

Mastering MOODLE

Please try out the following simple tasks and you will see how easy it is to navigate your way in MOODLE.

Task One: Update your personal profile.

1. Click your name on the top right hand corner or click on "My profile settings" from the administration block on the left. *You cannot change your first name, last name or e-mail address.*
2. Add a short description of yourself by clicking "Edit profile" and typing in the box provided.
3. Change the city, town, and country to your present location.
4. Click the "Update profile" button.

Task Two: Add your own picture to your profile.

1. Click "Edit profile".
2. Scroll down to "User picture".
3. Click "Add" then "Upload a file" and select the "Browse" button to locate a desired image (head-shot recommended) from your computer.
Be sure the file for the image you want to use is less than 8 MB in size.
4. Enter a description of the image (i.e. your name).
5. Click "Upload this file", and then click the "Update profile" button.

Task Three: Look for your personal tutor and your group.

1. Click "View inbox" under the Email heading in the right hand navigation bar.
2. Click "e-Tutor" under Roles to see your tutor's name.
3. Click "All participants" and you will see your tutor and all group participants who have signed up on MOODLE.

Task Four: Post a message on the learning forum to your group.

1. Click on "Learning Forum".
2. Click "Add a new discussion topic".
3. Type your introductory message to your tutor and group participants. *Your message will be sent to your group members' e-mail inboxes and archived and threaded in the Learning Forum following the message title.*

Task Five: Send an e-mail to me (Angela Kwan) and your personal tutor.

1. Click on "New mail" in the top left hand corner of the e-mail tool.
2. Choose your tutor's name from the list of contacts on the right hand side.
3. Click "To".
4. Choose Angela Kwan from the contact list.
5. Click "Cc".
6. Type the e-mail message and click the "Send" button.

Task Six: Set automatic e-mail alerts in your regular e-mail.

1. Click "Preferences" on the left side of the e-mail tool.
2. Select "Receive copies of the messages in my email".
3. Click "OK".