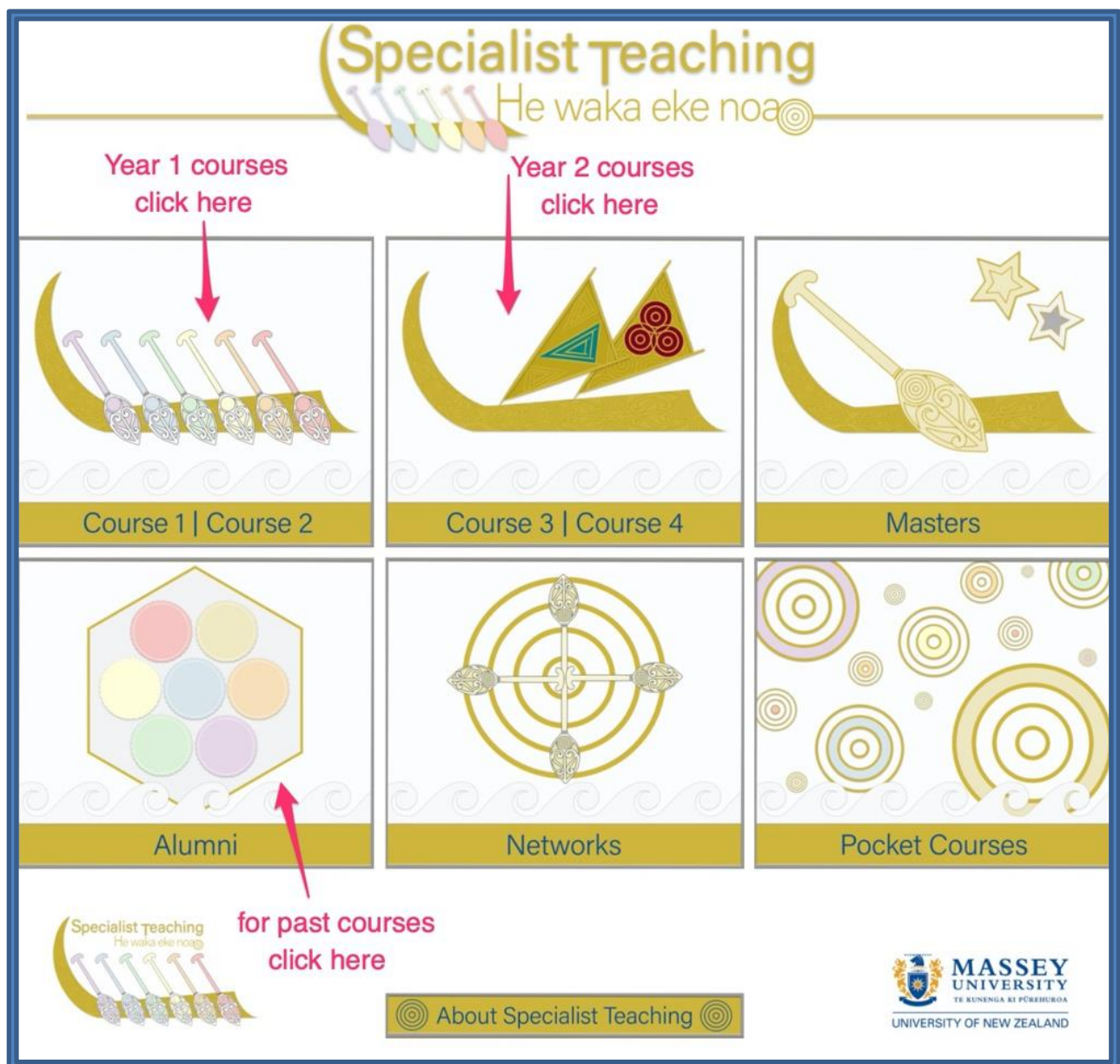
- Click on the courses you will need for the year:
  - **Year 1**: courses 1 & 2
    1. *254.766 Professional Learning Pathways*
    2. Your Specialist endorsement course - *Theory & Practice of …*
       BLV or CEN or DHH or AoDC or EI or TKR or Gifted or L&B


  - **Year 2**: Course 3 - *Practicum* & Course 4 - *Community-based Practice*

3. Edit / Update your Profile

- Click on the DROP DOWN arrow next to your login name and then on **< PROFILE>** and then **<Edit Profile >**
    - Add (year 1) or update (year 2) your profile bio (information about yourself) in the **Description** box.
    - Click on **<user picture>** to add (drag and drop) a *current* photo of your *real* self (not avatar)
    - Scroll down to the bottom of the profile page and click <**Update Profile>**
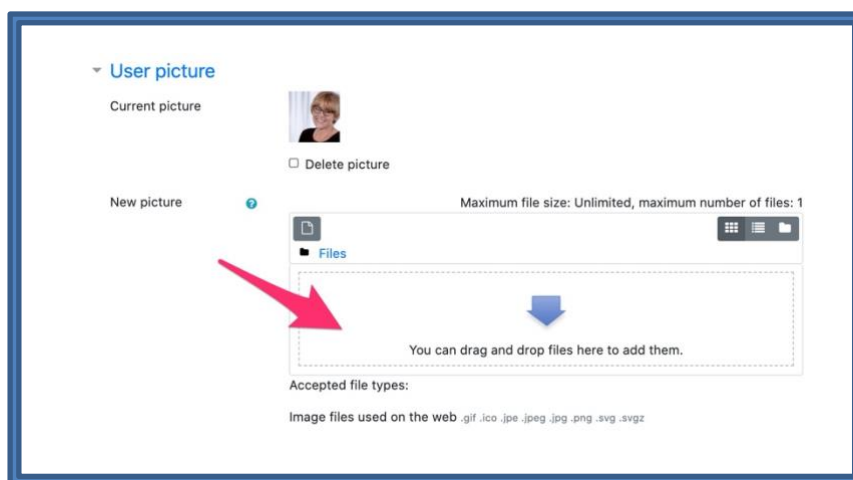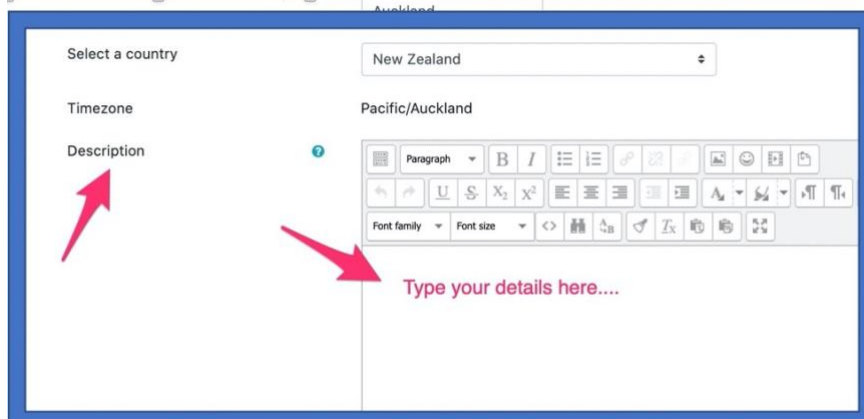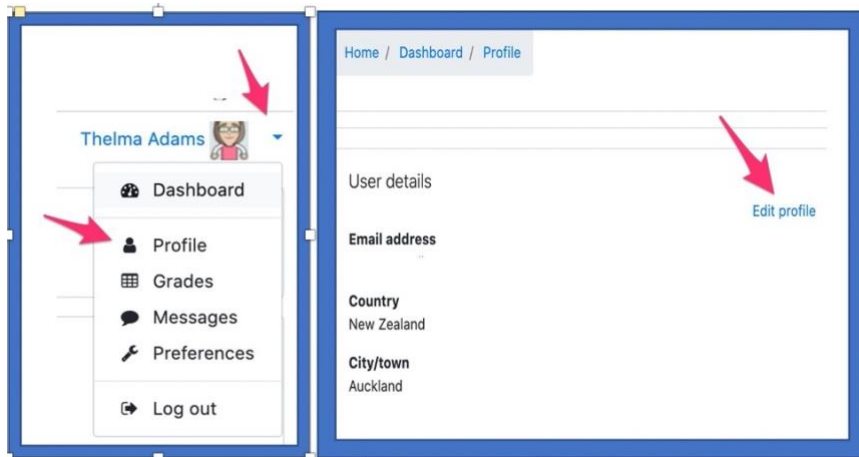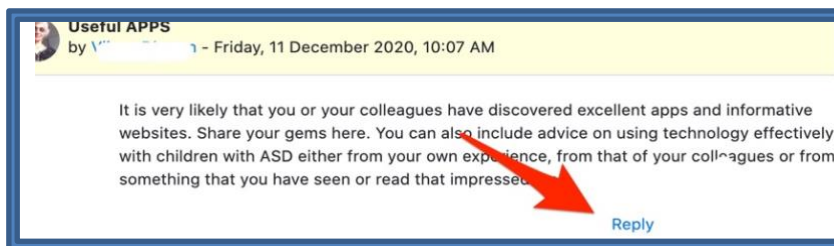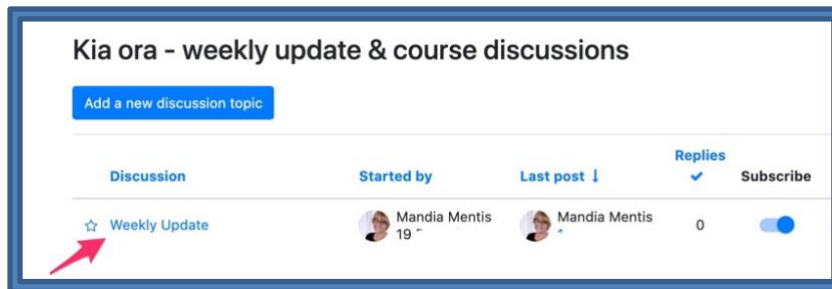
4. The FORUM tool: Participating in discussion

In your Moodle course – click on one of discussion forum tiles - *Kia Ora* or *Kōrero*

To respond
- Click on the chosen Discussion Topic and then click **<Reply>**

To Add a New Discussion Topic

- Click on the ***Kia Ora!*** or ***Kōrero*** tile and **<Add a New Discussion Topic>**
- Type in the subject line the topic of your message.
- Type in your message in the message text box. Hover over the icons at the top of the text box to see what they do and 'have a play–e.g., bold, highlight, enlarge editor etc.)
- Add an attachment eg Word, Excel, Image, etc. (drag and drop a file or click ADD)
- Click on <**Post to Forum>** to add your discussion topic
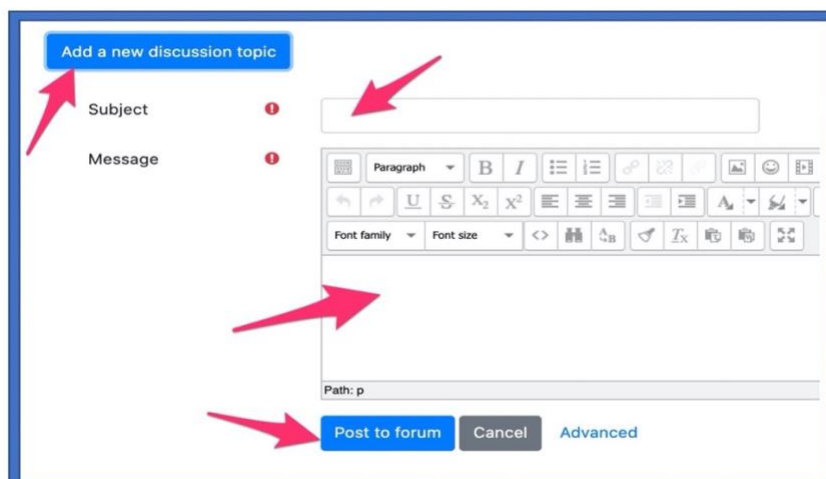
5. The MAHI tool: Sharing resources & artefacts

1. Click on the **Mahi** tile in Moodle and click on **<Add a new entry>**
2. Type in your **Concept** - the name /topic / header of your resource
3. Type in the **Definition** text block – your resource. Add links or text in this box (to link - highlight the text, select the Insert/Edit link icon, paste in the address and select Insert).
4. Type in **Keywords** (to assist in searching for this resource)
5. If you have a document to attach - upload this in the **Attachment** box – drag or add
6. Click on **<Save Changes>**

NOTE: *Resources that you share in the glossary can also be added to your portfolio as artefacts of learning and evidence of your learning.*

COMMENTING on a RESOURCE

1. Click on the arrow of the **<comments>** and add your comment in the text box.
2. Select **< Save Changes>**

6. Gain your DIGITAL BADGE

1. Click on the **BADGE** icon in Moodle
2. Click on **<Answer the questions>**

Domain **BADGE**

Domain badge
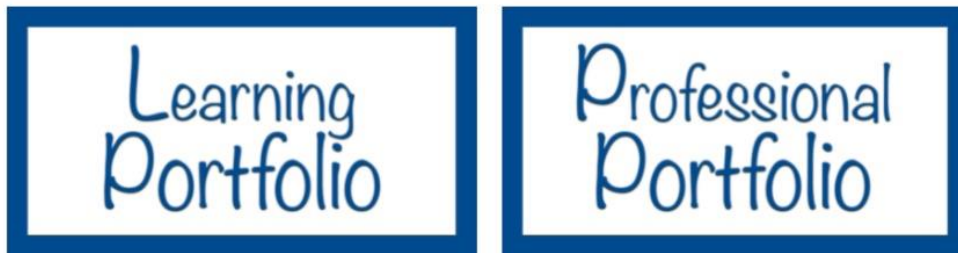
Answer the questions...

To VIEW your BADGES in your PROFILE

1. Click on DROP DOWN ARROW next to your PROFILE NAME/IMAGE
2. Click on PROFILE
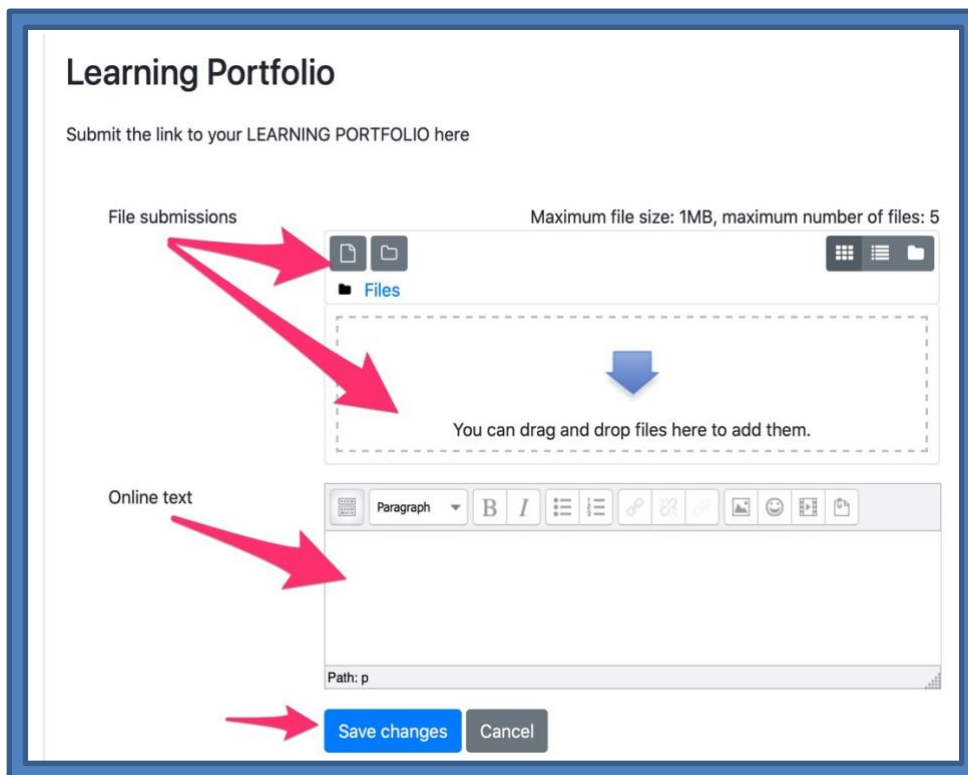3. Scroll down to the BAGES block and view your Badges from Specialist Teaching

Thelma Adams

- Dashboard
- Profile
- Grades
- Messages
- Preferences

- Log out

Badges

Badges from Specialist Teaching Programme:

Block course
badge

PLP Domain 2
badge

PLP Domain 1
badge
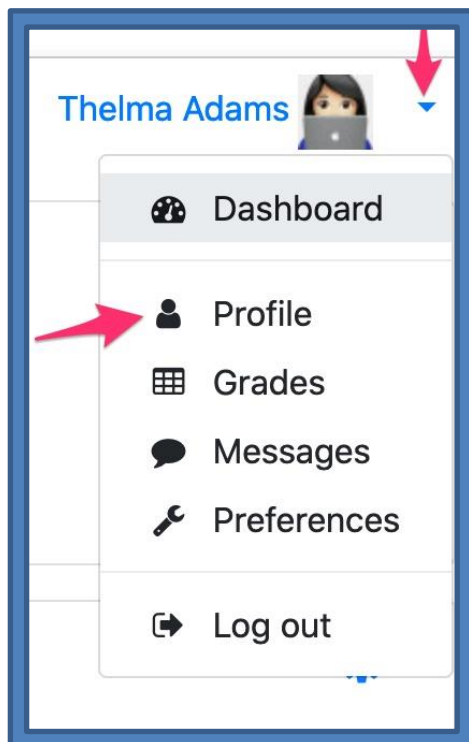
7. Submitting your PORTFOLIO assessments

Submitting a pdf document or LINK to an ePortfolio (eg Mahara)

1. Click on the Learning Portfolio or Professional Portfolio icon/tile in Moodle
2. Click on <ADD SUBMISSION>
3. UPLOAD a document OR type in the ONLINE TEXT BOX your portfolio url
4. Click **<Save changes>** and then proceed to **<SUBMIT ASSIGNMENT>**

7.HELPDESK – Additional Support

You can also email the Specialist Teaching Help Desk: specialistteaching@gmail.com