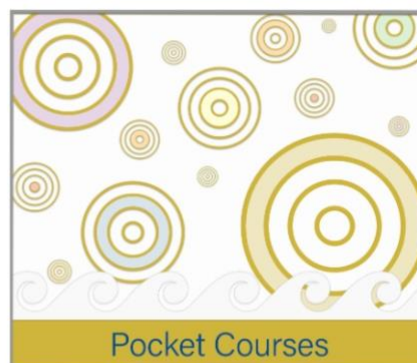
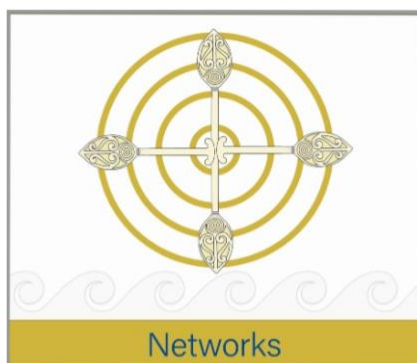


# Moodle 'How To'

## Specialist Teaching guide to using Moodle



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# MOODLE guide on how to:

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# 1. Login into Moodle and Set your password

1. Open your browser
2. Type in the Specialist Teaching Moodle url: [specialistteaching.ac.nz](https://specialistteaching.ac.nz)
3. Click **<login>** at the top right, or the bottom of page



- Type in your USERNAME = **UNIVERSITY STUDENT ID**
- Type in the default PASSWORD = **Change!me1**
- Click **<Log in>**

A screenshot of the "Specialist Teaching Programme" login form. The form has a title "Specialist Teaching Programme" at the top. Below the title, there are two input fields: "Username" with the value "Student ID" and "Password" with the value "Change!me1". There is a checkbox labeled "Remember username" which is checked. Below the input fields is a blue "Log in" button. To the right of the input fields, there is a link "Forgotten your username or password?" and a note "Cookies must be enabled in your browser" with a question mark icon. Below the note, it says "Some courses may allow guest access". At the bottom right, there is a grey button labeled "Log in as a guest".

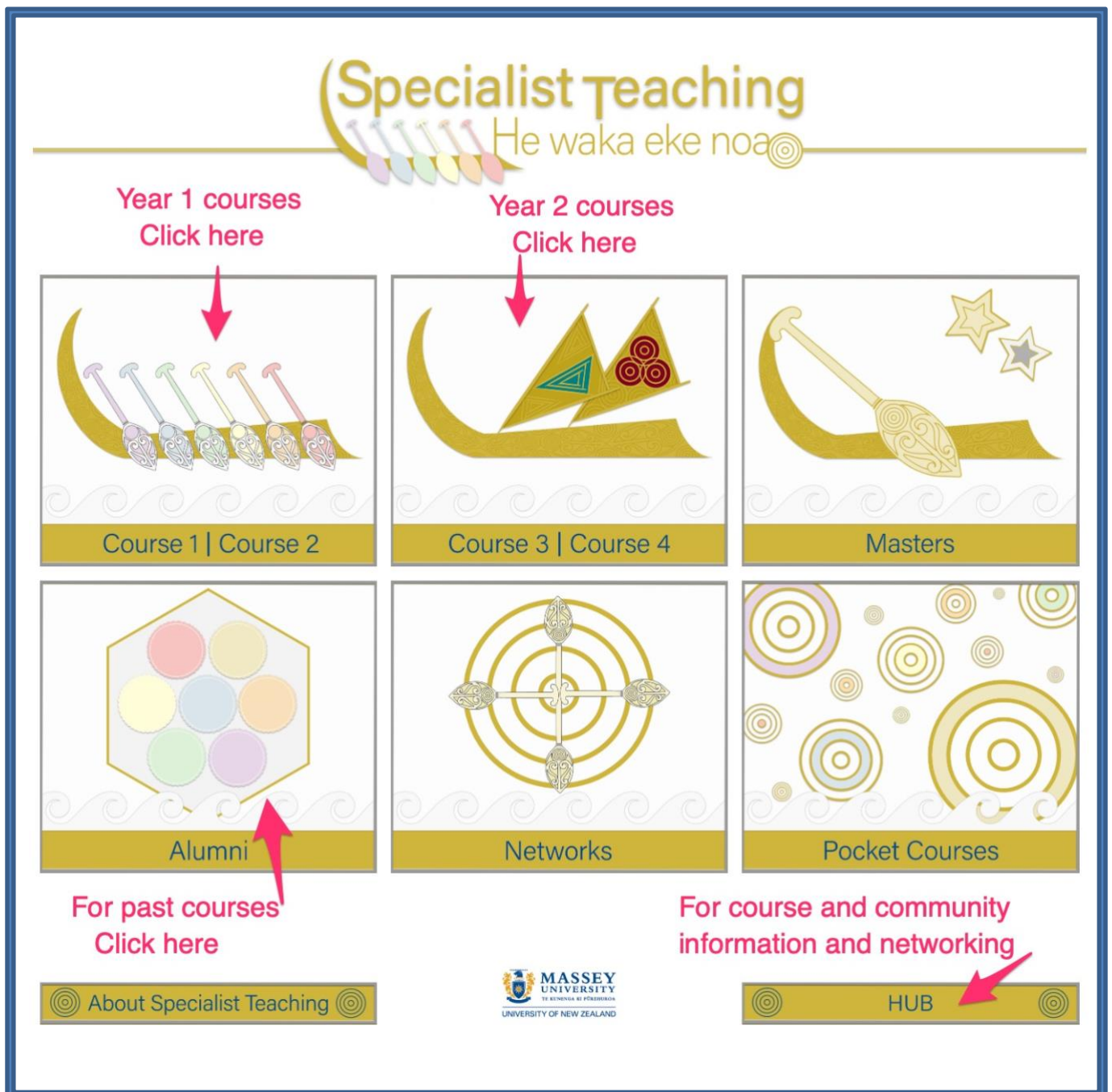
To CHANGE YOUR PASSWORD (ONE TIME ONLY) ongoing use your set password

- The current (default) password is **Change!me1**
- 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>**

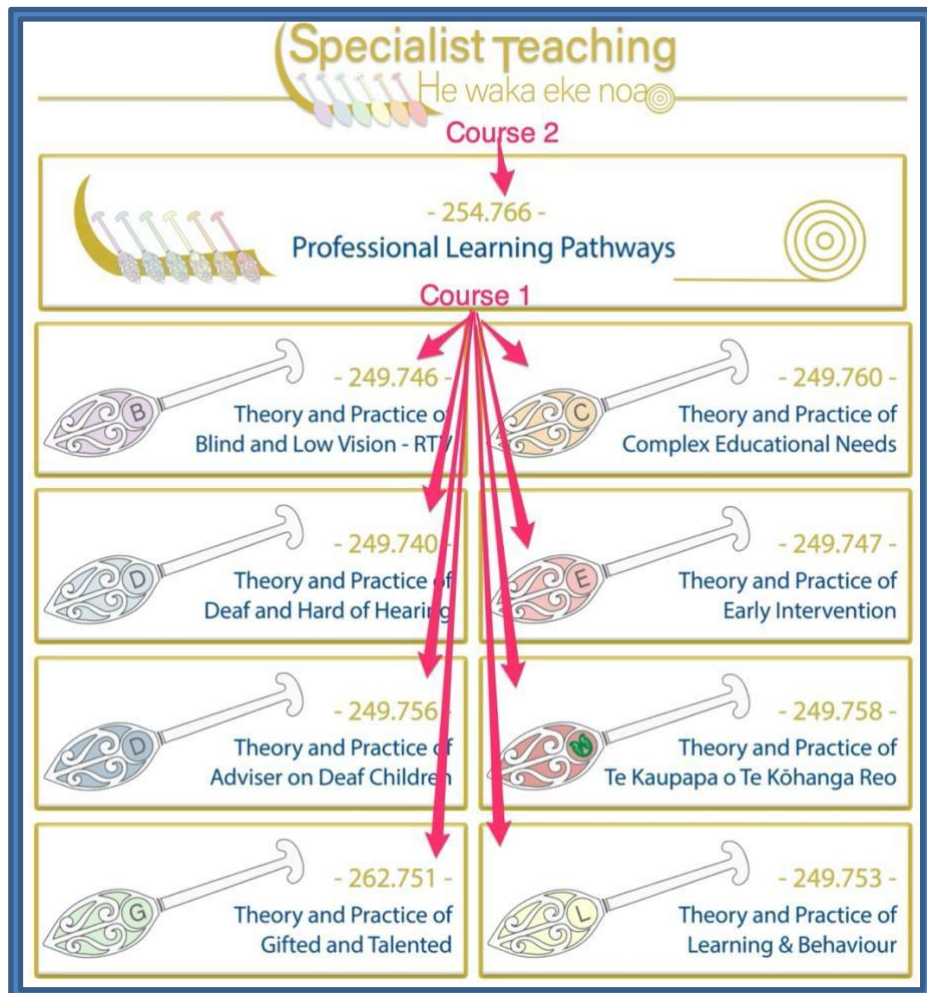
A screenshot of the Moodle "Change password" form. At the top, there is a red banner with the text "You must change your password to proceed." Below the banner, the form has a title "Change password". There is a label "Username" with the value "aidnam". Below the username, there is a note: "The password 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)". There are three input fields: "Current password\*", "New password\*", and "New password (again)\*". At the bottom, there is a grey button labeled "Save changes".

## 2. NAVIGATE THE SITE

- From the front login page – [specialistteaching.ac.nz](https://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
  - **HUB:** all students across 4 courses can access information in this community site



- 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



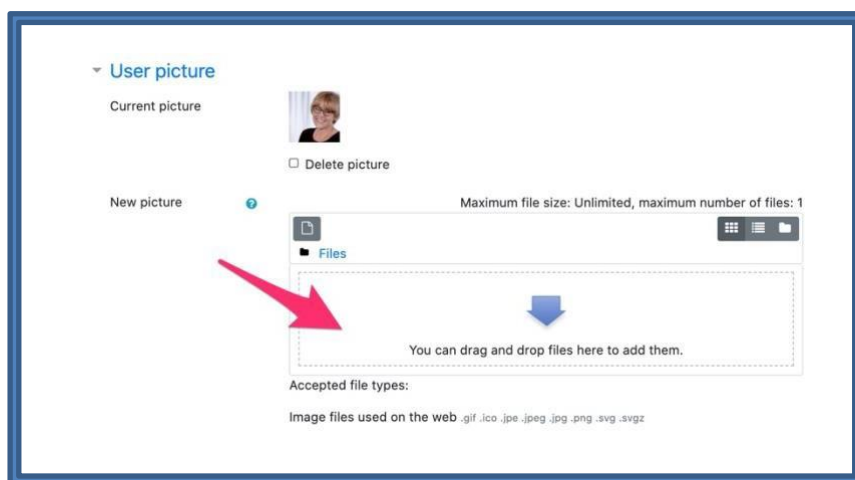
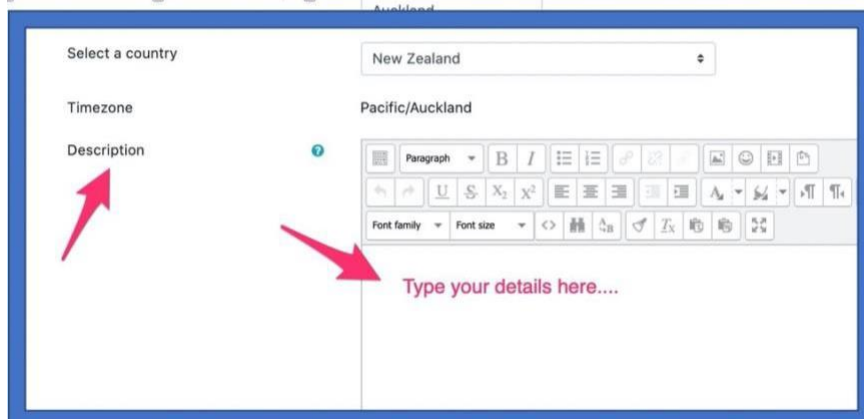
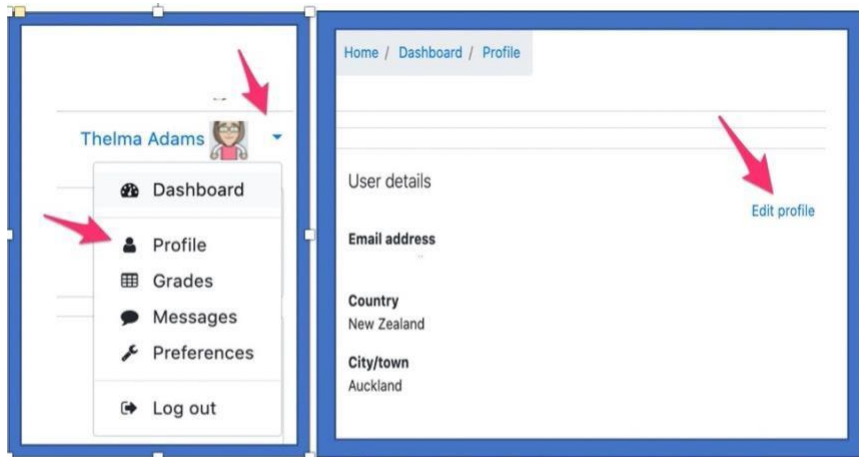
- **Year 2:** Course 3 - **Practicum** & Course 4 - **Community-based Practice**





### 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>**



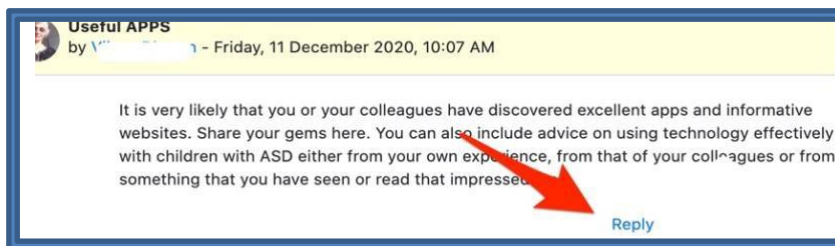
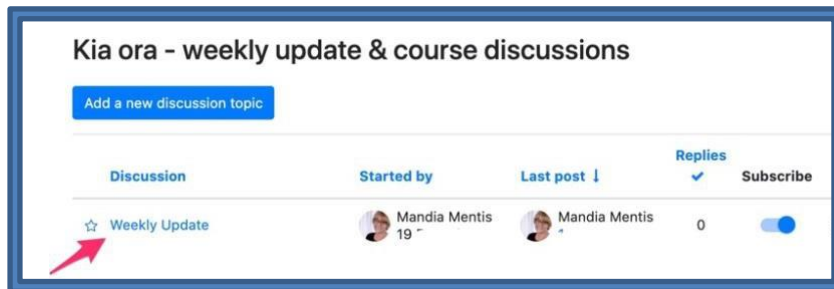
## 4. The FORUM tool: Participating in discussion

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



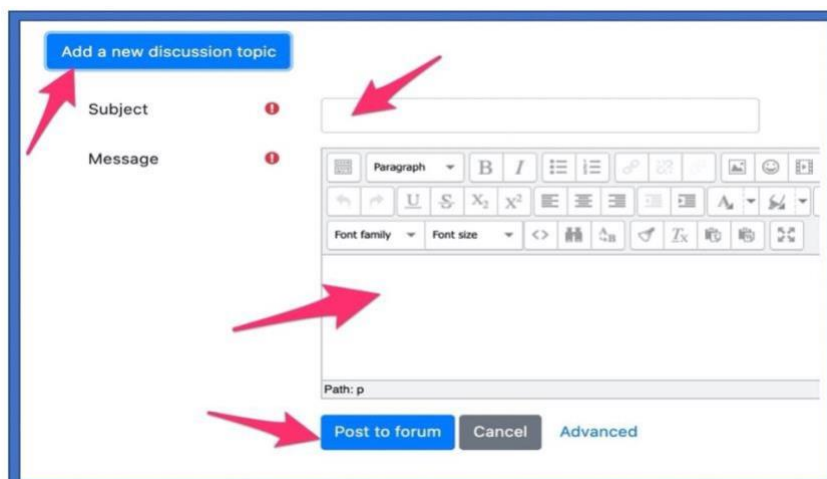
### To respond

- 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

A screenshot of the Mahi tool interface. It features several input fields and a text editor. Red arrows with numbers 1 through 6 point to specific elements: 1 points to the 'Concept' field, 2 points to the 'Definition' text editor, 3 points to the 'Keyword(s)' field, 4 points to the 'Attachment' section, 5 points to the 'Files' upload area, and 6 points to the 'Save changes' button at the bottom.

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>**

A screenshot of the Mahi tool comments section. It shows a header "Comments (1)" with a blue arrow pointing to it. Below is a comment by "Thelma Adams" dated "Sun, 20 Dec 2020, 2:54 PM" with the text "There are such varied and valuable resources on this site - a great website to refer to!". Below the comment is a text input box for adding a new comment, and a red arrow points to the "Save comment" button at the bottom right.



## 6. Gain your DIGITAL BADGE

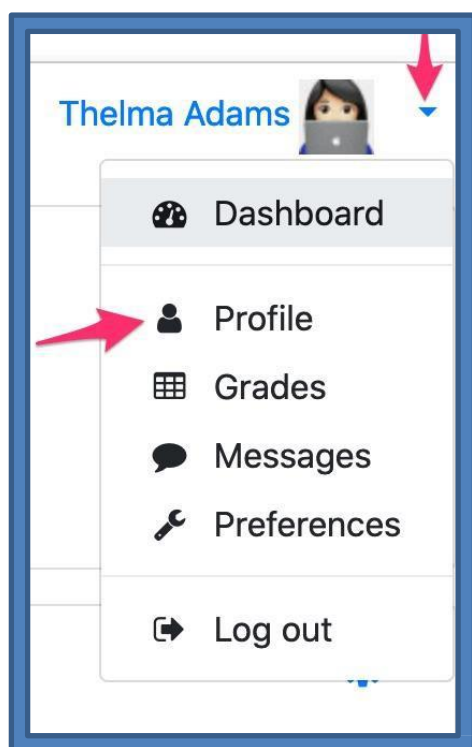


1. Click on the **BADGE** icon in Moodle
2. Click on **<Answer the questions>**

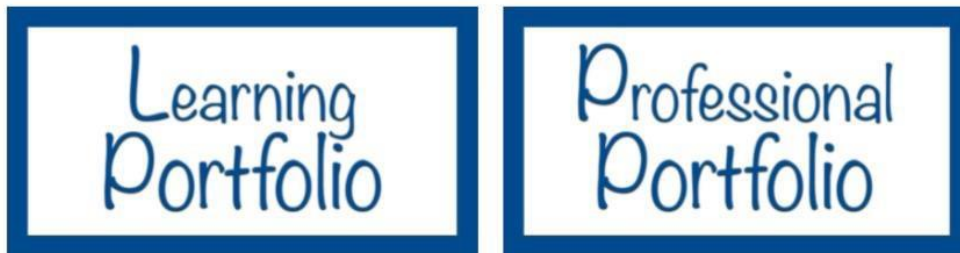


### To VIEW your BADGES in your PROFILE

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



## 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](mailto:specialistteaching@gmail.com)