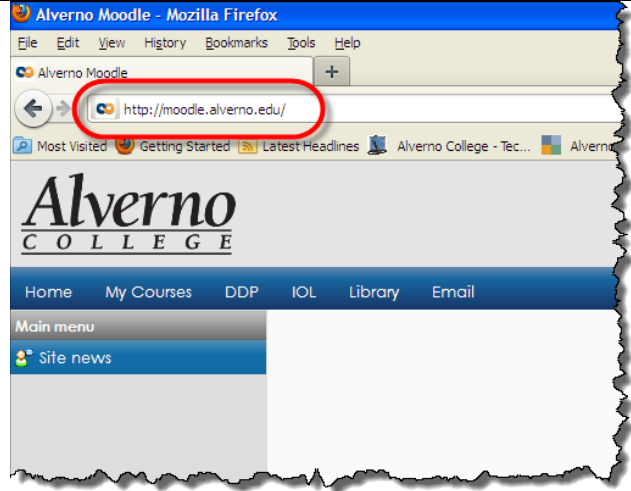
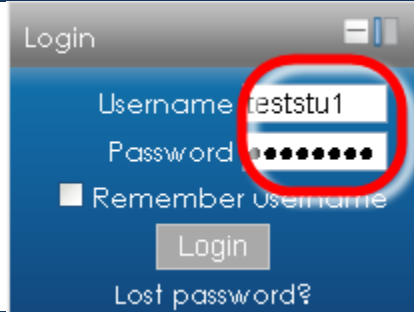


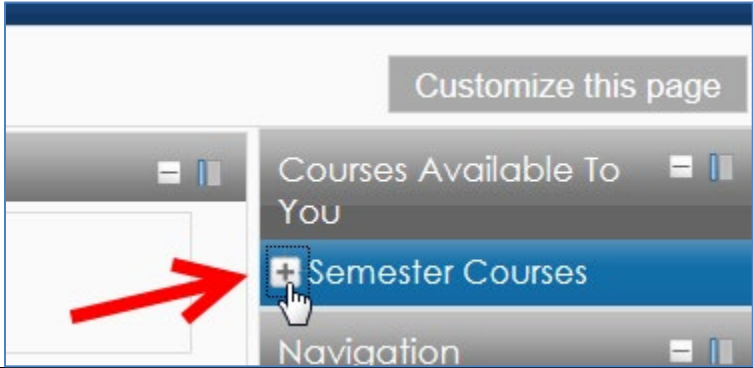
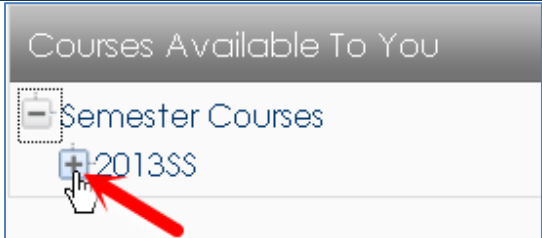
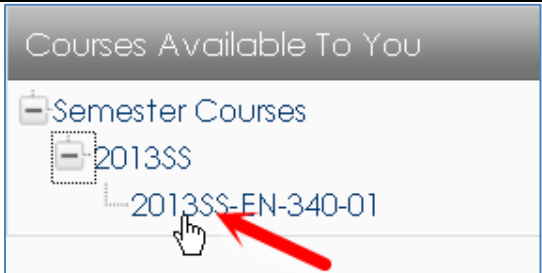
## Moodle 2 Student Quick Start Guide

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## Logging In

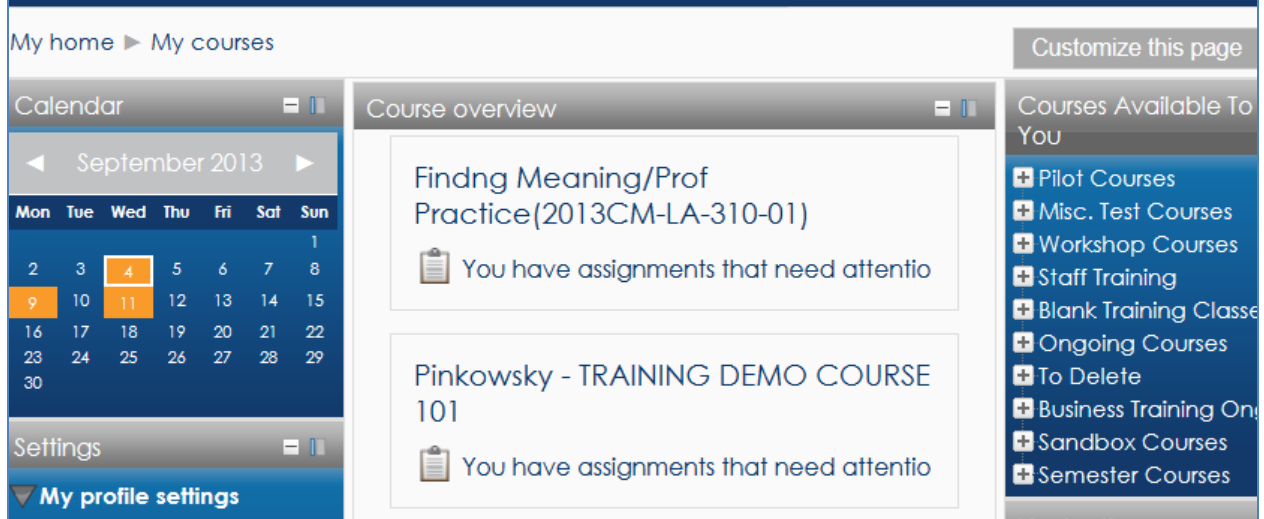
**Important:** If you run Moodle through a browser other than Firefox, the system may not operate correctly. If you don't have Firefox, download it here for free: <http://www.mozilla.org/en-US/firefox/fx/>

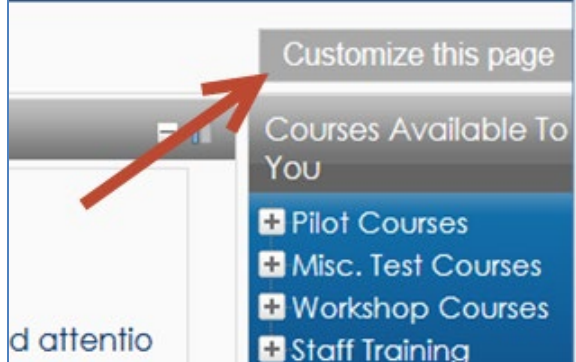
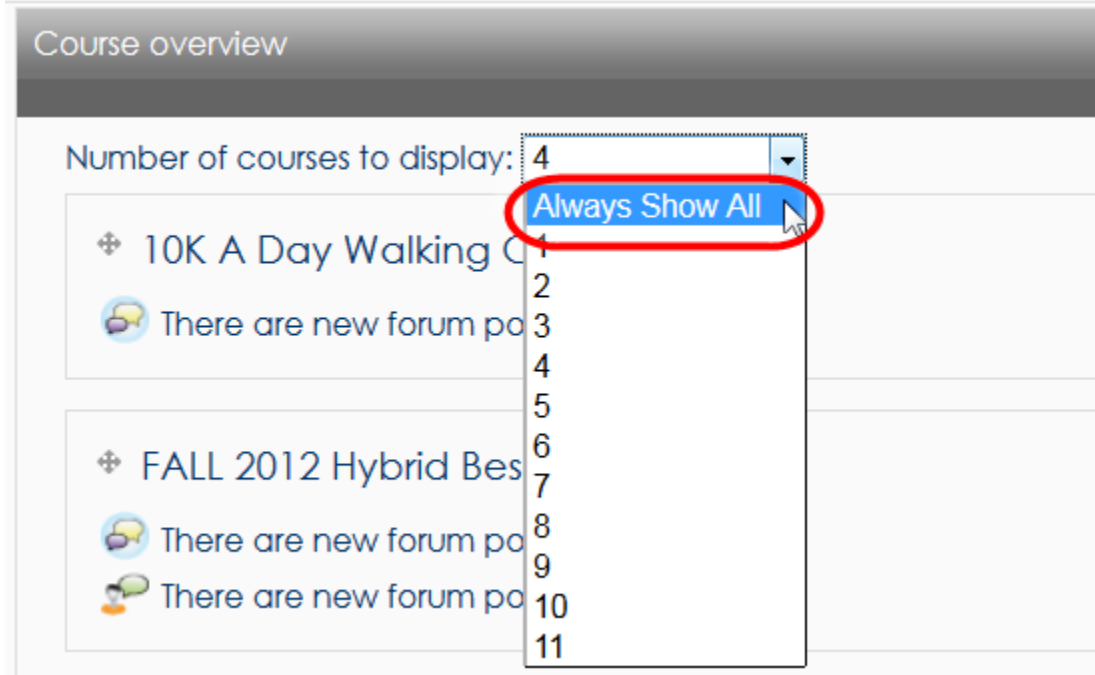
Task	Screen Shot
<ol style="list-style-type: none"><li>1. Open your Firefox browser.</li><li>2. Type the following in the address bar: <a href="http://moodle.alverno.edu/">http://moodle.alverno.edu/</a></li><li>3. Press the Enter key.</li></ol>	
<ol style="list-style-type: none"><li>4. Type your Alverno username and password.</li><li>5. Click the Login button.</li></ol>	


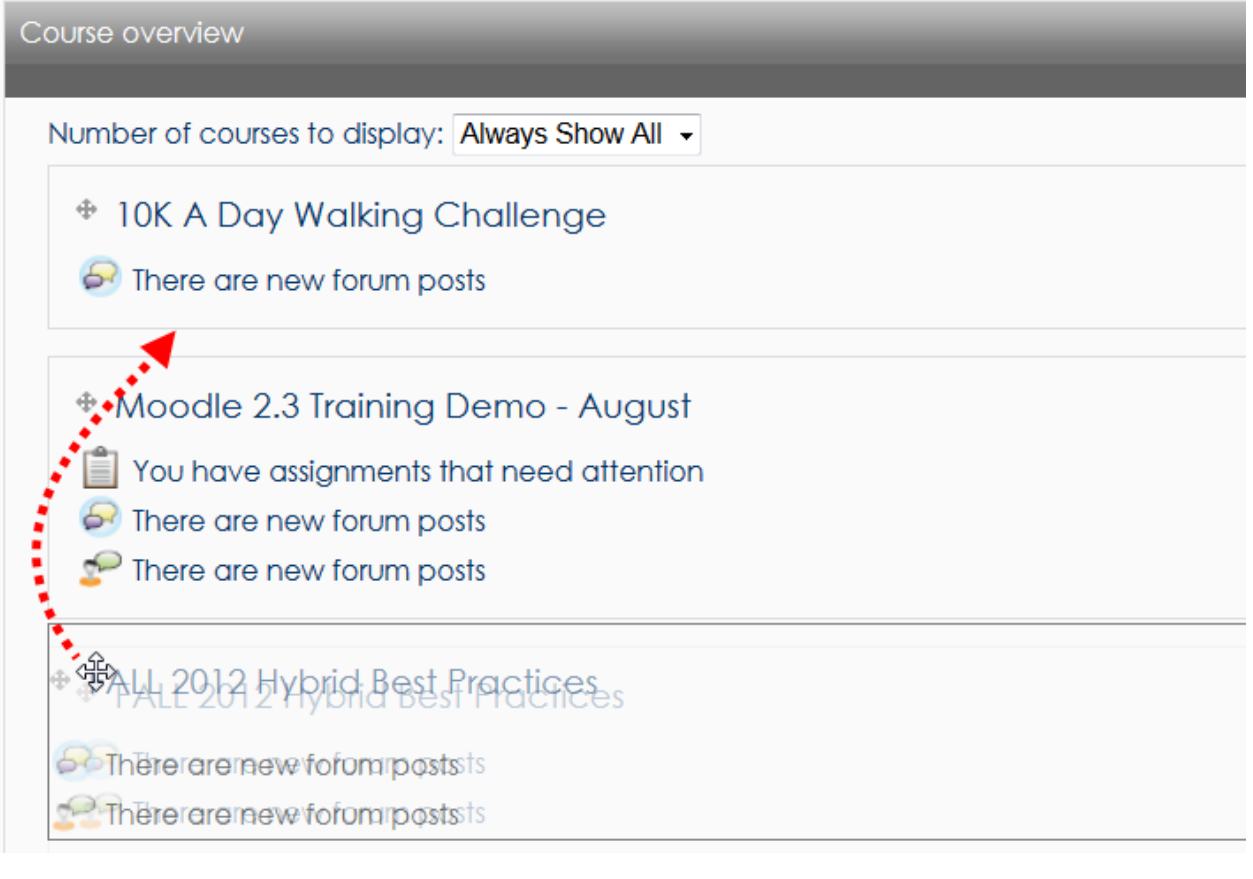
Task	Screen Shot
<p>6. In the right column on the page, find the Courses Available to You block.</p> <p>7. Click the + sign next to Semester Courses.</p>	 <p>The screenshot shows a Moodle course page. At the top right, there is a button labeled 'Customize this page'. Below it is a block titled 'Courses Available To You'. Inside this block, there is a sub-block 'Semester Courses' which is highlighted in blue. A red arrow points to a small plus sign (+) located to the left of the 'Semester Courses' text. Below 'Semester Courses' is another block labeled 'Navigation'.</p>
<p>8. Click the + sign next to the current semester.</p>	 <p>The screenshot shows the 'Courses Available To You' block. The sub-block 'Semester Courses' is expanded, and the current semester '2013SS' is highlighted. A red arrow points to a small plus sign (+) located to the left of the '2013SS' text.</p>
<p>9. Click the name of the course you want to enter.</p> <p><b>Important:</b> If you do not see a course you registered for, it may have been hidden by your instructor while she or he is working on the course. When the instructor is done setting up the course, it will appear in your course list.</p>	 <p>The screenshot shows the 'Courses Available To You' block. The sub-block 'Semester Courses' is expanded, and the current semester '2013SS' is expanded further to show a list of courses. The course '2013SS-EN-340-01' is highlighted. A red arrow points to the course name.</p>

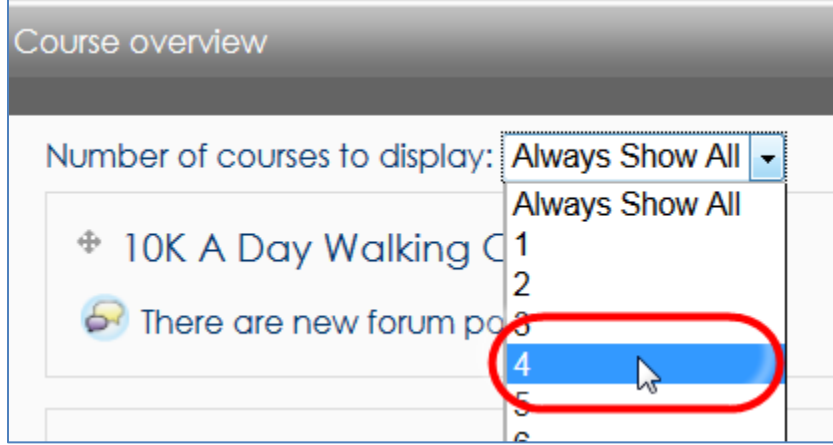
## Customizing the Home Page of Moodle

Use the following instructions to customize the home page of Moodle.





Task	Screen Shot
<p>1. Log in to Moodle.</p> <p>Your home page appears.</p> <p>2. Once you log into Moodle, you can determine which courses appear in the center Course Overview block.</p>	 <p>The screenshot shows the Moodle home page layout. At the top, there is a breadcrumb trail: "My home &gt; My courses". Below this, the page is divided into several blocks. On the left, there is a "Calendar" block for "September 2013", showing a grid of dates with the 4th and 11th highlighted. Below the calendar is a "Settings" block with a dropdown menu for "My profile settings". In the center, there is a "Course overview" block containing two course entries: "Findng Meaning/Prof Practice(2013CM-LA-310-01)" and "Pinkowsky - TRAINING DEMO COURSE 101". Both entries include a clipboard icon and the text "You have assignments that need attentio". On the right side, there is a "Courses Available To You" block with a list of course categories: Pilot Courses, Misc. Test Courses, Workshop Courses, Staff Training, Blank Training Classe, Ongoing Courses, To Delete, Business Training On, Sandbox Courses, and Semester Courses. A "Customize this page" button is located at the top right of the page.</p>

Task	Screen Shot
<p>3. On the top right of the page, click the Customize this Page button.</p> <p>4. Notice that each block now displays a set of icons in its top right corner.</p>	 <p>The screenshot shows a Moodle page with a 'Customize this page' button in the top right corner. A red arrow points to this button. Below the button is a dropdown menu titled 'Courses Available To You' with the following options: '+ Pilot Courses', '+ Misc. Test Courses', '+ Workshop Courses', and '+ Staff Training'. The text 'd attentio' is visible at the bottom left of the screenshot.</p>
<p>5. In the Number of Courses to Display field, select Always Show All.</p> <p>Moodle will now display all your courses.</p>	 <p>The screenshot shows the 'Course overview' page. The 'Number of courses to display' field is set to 4. A dropdown menu is open, showing options from 1 to 11, with 'Always Show All' selected and circled in red. Below the dropdown, there are course listings with expand/collapse icons and forum post notifications.</p>

Task	Screen Shot
<p>6. Left-click the  icon, and drag a course to the top of your list. (You may have to click and drag a number of times to move the class all the way up the page.)</p> <p>7. You'll want to drag the current semester's course to the top of the list.</p>	 <p>The screenshot shows a Moodle course overview page. At the top, there is a header 'Course overview' and a dropdown menu for 'Number of courses to display' set to 'Always Show All'. Below this, a list of courses is displayed. The first course is '10K A Day Walking Challenge' with a notification 'There are new forum posts'. The second course is 'Moodle 2.3 Training Demo - August' with notifications 'You have assignments that need attention', 'There are new forum posts', and 'There are new forum posts'. The third course is 'ALL 2012 Hybrid Best Practices' with two 'There are new forum posts' notifications. A red dotted arrow points from the drag handle icon of the 'ALL 2012 Hybrid Best Practices' course to the top of the list.</p>

Task	Screen Shot
<p>8. Once you've finished dragging your courses to the top of the list, select the number of courses you would like Moodle to display.</p> <p>For example, if you are taking/teaching four courses this semester, and you dragged those four courses to the top of the list, select 4 in the Number of Courses to Display field. Then only the top four courses will display. The rest of your courses will be temporarily hidden from view in the Course Overview block.</p>	 <p>The screenshot shows the 'Course overview' block in Moodle. At the top, it says 'Course overview'. Below that, there is a label 'Number of courses to display:' followed by a dropdown menu. The dropdown menu is open, showing options: 'Always Show All', '1', '2', '3', '4', '5', and '6'. The option '4' is highlighted in blue, and a red oval is drawn around it. Below the dropdown, there is a list of courses. The first course is '10K A Day Walking C' and the second is 'There are new forum po'.</p>

## Viewing Assignments and Forums in the Course Overview Block

Task	Screen Shot
<p>In addition to displaying your current courses, the Course Overview block displays information about assignments and forums.</p> <ol style="list-style-type: none"><li>1. Click the new Forum Posts icons  and Announcements icons  to view what people have posted since the last time you opened the forum. The new posts will appear in yellow.</li><li>2. Ignore the You Have New Assignments icon . It is unreliable for both student and faculty use. These icons do not accurately indicate when an assignment needs attention. Ignore them. Students should go to a class and click on an assignment to determine its due date and get feedback.</li></ol>	



## Navigating in Your Moodle Class

Refer to the picture below for information about navigating in Moodle. [Click here for a video on navigating new Moodle.](#)

The screenshot shows a Moodle course interface with several callout boxes providing instructions:

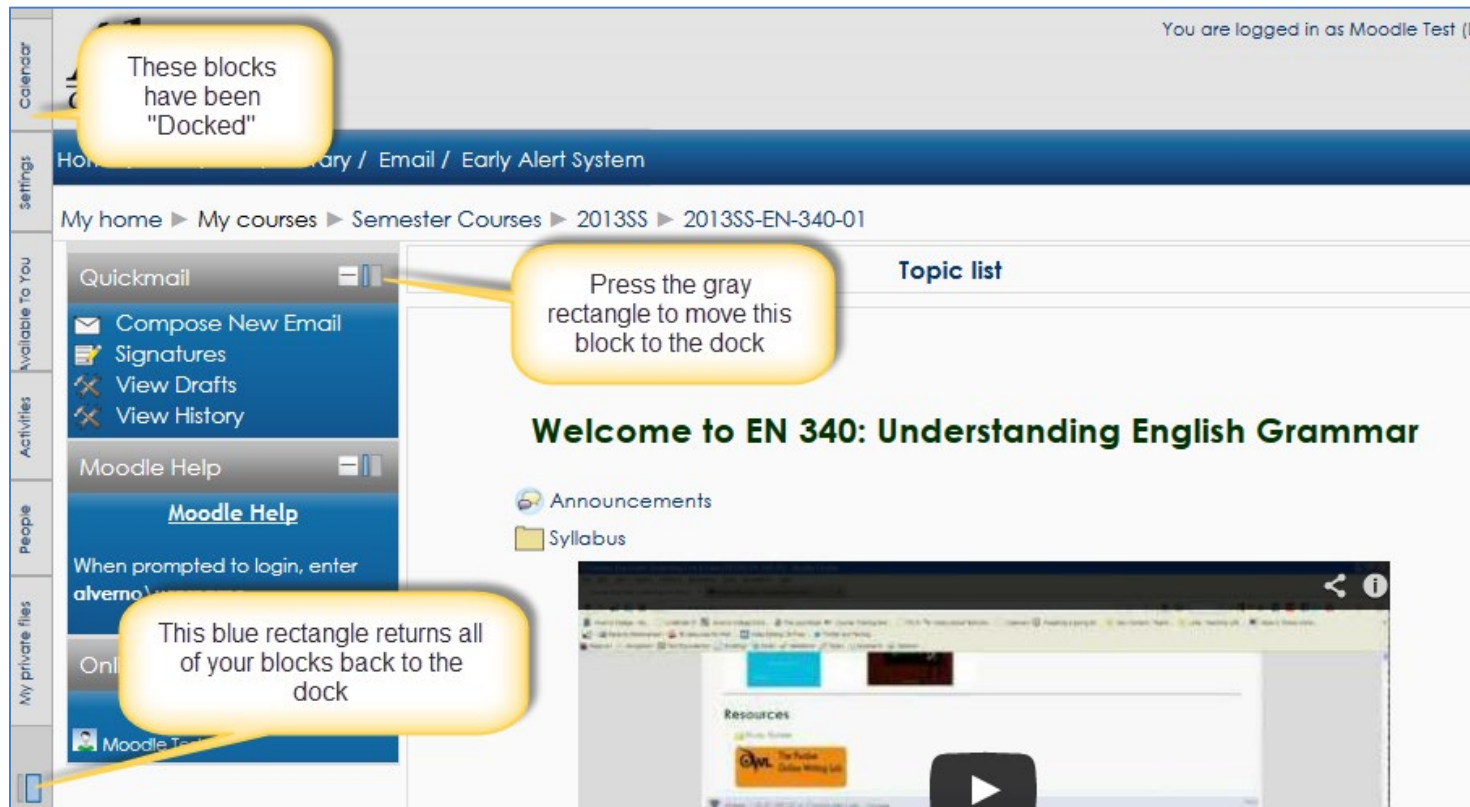
- Click My Home to return to your list of courses.** (Points to the 'Home' breadcrumb)
- Click Email to navigate to student email.** (Points to the 'Email' breadcrumb)
- Dates in orange are assignment due dates in Moodle.** (Points to the date '14' in a calendar)
- Course announcements may be posted in Announcements.** (Points to the 'Announcements' folder)
- Click the Syllabus folder to view your class syllabus.** (Points to the 'Syllabus' folder)
- Click Grades to view feedback and scores.** (Points to the 'Grades' menu item)
- Click to edit your profile.** (Points to the 'My profile settings' menu item)

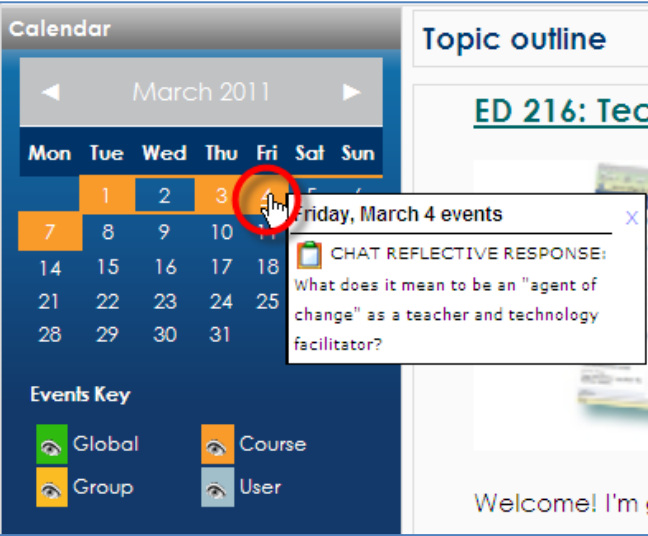
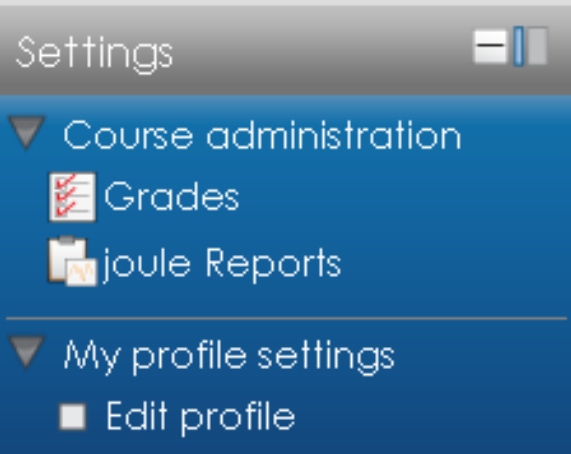
The interface includes a top navigation bar with 'Home / ... / Email / Early Alert System', a breadcrumb trail 'My home > My courses > Semester Courses > 2013SS > 2013SS-EN-340-01', a 'Calendar' widget for May, and a 'Topic list' section with folders for 'Announcements' and 'Syllabus'. A video player is also visible in the lower right.

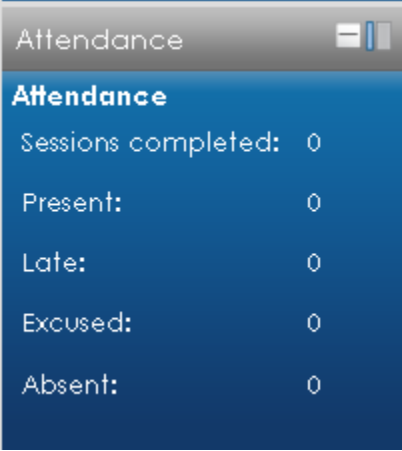
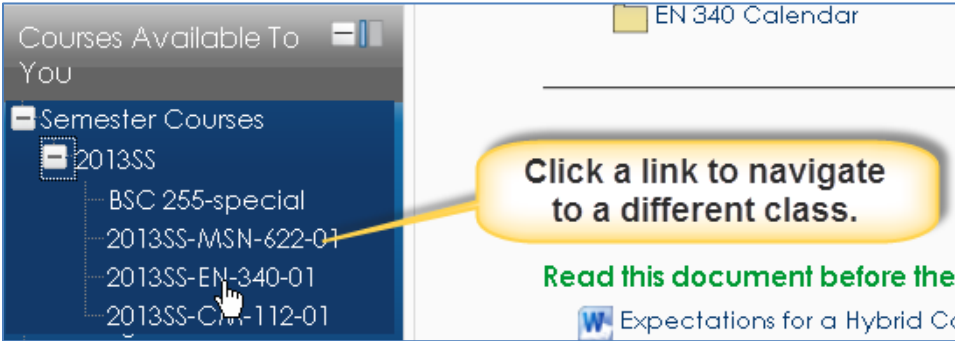
## Using Blocks

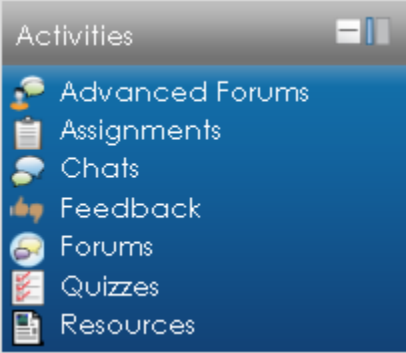
Blocks are located in the right and left columns of your course. They provide additional information about elements of your course.

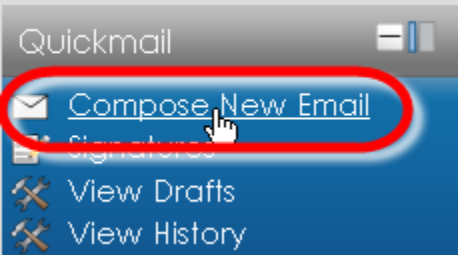
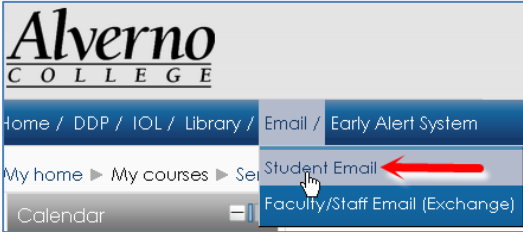

**Docking Blocks** –You can move blocks to an area on the left of the page that Moodle calls the Dock. You may wish to temporarily dock all of your blocks to gain more screen space for the course content. When you dock a block, it remains docked even after you log out of Moodle and log back in. [Click here for a video on working with blocks.](#)



Block	Function
<p><b>Calendar Block</b></p> 	<ul style="list-style-type: none"><li>• Dates highlighted in orange mean that something is scheduled for your class on that date. For example, a class assignment is due on that date.</li><li>• Hold your cursor over a date highlighted in orange to see a popup with an overview of the scheduled event.</li><li>• Click on the date to view a detailed description of the scheduled event.</li></ul>
<p><b>Settings Block</b></p> 	<p><b>Grades</b></p> <ul style="list-style-type: none"><li>• Click the Grades link to view scores and feedback on assignments from your instructor.</li></ul> <p><b>Joule Reports</b></p> <ul style="list-style-type: none"><li>• Click the Joule Reports link to run a report on your activity in the class.</li></ul> <p><b>My Profile Settings</b></p> <ul style="list-style-type: none"><li>• Click Edit Profile to make changes to your Moodle profile. Optionally add your picture and information yourself. You set up one profile, and this profile identifies you in all your Moodle classes.</li></ul>

Block	Function
<p><b>Attendance Block</b></p> 	<ul style="list-style-type: none"><li>• If your instructor is using Moodle to take attendance for the class, a summary of your attendance statistics will appear in this block.</li></ul>
<p><b>Courses Available to You Block</b></p> 	<p>The Courses Available to You block lists all classes you are registered for.</p> <ul style="list-style-type: none"><li>• Click the + to the left of each folder to expand the category. Classes are categorized by semester.</li><li>• Click the name of a course to go to the course.</li></ul>

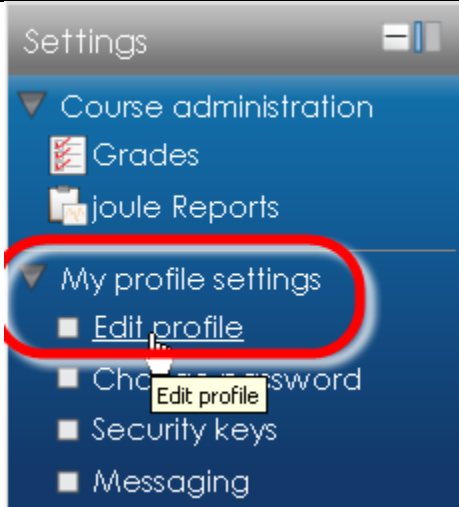
Block	Function
<p><b>Activities Block</b></p>  <p>The screenshot shows a Moodle 'Activities Block' with a dark blue header and a list of activity types. The items are: Advanced Forums (with a globe icon), Assignments (with a clipboard icon), Chats (with a speech bubble icon), Feedback (with a thumbs up icon), Forums (with a speech bubble icon), Quizzes (with a document icon), and Resources (with a document icon).</p>	<p>Provides a clickable link to all the elements of the class your instructor created. The following is a list of <i>the most common</i> activities you may encounter.</p> <ul style="list-style-type: none"><li>• <b>Advanced Forums/Forums</b> - A list of all discussion groups in the class.</li><li>• <b>Assignments</b> – A list of all assignments for the class.</li><li>• <b>Attendances</b> – Your attendance records (if your instructor is taking attendance in Moodle.)</li><li>• <b>Chats</b> – A list of online chats in your class.</li><li>• <b>Choices</b> – A list of polls in your class.</li><li>• <b>Feedback</b> – A list of longer surveys in your class.</li><li>• <b>Lessons</b> – A list of multi-page documents created in Moodle.</li><li>• <b>Quizzes</b> – A list of all quizzes in the class.</li><li>• <b>Resources</b> – A list of files, folders, links to webpages, etc., your instructor posted on the front page of the course.</li></ul>

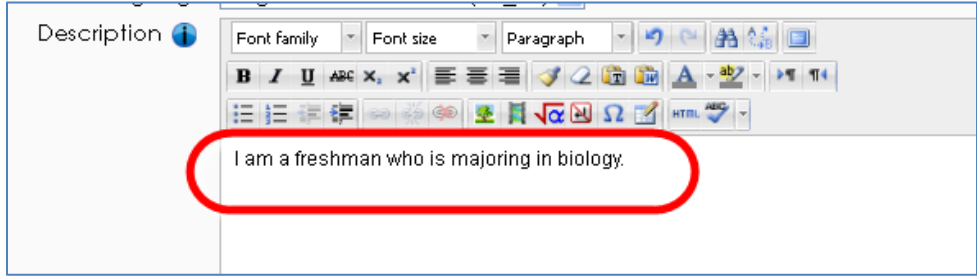
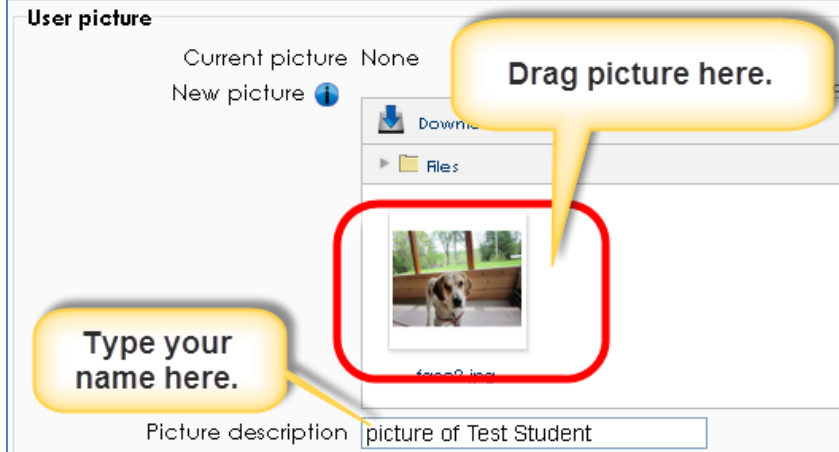
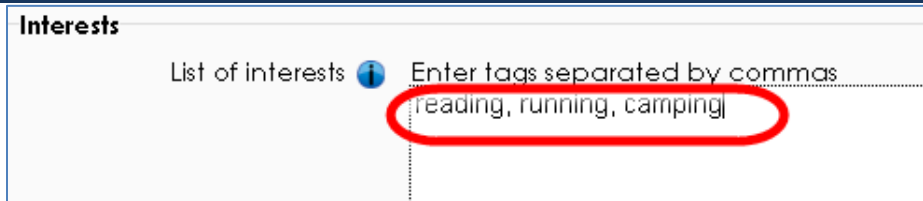
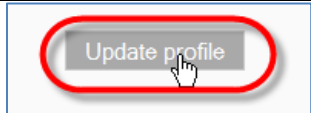
Block	Function
<p><b>Quickmail Block</b></p> 	<p>Quickmail is Moodle's email client.</p> <ul style="list-style-type: none"><li>• Click Compose Email link to compose an email. You can send an email to the instructor or one or more students in your class.</li><li>• Quickmail only <i>sends</i> email. You do not receive email through Moodle. Moodle emails are always delivered to your student email account. For example, if your instructor sends you an email through Moodle, you will receive it in your student email account. If you reply to your instructor, your reply email will be sent to her Alverno email account, not Moodle.</li><li>• To access your student email account, click the Email &gt; Student Email at the top of the page.</li></ul> 
<p><b>People Block</b></p> 	<ul style="list-style-type: none"><li>• Click the Participants link to view a list of your classmates.</li><li>• You can click names of students to view their profiles.</li></ul>

## Configuring Your Profile

Your Moodle profile has a place for your picture and information about you. You set up one profile, and this profile identifies you in all your Moodle classes. [Click here for a video on updating your profile.](#)

**IMPORTANT:** Everyone in Alverno's Moodle system can view your profile, so please make sure the picture you upload and the information you enter adhere to Alverno's Student Handbook and technology use policies.

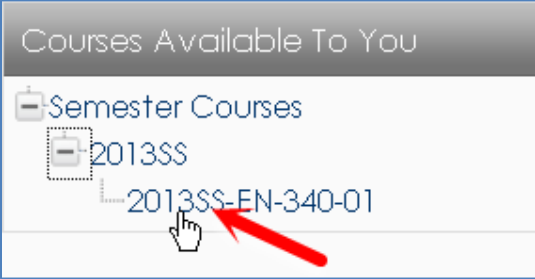


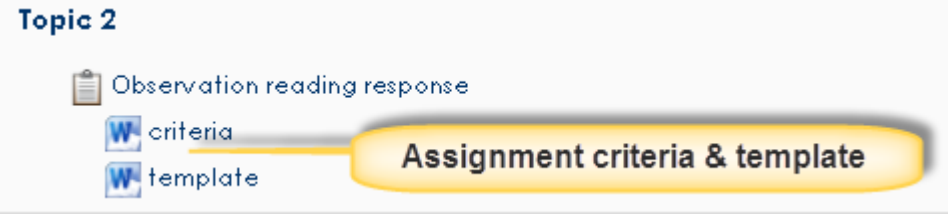
Task	Screen shot
1. Click My Profile Settings > Edit Profile in the Settings block.	 A screenshot of the Moodle 'Settings' menu. The menu is dark blue with white text. It lists several categories: 'Course administration', 'Grades', 'Module Reports', 'My profile settings', 'Change password', 'Security keys', and 'Messaging'. The 'My profile settings' category is expanded, showing sub-items: 'Edit profile', 'Change password', 'Security keys', and 'Messaging'. A red oval highlights the 'Edit profile' sub-item. A mouse cursor is hovering over 'Edit profile', and a small tooltip box with the text 'Edit profile' is visible below the cursor.

Task	Screen shot
<p>2. Type information about yourself in the Description field.</p>	
<p>3. Drag a picture of yourself into the New Picture window.</p> <p><b>Note:</b> The maximum picture size is 500mb, but we encourage you to reduce your file size well below that limit. Use Photoshop or a free online utility like <a href="http://www.myimagenie.com/">http://www.myimagenie.com/</a> or <a href="http://www.aviary.com/online/image-editor#">http://www.aviary.com/online/image-editor#</a> to reduce the size of your file.</p>	
<p>4. In your Moodle profile, type your interests. Separate each interest with a comma; this will turn each of your interests into a link that will connect you with other Alverno students and faculty who share your interest.</p>	
<p>5. Click the Update Profile button. This saves your changes to your profile.</p> <p><b>Note:</b> You can always go back and change your profile at a later time.</p>	


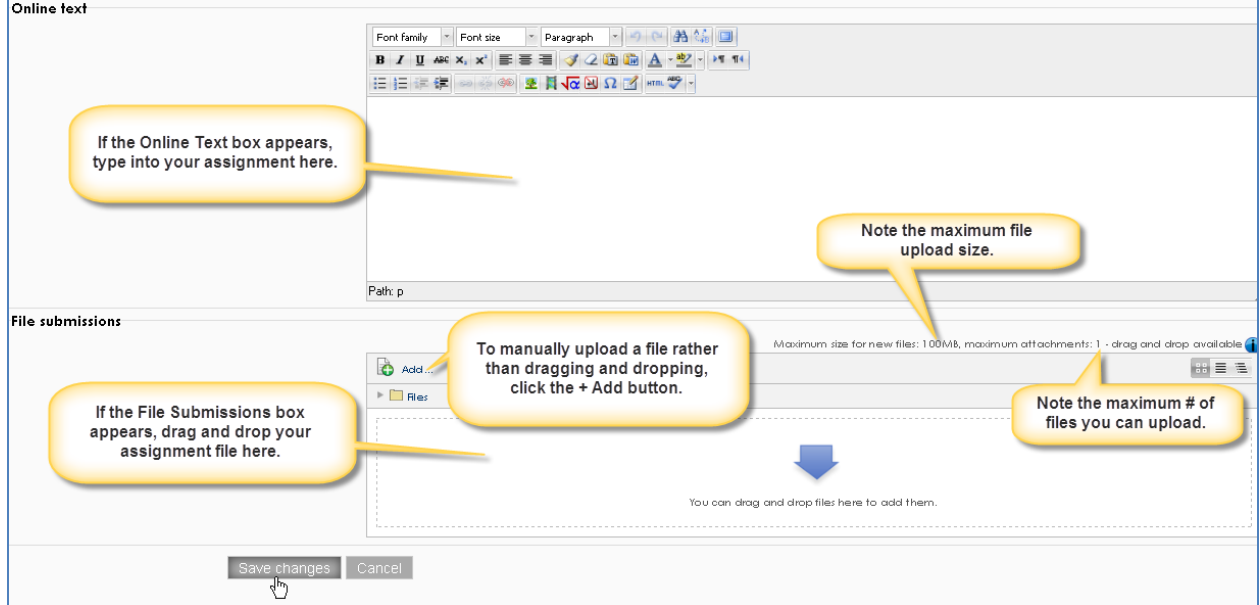
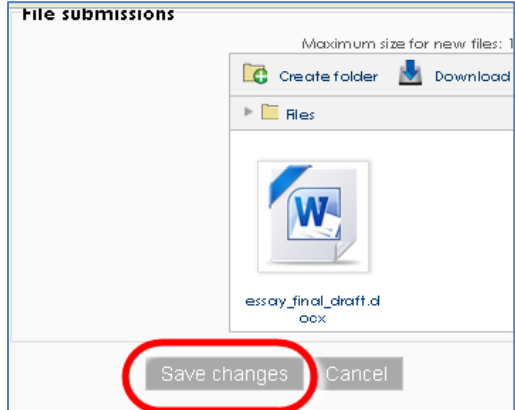


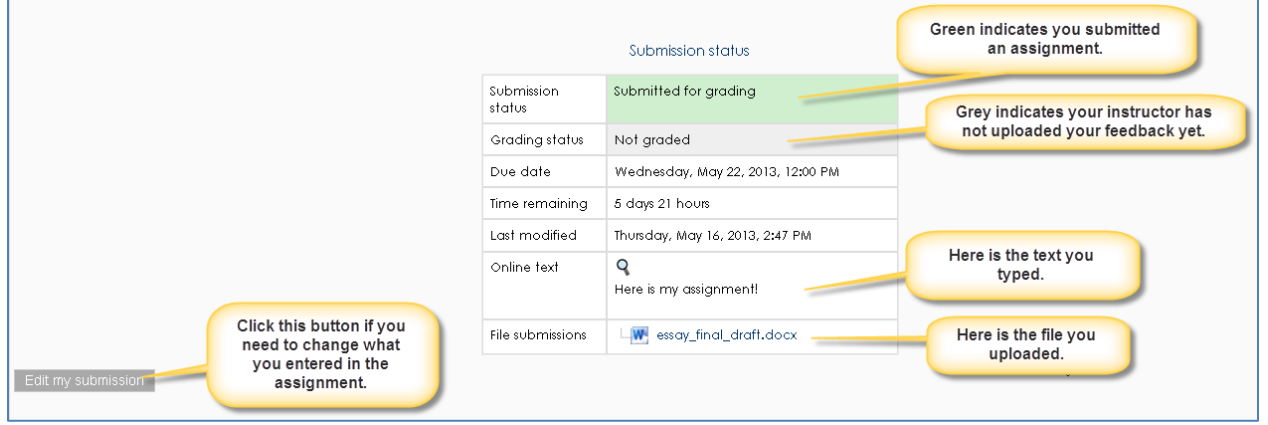
## Submitting an Assignment

Do the following to upload an assignment file to Moodle. [Click here for a video on Moodle assignments.](#)

Task	Screen shot
<p>1. To enter a class, go to the Moodle home page, and click the link of a course in the Courses Available to You block (on the right side of the page).</p>	
<p>2. Once you are in your course, locate your assignments in the center column of the page.</p> <p><b>Note:</b> Assignments can be identified by the clipboard icon. </p>	
<p>3. Make sure to look for templates or criteria sheets above or below the assignment.</p> <p><b>Important:</b> Save Word documents to your computer or flash drive before making changes to the file.</p>	

Task	Screen shot
<p>4. To open the assignment, click the assignment's link.</p>	
<p>5. Review the following parts of the assignment:</p> <ul style="list-style-type: none"> <li>• The assignment's criteria</li> <li>• The assignment's due date</li> </ul>	
<p>6. To submit your work for an assignment, scroll down, and click the Add Submission button.</p> <p><b>Note:</b> Depending on how your instructor configures the assignment, you may not be able to upload your file to the assignment if its due date has passed.</p>	

Task	Screen shot
<p>7. Do the following:</p> <ul style="list-style-type: none"><li>• If the Online Text box appears – Type your assignment directly into the box.</li><li>• If the File Submissions box appears – Upload your file to the assignment by dragging and dropping the file into the box or by clicking the  button.</li></ul>	 <p>The screenshot shows the Moodle assignment submission interface. It is divided into two main sections: 'Online text' and 'File submissions'. The 'Online text' section has a rich text editor with a toolbar. A callout bubble points to the text area with the text: 'If the Online Text box appears, type into your assignment here.' The 'File submissions' section shows a file manager interface with a callout bubble pointing to the '+ Add...' button: 'To manually upload a file rather than dragging and dropping, click the + Add button.' Another callout bubble points to the file manager area: 'If the File Submissions box appears, drag and drop your assignment file here.' A third callout bubble points to the top right of the file manager: 'Note the maximum file upload size.' A fourth callout bubble points to the top right of the file manager: 'Note the maximum # of files you can upload.' At the bottom of the file manager, there is a dashed box with the text: 'You can drag and drop files here to add them.' Below the file manager are 'Save changes' and 'Cancel' buttons.</p>
<p>8. Click the Save Changes button.</p>	 <p>This is a close-up screenshot of the 'File submissions' window. It shows a file manager interface with a 'Files' folder containing a document icon. The filename is 'essay_final_draft.docx'. At the bottom of the window, the 'Save changes' button is circled in red. There are also 'Create folder' and 'Download' buttons at the top of the file manager.</p>


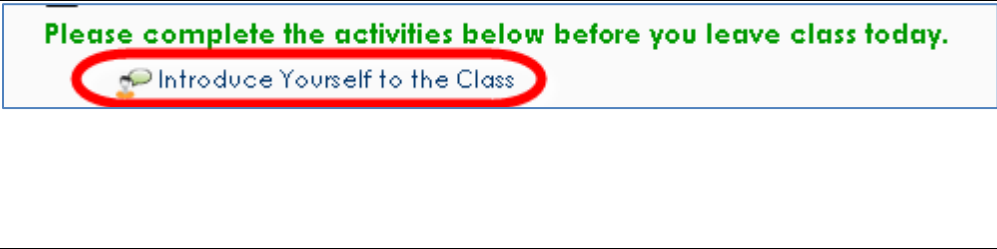

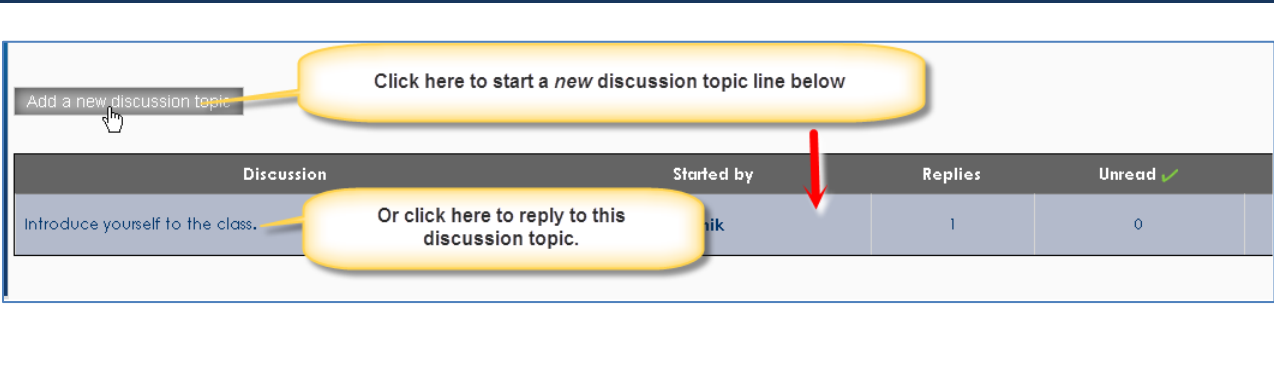



Task	Screen shot																
<p>9. Note the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Submission status</b> – When you submit your work, this field will be green or yellow:           <ul style="list-style-type: none"> <li>• <b>Green - “Submitted for Grading”</b> – This means your file has been submitted to your instructor.</li> <li>• <b>Yellow “Draft (Not Submitted)”</b> – This means your assignment is not yet submitted to your instructor. <b>Click the Submit Assignment button</b> at the bottom left of the page to turn the assignment in.</li> </ul> </li> <li>• <b>Grading Status</b> – This field will say, “Not Graded” until your instructor uploads feedback to you.</li> <li>• <b>Online Text</b> – This contains the text you typed into Moodle for the assignment (if this was part of your submission).</li> <li>• <b>File submissions</b> – This contains the file you uploaded to the assignment.</li> </ul> <p><b>Important:</b> Click the Edit My Submission button if you need to change your assignment submission.</p>	 <p>The screenshot shows a Moodle submission status page with the following details:</p> <table border="1"> <thead> <tr> <th colspan="2">Submission status</th> </tr> </thead> <tbody> <tr> <td>Submission status</td> <td>Submitted for grading</td> </tr> <tr> <td>Grading status</td> <td>Not graded</td> </tr> <tr> <td>Due date</td> <td>Wednesday, May 22, 2013, 12:00 PM</td> </tr> <tr> <td>Time remaining</td> <td>5 days 21 hours</td> </tr> <tr> <td>Last modified</td> <td>Thursday, May 16, 2013, 2:47 PM</td> </tr> <tr> <td>Online text</td> <td>Here is my assignment!</td> </tr> <tr> <td>File submissions</td> <td>essay_final_draft.docx</td> </tr> </tbody> </table> <p>Callouts in the screenshot:</p> <ul style="list-style-type: none"> <li><b>Edit my submission</b> button: Click this button if you need to change what you entered in the assignment.</li> <li><b>Submission status</b> (Green): Green indicates you submitted an assignment.</li> <li><b>Grading status</b> (Grey): Grey indicates your instructor has not uploaded your feedback yet.</li> <li><b>Online text</b>: Here is the text you typed.</li> <li><b>File submissions</b>: Here is the file you uploaded.</li> </ul>	Submission status		Submission status	Submitted for grading	Grading status	Not graded	Due date	Wednesday, May 22, 2013, 12:00 PM	Time remaining	5 days 21 hours	Last modified	Thursday, May 16, 2013, 2:47 PM	Online text	Here is my assignment!	File submissions	essay_final_draft.docx
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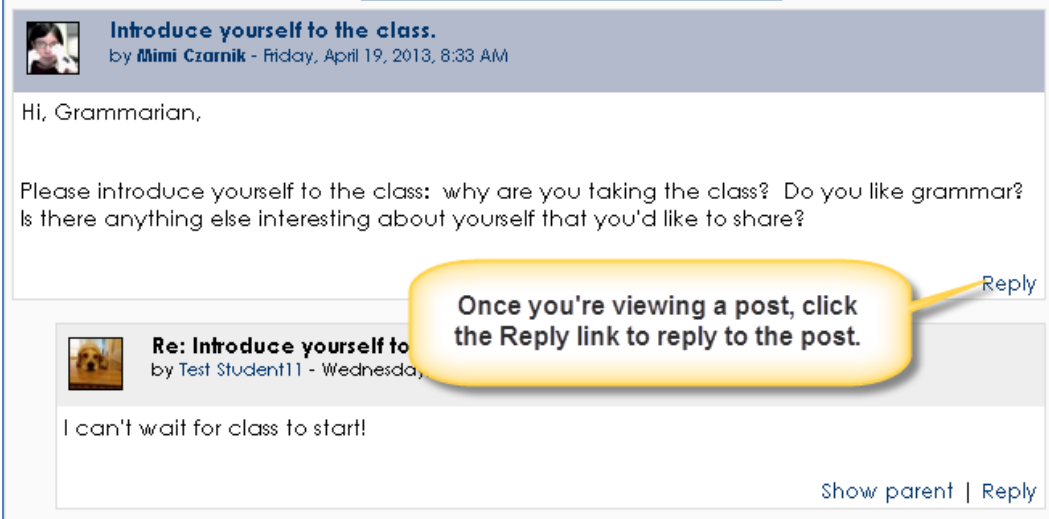
Task	Screen shot
<p>10. After your instructor assesses your work, you can click on the assignment to see your feedback.</p>	
<p>11. <b>Scroll down</b> to view your feedback.</p> <ul style="list-style-type: none"> <li>• <b>Grade</b> - A letter from a scale (e.g., Satisfactory, Unsatisfactory, In Process)</li> <li>• <b>Graded On</b> – Date/time your instructor gave you feedback.</li> <li>• <b>Graded by</b> – The name of the instructor who gave you feedback.</li> <li>• <b>Feedback comments</b> – Feedback your instructor typed directly into Moodle.</li> <li>• <b>Feedback Files</b> – Feedback in a Word document or other file your instructor uploaded to the assignment.</li> </ul>	

Task	Screen shot															
<p>12. An alternate way to view your feedback is to click the Grades link in the Settings block.</p>																
<p>13. From this screen, you can view your scores and feedback your instructor typed into Moodle, but you cannot view feedback your instructor uploaded in file form.</p> <p><b>Note:</b> If you want to see file feedback (such as Word documents your instructor uploaded), click the name of the assignment in gradebook to enter the assignment, and scroll to the bottom of the page.</p>	<table border="1"> <thead> <tr> <th>Grade item</th> <th>Grade</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td>Eng Gram: Understanding Fm &amp; Func(2013SS-EN-340-01)</td> <td></td> <td></td> </tr> <tr> <td>Self-Assessment of Grammar Quiz</td> <td></td> <td></td> </tr> <tr> <td>Observation Reading Response</td> <td>S</td> <td>Great job with this assignment!</td> </tr> <tr> <td><b>Course total</b></td> <td>-</td> <td></td> </tr> </tbody> </table>	Grade item	Grade	Feedback	Eng Gram: Understanding Fm & Func(2013SS-EN-340-01)			Self-Assessment of Grammar Quiz			Observation Reading Response	S	Great job with this assignment!	<b>Course total</b>	-	
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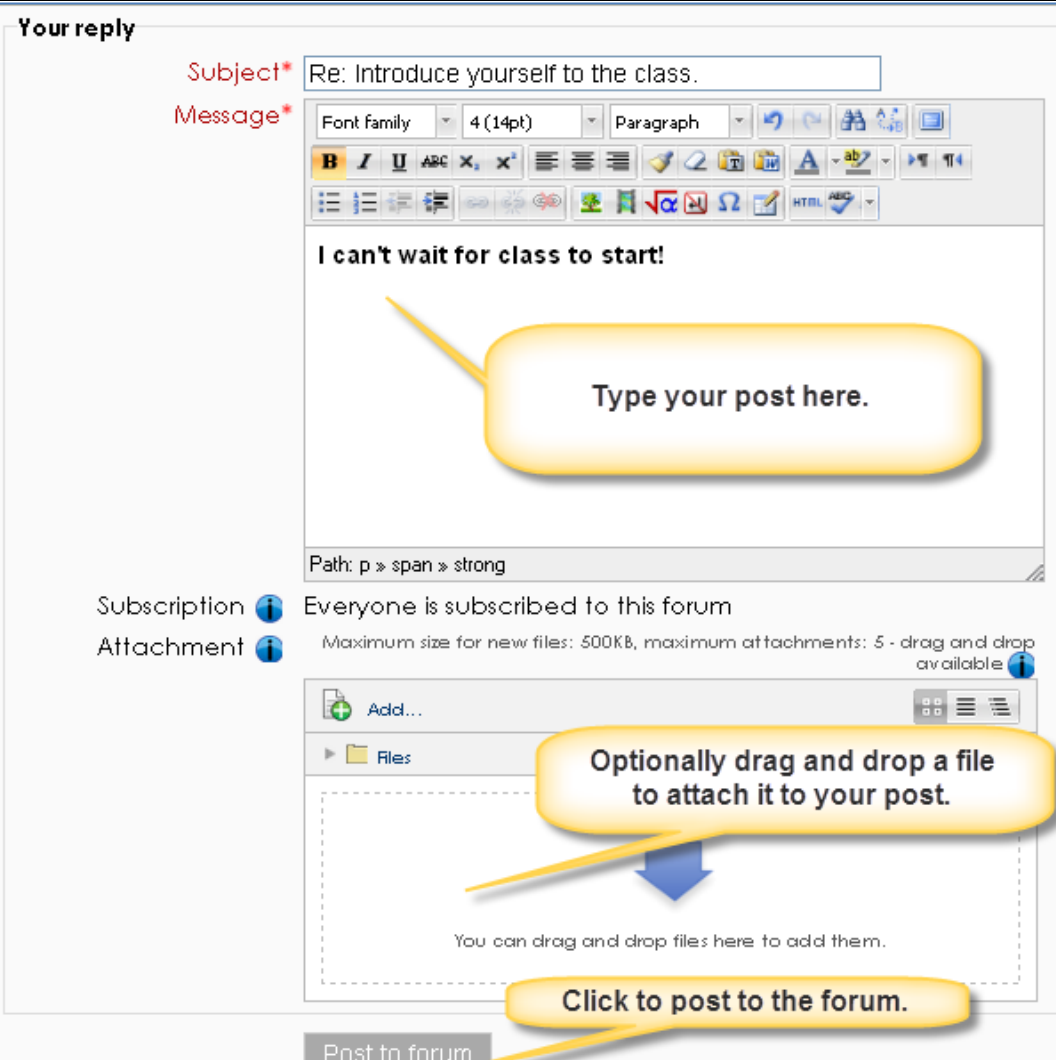
## Participating in a Discussion Group (Advanced Forum)

Discussion groups are called advanced forums or forums in Moodle. Do the following to participate in a discussion group/advanced forum in Moodle. [Click here for a video on forums in Moodle.](#)

Task	Screen shot								
<p>1. Click the discussion group's name to enter the discussion group.</p> <p>Discussion groups can be identified by the person talking icon. </p>	 <p>Please complete the activities below before you leave class today.</p> <p> <a href="#">Introduce Yourself to the Class</a></p>								
<p>2. Depending on how the forum is configured, you may do the following:</p> <ul style="list-style-type: none"> <li>• <b>To start a new discussion topic</b> - Click the Add a New Discussion Topic button.</li> <li>• <b>To reply to an existing post</b> - Read the post and click the Reply link.</li> </ul>	 <p>Click here to start a <i>new</i> discussion topic line below</p> <table border="1"> <thead> <tr> <th>Discussion</th> <th>Started by</th> <th>Replies</th> <th>Unread </th> </tr> </thead> <tbody> <tr> <td><a href="#">Introduce yourself to the class.</a></td> <td>lik</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Or click here to reply to this discussion topic.</p>	Discussion	Started by	Replies	Unread 	<a href="#">Introduce yourself to the class.</a>	lik	1	0
Discussion	Started by	Replies	Unread 						
<a href="#">Introduce yourself to the class.</a>	lik	1	0						

Task	Screen shot
	 <p>The screenshot shows a Moodle forum interface. At the top, a post titled "Introduce yourself to the class." is displayed, authored by Mimi Czarnik on Friday, April 19, 2013, at 8:33 AM. The post content reads: "Hi, Grammarian, Please introduce yourself to the class: why are you taking the class? Do you like grammar? Is there anything else interesting about yourself that you'd like to share?". To the right of the text is a "Reply" link. Below this is a reply post titled "Re: Introduce yourself to..." by Test Student11 on Wednesday. The reply content is "I can't wait for class to start!". At the bottom right of the reply is a "Show parent   Reply" link. A yellow callout box with a pointer to the "Reply" link contains the text: "Once you're viewing a post, click the Reply link to reply to the post."</p>



Task	Screen shot
<p>3. Type your reply in the Message area.</p> <p>4. To attach a file to your post, drag and drop a file into the Attachment area. (Optional)</p> <p>5. Click the Post to Forum button.</p> <p><b>Note:</b> You have 15 minutes to edit your response. After that, the response can't be edited.</p>	 <p>The screenshot shows a Moodle forum reply form. At the top, the subject is "Re: Introduce yourself to the class." Below the subject is a rich text editor with a toolbar. The text in the editor is "I can't wait for class to start!". A yellow callout bubble with a pointer to the text area says "Type your post here." Below the text area is a path indicator: "Path: p » span » strong". Underneath the text area are two sections: "Subscription" with a blue information icon and the text "Everyone is subscribed to this forum", and "Attachment" with a blue information icon and the text "Maximum size for new files: 500KB, maximum attachments: 5 - drag and drop available". Below these sections is an attachment area with a dashed border and the text "You can drag and drop files here to add them." A yellow callout bubble with a pointer to this area says "Optionally drag and drop a file to attach it to your post." At the bottom of the form is a "Post to forum" button. A yellow callout bubble with a pointer to this button says "Click to post to the forum."</p>

Task	Screen shot															
<p>6. If your instructor provides feedback on your discussion group participation, you can view your feedback by clicking the Grades link in the Settings block.</p>	<p>The screenshot shows a Moodle course page. On the left, there is a 'Settings' block with a 'Grades' link circled in red. The main content area shows a 'Welcome to EN 340' message and a list of resources including 'Announcements' and 'Syllabus'.</p>															
<p>7. From the gradebook, you can see the letter you received and the feedback on your discussion group.</p> <p>8. Click on the name of the discussion group to view your feedback in greater detail.</p>	<p>The screenshot shows a Moodle gradebook table with the following data:</p> <table border="1"> <thead> <tr> <th>Grade item</th> <th>Grade</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td>Eng Gram: Understanding Fm &amp; Func(2013SS-EN-340-01)</td> <td></td> <td></td> </tr> <tr> <td>Self-Assessment of Grammar Quiz</td> <td></td> <td></td> </tr> <tr> <td>Introduce Yourself to the Class</td> <td>S</td> <td>Great job!</td> </tr> <tr> <td><b>Course total</b></td> <td>-</td> <td></td> </tr> </tbody> </table> <p>The row for 'Introduce Yourself to the Class' is circled in red.</p>	Grade item	Grade	Feedback	Eng Gram: Understanding Fm & Func(2013SS-EN-340-01)			Self-Assessment of Grammar Quiz			Introduce Yourself to the Class	S	Great job!	<b>Course total</b>	-	
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## Getting Help

For technical assistance with Moodle, contact:

- A lab assistant in the Computer Center (414) 382-6336 – Lab assistants are available when the Computer Center is open.
- The Help Desk - Help Desk submissions will be picked up at 8 a.m., 10 a.m., noon, 2 p.m. and 4 p.m. All requests submitted after 4 p.m. will be received the next day at 8 a.m. The Help Desk is covered Monday-Friday only. There is no weekend or holiday coverage.
- **Moodle Help block** – There is a Moodle Help block located in the lower left column of each Moodle course. Click the Moodle Help link to submit your Moodle question to the helpdesk. This will link directly to Alverno’s help desk system. To sign in, type **alverno\username**.
- [Click here for a detailed video about how to use the new help system in Moodle.](#)

