

A Quick Guide to Using Moodle version 2.6

Based on the Moodle participants' handbook,
edited and modified by Rev. Dr. Ellen Wondra, Ph. D. and Gene Servillo

Direct all problems to:

gservillo@bexleyseabury.edu

Moodle You are not logged in. (Log in)

Bexley Seabury

Vision: Bexley Seabury is called to be a 21st century seminary beyond walls – open to all who seek to deepen their Christian formation in a generous spiritual and intellectual tradition.
Mission: As an Episcopal center for learning and discipleship at the crossroads of the nation, the Bexley Hall Seabury Western Seminary Federation forms lay and clergy leaders to proclaim God's mission in the world, creating new networks of Christian formation, entrepreneurial leadership and bold inquiry in the service of the Gospel.

Available courses

- Congregations in the 21st C June 2014**
Teacher: Suzi Holding
Teacher: Dwight Zschelle
- Community Organizing for Missional Living June 2014**
Teacher: Suzi Holding
- Non-Profit Management 1 June 2014**
Teacher: Roger Ferio
Teacher: Suzi Holding
- Core Group M**
Teacher: Cynthia Hallas
Teacher: Suzi Holding
- Anglican Liturgy and Music: Development and Theology Fall 2014**

CALENDAR

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LOGIN

Username

Password

Remember username

[Lost password?](#)

COURSES AVAILABLE TO YOU

No courses are available to you at this time.

September 5, 2014

Moodle is the online learning platform we will be using in our course offerings. What follows is a quick guide to get you started on Bexley Seabury's Moodle site. You will find the directions you need to do the following:

- **Log in**
- **Get into this course**
- **See a list of people in the course**
- **Send a message to your teacher/ facilitator, and to other course members**
- **Participate in a forum**
 - Reply to a forum
 - Add a forum topic
 - Edit a forum post
 - Delete a forum post
- **See recent course activity**
- **Submit an assignment online**
- **Upload an assignment file**

These are most of the activities in which you'll be involved. *Remember:* using Moodle is like using email and finding things on the Internet. It's just a new way of doing both.

More help is available!

- Email gservillo@beleyseabury.edu. He'll do his best to get back to you within 24 hours.
- Once you've logged on to Moodle, you either get very global Moodle help by clicking on the Moodle icon at the bottom of the page:



- Or, paste the following URL into your browser for the complete, version specific documentation.
http://docs.moodle.org/26/en/Main_page
- A table of contents for Moodle documentation is found at:

http://docs.moodle.org/26/en/Table_of_Contents

This can be a great way to learn, to build community, and to share resources. And it can be fun! So make the most of it!

The Rev. Thomas Ferguson
V.P. of Academic Affairs and Dean of Bexley Hall
tferguson@bexleyseabury.edu

How do I login?

Visit BexleySeabury's site.

Enter the site's URL in the browser.

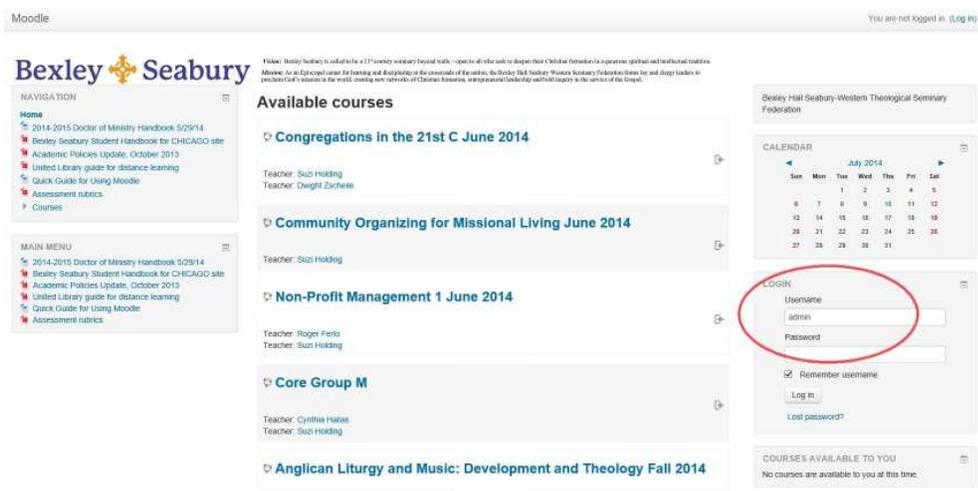
Bexley Seabury's site is <http://moodle.bexleyseabury.edu>

If you are looking at this on your computer, the address above contains a hyperlink directly to the website.

You may want to bookmark the site once you get there.

Look for a place to enter your credentials.

You may be directed to a page similar to this. Your username is your first initial and last name. Your initial password is 123456. When you first log on, you'll be prompted to choose a new password.



Moodle You are not logged in. (Log in)

Bexley Seabury

Home

- 2014-2015 Doctor of Ministry Handbook 5/29/14
- Bexley Seabury Student Handbook for CHICAGO site
- Academic Policies Update, October 2013
- United Library guide for distance learning
- Quick Guide for Using Moodle
- Assessment rubrics
- Courses

Available courses

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Teacher: Suzi Holding
Teacher: Dwight Zscheile
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Teacher: Suzi Holding
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CALENDAR

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LOG IN

Username
admin

Password

Remember username

Log in

Lost password?

COURSES AVAILABLE TO YOU
No courses are available to you at this time.

Enter your username and password credentials. After you have entered your information, press the "Login" button.

Alternately, look for the "You are not logged in. (Login)" text in the top right of the page.



You are not logged in. (Login)

Click Login, and you'll be presented with a page where you can enter your username and password. After you have entered your information, press the "Login" button.

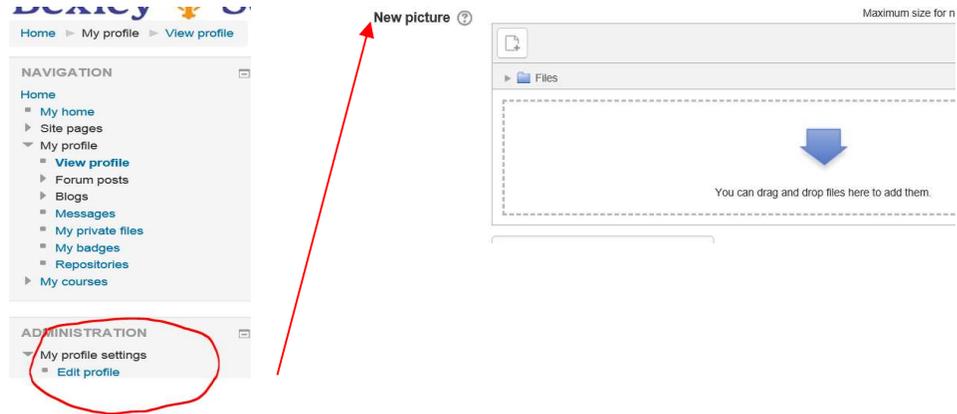
To add your personal photograph to your Moodle profile

Have a photograph in JPEG (.jpg) format ready and then do the following:

After you have logged into Moodle click on your name as shown in the upper right-hand corner of the screen:



Choose “Edit Profile” to get to the correct page.



Drag and drop your photo into the block and click:

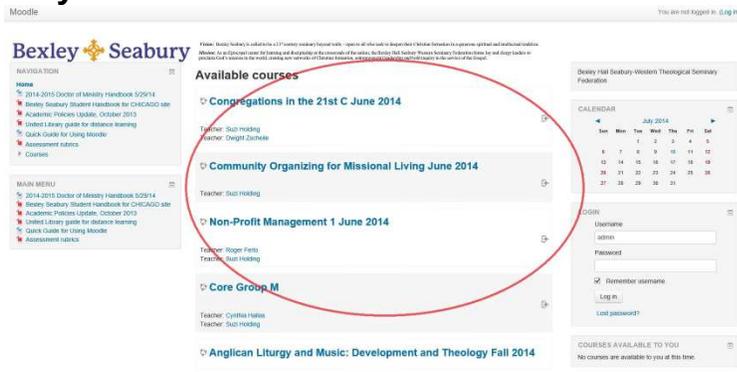


How do I get to my course?

Login to the website.

First, login with your credentials—see above.

Once you log in, you will be redirected to a page that lists the courses in which you are enrolled.

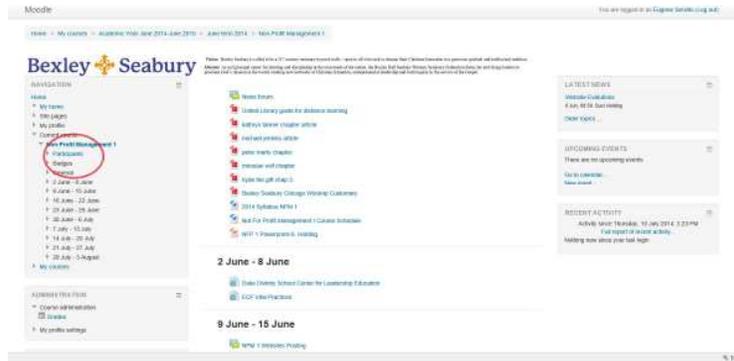


Once you find the course title, click on the one you want to visit.

When you first enter the course site, spend a few minutes looking around and trying out various features. Scroll down to the bottom of the page to find some instructional features – Getting Started and Participating in a course – and the manual for Moodle (Participant Help—it’s a yellow button on our course page.)

How do I see a list of people in my course?

In your course, look for the "People" block in the left or right column.



Click on the Participants link within the block. If you do not see the People block in your course, your instructor may have it disabled. Let tech support know:

gservillo@bexleyseabury.edu.

After you click "Participants" you will see a table of those enrolled in the course.

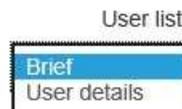
All participants: 11

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	City/town	Country	Last access
	Eugene Servillo	Evanston, Illinois	United States	1 sec
		San Jose, CA	United States	3 days 10 hours
		Wellsburg, WV	United States	7 days 1 hour
	Suzi Holding	Chicago	United States	10 days 2 hours
		Longview, TX	United States	14 days 8 hours
		Waukegan, IL	United States	14 days 20 hours
		Northbrook, IL	United States	15 days 3 hours
	Milner Seifert	Evanston	United States	17 days 7 hours

This view will provide information about each user, where they are from, and when they last accessed the course. Click on a column heading to sort the table by that particular column. Click on a participant's name to visit their profile page and learn more. You may also filter the list by choosing a letter in their first or last name.

You may want to see an extended view of each participant in the course.



A more detailed view will also enlarge the profile picture of the participants.

How do I send a message to my teacher/facilitator from the course site?

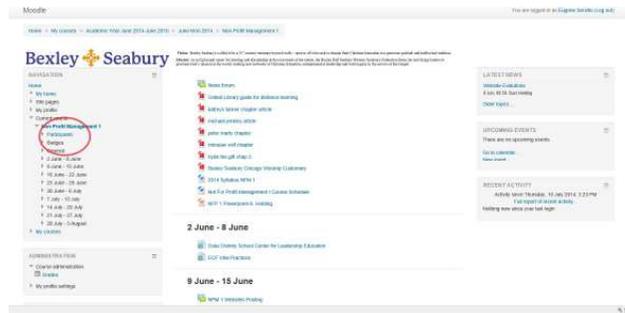
Send a message by accessing the teacher's profile.

Go to your site.

First, log into your site.

Visit your course.

Locate the "Participants" block



View a list of all participants

All participants: 11

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	City/town	Country	Last access
	Eugene Servillo	Evanston, Illinois	United States	1 sec
		San Jose, CA	United States	3 days 10 hours
		Wellsburg, WV	United States	7 days 1 hour
	Suzi Holding	Chicago	United States	10 days 2 hours
		Longview, TX	United States	14 days 8 hours
		Waukegan, IL	United States	14 days 20 hours
		Northbrook, IL	United States	15 days 3 hours
	Milner Seifert	Evanston	United States	17 days 7 hours

Click on the teacher's name to access her profile.

Please note that you can also send a message to other participants by clicking in their names.

Click on the link **Send a message**.

Suzi Holding (Non-Profit Management 1)



Email address sholding@bexleyseabury.edu
Last access Monday, 30 June 2014, 2:16 PM (10 days 2 hours)
Roles Teacher
Course profiles Congregations in the 21st C June 2014, Community Organizing for Missional Living June 2014, Non-Profit Management 1 June 2014, Core Group M

[Send a message](#)

[Full profile](#)

Write text in the **Message** field.

Send Message.

How do I reply to a forum?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this  followed by the forum title

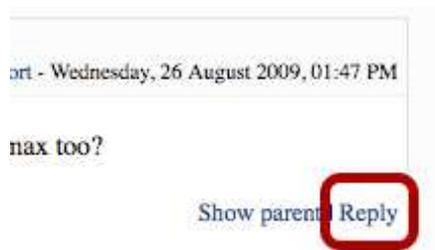
Click on the **discussion topic** to view its thread.

News forum

General news and announcements

Discussion	Started by	Replies
Website Evaluations	 Suzi Holding	0

Scroll to the post to which you want to reply, then click the reply link in the right, lower corner.

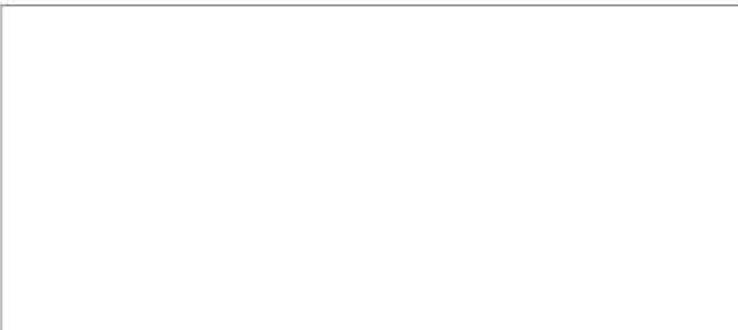


Create a subject for your post

Subject* **Required**

Create a message for the forum.

Message* ?



All you have to do is type your message in the box.

Choose the subscription method for the message post (optional).

Subscription ?

Send me email copies of posts to this forum

When a person is subscribed to a forum it means that they will be sent email copies of every post in that forum (posts are sent about 30 minutes after the post was first written). People can usually choose whether or not they want to be subscribed to each forum. However, if a teacher forces subscription on a particular forum then this choice is taken away and everyone in the class will get email copies.

Choose file to upload as an attachment (optional)

Attachment (Max size: 500KB) ?

Choose File no file selected

Click the "Post to forum" button to complete.

Post to forum

How do I add a topic to a forum?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this  followed by the forum title

Click on the "Add a new topic" button.



Talk about education issues here

This works like a standard forum allowing you to begin a new discussion

Add a new topic

But the first post is displayed as in a blog

What do you think of the cuts?
by Mary Cooch - Wednesday, 10 November 2011, 01:54 PM
Are the education cuts worthwhile? Are we being wasteful or is this the thin end of the wedge?

Discuss this topic (1 reply so far)

Student loans
by Martin Blackforest - Wednesday, 10 November 2011, 01:55 PM
Does anyone have any experience of applying to study abroad and the procedures you need to go through?

you click to discuss

Discuss this topic (0 replies so far)

All you have to do is type your message in the box.

Choose file to upload as an attachment (optional)

Attachment (Max size: 500KB)  no file selected

Click the "Post to forum" button to complete.

How do I edit a forum post?

By default, participants have 30 minutes to edit and make changes to forum posts.

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this  followed by the forum title

Click on the discussion topic to view its thread.

Scroll to the post to which you want to edit, then click the edit link in the right, lower corner.

Update Subject line and/or Message body.

Choose file to upload as an attachment (optional)

Click the "Save changes" button to complete.

How do I delete a forum post?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this  followed by the forum title

Navigate to the discussion thread within the forum and click on its title.

Or scroll to the post that you want to delete.



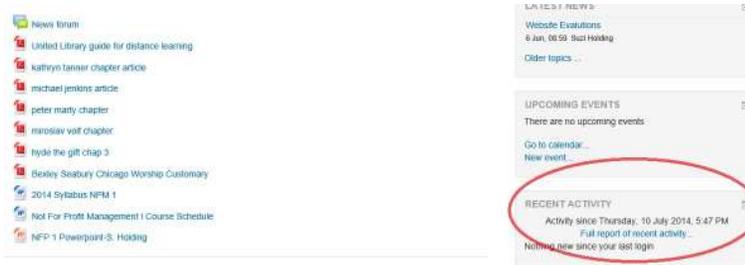
This will delete the post and any posts that stem from it. You may choose to "Edit" the post, if you don't want to lose the branch of posts that stem for this one.

Instructors and admins have the ability to delete, edit, and split a post in a forum. Students may also delete their post, until someone else replies to it, or until the editing period concludes.

Note: Most sites allow 30 minutes of post edits/deletes for changes that authors might make.

How do I see recent activity by myself and others in the course?

Navigate to the "Recent Activity" block in the course.



It is located in the right column near the bottom of the page. The block will reveal public activities in the course since your last login date.

How do I submit an online assignment?

Navigate to the assignment within the course. Click on the assignment title.

14 July - 20 July

- Book Report
- Book Report Postings

21 July - 27 July

Read the assignment instructions.

Book Report Postings

7. Read one of the books from the supplemental list of readings (or other pertinent book, approved by Canon Holding) and write a succinct review (1000-1200 words, 3-4 pages) to share with your colleagues in the class. Your review should highlight the key points of the book, the questions it raises and your assessment of its value and implications for congregational leadership. Post your review on the Moodle classroom site.
Review due by 5:00 pm Friday July 18, 2014

(There are no discussion topics yet in this forum)

When ready, click the "Add new..." button.

Type in your subject. Type or paste your text submission into the box. Add files to upload as part of your content. Finally, choose how you want to track what you've entered next to "Subscription." Then click the "Post..." button.

Your post's content (or part of the content) can be edited using the featured text editor, TinyMCE.

It first appears with just a single row of buttons, but clicking on the expand button causes it to display three rows of buttons.



From the Moodle documentation we see that the buttons operate as below:

Row 1



- 1:Expand 2.Formatting 3.Bold 4.Italic
- 5.Bulleted list 6.Numbered list 7.Add link 8.Unlink
- 9.Stop auto linking 10.Add image 11.Add emoticon 12.Add media
- 13.Manage embedded files

Row 2



- 1:Undo 2.Redo 3.Underline 4.Strikethrough
- 5.Subscript 6.Superscript 7.Align left 8.Align centre
- 9.Align right 10.Decrease indent 11.Increase indent 12.Text colour
- 13.Background colour 14.Left to Right 15.Right to Left

Row 3



- 1:Font family 2.Font size 3.Edit HTML 4.Find
- 5.Find/replace 6.Insert non-breaking space 7.Insert special character 8.Insert table
- 9.Clean up messy code 10.Remove formatting 11.Paste as plain text 12.Paste from MS Word
- 13.Toggle full screen

Note: Because network connections can break down, before you click "Save changes" and submit your assignment, consider selecting your text and copying it to your clipboard. If there is an error with the submission, you will still have a full copy of your assignment and can resubmit it after the network connection is re-established.

Your submission is complete.

Your assignment will be time-stamped with the date-time of submission.