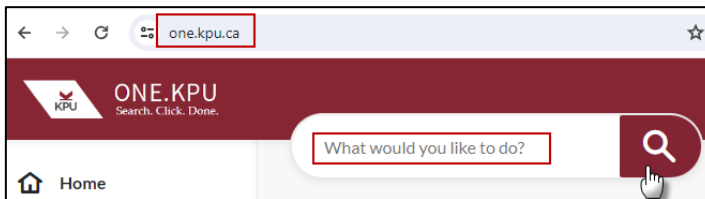


## Table of Contents

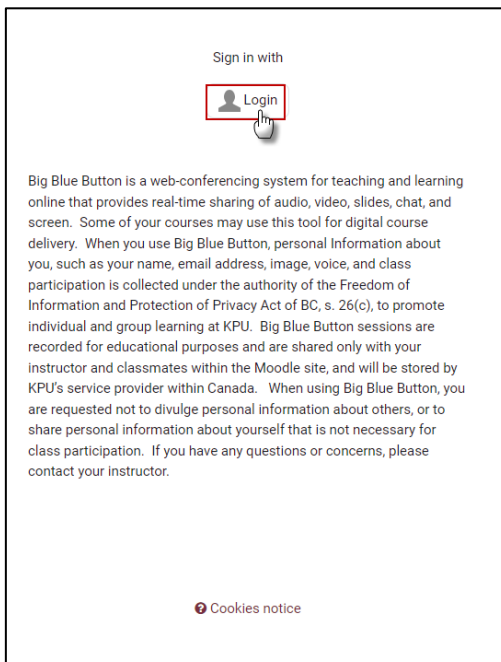
Logging into Moodle.....	2
Viewing Dashboard in Moodle.....	4
Editing Student Profile.....	6
Accessing your courses in Moodle.....	9
Hiding and Unhiding a Course from Dashboard .....	10
Uploading an Assignment.....	11
Attempting a quiz in Moodle .....	14
Joining BigBlueButton Session .....	17
Viewing Your Grades in Moodle .....	20
Seeing which students are in my Course group in Moodle .....	22

# Logging into Moodle

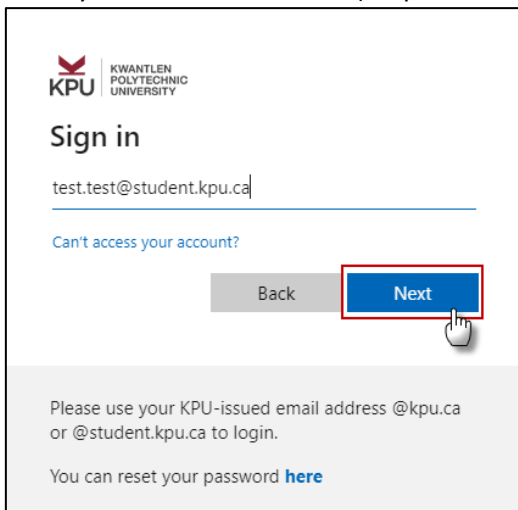
1. Search [one.kpu.ca](https://one.kpu.ca) in your web browser. Search for the Moodle site (Courses, Community, Trades, Continue) you want to login to.



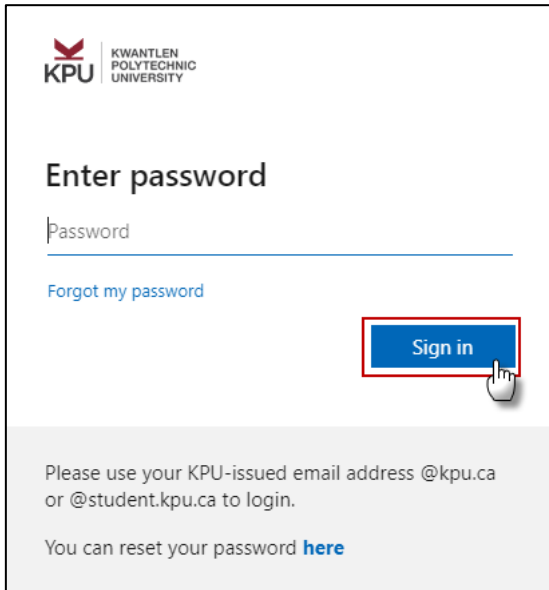
2. You will land on the following page. Click on **Login**.



3. Insert your **KPU-issued email** (@kpu.ca or @student.kpu.ca) to login and Click the **Next** button.

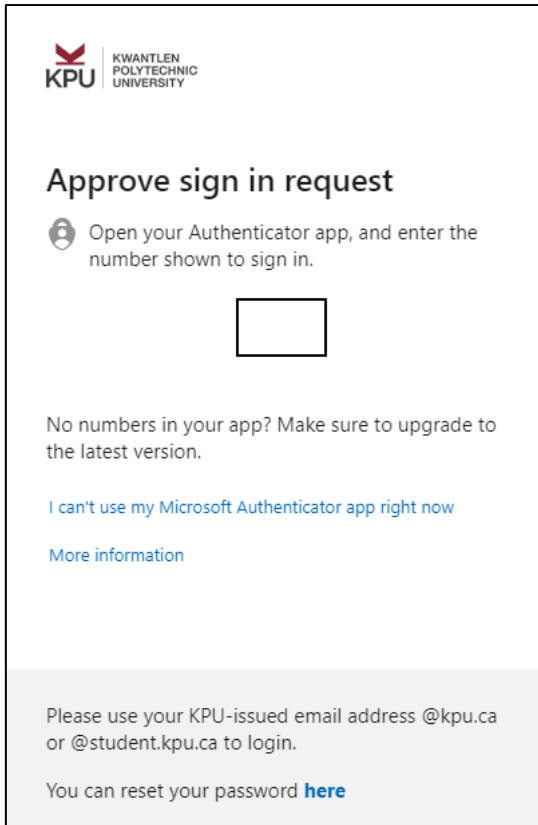


4. Enter your password.



The screenshot shows the Kwantlen Polytechnic University (KPU) login page. At the top left is the KPU logo. The main heading is "Enter password". Below it is a password input field with the placeholder text "Password". To the left of the input field is a link "Forgot my password". To the right is a blue "Sign in" button, which is highlighted with a red rectangular box and a mouse cursor. At the bottom of the page, there is a grey footer area containing the text: "Please use your KPU-issued email address @kpu.ca or @student.kpu.ca to login." and "You can reset your password [here](#)".

5. Open your Authentication app and enter the code you see. Once you complete the authentication, you will be logged into the Moodle.



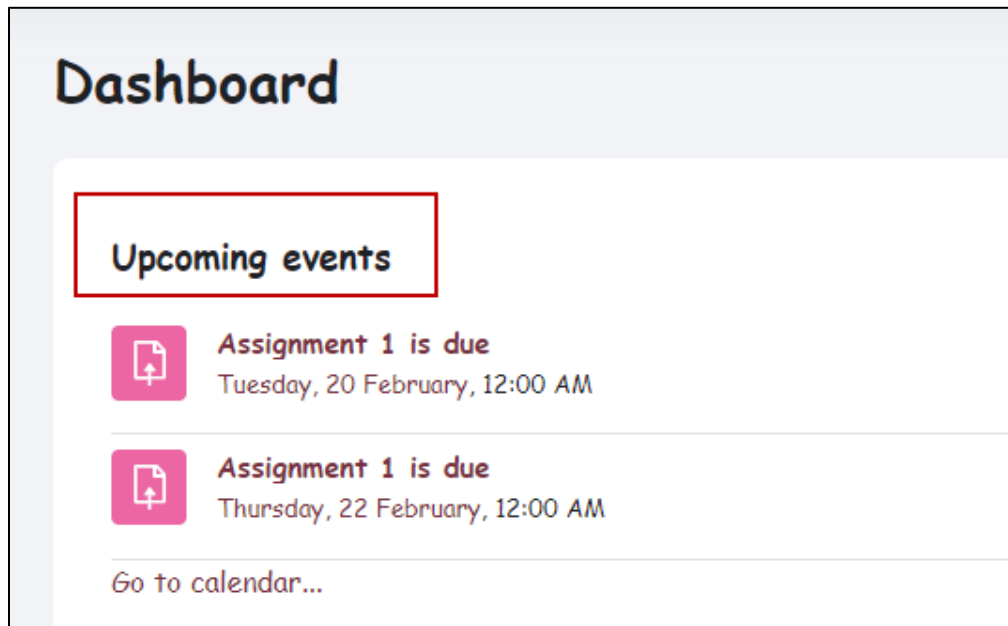
The screenshot shows the Kwantlen Polytechnic University (KPU) login page at the authentication step. At the top left is the KPU logo. The main heading is "Approve sign in request". Below it is an information icon followed by the text: "Open your Authenticator app, and enter the number shown to sign in." Below this text is a rectangular box intended for the user to enter the code. Further down, there is a message: "No numbers in your app? Make sure to upgrade to the latest version." Below this are two links: "I can't use my Microsoft Authenticator app right now" and "More information". At the bottom of the page, there is a grey footer area containing the text: "Please use your KPU-issued email address @kpu.ca or @student.kpu.ca to login." and "You can reset your password [here](#)".

## Viewing Dashboard in Moodle

After login to Moodle and click on Dashboard, a few blocks of important information will be available here:

Upcoming events:

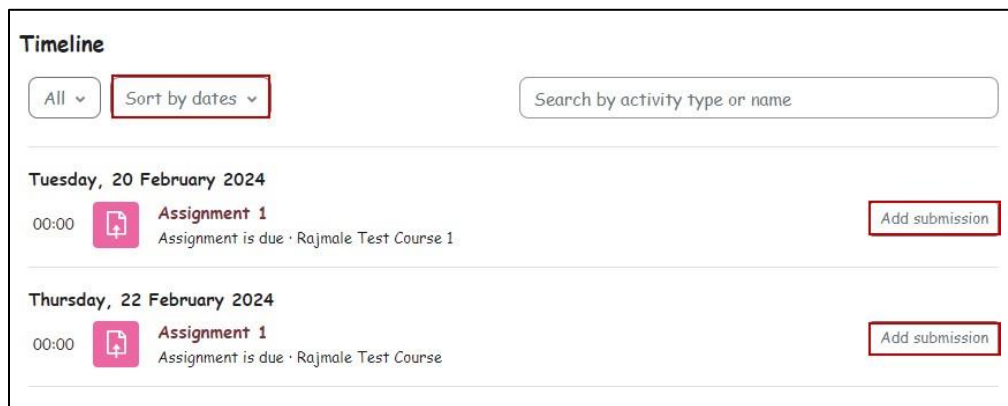
Due dates for assignment and quizzes etc., as well as Scheduler appointments, will appear in the Upcoming events block automatically.



The screenshot shows the Moodle Dashboard with the 'Upcoming events' block highlighted by a red border. The block title is 'Upcoming events'. Below the title, there are two event entries, each with a pink icon of a document with an upward arrow. The first entry is 'Assignment 1 is due' on 'Tuesday, 20 February, 12:00 AM'. The second entry is 'Assignment 1 is due' on 'Thursday, 22 February, 12:00 AM'. At the bottom of the block, there is a link that says 'Go to calendar...'.

Timeline:

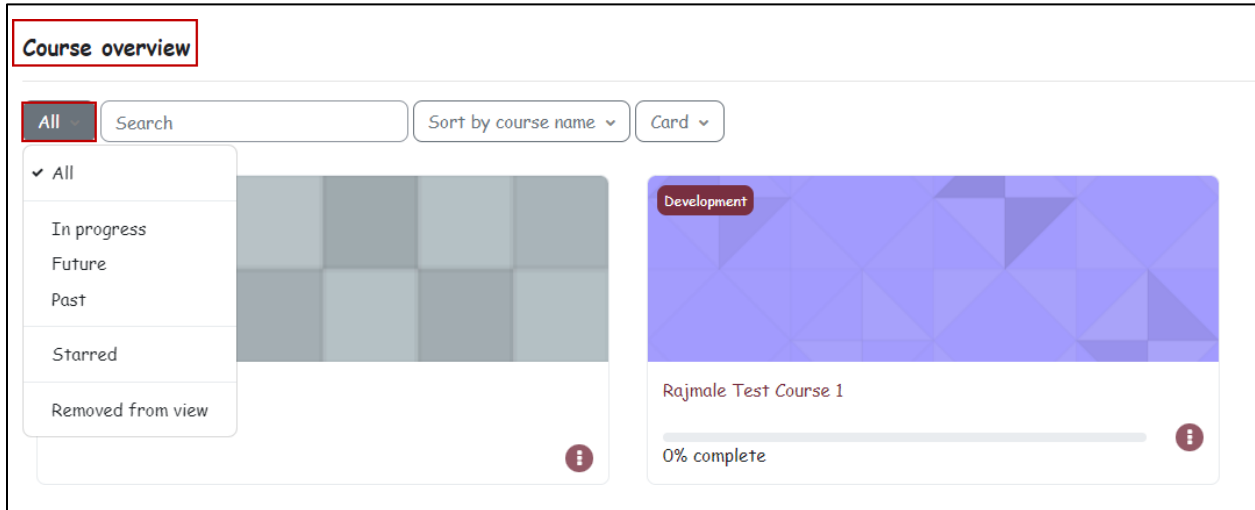
The Timeline block provides an overview of deadlines and is displayed by default on the Dashboard. It can be sorted by date as well as courses. It also gives an option to add submission from the dashboard.



The screenshot shows the Moodle Dashboard 'Timeline' block. At the top, there is a dropdown menu set to 'All', a 'Sort by dates' dropdown menu, and a search box labeled 'Search by activity type or name'. Below this, the timeline is organized by date. The first date is 'Tuesday, 20 February 2024'. Under this date, there is an entry for 'Assignment 1' at '00:00' with a pink icon of a document with an upward arrow. The text below the icon reads 'Assignment is due · Rajmale Test Course 1'. To the right of this entry is a red-bordered button labeled 'Add submission'. The second date is 'Thursday, 22 February 2024'. Under this date, there is an entry for 'Assignment 1' at '00:00' with the same pink icon. The text below the icon reads 'Assignment is due · Rajmale Test Course'. To the right of this entry is another red-bordered button labeled 'Add submission'.

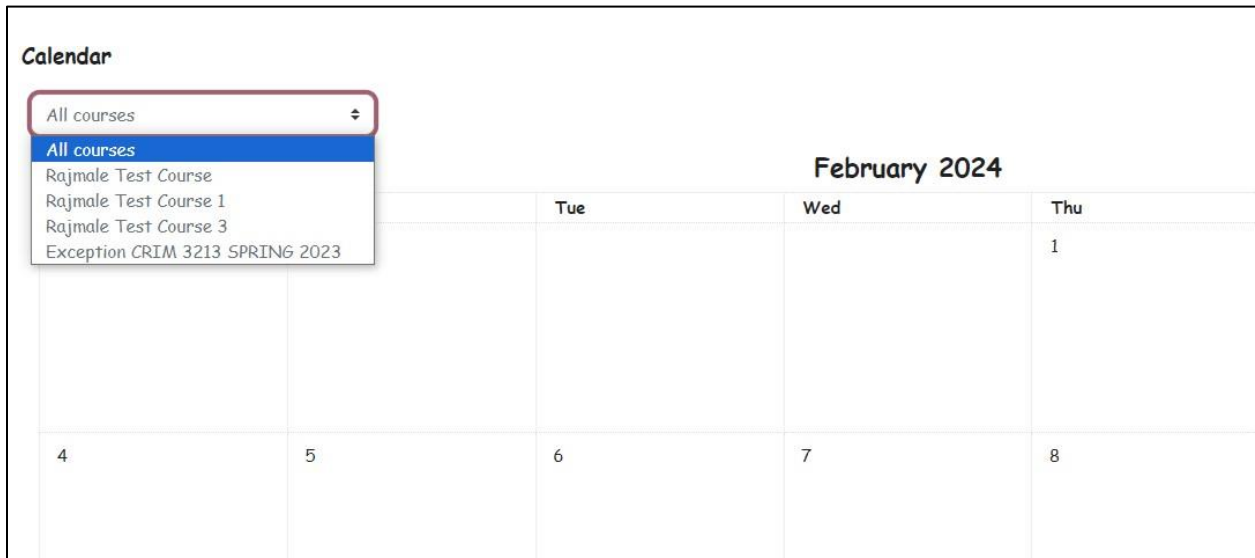
## Course Overview

It gives an option to sort by all, In progress, future, past, starred or removed from view



## Calendar

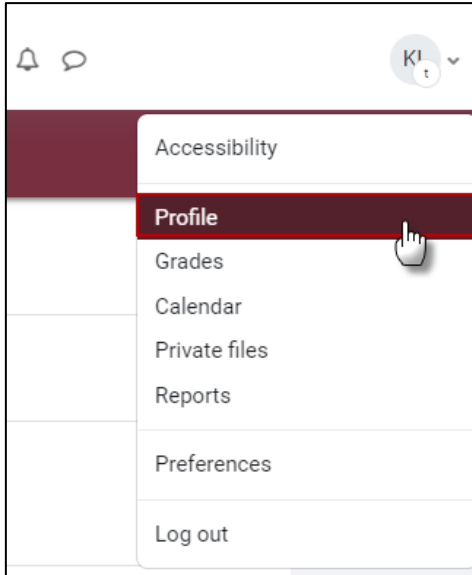
The Calendar block displays events from the Calendar, such as activity dates, and any of the following manually added events



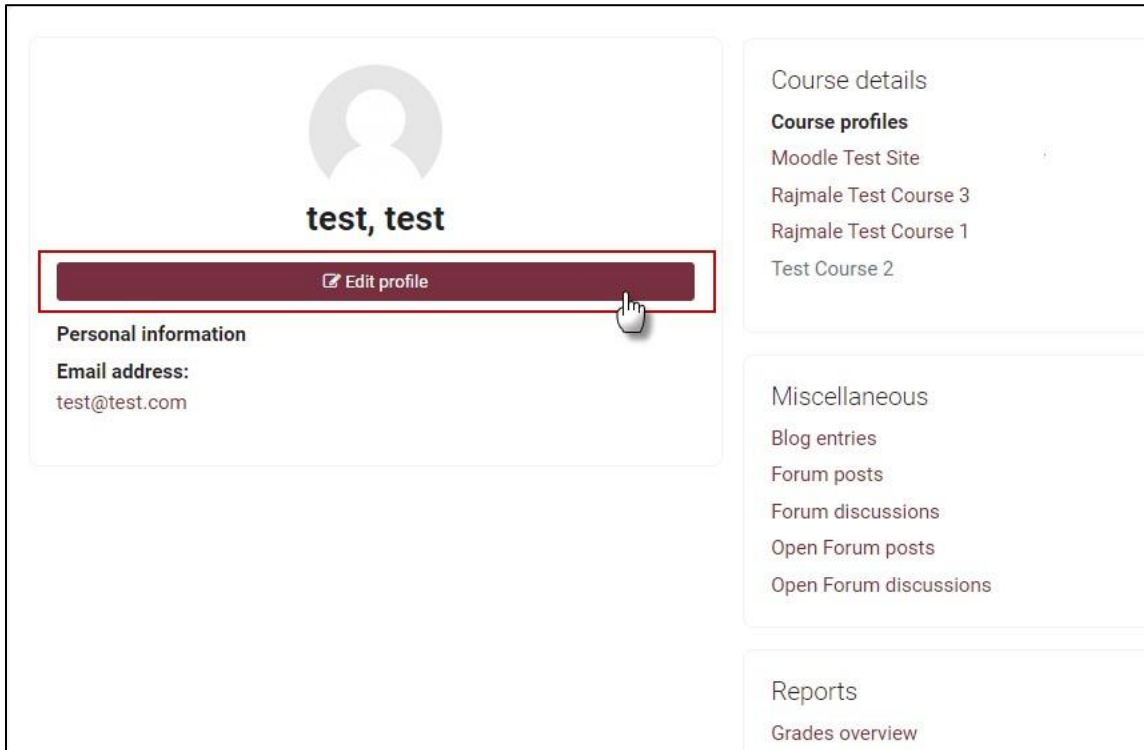
# Editing Student Profile

You can edit your profile to show information about yourself. Below are the steps to edit your profile:

1. Click on your name at the top right of the Moodle page. Click on **“Profile”** from pull-down menu.



2. You should be able to view your profile as a following page. If you would like to change anything, click **“Edit Profile”** button.



3. You cannot change the first name and the last name. It will be greyed out as follows:

Last name	<input type="text" value="test"/>
First name	<input type="text" value="test"/>

4. To add User picture, scroll down to the section “**User picture**” and click on User picture to open it. Upload a file, Browse and Upload.

**▼ User picture**

Current picture: None

New picture:

Maximum file size: 250 MB, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:  
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description:

5. You can add an additional name or nickname to your profile.

**▼ Additional names**

First name - phonetic:

Last name - phonetic:

Middle name:

6. You can also add pronouns, personal web address, Skype ID etc. under the Other fields tab.

▼ **Other fields**

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

Web page

---

▼ **Pronouns**

Pronoun(s)

7. It is recommended not to add any personally identifying information that is not required for learning and teaching purposes. Once you have made the changes, click on the **'Update profile'** button.

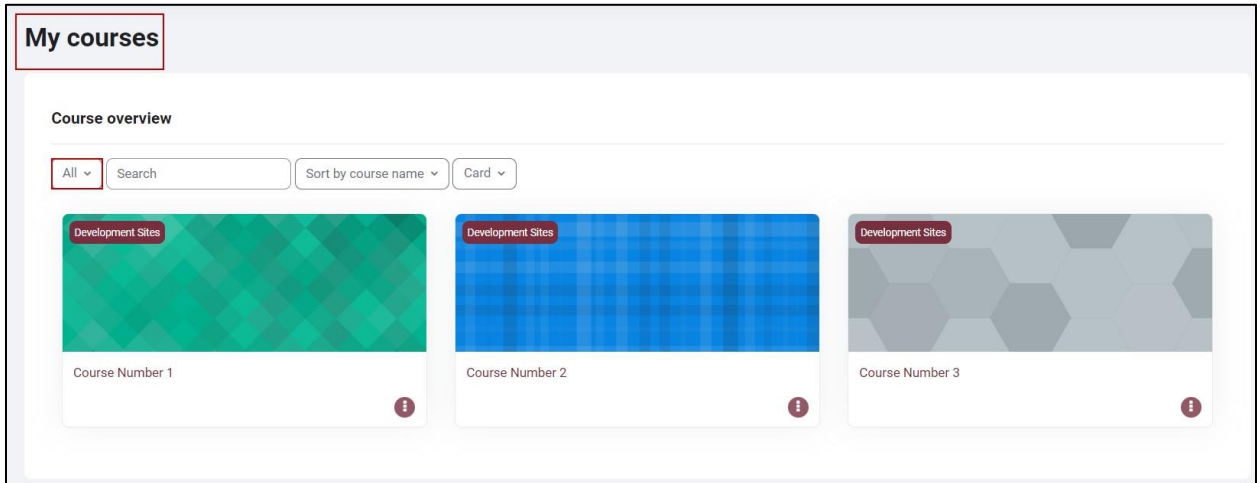


# Accessing the courses, you are enrolled in

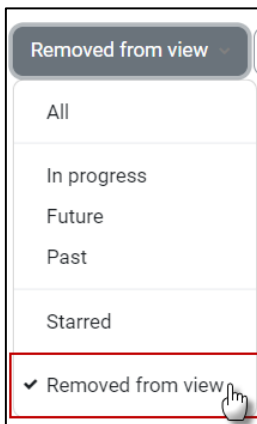
1. Login to Moodle using your email address and password.
2. You should be able to see the Home page. Click on "My Courses" tab as below:



3. You should be able to see the courses. The course may not yet be open to students yet. Check again after the first day of class, or email and ask your instructor when will the course be available.
4. You can filter the course list by using a drop-down menu from "All" to "in progress" or "future" or "past."




5. If a course is hidden from the Course Overview panel, select "Removed from View" to see hidden courses.



# Hiding and Unhiding a Course from Dashboard

## Hiding the Course

Moodle allows you to hide courses that you no longer wish to view. To do so, please follow the steps below:


1. After logging into Moodle, you will land on your Dashboard. Locate the block titled Course Overview.
2. Choose the course which you wish to Hide and locate the  icon.
3. Clicking the icon will reveal a menu. Click Hide from View

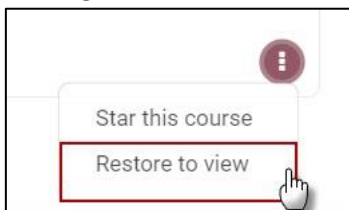


4. The course will immediately disappear from the Course Overview.

## Unhiding the Course

If you discover later that you need to be able to view a hidden course, unhiding is simple.

1. In the Course Overview block, Expand the filters and click "Remove from view."
2. Choose the course which you wish to unhide and locate the  icon.
3. Clicking the icon will reveal a menu. Click "Restore to View."

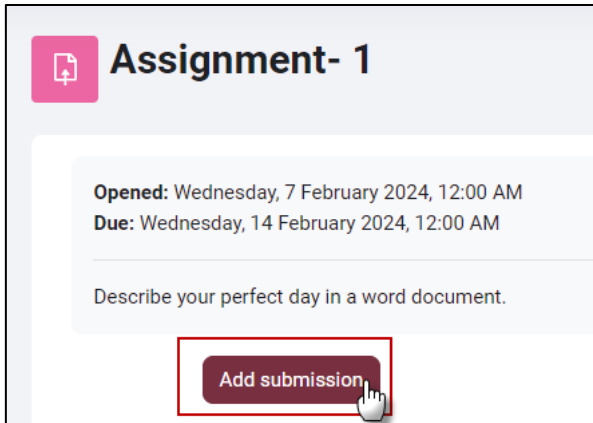


4. The course will immediately appear back in the Course Overview.

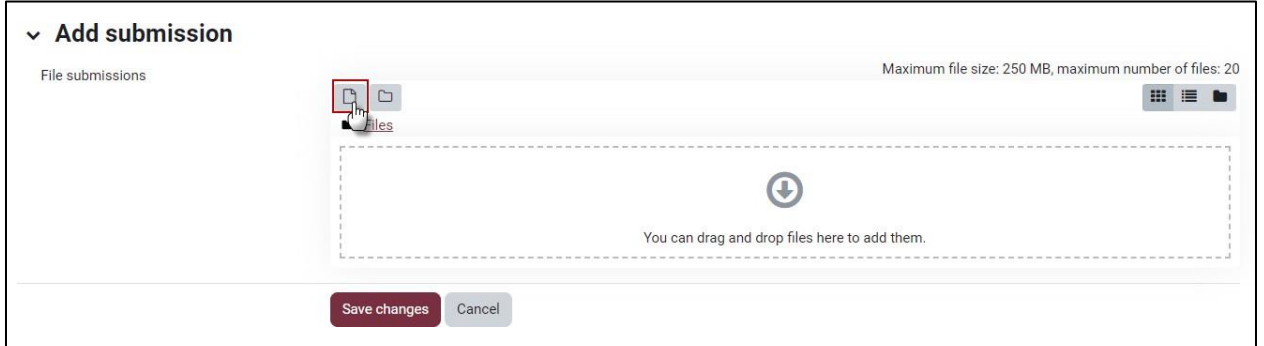
# Uploading an Assignment

As Moodle can accept most file types, make sure you follow the instructions in the assignment instructions provided by the instructor to ensure you are uploading the correct format.

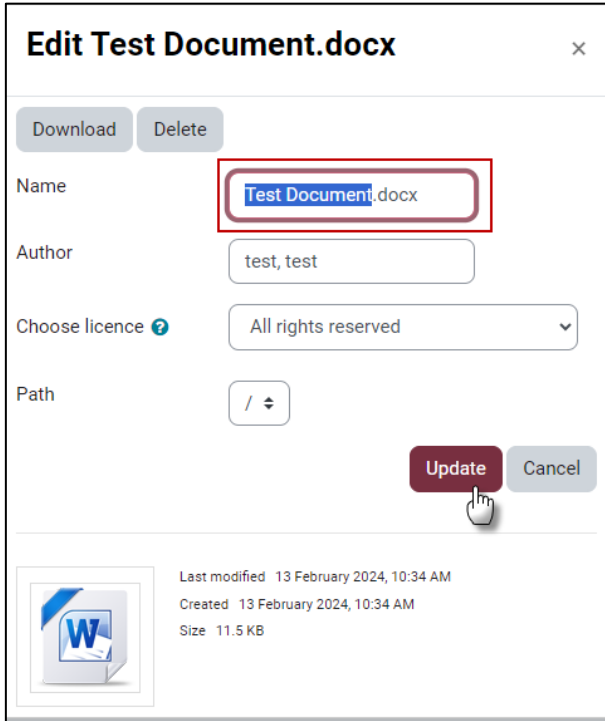
1. Visit the Assignment portal. You can access it from the course as well as the Dashboard if it is due in the timeline you have chosen in the Dashboard.
2. Click on “Add Submission” button.



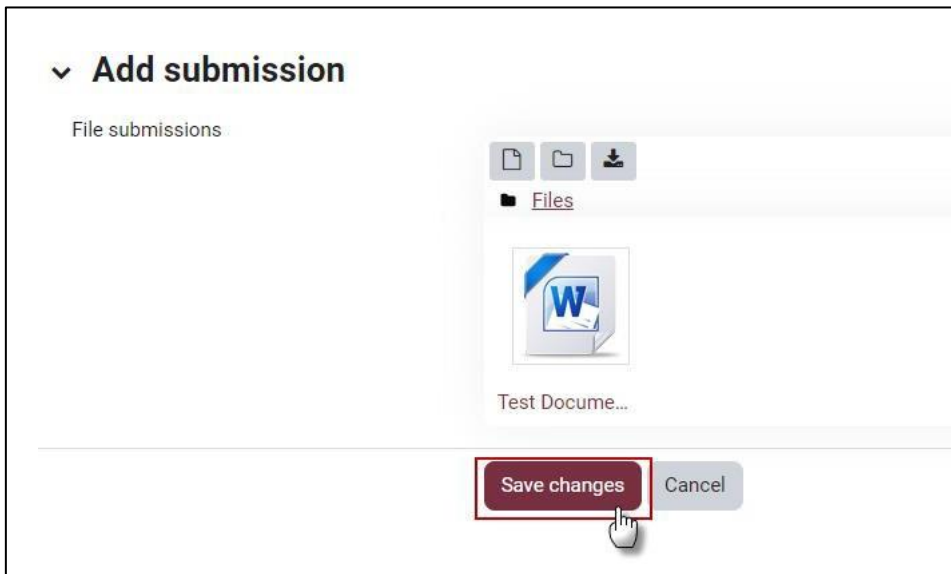
3. You can drag and drop files or click on the file icon to upload.



4. You can change the filename of your submission by right-clicking on the file icon and then entering a new title in the Name text field. Note: Do not remove the file extension while changing the name. It will not allow the instructor to open and grade your submission if the extension is removed.




5. Click Save Changes.




6. After you hit the Save Changes button,
- If you see the following screen, you have successfully submitted the assignment.
  - If you see the screen as below, you will need to follow another step to make the submission. You are free to edit the submission because it is in draft mode.

Submit assignment ? Edit submission Remove submission

### Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	6 days 13 hours remaining
Last modified	Tuesday, 13 February 2024, 10:44 AM
File submissions	<p> <a href="#">Test Document.docx</a> + 13 February 2024, 10:44 AM</p> <p><a href="#">Export to portfolio</a></p>
Submission comments	<p>▶ <a href="#">Comments (0)</a></p>

iii) You may also be asked to accept the Submission Statement.

 **Assignment 1** Rajmale Test Course 1 > Assignment 1 > Confirm submission

[Mark as done](#)

**Opened:** Tuesday, 13 February 2024, 12:00 AM  
**Due:** Tuesday, 20 February 2024, 12:00 AM

### Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people. ?

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

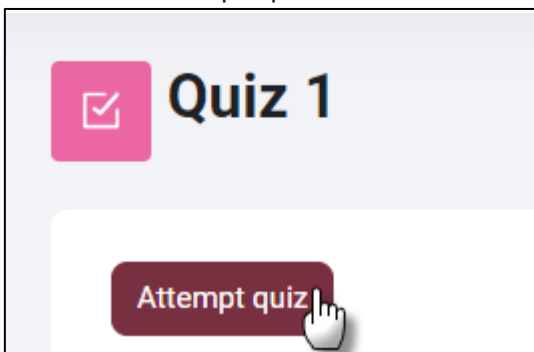
? Required

## Attempting a quiz in Moodle

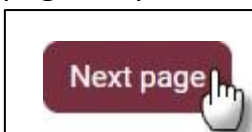
1. Click on the quiz link on the Dashboard or the quiz activity on the course homepage.



2. Click on "Attempt quiz now" button.



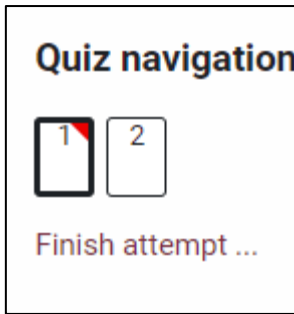
3. Click on the "Next Page" button at the bottom of the page to see the next page of questions.



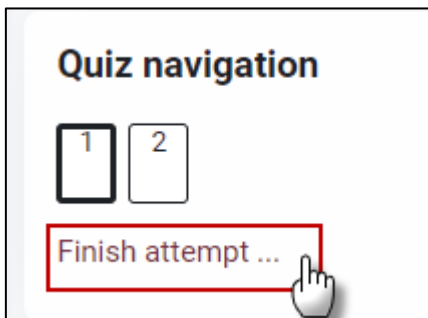
4. Click on the "flag" in the box next to the question to put a temporary marker on it.



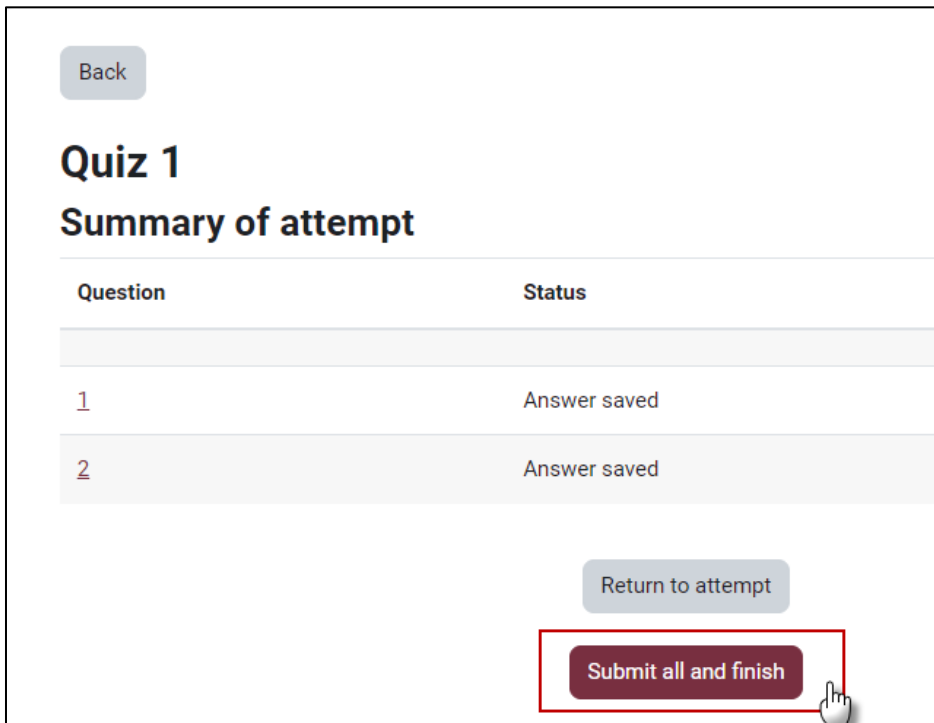
5. A flagged question is shown with a red triangle at the top right.



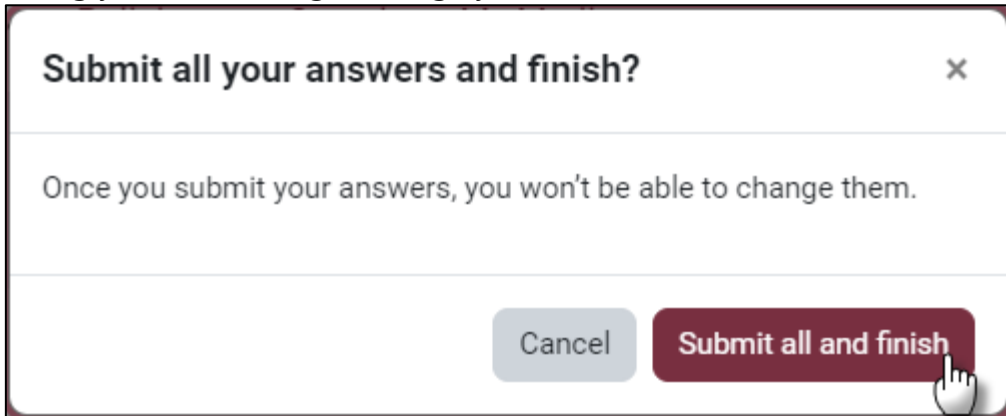
6. To finish the exam, click "Finish attempt" in the navigation block of "Next Page" on the last page of the exam.



7. The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.



8. Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you can no longer change your answers.



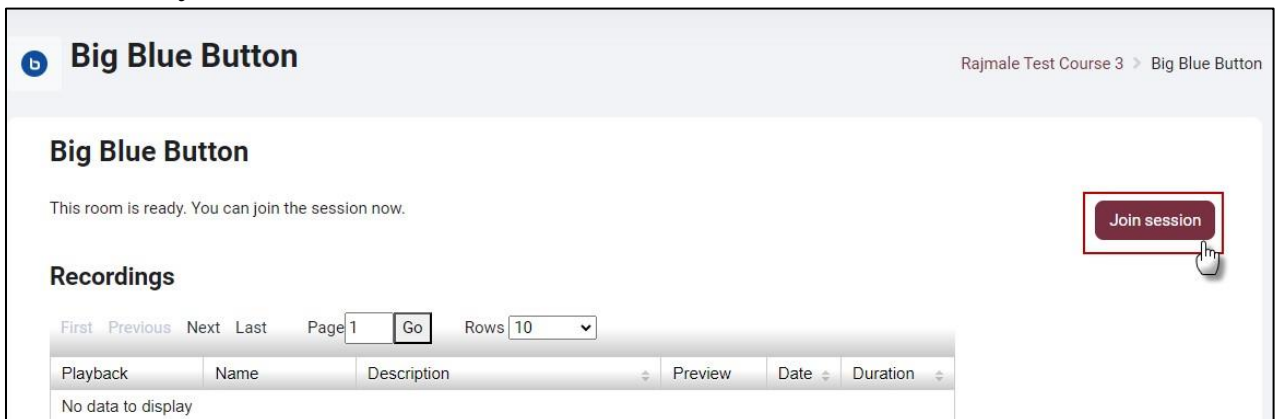


## Joining BigBlueButton Session

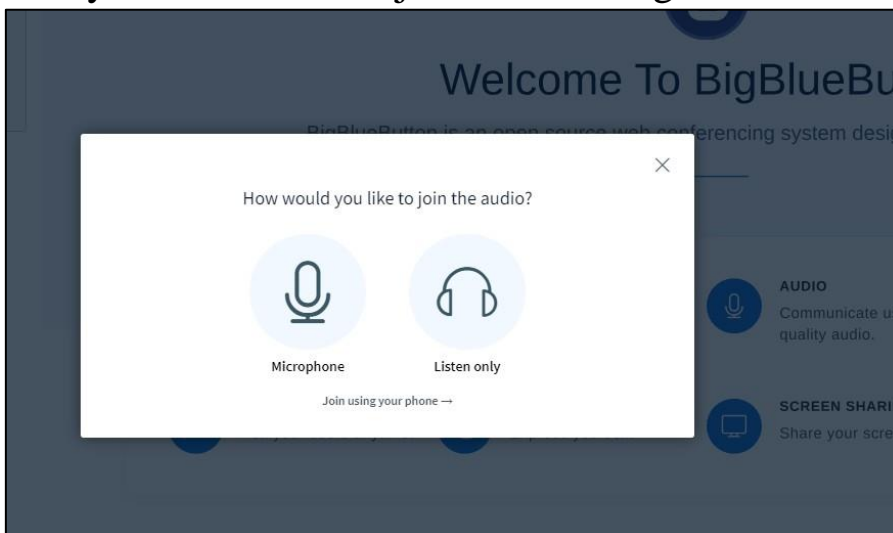
1. You can find the BigBlueButton room in the Moodle Course you want to join it for.



2. Click the "Join session" button to join the session. If the button is not clickable for you as a student, then it is not activated by the instructor yet.



3. Joining will open a new tab in your browser and you will see the virtual room in the background, but will first be asked via a pop-up how you would like to join the meeting



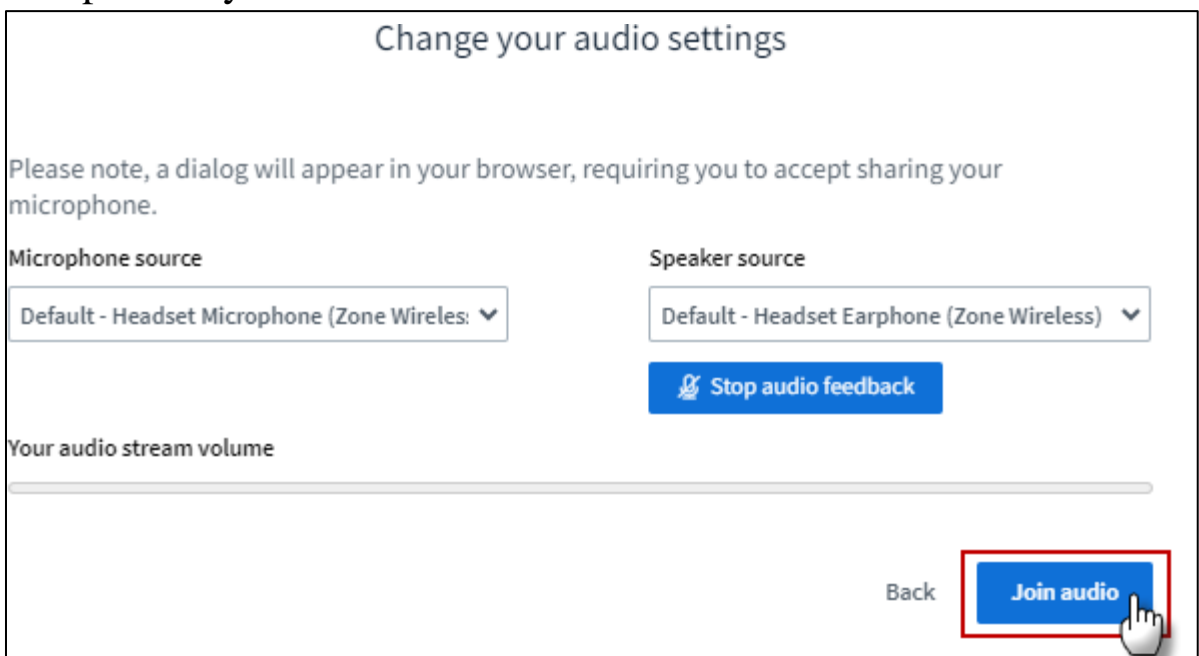
4. If you have a microphone and you want to join the session with it, click on the Microphone icon.



5. The browser asks for permission to use the microphone.



6. After you click on the “Allow” button, the dialog box with the audio settings selection will appear. Choose the microphone and the speakers you would like to use.



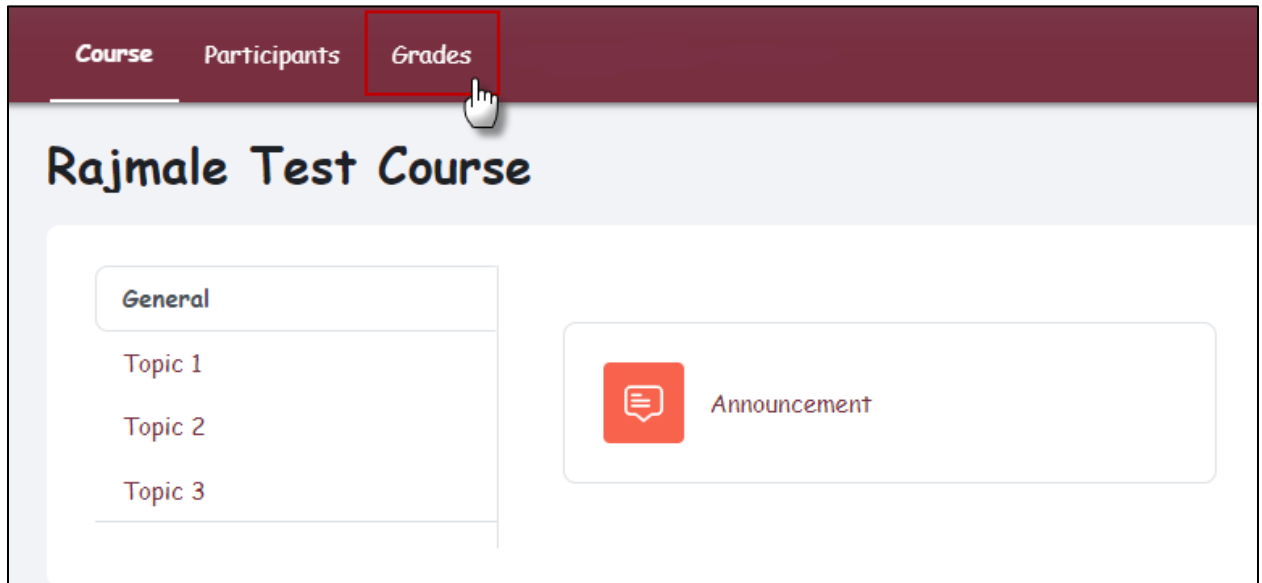
7. Please make sure that you mute your microphone as long as you are not speaking in order to minimize background noise. Click on the blue microphone icon. It should turn black after the microphone is muted.



# Viewing Your Grades in Moodle

To view your grades in your course:

1. Log into Moodle and open the course.
2. You will see the Grades tab on the top of the Course material.

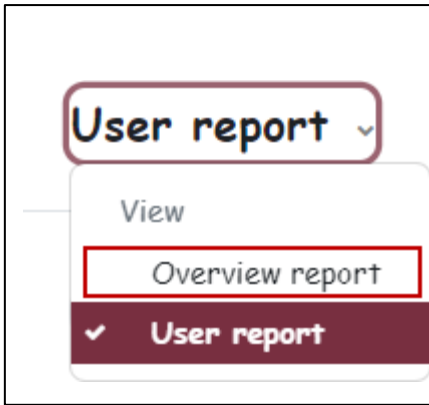


3. View the screen similar to below:

The screenshot shows the 'User report' for 'Kaur, Rajmale'. The report is displayed in a table format with the following columns: 'Grade item', 'Grade', 'Range', 'Percentage', and 'Feedback'. The table is expanded to show the 'Rajmale Test Course' section, which includes 'Assignment 1' and 'Course total'.

Grade item	Grade	Range	Percentage	Feedback
▼ Rajmale Test Course				
📎 Assignment 1	-	0-100	-	
Σ AGGREGATION Course total	-	0-100	-	

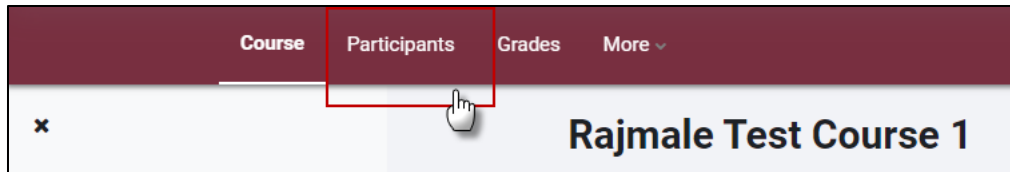
4. You can change the User Report to Overview Report by clicking on the downward arrow next to it to see all the course grades.



# Seeing which students are in my Course group in Moodle

As a student in Moodle, you may have courses where your instructor has assigned you to work in groups.

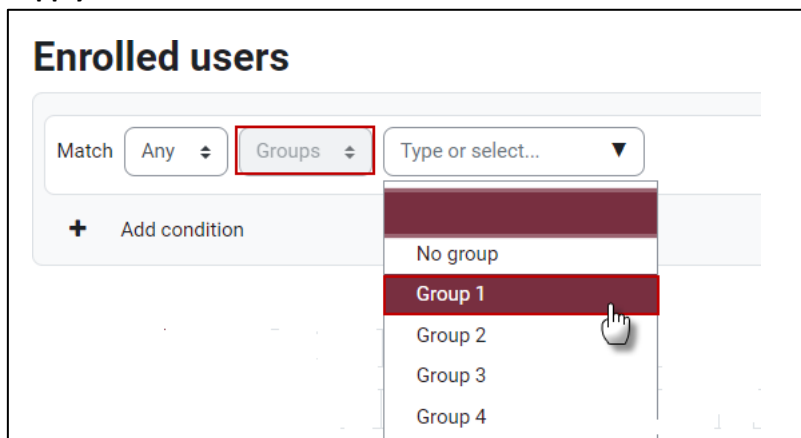
1. Go to the Course you want to check the group for.
2. Click on the **“Participant”** tab from top-left corner.



3. You should be able to see your group name next to your name in the **“Participant”** list.

Last name	Roles	Groups
t test, test	Student	Group 1

4. Under the drop-down list on the top of the Participant list, select your group name and click on **“Apply filters.”**



5. It will show all the other members in your group.

	Last name	Roles	Groups
<input type="checkbox"/>	R Rid, test	Student	Group 1
<input type="checkbox"/>	t test, test	Student	Group 1