VIRTUAL LEARNING ENVIRONMET MOODLE

STUDENT MANUAL

Content

1. What Is Moodle?

Moodle is a learning management system or e-study platform that allows teachers and students to work collaboratively online. Students are able to find learning material, participate in forums or "chats", video conferences, take a test or exam, submit assignments, use the calendar, send messages.
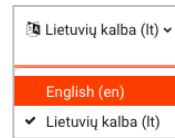
If you have questions about Moodle, please contact us:

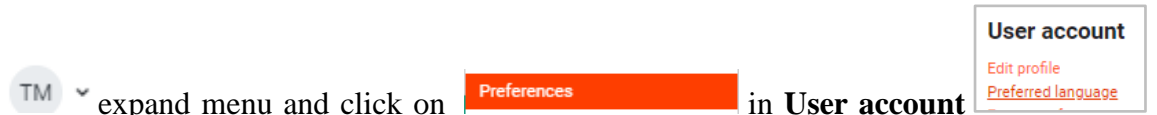|	
Digital Studies Unit	✉ skss@mruni.eu 📱 (8 5) 271 4514 📍 Ateities st. 20, Room I-403

2. Logging into Moodle

1. Go to https://vma.mruni.eu/?lang=en.
2. Click upper menu **FOR STUDENTS**.
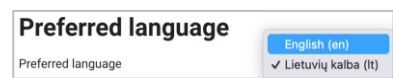3. Choose **Moodle**   🎓 Moodle →

4. If you need, change interface language here

5. Enter your login information (username and password).

6. Use the same username and password as MRU student email accounts.

7. To ensure that Moodle always has English as its language, after successfully log in we recommend that you set your Moodle language to English. Go to the top right corner expand menu and click on in **User account** choose **Preferred language** after that choose English and **Save changes**.

Note: If you do not have an account on MRU Email, please follow this link to activate it https://stud.mruni.eu/en/reguser.php

Note: If you have an account but can't log in, contact us by email skss@mruni.eu

**Note:** You can change Moodle language in your profile any time, click on and choose **English**

3. Enrolling on a Moodle course

After you log in, your home page displays all the courses – **My courses** - in which you are enrolled as a full-time student. To enter the course, click the name of the course.
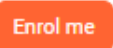
If you are an ERASMUS student, you must enroll to courses yourself. Complete the following steps for enrolling on.

1. Go to page.

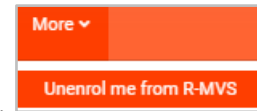2. Enter name of the course or lecturer's name in the Search field
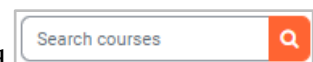
3. Find the course name and click it, enter Enrolment key **ERASMUS** and click

4. How do I unenrol from the course?

1. Enter the course from **My courses**.

2. Click More menu on the top and click Unenroll me from…

3. Confirm that you want to be unenrolled from the course by clicking

Note: You can't unenrol from courses that you have been obligatory enrolled on.
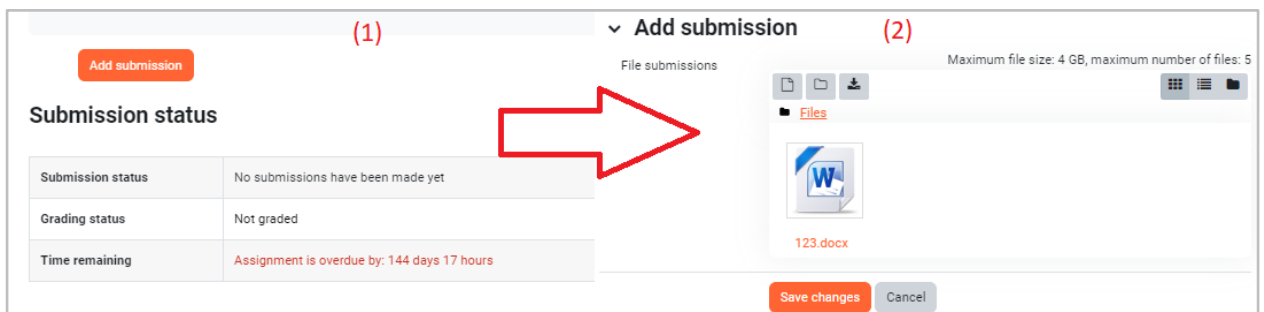
5. Submit an Assignment

Moodle assignments are shown on the course main page. Click on the assignment link and submission page will show the assignment deadline and further details.

The steps for submitting an assignment depend on the settings chosen by your lecturer.

- To submit a file in an assignment you should click on the assignment link. The assignment submission page will open (1). You should read the directions given by your lecturer and drag and drop your file(s) into the **Files** area or browse for the file to upload by clicking on **Add submission** and . Finally, you should click **Save changes** to confirm (2).

- For text only submissions, you should click on the assignment link from main course page, click **Add submission** and type into the **Online** text box. Save changes.

You may be able to read, edit and re-submit your assignment type depending on the settings your lecturer has chosen. You may be required to accept a submission statement, indicating that you are submitting your own work.
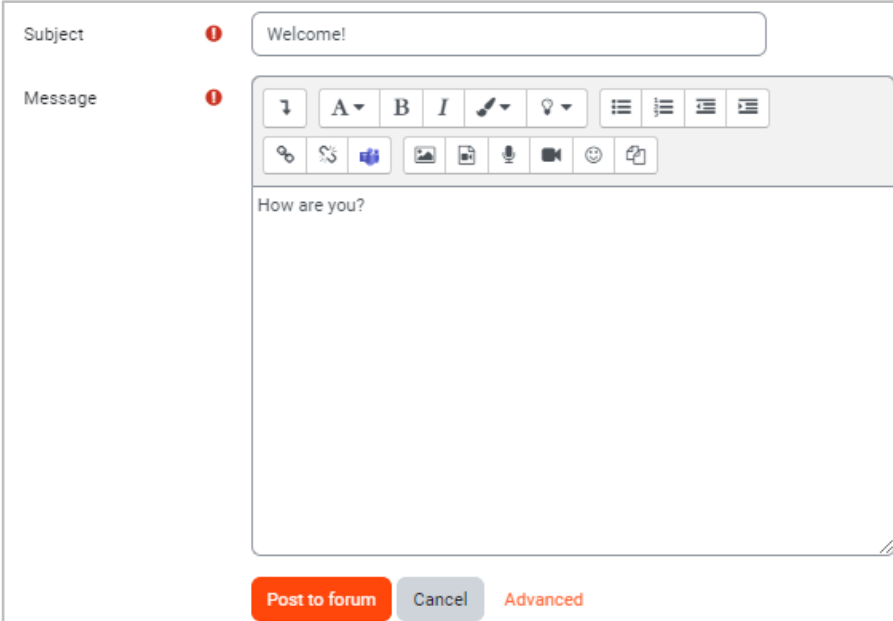
6. Using the Forums

You can use forums to discuss topics selected by your lecturer. Enter the course from the Dashboard.

Post to a Forum

1. Click the link to the forum you wish to review

2. Read the topic of the discussion or directions.

3. Click on the **Add discussion topic**

4. Type a subject of your topic in the subject line.

5. Type your message text.

6. Upload file if needed.

7. Click the **Post to forum** button.

Editing a Post

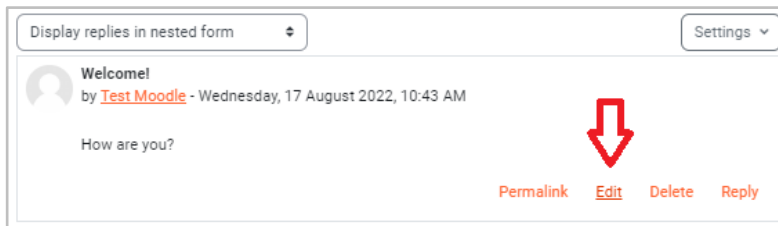1. Click on your post link in the **Discussion** column.

2. Click the **Edit** link to the post you wish to edit.

Replying to a Post

1. Click on the link in the **Discussion** column.
2. Click on the **Replay** link at the bottom of the post.
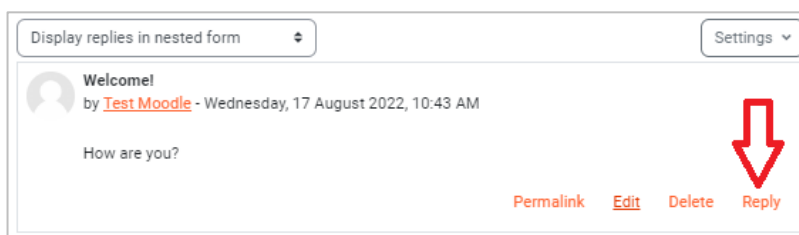
3. Write your reply into the box and click [Post to forum] .

7. Taking the Quiz

The Quiz module enables lecturer to create online test, exam with a wide range of question types and overall options.

1. Enter the course from your Dashboard.
2. Find Quiz link 🗒 on the course main page.
3. Read any information provided by your lecturer. When you are ready to start the quiz, click the **Attempt Quiz Now** button as shown below:
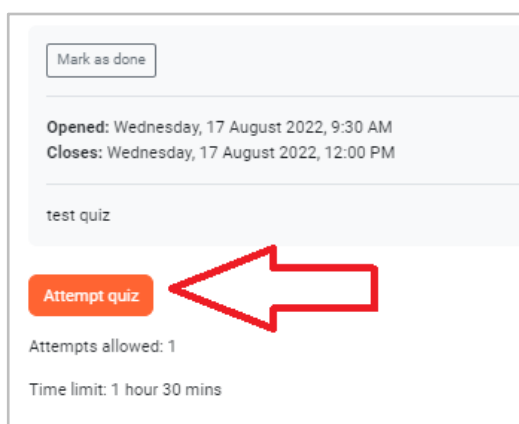
4. If your test is timed, you will receive a pop-up message requesting your confirmation of independent completion of the assignment and understanding that, test is limited to certain duration and attempts. You will need to click **Start attempt** to continue with the test.
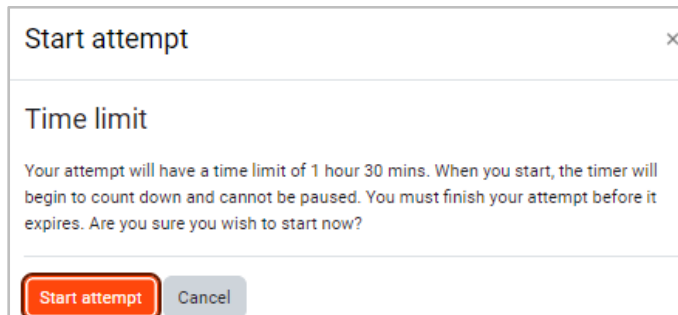
5. You will see a screen similar to the one below after confirmation. Timer let you know how much time is left for you to submit the test. If you click **Next** you can navigate to the next question. By clicking **Finish attempt** you are one step closer with finishing answering the quiz questions.
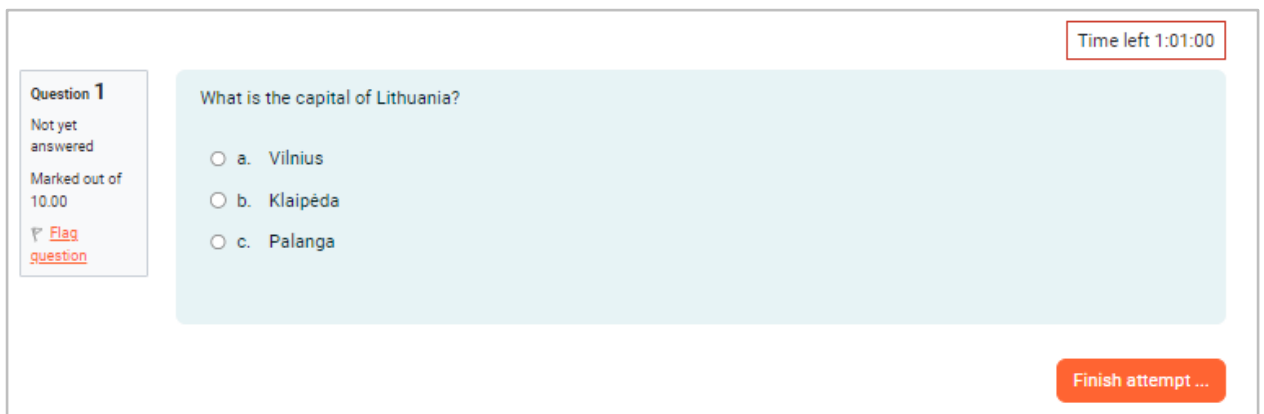
After you are done you will need to click **Submit all and finish** button to conform the answers.
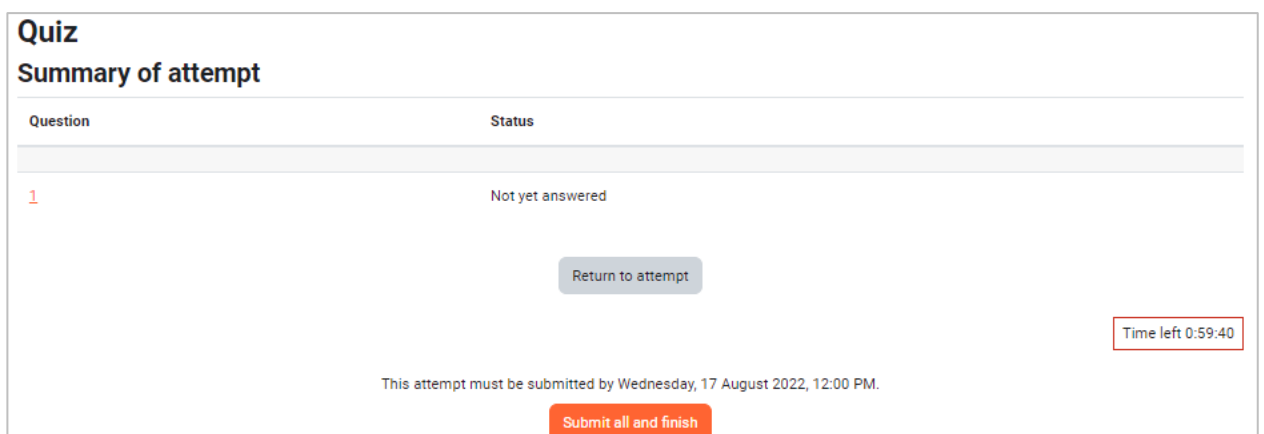
Depending on how your test is set up, you may see your grade immediately upon finishing or you may need to go to your grade book to see your grade.

8. Online lecture

Virtual lecture enables students view and listen to presentations, ask questions, participate in group conversations. Here's a short video of how to use Virtual lecture (https://www.youtube.com/watch?v=Aw3Ajuy3kyk) or read short info below.
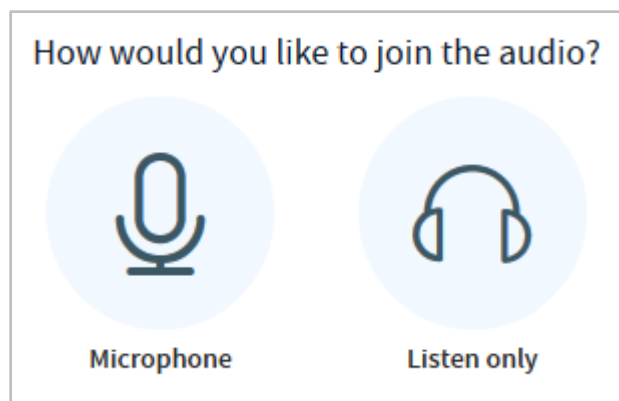
Note: Use *Chrome* or *Mozilla Firefox* as browser.

1. Enter the course from **My courses**.

2. Click on the link marked as [b] .

3. Click [Join session] when lecturer has started virtual lecture.

4. Choose how you would like to join the audio. It's recommended to use Microphone and mute it till you need to talk or Listen only to avoid echo during virtual lecture.
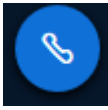

Once you have entered the virtual room, modules will appear in the main interface: users (1), presentation (2), chat (3). The lecturer's webcam will be seen only if he/she chooses to share it.
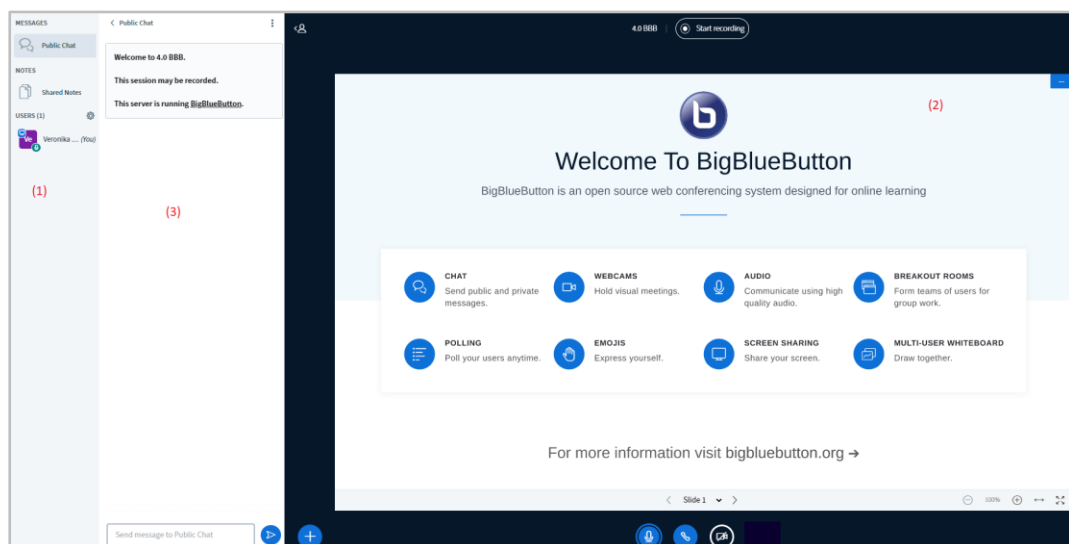
The main buttons:

 - to Mute the microphone.

 - to leave the Audio.

 - to join/rejoin the Audio. Set up and join the microphone and speakers.

 - to share the webcam.

Logout from the virtual lecture by clicking 3 dots in the top right corner