Introduction

- Please print this Guide so that you can refer to it at the same time as taking notice of what is being displayed on the screen.
- Note that the actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different from that shown in the examples.

Accessing Moodle

To access the Moodle server
- Type the URL http://moodle.mnsu.edu/

Logging in

If this is your first time to Moodle, you must create an account.
- Click Login at the bottom of the page
- Click Create New Account on the right.
- Fill in the fields and click Create new Account. (You will receive an email to complete your registration)
- Remember your username and password!
- Once you are logged in, you will see your username displayed with [logout] next to it. This is how you can logout of Moodle.

Accessing your course

- In the middle of the window, you will see all the courses that you are/can enroll in.
- In some cases the course may be protected so that only students who have been provided with an enrolment key may enter. If this is the case you will see a “key” icon adjacent to the course title. When you attempt to enter the course for the first time, you will be prompted for the enrolment key, which you will need to enter before you can proceed.
- Click on the course name to open.
**Basic navigation**

There are a number of ways to move around the course. The best way is through the internal navigation bar, also called the “Breadcrumbs trail” and positioned below the course title - which shows your position in the course.

When you open a course, the course homepage may vary in appearance depending on how the teacher has designed the course. Listed below are some of the components you may see:

**Activities Block**

- *Assignments* - allows you to submit online assignments. Instructors can grade electronically submitted material or ‘offline’ submissions such as paper-based assignments or class presentations.
- *Forums* - this is where discussions take place. Forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments.
- *Quizzes* – this is where online quizzes will be located.
- *Resources* – this includes files uploaded to the course server; pages edited directly in Moodle; or external web pages made to appear part of this course.

**Administration Block**

- *Grades* – this is where you will find the grades on assignments (either submitted online or offline) and quizzes.
- *Payments* – this is where you will find payments made for courses.
- *Profile* – this is where you can go to edit your profile (information about you).

**Course Categories Block**

- This lists all the other courses that you are already enrolled in or that you are able to enroll in.
**Course Content**

*Moodle* offers three course formats: Topics, Weekly and Social format.

- *Topics* format is identified by numbers. This is the most common format and is pictured below.
- *Weekly* format is identified by numbers and from/to dates.
- *Social* format is identified by listing the different forums that are available for discussions.

![Topic outline](image)

You can easily collapse the topic contents by using the icon located to the right of the topic area.

This process can be reversed (expanded) by clicking the icon located to the right of the topic area.

If you have any questions about Moodle, please talk to your instructor or contact Marni Dunning at 507.389.5892 or Jeff Henline at 507.389.2323.