



# Royal University for Women Moodle LMS “<https://elearning.ruw.edu.bh>”

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## Quick Reference Guide for Learners

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## Getting Started

### An Introduction to the Moodle LMS

Moodle is a free, open-source Learning Management System (or LMS) that is used at various colleges, institutions, and businesses. Once you have logged in to your Moodle site, you will see the Dashboard page where you will notice a list of courses that have been made available to you. You can sort this list of courses in any way you prefer within the “Course Overview” block. You may also like the “Recently accessed courses” block which will show you course where you’ve been working most recently.

Each user has a Moodle profile which is representative of you, your course enrollment, and your contact information. Your profile also contains important settings related to messaging and forum functionality. Other users can send you a message from a link within your profile. If you would like to view your own profile, you can click the drop down menu that appears beside your name in the top right corner of the page. Usernames and pictures (including your own) are all hyperlinked to the user's profile page. You can click on any name or picture at any time to view that user's profile page. To edit your profile, you start by accessing it through the dropdown menu alongside your picture, top right. When you click Profile, you’ll move to a page where you can add a picture and change some default settings if desired.

As a learner, you’ll primarily be engaging with course content within Moodle. Once you enter a course, you will see two columns. By default, the major column contains an outline with a box corresponding to each week of the course. Moodle keeps track of today's date and will highlight the current week for you. Any materials or assignments posted by the instructor for that week will display underneath it. As an alternative to the weekly format, the instructor could have his material arranged in a topic format, in which case you'd see sections that correspond to a particular topic idea. If a section notes "Not available" then your instructor may be choosing to hide it from the class until a particular time. To view the various resources and activities your instructor has posted within the course, you can click on the link to it. Files may open automatically or prompt you to save them to your computer, and Moodle identifies the type of file it is for you based on the icon displayed next to the link. You may have noticed that we've indicated there are two different types of materials you will find. Resources are a way for a course owner to "push out" information to you, whereas Activities are an interactive opportunity for you to engage with the developer of the course and also with peers. What type of content you see will depend on your instructor's intention for the course.

The other main space you’ll notice within your courses is called the Navigation Drawer and it displays along the left-hand side of the page. You can use the links within this drawer to navigate around the site and/or around a course.

### Your Dashboard

The Dashboard is the most efficient way to display courses, activities and deadlines. In Moodle 3.6 the Dashboard has been completely overhauled. You can now customize your course overview display. You can filter your courses to show past, current, or future courses. You can hide or “star” courses. Starred courses are added as favorites. You can sort by title or last access. And select alternate views, such as list, grid or summary. The following video demonstrates these new features: <https://youtu.be/SKtUHEUMjWA>



## Accessing Moodle

All current RUW students and faculty members have Moodle accounts. Moodle is our online community; we can all reach out to each other without even needing to know each other's email address.

- New students' accounts are automatically generated the day after their initial RUW registration.
- Moodle uses the same username and password as Self-Service.

## Moodle location on the web

Moodle is accessible via the following web address

<https://elearning.ruw.edu.bh>

To access Moodle Account; use the same username and password as Self-Service (Remember to keep your Account credential private)

After you log in, Moodle will display all your courses plus various other useful functions and resources for Students, the following course will display for all students


[Learner Orientation to Moodle v3.6](#)

This course will expose you to various features that you will encounter during your use of this learning management system.

## MY COURSES

All courses you are registered for will appear under My Courses one week before the first day they meet.

## MESSAGES

Moodle users such as your professors or your classmates may send you messages through Moodle. To enter Moodle's messenger, click on the icon  next to your name on the top right corner of the page. Select New message if you want to write a message to some fellow Moodle user.

## The Calendar

The Calendar block is common and very helpful because it highlights important dates for you.

## The Participants link

The Participants link on the left side makes it easy for you to search for the instructor of your course or for your classmates so you can send them a message if you want to, simply by clicking on their profiles.



## Frequently Asked Questions

There are some questions that are raised often, so we have compiled some information for you here. First, Mozilla Firefox is the recommended internet browser for Moodle, but Google Chrome is also a good choice. If you log into Moodle and do not see a course you were expecting to be enrolled in you may have questions.

Your courses will appear in Moodle one week before each class meets. some teachers may open their Moodle shells early, others may not. But the default setting will show your courses no later than one week before they meet.

There is a difference between the “Site Home” page and the “Dashboard”. The Dashboard page is a customizable page for providing users with links to their courses - housed under the Course Overview section and activities within them, such as unread forum posts and upcoming assignments. The navigation drawer includes a Site home link directly above or below the Dashboard link, which will show you courses, some blocks of information, and the display theme personalized by the administrators at your institution.

Learners often wonder if they can access Moodle on a smartphone or tablet and the answer is Yes! There is a Moodle Mobile app, which you can download for free. Here you can log in to your site using your usual username and password. You can access courses, assignments, quizzes, forums, etc. through the mobile app just as you can using a browser. Visit [moodle.org](http://moodle.org) to learn more about Moodle Mobile support.

To download file; Click the link next to the file icon; it may be almost any kind of file, for example a Word document, a PowerPoint presentation, or an Excel spreadsheet.

## Common Activity Types

### Assignment

Assignments are basically ways for you to submit work to the person moderating your course. In addition to a number of reasons an instructor may include this activity type in a course, you as the learner have a number of ways to submit your work. No matter which method you choose to use for submissions, please make note of the instructor's directions. Your instructor can indicate what type of file is required for an assignment. If your instructor has utilized this setting, you'll be prompted to submit a specific file type. If you attempt to upload a document not specified by your instructor, Moodle will prompt you to submit another file type, and your original upload will not be accepted.

### Forums

Online forums are where an instructor may ask you to post your opinion on a topic, respond to a course reading, or introduce yourself to the class. Hybrid and fully-online courses will most often have a discussion forum requirement. Forums are a great way for you to interact with your peers and learn from one another.

### Quizzes

The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, and short answer questions. You may find that you have only one chance to attempt a quiz, or that you have many. You may find that you have a set timeframe to



complete a quiz or that you have unlimited time to spend on it. Quizzes can be both formative and summative assessment tools used within your courses. Your instructor should include instructions on how they're intending to use the quiz module so pay close attention to those so that you understand expectations.

### Feedback

Feedback activities allow instructors to create custom surveys where they can ask for your feedback. Sometimes these are anonymous and sometimes results are tracked. This tool is ideal for teacher evaluations.

### Choice

The Choice activity allows an instructor to ask a question which learners can respond to. Sometimes you can choose one or more option, and if your instructor allows it you can update your selection should you change your mind. Choices can be useful as quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course, or to gauge progress.

### Moodle Mobile

The mobile app is available for free from Google Play and the Apple Store. You can install the app directly from your mobile device by searching for 'Moodle Mobile'. Through the mobile app you can browse the content of your courses, receive notifications, find and contact people in your courses, track your progress, attempt quizzes, and more! This resource here contains more information about the mobile app: [https://docs.moodle.org/37/en/Moodle\\_app](https://docs.moodle.org/37/en/Moodle_app).