

SKILLS TO MASTER: Open files, participate in forums, do quizzes

What online activities am I expected to do?


- Send and receive emails.
- Find the way to your course page in Moodle.
- Open word, PowerPoint, pdf or other files types.
- Reply to the lecturers' questions in a forum or quiz.
- Hand in and collect your assignment online.

Open a word, pdf or PowerPoint file to read it.

Click on the file name to open it. Depending on the file type it will

- Open directly, or
- Give you the option to *Open with (the program of your choice) OR to Save File*. Then click the OK button

Answer a Quiz

1. Every quiz has an icon  looks like the picture above followed by the quiz title.
2. Click the title of the quiz to open it
3. Click on the button 'Attempt quiz now' to begin.

Attempt quiz now

4. When finished you have two choices. You can review your answers by clicking the **Return to attempt** button or complete the quiz by clicking on the **Submit** button.

Return to attempt

Submit all and finish



Participate in a Forum

1. Forums have an icon that looks like 2 speech bubbles.
2. Click on the **title of the discussion** topic to open it.
3. A screen will automatically appear that looks like *Figure 10*. Click the **Reply** button.

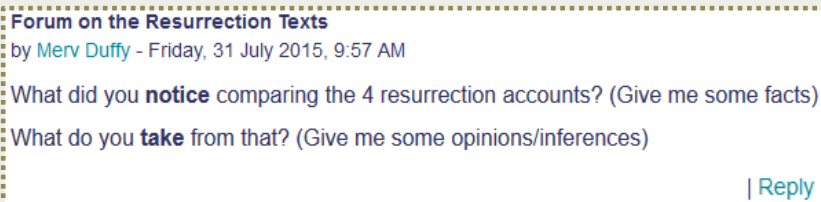


Figure 10: Forum question

4. A new screen (*figure 11*) will come up that reveals a:
 - **Subject** box to type in a title
 - **Message** box to type in your response to the lecturers' question with editing tools that are similar to what you are familiar using in Microsoft Word.

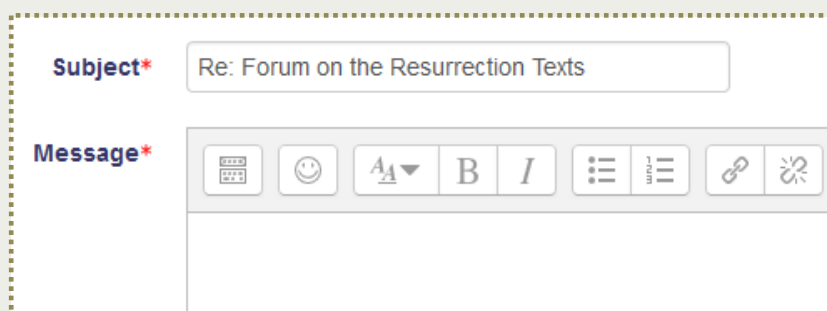


Figure 11: Message Box in a forum

While there is the option for students to attach a file, lecturers prefer students to type into the message box as it makes it easier to see responses on one screen.

5. When you are finished typing your message and are ready to 'post' it online for the lecturer and students to see, **click** the button at the bottom of the page, **Post to forum**.

Post to forum

Lecturers' Preferred Forum Type

Lecturers favour the question and answer format where they post a question for students to respond to. All participants in a course including the lecturer, are automatically notified by email that a post has been made. Lecturers may also choose to use **news forums** to highlight items of importance.