



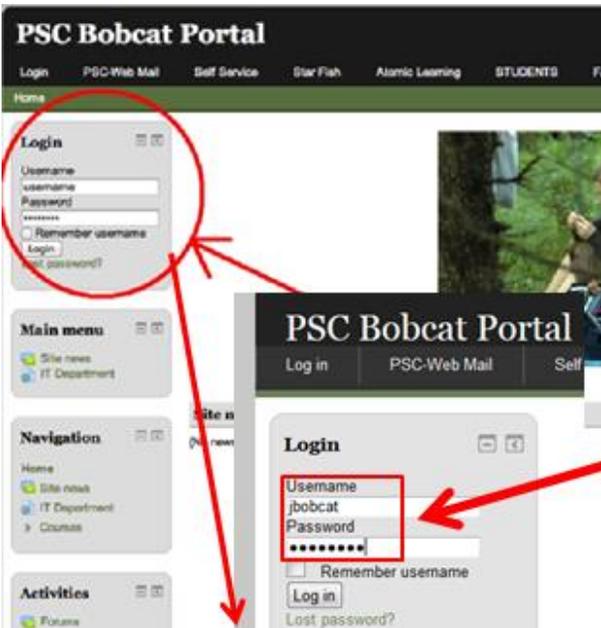
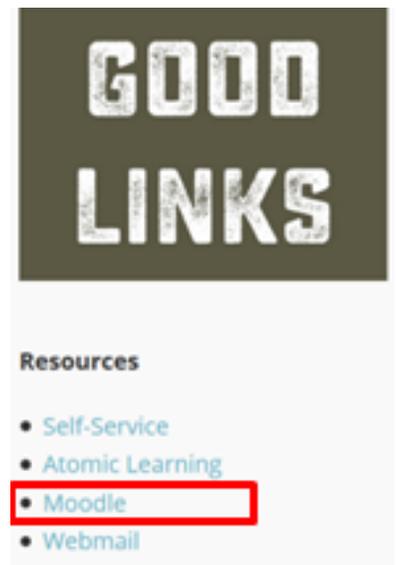
# Getting Started with Moodle

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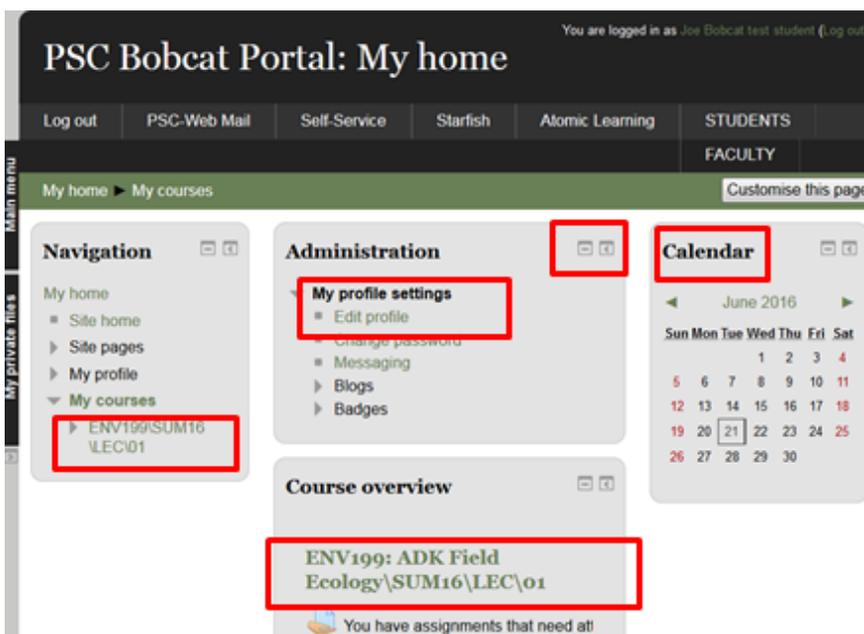
## Access and Site Overview:

To access Moodle, go to: <http://ps-portal.paulsmiths.edu> or follow the Moodle link under *Good Links* on the *Learn* page of the Paul Smith's College site (<http://www.paulsmiths.edu/learn/>).



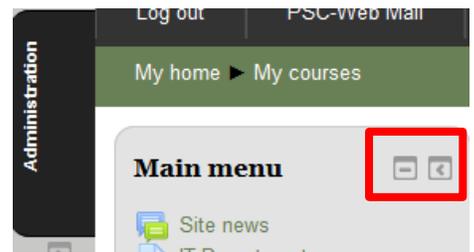
This will bring you to the **PSC Bobcat Portal Site** page. From here, login with your PSC username and password (for example: username: jjobcat)

Once logged in, you will be redirected to a **My home** page, which displays various blocks such as **Course overview**, **Main menu**, **Navigation** and **Administration**.



The **Course overview** and **Calendar** blocks will both let you know when you have work due.

The setup may not look exactly like the example above because you can customize the blocks and pages by clicking on the arrow button. Minimized blocks show as black blocks along the left (see Administration block in the image at right), to view the block, simply click on the box.



Next, open the course page by clicking on the course name under either **Navigation** or **Course overview** (see image above).

The course page contains a great deal of the information you will need for the course, and will have the most up-to-date schedule, lecture handouts, information about assignments, etc. This course has been organized into topics by week. Each topic will have resources, assignments and activities. The image below shows the week one course blocks, content and resources. You can see several icons that are associated with different assignments and resources:

1. **Pdf:**  click on file to read the document.  
Examples: **Getting Started With Moodle** and **Grading and Netiquette**.
2. **Forum:**  Discussions/forums are where you will answer questions and interact with others.  
Examples: **News Forum** and **Story Map Forum**
3. **Page:**  This contains resources, details and links about a  topic. Examples: **Excel Lessons** and  **Story Maps**.
4. **Assignments:** This symbol means you will need to submit an assignment (see details below).  
Example: **01 Field Notebook Activity**
5. **Your progress** is located at the top right, and is associated with the boxes next to each of the required resources (pdf, forum, pages...). Once each activity is complete, a check-mark will automatically show to help you keep track of your progress.
  - To complete **pdf**, click the name (e.g. **Grading and Netiquette**) to open the file for you to read.
  - To complete **page**, click the name (e.g. **Story Maps**) to open the page for you to read.
  - To complete **forum**, you need to post a topic and reply to another post (see **How To Post to a Discussion** below for details)

Your progress 

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**General**

Welcome to Foundations of Environmental Science! This course is for students entering the Environmental Science program. The lecture portion will cover three essential foundations: ecosystem **patterns and process** that govern the flow of energy and material resources, ongoing and emerging **issues** that affect these patterns and processes, and management **approaches** used to address these issues. The field portion will focus on comparisons of physical environments, biological assessment, and monitoring, and matters of scale in defining environmental problems and solutions.

	News forum	<input type="checkbox"/>
	Getting Started With Moodle for Students	<input type="checkbox"/>
	Grading and Netiquette	<input type="checkbox"/>
	Excel Lessons	<input type="checkbox"/>

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**29 August - 4 September**

Course Intro, Intro to Env Sci  
Reading: Ch 1

	Story Maps	<input type="checkbox"/>
	Story Map Forum	<input type="checkbox"/>
	Story Maps Quiz	<input type="checkbox"/>
	01 Field Notebook Activity	<input type="checkbox"/>

You can keep track of your grades under Administration → **Grades** (see details below).

The following pages give you details on how to use Moodle. There are three main assignment types you will be completing: **Assignments**, **Discussions** (aka Forums), and **Quizzes**.

## How to Post to a Discussion (AKA: Forum)

1. Locate the link to the forum on the course page and click the link to open the **Forum** page with directions from your instructor at the top of the page.

2. To start a new discussion thread, click **Add a new discussion topic**.

- Required items: **Red \***
- Name your post: fill in the **Subject** line with a brief but descriptive title.

C. I recommend typing your text into a Word document, and copy/paste in the **Message box on Moodle** (select the text and use Ctrl C to copy the text, then click in the Message box and use Ctrl V to paste the text into Moodle). This will prevent time-outs and loss of work.

### Introduction Forum

GRADED: Please complete by July 7.

Tell us about yourself and where you live so we can start to get to know each other. Post a photo (appropriate for a college level course) of yourself, your dog, your school, etc. Reply to someone else's post so we can get a discussion going!

Add a new discussion topic

▼ Your new discussion topic

Subject\*  
Message\*

Paragraph B I

Path: p

Subscription Send me email copies of posts to this forum

Attachment Maximum size for new files: 50MB, maximum attachments: 9

Files

You can drag and drop files here to add them.

Mail now

Post to forum

There are required fields in this form marked \*.

3. To add an Attachment (like a photo) to your post, drag and drop the file into the upload area (denoted by the blue arrow). You may also click the **Add** and choose your file using the File picker (see detailed instructions under **How to Submit an Assignment** below).

- Attached image files display below your post, but other file types must be downloaded.
- Large images will take a long time to load, and will take up a most (or all) of the screen. Resize if possible before uploading.

4. When your post is complete, click **Post to forum** to submit.

5. To reply to a post from another student:

- If there are already Topics started, you will see a list on the Forum page. Unread posts are indicated by the number highlighted in yellow.
- Click a **Topic Title** (not the class member's name) to open and read what has been posted so far on the discussion. Click **Reply** to post your response.

Using GIS to research wildlife in a curriculum

McCleery, R. A., Lopez, R. R., Harveson, L. A., Silvy, N. J., & Stack, R. D. (2005). Integrating on-campus wildlife research projects into the wildlife curriculum. *Wildlife Society Bulletin*, 33(3), 802-809. Retrieved from <http://search.proquest.com/docview/230190240?accountid=13118>

I found this article particularly interesting because it seems similar to what we are trying to do here at Paul Smith's and talks about not only using GIS and GPS to do wildlife research but also other techniques and benefits to hands on learning. Obviously, integrating GIS in to wildlife research and then into curriculums would be most beneficial since GIS is so widely used now.

Reply

## How to take a Quiz

For **Quizzes**, click on the name of the quiz and choose **Attempt quiz now**. The instructions will list details about the quiz, including when it opens, closes, and how long you have to take the quiz.

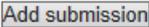
Once you start your attempt, you will see the number of questions at left under **Quiz Navigation**. You can go back to previous questions as much as you would like, but once you reach the end and click either **Submit All and finish** or **Finish Attempt**, you will not be able to change your answers for the attempt. You will be able to review the attempt, and any questions that are automatically graded will indicate if your answer was correct. Once the quiz is closed, you will be able to see the correct answers. **I recommend going back to view the correct answers, as you may see these or similar questions on the exams.**

## How to submit an assignment:

Assignments that need to be uploaded are indicated by the symbol: 

- Click on the assignment name in the **Navigation** block, or in the **Upcoming events** block.

 Upload Assignment: Professional Organizations and Jobs

- Click **Add Submission**  to open **File submissions**.

### Upload Assignment: Professional Organizations and Jobs

Upload by Monday Sept 7 at beginning of class.

#### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 7 September 2016, 12:25 PM
Time remaining	5 days 20 hours



You can upload your assignment two different ways (details on next page): (1) Drag and Drop or (2) use the **Add** button.

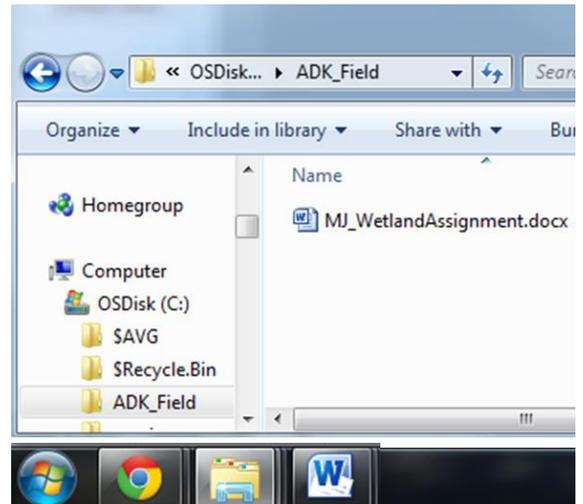


The screenshot shows the 'File submissions' interface. A red box labeled '2' highlights the 'Add' button in the top left corner of the file upload area. A red box labeled '1' highlights the large blue arrow pointing down in the center of the file upload area, with the text 'You can drag and drop files here to add them.' below it. The interface also shows a 'Save changes' button and a 'Cancel' button at the bottom.

**Option 1.** Open the folder that contains your assignment in **Windows Explorer** and drag the file to **File submissions**. Click **Save Changes** to submit.

**To open Windows Explorer:**

- Click the **Windows Explorer** icon (located next to the Start button in the lower left corner of your screen) and navigate to where your document is saved (eg: C:\ENV110 or C:\Users\jbobcat\Documents).



**Option 2.** Click the **Add** button (2 in graphic above) to open the **File picker**.

In the File picker, click **Browse** to open **Choose File to Upload**, navigate to where you saved the file and double click on the file name to choose. Click **Upload this file**, and **Save changes** to submit.

A screenshot of a web-based file upload interface. On the left, there are three buttons: 'Recent files', 'Upload a file', and 'Private files'. The 'Upload a file' button is highlighted with a red box. In the center, there is an 'Attachment:' label followed by a 'Browse...' button, which is also highlighted with a red box. Below this are input fields for 'Save as:', 'Author: Joe Bobcat test student', and a dropdown menu for 'Choose license: All rights reserved'. At the bottom, there is an 'Upload this file' button, also highlighted with a red box.

You will get a Submission status screen that tells you the submission was successfully uploaded. If you want to update your submission, click **Edit submission**. Click on your previous submission and choose **Delete**, then submit just like above.

On the main page, you will also see a checkmark in the checkbox next to your assignment to indicate that it has been successfully submitted:



Once the assignment has been graded, the Grading status will change to Graded, and you will be able to see your Grade and any feedback comments in the **Submission Status**.

### Wetland Ecology Assignment

Upload Assignment Here

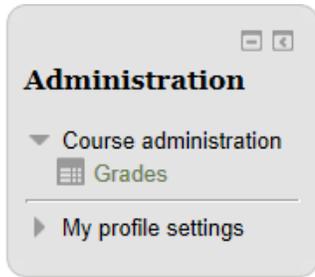
### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 3 August 2015, 12:00 AM
Time remaining	45 days 2 hours
Last modified	Thursday, 18 June 2015, 9:27 PM
File submissions	MJ_WetlandAssignment.docx
Submission comments	Comments (0)

[Edit submission](#)

Make changes to your submission

## How to Check Your Grades



Click on **Grades** in the **Administration** block to access all of your grades and comments for the current course.

The image shows a Moodle 'Grades' page. It features a table with columns for assignment name, grade, possible grade, percentage, and comments. The table is organized into categories: 'Assignments Discussions and Quizzes', 'Exams', 'Final Project', and 'Participation'. Each category has a 'Category total' row. The overall 'Course total' is shown at the bottom.

Assignments Discussions and Quizzes				
Journal Assignment 01	10.00	0-10	100.00 %	Great Job- love the photo.
ICA 1	10.00	0-10	100.00 %	
$\bar{x}$ Category total	40.00	0-40	100.00 %	
Exams				
$\bar{x}$ Category total	-	0-30	-	
Final Project				
$\bar{x}$ Category total	-	0-20	-	
Participation				
$\bar{x}$ Category total	-	0-10	-	
$\bar{x}$ Course total	100.00	0-100	100.00 %	

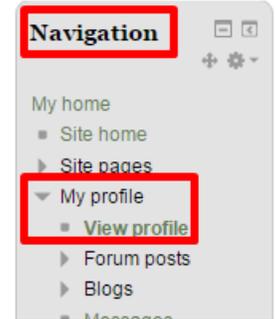
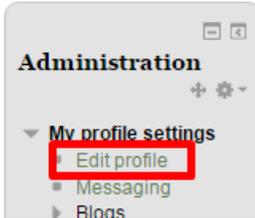
The **User report** will show all assignments, grades and comments.

**Make sure to check your grades often. For assignments submitted on time but missing an element, I will occasionally give you an opportunity to correct the assignment for partial credit by a certain date. You will only be able to see this by checking your grades on Moodle.**

## How to add a Photo and update your Profile

1. Under the **Navigation** panel, click on **My profile**→**View Profile**.

2. When your profile page opens, click on **Edit profile** under the **Administration** panel.



3. Click on **Expand all** in the upper right so you can see all profile options. Read through the options to make sure you do not want to change any settings. You can change your how your name displays to other users, whether your email is private, set your City/town, add interests, web page, etc.

4. Upload a photo under **User picture**. Locate the photo you would like to use on your computer (see **How to submit an assignment** if you do not remember how to do this) and drag the photo into the **New picture** box.

5. Click on **Update profile** at the bottom of the page to save your changes. [Update profile](#)

Note: If you do not already have a small profile picture, I recommend using the **Snipping Tool** (available from the Search box or for more information: <https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots>) to capture a screenshot of your photo with appropriate resolution.

