



**moodle**

# Student Manual



# Student Guidelines

## Using Moodle LMS

### Table of Contents

1-	Moodle Quick Overview.....	3
2-	Homepage.....	4
3-	Student Profile.....	6
4-	Courses .....	7
5-	How to submit an assignment .....	9
6-	How to take a quiz.....	10
7-	How to reply to a forum.....	12
8-	Gradebook .....	14
9-	How to Message in Moodle .....	15
10-	Notifications .....	17
11-	How to check your attendance .....	18
12-	Moodle App .....	19



## 1- Moodle Quick Overview

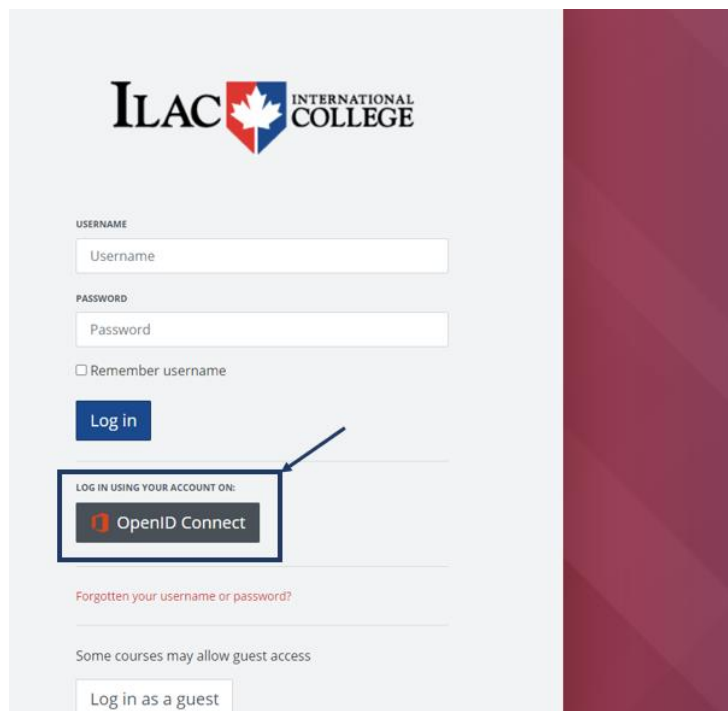
Moodle is a learning platform designed to provide educators, administrators, and learners with a single, robust, secure, and integrated system to create personalized learning environments. A course in Moodle is an area where you will find resources and complete activities added by teachers. It might be a simple page with downloadable documents or a complex set of tasks in which learning progresses happen through interaction.

### **IMPORTANT:**

*If you are not enrolled in a course in Moodle, please email the Student Service team for immediate support!*

### 1.1 - How to log into the ILAC IC Moodle Account

- i. Sign in to **ILAC Microsoft Office 365 using your ILAC IC Credentials**
- ii. Follow the link: <https://learn.ilacic.com/>
- iii. Click on **OpenID Connect**



**Done. You are all set!**

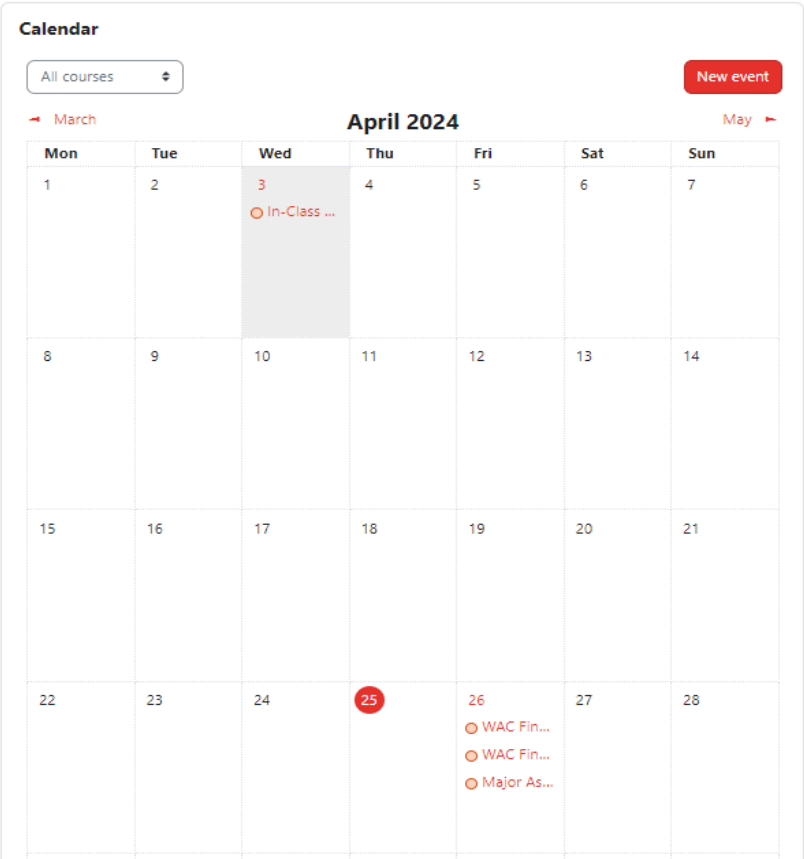


## 2- Homepage

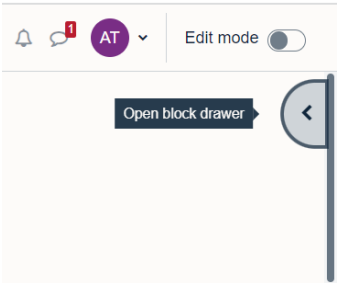
After successful login, you will see the following Homepage of your Moodle account:

The screenshot shows the Moodle student homepage. At the top is the **Navigation Bar** (1) with links for 'Dashboard' and 'My courses'. The main content area is divided into three sections: the **Dashboard** (2) featuring a 'Timeline' with filters and a search bar, and a 'Calendar' (3) showing a monthly view for April 2024. On the right is the **Block Drawer** (4) containing 'Latest announcements' and 'Upcoming events'. The timeline lists events like 'WAC Final Exam' and 'Major Assignment 2'. The calendar shows dates with event markers. The block drawer lists announcements and upcoming events with specific times.

1. **Navigation Bar:** At the top, you can easily navigate between your dashboard and the courses assigned to you.
2. **Dashboard:** The dashboard displays upcoming events and activities. You can also filter the Timeline to view the upcoming projects and tasks according to your desired timeframe.
3. **Calendar:** Similarly to the dashboard, you will have a calendar view of upcoming events and activities here. The calendar displays all activities assigned by your instructor, such as in-class tasks, major assignments, tests, and quizzes, with their respective due dates. Additionally, you can make notes in this calendar as well as instructors by clicking on a specific day and choosing the time needed. More details on how to use the calendar and add events can be found here: [Using Calendar](#).



4. **Block Drawer:** The Block Drawer summarizes all the latest announcements. To view it, click the side arrow.





## 3- Student Profile

You can access your profile page by clicking on the user menu with your initials at the top right and then selecting "**Profile**."

The diagram illustrates the steps to access the student profile page. Step 1 points to the user menu (CD) at the top right. Step 2 points to the 'Profile' option in the dropdown menu.

The screenshot shows the student profile page for Camille Davis. The page includes a user menu (CD) at the top right, a 'Profile' link in the dropdown menu, and a 'Profile' link in the main content area. The profile page displays various details and links:

- User details:** Edit profile, Email address (Camille.Davis@ilac.com), Country (Canada), City/town (Toronto), Timezone (America/Toronto), Tenant (Fenshawe@Toronto).
- Reports:** Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, Grades.
- Login activity:** First access to site (Monday, 1 April 2024, 3:31 PM (24 days)), Last access to site (Thursday, 25 April 2024, 3:47 PM (now)), Last IP address (206.172.53.82).
- Privacy and policies:** Data retention summary.
- Course details:** Course profiles, Working Across Cultures, Professional Communication.
- Miscellaneous:** Blog entries, Notes, My certificates, Forum posts, Forum discussions, My certificates, Learning plans.
- Mobile app:** QR code for mobile app access, For security reasons login via QR code is not allowed for site administrators or if you are logged in as another user. This site has mobile app access enabled. Download the mobile app.

This page contains links to further pages, allowing you to [edit profile information](#) and preferences, view forum/blogposts, and check any reports you can access.

Here is a video on how to set up your [profile](#) with images and your notification preferences.

If you wish, you can access your profile to add your preferred name or English name, simply click "**Edit profile**," make the necessary changes to your name, and don't forget to press "**Update profile**" at the bottom of the page.



The image shows two screenshots from the Moodle interface. The left screenshot shows the user profile for 'Camille Davis' with a callout '1' pointing to the 'Edit profile' link in the 'User details' section. The right screenshot shows the 'Edit profile' page with a callout '2' pointing to the 'First name' input field. The 'General' section is expanded, showing fields for Username, Manual accounts, New password, First name, Last name, Email address, Email visibility, MoodleNet profile ID, City/town, and Select a country.

## 4- Courses

The **Dashboard** will list all courses assigned to you on the current intake by the ILAC IC department. To get into a particular course, go to the Dashboard and then, on the **Navigation Bar**, click **"My courses"**:

The image shows the 'My courses' page in Moodle. Callout '1' points to the 'My courses' link in the 'Dashboard' navigation bar. Callout '2' points to the 'Working Across Cultures' course card, which shows '0% completed'. Callout '3' points to the search bar at the top of the 'My courses' section, which contains the text 'Search courses or programs'.

You will see the list of courses you are assigned to, and you can also use the **search bar (3)** to quickly find a particular course if you have many courses in your list.



Here is how you will find the course content:

The screenshot shows the Moodle interface for the 'Working Across Cultures' course. At the top, a navigation bar includes 'Course', 'Information', 'Participants', 'Grades', and 'Competencies', with a blue circle '1' highlighting the 'Information' tab. Below this, a large banner area (callout '2') features the ILAC logo, the course title 'Working Across Cultures', a 'Welcome!' message, and 'Class Information' and 'Instructor Details'. At the bottom, a sidebar (callout '3') contains links to 'Announcements', 'College Contact Information', 'College Calendar of Events and Workshops', 'Attendance', and 'Next Term Class Density Preferences', each with a 'Mark as done' button. Below these are four course module tiles: 'Classroom Expectations', 'Student Resources', 'Tests & Assignments', and 'Online Discussion'.

- 1- On the top of the screen:
  - a. Course information
  - b. Course Participants
  - c. Grades
  - d. Competencies
- 2- On the middle of the screen:
  - a. Course description
  - b. Course plan
  - c. Instructor and class information
- 3- On the bottom of the screen:
  - a. Announcements and Attendance
  - b. Additional information and contacts
  - c. Course Modules and tiles \*the tiles may change depending on the courses you are taking.
  - d. Materials and assignments





## 5- How to submit an assignment

- I. Look for the **'Tests & Assignments'** tile on the desired course page.
- II. Find and select the Assignment Activity.
- III. Click **'Add submission'** and either **a)** upload your file or **b)** enter your assignment in the text box.
- IV. And then click **'Add submission'** to submit the assignment, e.g.:

The screenshot shows the Moodle course interface. At the top, there are four tiles: 'Classroom Expectations', 'Student Resources', 'Tests & Assignments' (highlighted with a blue box and arrow 1), and 'Online Discussion'. Below these, the 'Tests & Assignments' section is expanded, showing a list of assignments. 'Major Assignment 2' is highlighted with a blue box and arrow 2. To the right, the 'Major Assignment 2' page is shown. It has a 'Mark as done' button, a due date of 'Friday, 26 April 2024, 8:00 PM', and a red 'Add submission' button (arrow 3). Below this is a 'Submission status' table.

Submission status	
Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	1 day 3 hours remaining


At the bottom of the assignment page, there is a navigation bar with 'Major Assignment 1', a 'Jump to...' dropdown, and 'WAC Final Exam'.

The screenshot shows the 'Add submission' page for 'Major Assignment 2'. It has a 'Mark as done' button and a due date of 'Friday, 26 April 2024, 8:00 PM'. Below this is a section titled 'Add submission' with a dropdown arrow. Underneath is the 'File submissions' section, which includes a 'Files' icon (arrow 1) and a large dashed box for file uploads (arrow 2). Above the dashed box, it says 'Maximum file size: 512 MB, maximum number of files: 20'. Inside the dashed box, there is a download icon and the text 'You can drag and drop files here to add them.' Below the dashed box are 'Save changes' and 'Cancel' buttons. At the bottom, there is a navigation bar with 'Major Assignment 1', a 'Jump to...' dropdown, and 'WAC Final Exam'.

You can add a document by dragging and dropping it into the box or by clicking the 'page' icon and uploading the file. Don't forget to click **'Save Changes'** to submit the file.



After the submission, you will see that the assignment was submitted for grading like this:

 **Major Assignment 2**


✓ Done

Due: Friday, 26 April 2024, 8:00 PM

Edit submission

Remove submission

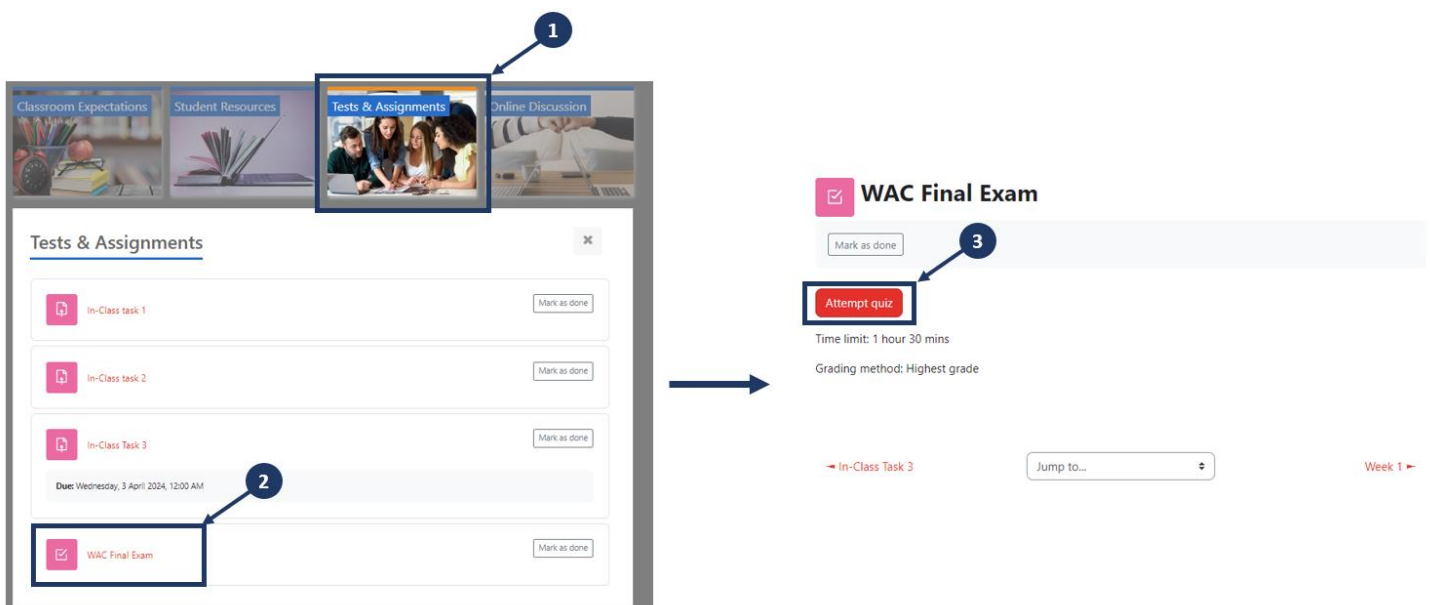
**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 1 day 3 hours early
Last modified	Thursday, 25 April 2024, 4:55 PM
File submissions	<div> Major Assignment 2.docx 25 April 2024, 4:55 PM</div>
Submission comments	<div>► Comments (0)</div>

Until the assignment's due date, you can always edit or remove the submission.

## 6- How to take a quiz

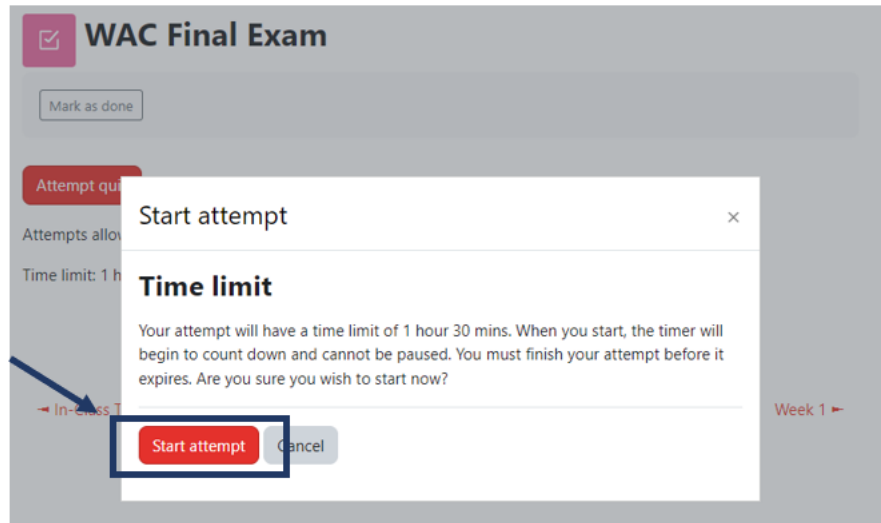
- I. Look for the **'Tests & Assignments'** tile on the desired course page.
- II. Find and select the Quiz Activity
- III. Click "Attempt quiz" when you are ready to start.



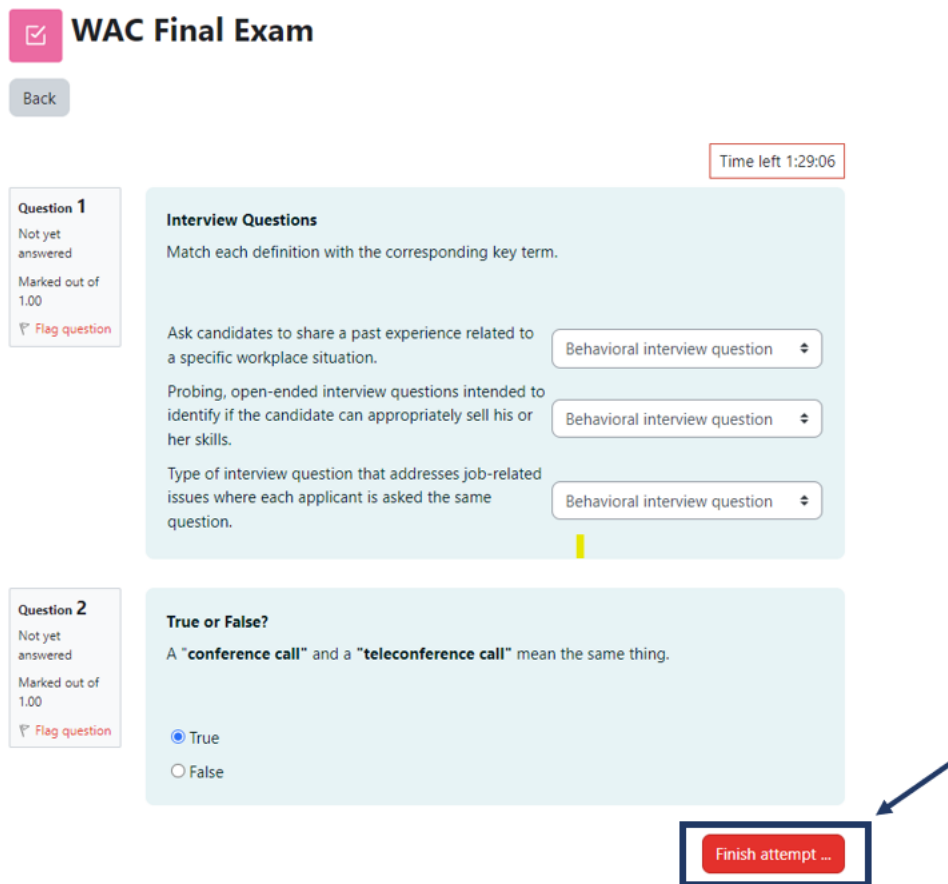
The screenshot illustrates the process of taking a quiz in Moodle. On the left, the 'Tests & Assignments' tile is highlighted with a blue box and a circled '1'. Below it, the 'WAC Final Exam' is listed with a due date of Wednesday, 3 April 2024, 12:00 AM. A blue box and circled '2' highlight the 'WAC Final Exam' entry. An arrow points from this entry to the right, where the 'WAC Final Exam' quiz attempt page is shown. On this page, the 'Attempt quiz' button is highlighted with a blue box and a circled '3'. Below the button, the time limit is '1 hour 30 mins' and the grading method is 'Highest grade'. At the bottom, there is a 'Jump to...' dropdown menu and a 'Week 1' link.



- IV. Read the instructions on the pop-up menu and click **'Start attempt.'**



- V. Choose your answers to the questions and click **'Finish Attempt.'**





- VI. Then, click on “Submit all and finish” to end your test. Once you select this option, you cannot return to the questions or reopen the test.

WAC Final Exam

Back

WAC Final Exam

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

Return to attempt

Time left 1:26:44

This attempt must be submitted by Thursday, 25 April 2024, 7:09 PM.

Submit all and finish

7- How to reply to a forum

- I. Look for the ‘Online Discussion’ tile on the desired course page.
- II. Find and select the week you want to reply to.

Classroom Expectations

Student Resources

Tests & Assignments

Online Discussion

Online Discussion

Week 1

Mark as done

Week 2

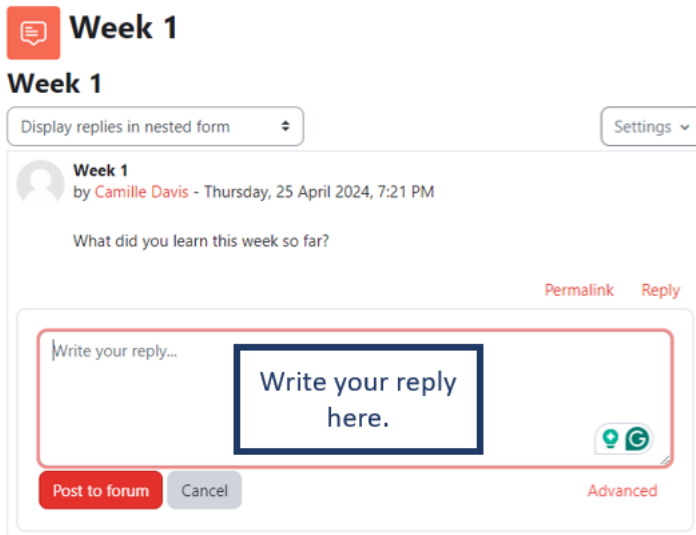
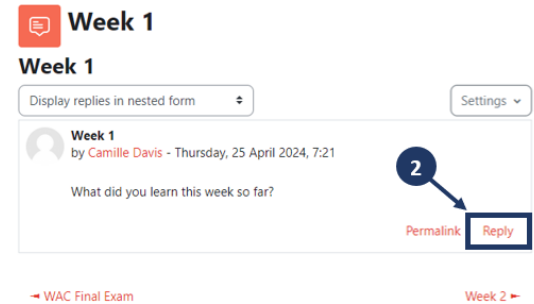
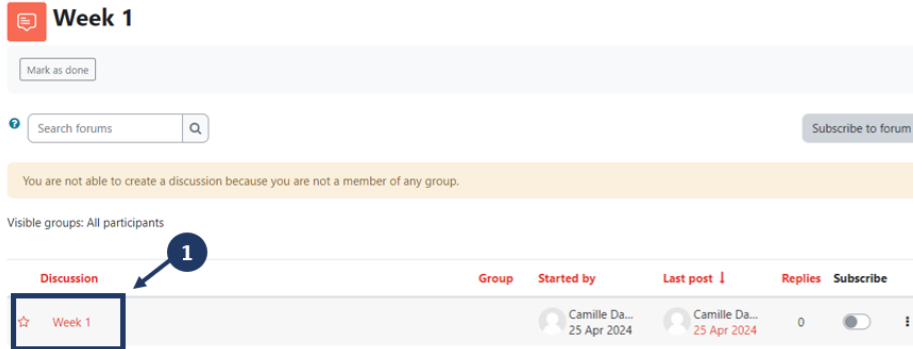
Mark as done

Week 3

Mark as done



- I. Select the discussion topic.
- II. And then click on **'Reply.'**
- III. A box will appear, and this is where you will add your discussions, comments, or files.



- At the bottom right of the page, you'll see **'Advanced.'** Clicking there will allow you to add images and other resources to your reply.



## 8- Gradebook

To view your grades, go to the desired course and click '**Grades**' at the top of the screen.

**Working Across Cultures**

Course Information Participants **Grades** Competencies

1

**ILAC INTERNATIONAL COLLEGE**

### Working Across Cultures

**Welcome!**

*This course is designed to provide you with a practical approach to raising awareness, gaining knowledge, and increasing your ability to communicate and behave effectively across cultures. It will help you understand and analyze business situations where culture may be playing a part and prepare you to overcome challenges that may arise in a multicultural workplace.*

You can choose between '**Overview report**' or '**User Report**'.

If you choose the '**Overview report**,' you will see a report of all your courses and the total grade for each of them, as shown below:

**Working Across Cultures: View: Overview report**

Course Information Participants **Grades** Competencies

1

2

Overview report ▾

✓ Overview report

User report

1

Course name	Grade
Digital Marketing Fundamentals	-
Working Across Cultures	-
Professional Communication	-

2



Select the option '**User Report**' in the desired course to view the detailed grades for a specific course.

User report ▾

TS Test Student2

Grade Item	Calculated weight	Grade <sup>1</sup>	Range	Percentage <sup>2</sup>	Feedback	Contribution to course total
Working Across Cultures						
MANUAL ITEM Participation (10%)	-	-	0-10	-		-
In-Class Tasks (15%)						
ASSIGNMENT In-Class task 1	-	-	0-100	-		-
ASSIGNMENT In-Class task 2	-	-	0-100	-		-
ASSIGNMENT In-Class Task 3	-	-	0-100	-		-
AGGREGATION In-Class Tasks (15%) total	0.00 % ( Empty )	-	0-0	-		-
Major Assignments (50%)						
ASSIGNMENT Major Assignment 1	-	-	0-100	-		-
ASSIGNMENT Major Assignment 2	-	-	0-100	-		-
AGGREGATION Major Assignments (50%) total	0.00 % ( Empty )	-	0-0	-		-
Final Exam (25%)						
QUIZ WAC Final Exam	-	-	0-100	-		-
AGGREGATION Final Exam (25%) total	0.00 % ( Empty )	-	0-0	-		-

In the highlighted area **1**, you will be able to view the grade for each assignment, and in area **2**, the percentage that this grade refers to. This helps you better understand the percentage you got right in each assignment.

## 9- How to Message in Moodle

You can send a message to all the course participants as follows:

- I. On the course main page, click on '**Participants.**'



### Welcome!

*This course is designed to provide you with a practical approach to raising awareness, gaining knowledge, and increasing your ability to communicate and behave effectively across cultures. It will help you understand and analyze business situations where culture may be playing a part and prepare you to overcome challenges that may arise in a multicultural workplace.*



- II. There, you will view the list of all the students and teachers of the course.
- III. Select the profile of the person you want to contact.

## Enrolled users

Match

+ Add condition Clear filters Apply filters

2 participants found

First name

Last name

<input type="checkbox"/>	First name / Last name	Roles
<input type="checkbox"/>	CD Camille Davis	Learner
<input type="checkbox"/>	TS Test Student2	Learner

- IV. In their profile, select the 'Message' option.
- V. A chat box will appear on the right side of the page.

## Working Across Cultures

Course Information Participants Grades Con

CD Camille Davis

User details

**Email address**  
Camille.Davis@ilac.com

**Country**  
Canada

**City/town**  
Toronto

**Timezone**  
America/Toronto

Camille Davis  
Offline

Write a message...

You can also simply click on the 'Toggle messaging drawer' icon in the upper right corner of your screen, choose the person you want to message, and the chat box will appear.

Dashboard My courses

You are logged in as Test Student2

## Working Across Cultures

Course Information Participants Grades Competencies

Overall progress % 4

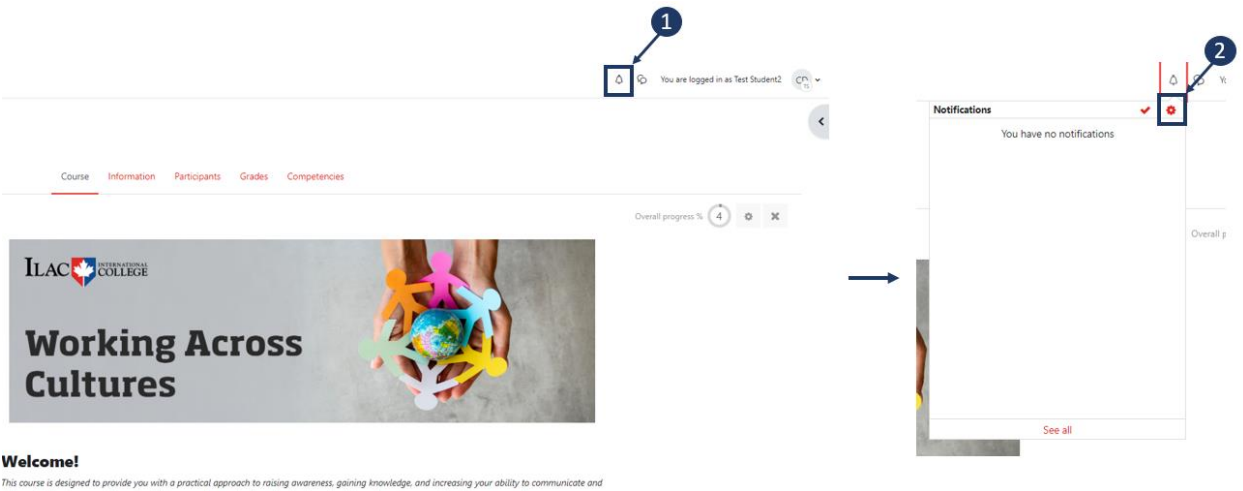




10- Notifications

You can adjust **notifications** sent to your ILACIC email from the Moodle system.

- I. Go to the notification symbol at the top of the page.
- II. Select the gear ‘**Notification Preferences**’
- III. You can choose which notification you would like to receive on the notification preferences page.



Notification Preferences page:

Preferences / Notification preferences

TS Test Student2 Message

**Notification preferences**

☐ Disable notifications

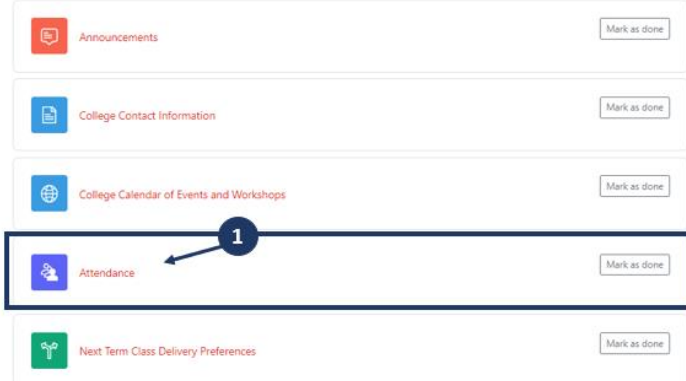
	Web	Email
<b>Assignment</b>		
Assignment notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Feedback</b>		
Feedback notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feedback reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Forum</b>		
Subscribed forum posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribed forum digests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lesson</b>		
Lesson essay graded notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>



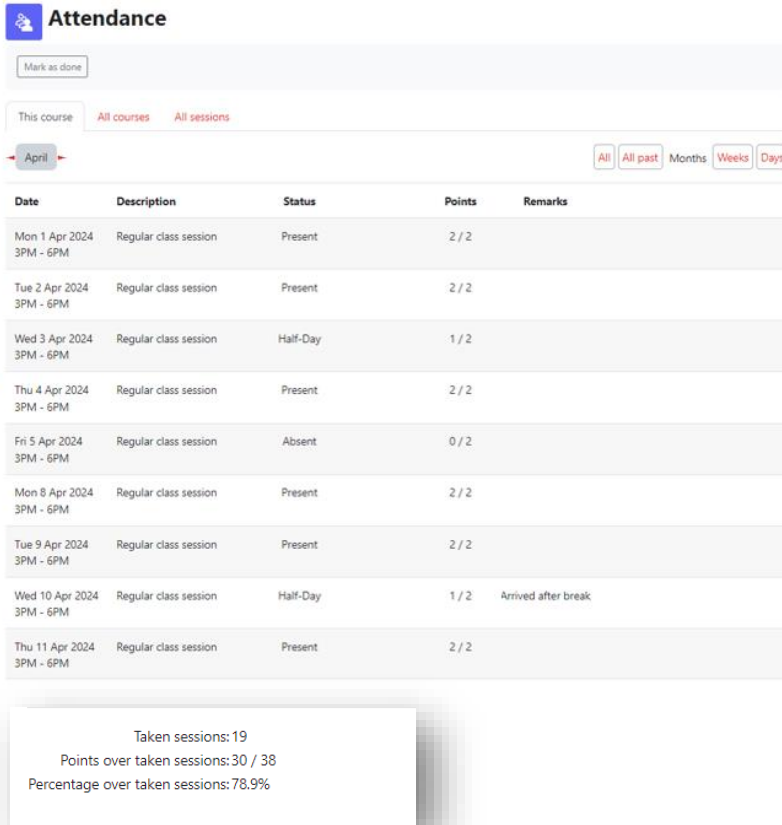
## 11- How to check your attendance

You can check your attendance on your Moodle Course page by following the steps below:

- I. Click the “Attendance” link down “Announcements” on the homepage.
- II. You will see how many points your teacher has given you for your past attendance each day.
  - a. 2 points = Present for the whole class time
  - b. 1 point = Late or Left early
  - c. 0 points = Absent for the whole class time
- III. At the bottom of the page, you will see your total points for all sessions.
- IV. You can see your teacher's comments at the ‘Remarks’ session.



The screenshot shows the Moodle course homepage with a sidebar on the left. The 'Attendance' link is highlighted with a red box and a blue arrow pointing to it. A red circle with the number '1' is placed over the 'Attendance' link. Below the sidebar, there are four tiles: 'Classroom Expectations', 'Student Resources', 'Tests & Assignments', and 'Online Discussion'.



The screenshot shows the Moodle 'Attendance' page. At the top, there is a 'Mark as done' button. Below it, there is a section for 'This course' with links for 'All courses' and 'All sessions'. A calendar for April is shown. Below the calendar is a table of attendance records. The table has columns for Date, Description, Status, Points, and Remarks. The records show attendance for the month of April, with a total of 19 sessions taken, 30 points over 38, and a percentage of 78.9%.

Date	Description	Status	Points	Remarks
Mon 1 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Tue 2 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Wed 3 Apr 2024 3PM - 6PM	Regular class session	Half-Day	1 / 2	
Thu 4 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Fri 5 Apr 2024 3PM - 6PM	Regular class session	Absent	0 / 2	
Mon 8 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Tue 9 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Wed 10 Apr 2024 3PM - 6PM	Regular class session	Half-Day	1 / 2	Arrived after break
Thu 11 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	

Taken sessions: 19  
Points over taken sessions: 30 / 38  
Percentage over taken sessions: 78.9%

### Important notes:

- You must achieve the 70% attendance requirement by the end of your term.
- If you have any questions about your attendance, please speak to your instructor first.
- If you have further questions, please speak with the Student Services Team.



## 12- Moodle App

The [Moodle App](#) mirrors web features and provides a smooth, intuitive, and dynamic user experience.

To download the app, visit the App Store on iOS devices or the Google Play Store on Android devices, search for Moodle, and tap the 'Install' button.

