

Welcome to Moodle!

The MH Vicars School Moodle site is where you'll find all the online components of your Vicars curriculum. This includes all your assignments, quizzes, and notes. It's also an online meeting place for you to stay connected with your classmates and instructors when you're not on campus.

Moodle is the gold standard of e-learning platforms. Our site has been designed specifically for our school, but Moodle software is used all over the world, from Ivy League universities to multinational corporations. You're in good company.

In addition to having an outstanding reputation, Moodle is pretty intuitive program, and I hope that you'll find it simple to use. That said, it never hurts to have some direction with new technology!

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How To Moodle

You can access the site directly through **MhVicarsSchoolMoodle.com**, or through the link on the school’s website. You can bookmark the url for easy access. Please don’t try to access the site by just Googling “Moodle”. This will lead you to the software’s main page, not our school’s site.

Logging in for the first time

Each of you has had an account created for you. Your username is the first initial of your first name, followed by your last name. You will be supplied a temporary password. When you log in for the first time, you will be prompted to change your password to something more secure.

Your Profile

Don't be anonymous! Moodle is more fun if you've customized your profile. Simply click on your name at the top left corner. When you select "Profile", you'll see an option to edit your profile. You can add a picture, give a description of yourself, and more. Another important setting here: whether you would like other members of your class to be able to see your email address. By default, your email is hidden; however, most students find it very useful to make their email to other members of their class. The choice is yours.

Your course home page

Logging in will bring you to this page, with your course listed. This is your private site front page.

From here you can go to the Site Main page – just click “Site Home” from the left-hand navigation menu – where you’ll be able to see a school-wide calendar and school news forum. You can also access your courses from your main page, by clicking on the course name. Doing that will bring you here:

Let's take a moment to look around your **course front page**. This is your gateway to all the online activities and resources you'll be using this year.

Navigating the main course page

Look to the top left-hand side of the page, just below the school logo. Whenever you're within your course on Moodle, you'll see this line of text. It shows you which page you're on, and how you got there. This is known as "breadcrumbs," because you can follow the directions back home!

The "Navigation" block on the left-hand side will also follow you around (almost) everywhere you go within your course. The only time it's not visible is while you're writing a quiz. Otherwise, you can always use it to hop from section to section. Just click on those arrows to expand each label and see the contents of each module or section.

There are several useful tools on the right-hand column as well. These items are only accessible here, from the course homepage.

The yellow block at the top will allow you to search for keywords in any of the forums in your course (more on forums later).

The news section is where your instructors will post news, links, reminders, and other useful information when you're away from the campus.

Lastly, the calendar is an extremely handy tool to help stay organized and on track. It has all the due dates and important events for your class, and you can also add events yourself for only you to see.

Now, for the really good stuff!

Your Moodle course is designed like your class: it has an introductory section, 10 Modules, and a Forms and Resources area. Scroll down to see them all, or jump around from the left-hand Navigation block.

Each section contains the instructions, activities, resources, and assignments that you will be expected to complete over the course of that Module. Within each Module are arranged by subject (e.g., Kinesiology, Anatomy and Physiology, Quizzes).

In general these items fall into these categories: Forums, things titled "Read," Assignments, Quizzes, and other files. To open any of these items, simply click on their names.

Module 1

 Module 1 General Discussion

Kinesiology I (aka "Muscles")

-  Read: Trail Guide to the Body
-  Assignment: Trail Guide to the Body Student Workbook
-  Assignment: Scrapbook
-  What is the Scrapbook for?

Anatomy and Physiology

-  Read: Massage Therapy Principles and Practice
-  Assignment: Anatomy & Physiology questions
-  Assignment: Massage Therapy Principles and Practice Self-Tests

Forums

There is a general discussion forum in each module. We hope that you will use it to chat with your instructors and classmates. You will not be graded on what you write in these forums and participation is not mandatory, but it's a very useful extension of your classroom.

If you've spend any time on the internet – particularly anywhere with a comments section – you'll likely find the Moodle forums very familiar. There are two basic functions: beginning a new discussion thread, and replying to an existing post.

General Discussion: Module 1

Hi there,

Please use this forum to post questions and start discussions with your instructors and classmates, and to encourage each other.

This is a great place to ask for clarification on a concept you find unclear, get advice on balancing life and school, and share your study tips.

Your instructors will check this regularly, but they may not be able to check every day. If you have a time-sensitive question, need technical support, or have a question that you'd rather not share with the class, you're still welcome to email your instructors or call the School office.

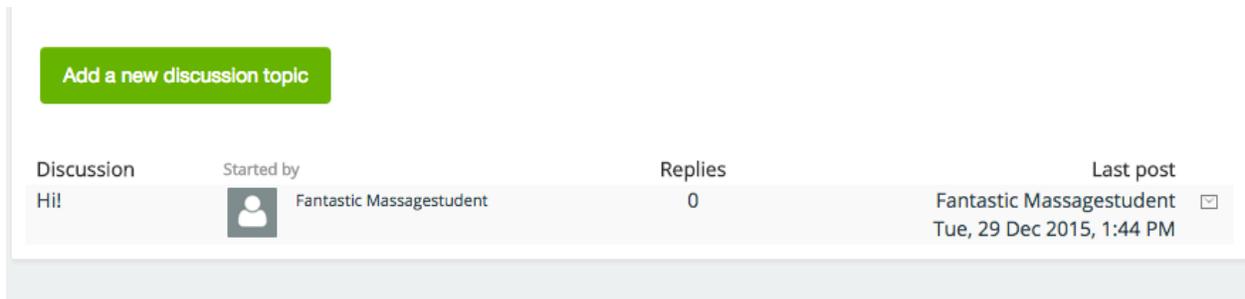
Please respect the following Forum rules:

- 1) Be respectful, constructive, and professional.
- 2) Be relevant. Please don't repeat a question that has already been answered elsewhere, and try not to derail an existing thread.
- 3) Remember that your entire class - and your instructors - can see what you post here!
- 4) No cheating. This is a space to help each other learn, not to share answers or copy each others' work.

[Add a new discussion topic](#)

To start a new discussion thread, click the “Add a new discussion topic” button. After you've entered your text and clicked submit, you'll be reminded that for the next 30 minutes, you'll have the opportunity to go in and edit what you've written.

To read someone else's post and reply to it, just click on the title of the discussion then follow the same steps as before.



By default, you are subscribed to the forums in your course, which means you'll receive emails when there are new posts. If you want to unsubscribe, or want to change your subscription settings, go to your Profile: click on your name in the top left corner, and select "Preferences." There, you'll be able to choose adjust your subscriptions. I recommend choosing daily digest subscriptions; you'll stay in the loop about all forum activity, without filling your inbox.

"Read" activities and Assignments

One of the biggest components of your independent-study work in this course is directed readings and associated assignment questions.

On Moodle, this work is grouped together by subject. The reading instructions are listed with their corresponding questions, to make it easy to follow along every week.

For example, in Module 1, the second section is "Anatomy and Physiology," which contains one Reading instruction, and two assignments.

Anatomy and Physiology

-  [Read: Massage Therapy Principles and Practice](#)
-  [Assignment: Anatomy & Physiology questions](#)
-  [Assignment: Massage Therapy Principles and Practice Self-Tests](#)

Go through each section in order. When you click on “Read: Massage Therapy Principles and Practice,” you’ll open up the detailed reading instructions.

Read: Massage Therapy Principles and Practice

In Chapter 18, read: Introduction to the Human Body: Cells, Tissues, and the Body Compass.

Last modified: Monday, 9 May 2016, 12:09 AM

When you click on “Assignment: Anatomy and Physiology questions,” you’ll see a list of questions.

You may answer these questions long-hand on a separate sheet of paper, or copy-and-paste the questions into a Word document and type up your answers.

Some assignments have to be handed in in-class, while others will let you submit an electronic copy (word document or PDF). At the bottom of the page on those assignments,

you'll see a section similar to this:

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	Tuesday, 10 May 2016, 1:44 PM
Submission comments	► Comments (0)

[Add submission](#)

[Make changes to your submission](#)

Before the assignment's due date, click the green button and follow the on-screen instructions to submit.

Your instructors will tell you how they would like you to submit each assignment.

Online quizzes

Depending on whether you're in first or second year, almost every module will require you to complete at least one quiz online. Luckily, Moodle makes it very easy to take quizzes, and to review your answers later.

Each quiz is only available for a limited window of time. Each quiz is also timed. In short, you may attempt a quiz at any point within its open window, but once you have begun the quiz you must complete it within a set period of time.

Keep track of when your quizzes open and close, and how long you'll be allowed to spend on each of them. Not all quizzes will have the same time limit, so it's important to check in advance. This information is available through your course schedule and the Moodle calendar.

To access a quiz, click on its title from the Navigation block or the main course page.

If you have clicked on the quiz before it opens, you'll see a screen telling you when it will be available. After it opens (and before it closes), the screen will look something like this:

Module 1 ► Module 1 Online Quiz

Module 1 Online Quiz

Attempts allowed: 1

This quiz will close at Monday, 25 January 2016, 11:59 PM

Your final grade from this activity was manually adjusted.

Attempt quiz now

When you're ready to take the quiz, click on that green button and get started!

All of the questions will appear on the same page (this is to minimize delays loading between pages if you have a slower internet connection), and you may answer them in any order. Navigate within the quiz by scrolling up and down, or selecting the question number on the grid menu on the left-hand side.

When you have answered all the questions, click the "Next" button at the bottom of the page. It will give you a chance to double-check that you haven't left anything blank (never leave a question blank!). Then, submit your attempt. Once you have submitted your answers, you'll be able to see your grade and all the correct answers at any time.

Quiz tips

- Be sure that you have a reliable internet connection and enough time to complete the quiz before you start, because once you have begun the quiz you cannot pause or restart it. If you don't complete the quiz (because your wifi has gone down, or you

run out of time within either the quiz timer or quiz window), Moodle is programmed to auto-save and count any answers that you have entered before the quiz ended. However, this method is not entirely reliable, because the auto-save function can be affected by the quality of your internet connection and other factors. We will not be able to retrieve “lost” answers for quizzes that are not submitted properly. So please be prepared, and be careful!

- *Note:* The “flag question” button is a way for you to highlight a question for your own reference; for example, if you want to remember to review it before submitting your attempt. It doesn’t send a notification to your instructors. If you have an issue with a particular quiz question, please contact your instructor after the quiz is done and they will review it.

Other Files, Forms and Resources

Throughout each Module, you’ll also find links to other resources, such as videos, PDFs, and folders. As with everything else, just click their names to access them.

Messaging within Moodle

In addition to communicating with your entire class through the Forums, Moodle allows you to send private messages to your instructors and classmates. You can access this feature by selecting “Participants” from the Navigation block, and selecting the name of the person you want to message. Click the grey “Message” button to the right of their name.

Messages you receive should be sent to your email. You will also be able to access them by clicking on your name at the top right-hand corner of the page.

Viewing your grades

From any page within your course, look to the left-hand side, below the Navigation block. Click on the arrow next to Course administration, then click on Grades.

This will bring you to a page called User Report. It lists all of the graded items in your course, and five columns.



Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
J17-A: Edmonton First Year Monthly						
Module 1 Assignments (in class)	1.00 %	99.00	0-100	99.00 %		0.99 %

“Calculated weight” is how much this assignment is worth to the final course grade.

“Grade” is what you earned. Though it’s not listed as a percentage, you can consider it to be.

You can ignore the “Range” column.

“Percentage” will always be the same as your grade.

If your instructors choose to add online comments to an assignment, they’ll be listed under “Feedback.”

“Contribution to Course Total” is how what percent you have earned toward your own final grade with this assignment. Please note the difference between this and “calculated weight”: Calculated weight is the potential, while Contribution is what you have actually earned. So if an assignment is worth 10% of your final grade, and you achieve a mark of 50%, you will have added only 5% to your final course grade.

Using the Calendar

The Moodle calendar can be a very useful tool to help you keep track of your coursework.

All assignment deadlines are listed within the calendar, as are the open and closing dates of

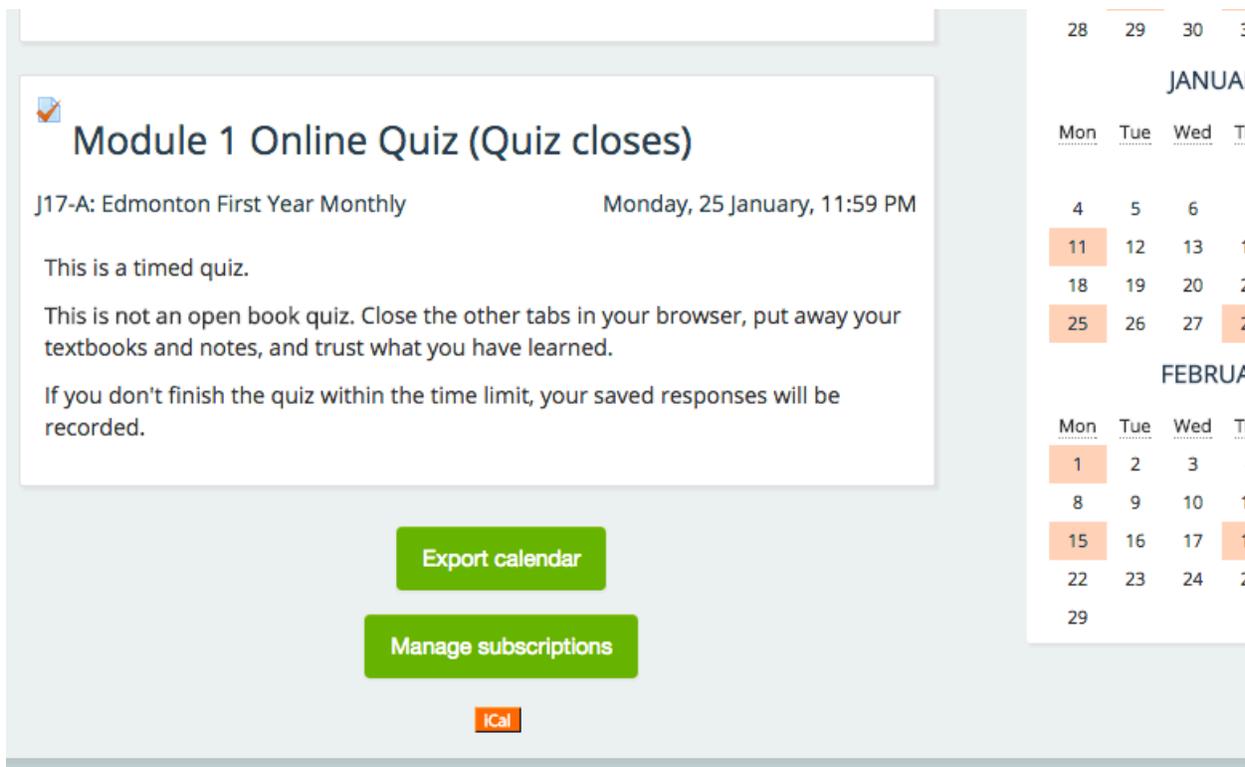
each quiz, exam dates, and other important events your instructors may add. You can also add personal calendar items only you can see (such as study dates or OCP appointments), and even import an existing calendar from Google or similar!

You can either view the calendar from your Dashboard (your site home page), or from your course home page via the “Upcoming Events” block and clicking on “Go to calendar”. You’ll see a page like this, showing the calendar on the left, and upcoming events and deadlines listed in the middle:

The screenshot shows a course calendar interface. At the top right is a green "Preferences" button. Below it is an "EVENTS KEY" section with four items: "Hide global events" (green eye icon), "Hide course events" (orange eye icon), "Hide group events" (yellow eye icon), and "Hide user events" (blue eye icon). The main content area is divided into two columns. The left column shows a list of upcoming events for the course "J17-A". The first event is "Module 1 Online Quiz (Quiz opens)" on Monday, 11 January, 12:00 AM. The second event is "Module 1 Online Quiz (Quiz closes)" on Monday, 25 January, 11:59 PM. The right column shows a "MONTHLY VIEW" of the calendar. The current view is for December 2015, with the 12th, 22nd, and 24th highlighted in orange. Below that is the view for January 2016, with the 4th highlighted in orange.

Click on that green “Preferences” button to adjust how this page looks, including changing the first day of the week on the Monthly View. Click on one of the month names under Monthly View to go to that view (from there you can follow the arrows to future months). If you want to add a personal event, just click “new event”.

If you want to import an existing calendar into your personal Moodle calendar, you may do so through the “Manage Subscriptions” button:



The screenshot shows a Moodle notification for a quiz. The notification text is as follows:

Module 1 Online Quiz (Quiz closes)

J17-A: Edmonton First Year Monthly Monday, 25 January, 11:59 PM

This is a timed quiz.

This is not an open book quiz. Close the other tabs in your browser, put away your textbooks and notes, and trust what you have learned.

If you don't finish the quiz within the time limit, your saved responses will be recorded.

Below the notification are three buttons: "Export calendar" (green), "Manage subscriptions" (green), and "iCal" (orange).

On the right side of the screenshot, there is a calendar view for January and February. The dates 11, 18, 25, 1, 8, 15, 22, and 29 are highlighted in orange, indicating the quiz dates.

Need more help?

If you need help with course material that's presented on Moodle, please continue to contact your instructors. In fact, why don't you pose a question on the Module forums?

If you need technical assistance, you may contact Robin Collum, MH Vicars School

Communications Coordinator, via email at robin@mhvicarsschool.com or by calling the school during business hours.