

Moodle practice activities

Work through this sheet to check that you have the necessary skills to make the most of your online course.
If you have a question, ask 'AskIT' or explore the Moodle Hub.

			x	✓
1	How do I find Moodle?	Can you find Moodle by using the Moodle URL address: https://moodle2.education.auckland.ac.nz		
2	How do I log in to Moodle?	Can you log in - and for first time users of Moodle, read and tick the "I Accept" statement?		
3	How do I find my courses in Moodle?	Can you locate the Moodle courses you have access to by looking in your 'My home' area and selecting the Tab you need to look under (Semester 1, 2014 courses, Support...)		
4	How do I use the 'Accordion' structure to access content	Can you locate content within each section of your course by clicking on the grey title area of the section and opening the 'accordion'?		
5	How do I find information in my courses in Moodle?	Locate the assignment information for your course/s. Do you know what your assignment due dates are?		
6	How do I locate the Moodle Hub?			
7	What support and information is available in the Moodle Hub specific to Flexible learners?			
8	How do I locate help files in the Moodle Hub?	Can you locate the Moodle Help files in the Moodle Hub?		
9	How do I find a link to the Library Services for Flexi Students?	Can you find the link to the Library Services for Flexi Students?		

10	How do I find the course Participants?	Can you locate course Participants?		
11	How do I locate and edit my User Profile?	Can you locate your User profile by going to the Settings block?		
12		Can you add to your User profile by selecting My profile settings: Edit settings ?		
13	How do I submit an assignment to a 'dropbox'?	Can you upload a file from your computer to an assignment dropbox in your course?		
14	How do I post a message to a discussion forum?	Can you post a message as a new topic in a discussion forum and 'reply' to an existing message?		
15	How do I 'dock' and undock a Block in Moodle?	Can you dock the Navigation block to the far left of your entire Moodle screen by clicking on the blue rectangle symbol in the top far-right corner of this block?		
16		Can you find the Navigation block docked at the far left of your entire Moodle screen and re-dock (return) it at the far right of your Moodle screen by clicking on the blue rectangle symbol in the top far-right corner of this block?		
17		Can you locate the Navigation block and close the Navigation block by clicking on the minus symbol in the top right corner of this block?		
18		Can you re-open this block by clicking on the plus symbol in the top right corner of this block?		
19	How do I dock all of the Blocks in Moodle?	Can you dock all of the content blocks on the far-right column of your entire Moodle screen and move them (dock them) to the far-left of your entire Moodle screen?		
20		Can you undock all of the blocks on the far left of your entire Moodle screen by clicking on the blue rectangle symbol in the very bottom left corner of your entire Moodle screen (i.e. all of your blocks should 'pop' back to the right-hand side of your Moodle screen all in one go)?		

Notes, Tips & Scribbles