

Moodle Assignment Tutorial

Professors at Augsburg may choose to use Moodle in order to collect assignments.

Often, this means submitting a Microsoft Word file (.doc or .docx) on Moodle. This tutorial will use the demo course “Student introduction to moodle” to demonstrate submitting a Word file.

First, you will need to go to <http://augnet.augsburg.edu/> and login with your AugNet username and password. Then, click on “My Courses (Moodle)”. You should now be on the landing page for Moodle.

You can now click on “Student introduction to moodle”. If you haven’t already enrolled in the course, Moodle will ask whether you’d like to join. After that point, you will be on the landing page for the Moodle Introduction.

The screenshot shows the Moodle course landing page for "Student Introduction to Moodle" at Augsburg College. The page is organized into several sections:

- Navigation Sidebar (Left):** Includes "Latest News" (dated 5 Sep, 09:44), "Activities" (Assignments, Chats, Choices, Forums, Quizzes, Resources), "People" (Participants), "Search Forums" (Advanced search), and "Administration" (Grades, Edit profile).
- Topic Outline (Center):** Contains "Student Help" (TechDesk contact info) and "moodle Help" (a numbered list item "1 Interface" highlighted with a red arrow).
- Introduction (Right):** A text block explaining Moodle as the new course management system at Augsburg College.
- Calendar (Right):** A calendar for April 2008 with a legend for Global events, Course events, Group events, and User events.
- Online Users (Bottom Right):** A section showing "Online Users (last 5 minutes)".

1 Interface

moodle course interfaces are very customizable and will vary from course to course, depending on the layout, activities and resources required by your instructors. Please review the following tips on how to make the most out of the moodle interface.

- [Writing in the moodle interface](#)
- [Course Layout: Blocks and Modules](#)
- [Edit your Profile](#)

From here, you can explore and experiment with Moodle without doing any harm. There may be a module (text box) on the page with two stacked squares in the upper-right corner. Refer to the previous page for an illustration. If you see one of these stacked squares, click on it. Now you can see the entire contents of the page.

There are two places where professors may choose for a specific assignment to be posted. To find an assignment, you can use the Activities block (outlined on the previous page in orange).

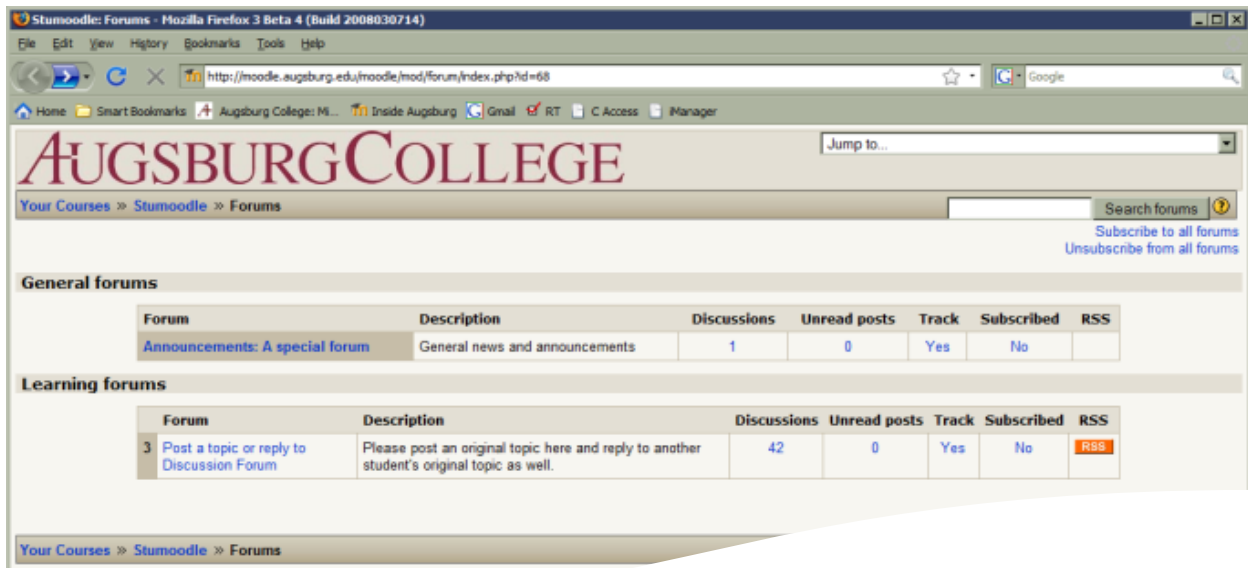


First, click on “Assignments”. This will take you to a page that explains exactly how to submit (upload) Word files using the “Assignments” area. You can practice submitting files here in the Student Introduction to Moodle without affecting any of your academic classes.

To return to the page with the Activities block, click on “Stumoodle” at the top of the page.

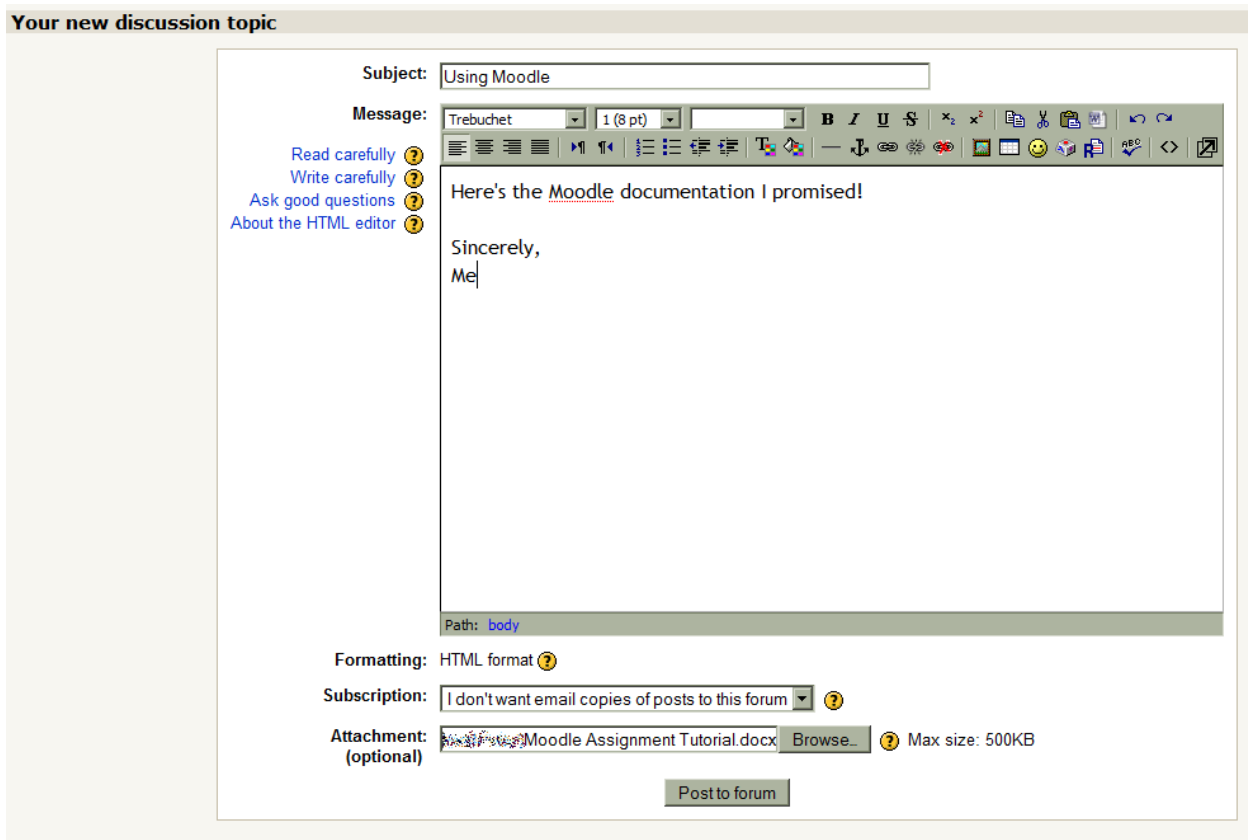


Now, click on “Forums” in the “Activities” block. A list of the class forums will appear, which is illustrated on the next page. Professors will either have individual forums for specific assignments, or have one forum for all assignments. Click on the name of a forum to enter the discussion area.

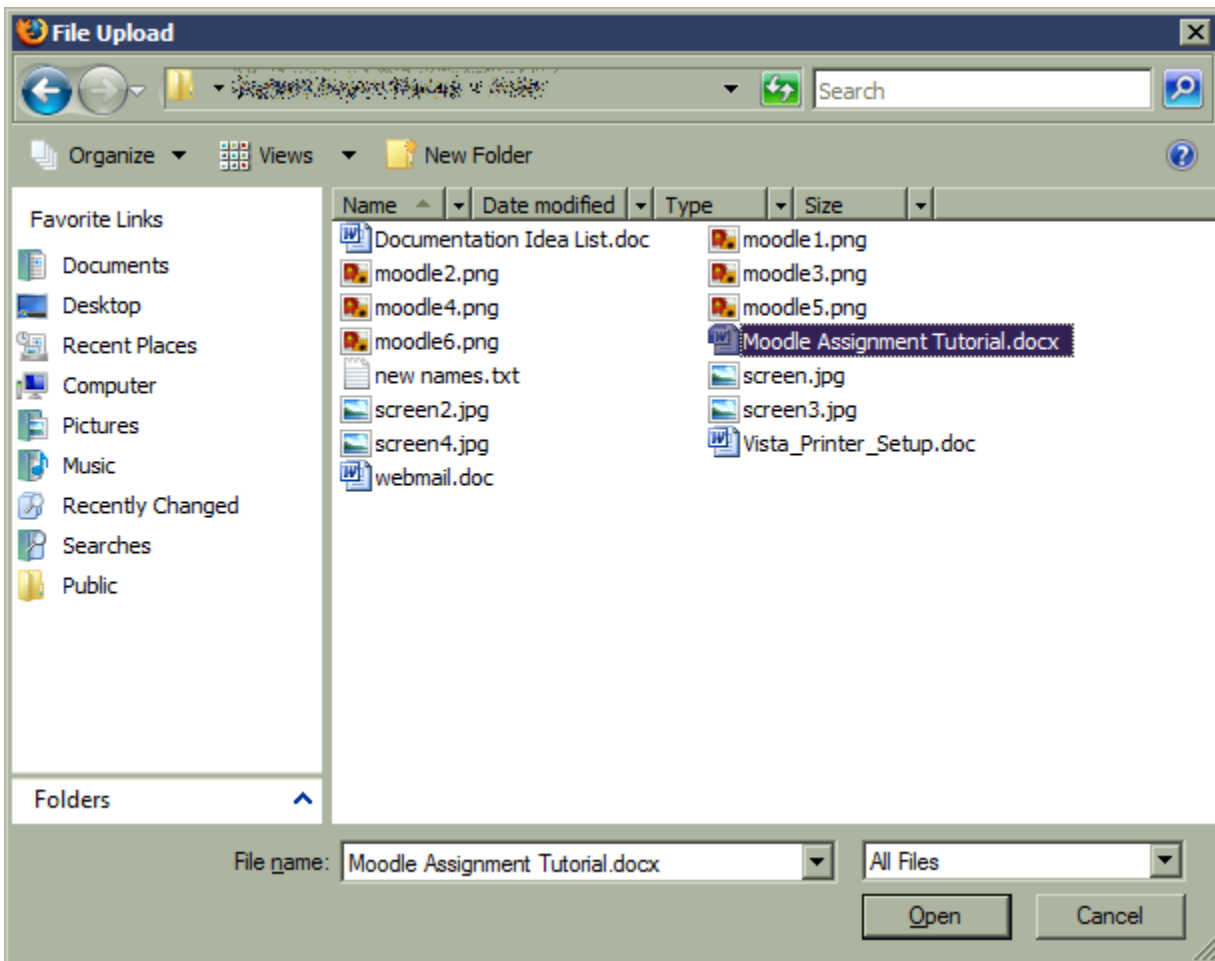


After entering the appropriate forum, the discussion topics will be listed. Click on “Add a new discussion topic”.

At this point, a blank message is loaded. Assignments that are posted must include a subject and a message body in order to be posted successfully. An example of a complete message appears below.



To attach a file, click on “Browse...” A new window will appear. From here, navigate through folders until the file appears. Select it and click “Open”. (This is demonstrated in the screenshot below). When successful, the name of the file should now appear in the attachment text box, as similar to the example message above.



Once the entire message is ready, click “Post to forum”. You should see a confirmation screen verifying that your message was successfully posted.