

# MOODLE TRIAL PROCEDURE MANUAL

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## Change history

| Date        | Author           | Version | Change      |
|-------------|------------------|---------|-------------|
| 18 May 2015 | Bui Thi Kieu Anh | 1.0     | First draft |
|             |                  |         |             |
|             |                  |         |             |

# 1 Change your password

## USTH Moodle

Home ► My profile settings ► Change password

**NAVIGATION**

Home

- My home
- Site pages
- My profile
- My courses

**ADMINISTRATION**

- ▼ My profile settings
  - Edit profile
  - **Change password**
- Roles
- Messaging
- Blogs
- Badges
- Activity reports
- Site administration

Change password

Username: anhgmail

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Current password\*

New password\*

New password (again)\*

There are required fields in this form marked \*

## 2 Add a news to new forum

- i) Go to the course, click on News forum:

### Training Test Course

Home ► My courses ► Miscellaneous ► Training\_test\_course

**NAVIGATION**

Home

- My home
- Site pages
- My profile
- ▼ Current course
  - ▼ **Training\_test\_course**
    - Participants
    - Badges
    - General information
    - Training material
- My courses

**General information**

- **News forum**
- Discussion forum

**Training material**

- Trial manual for assistants


- ii) Add new discussion topic:

## News forum


General news and announcements

► Your new discussion topic

Subject\*

Message\*   
Because teacher is sick

Subscription ⓘ Everyone is subscribed to this forum

Attachment ⓘ Maximum size for new files: 20MB, maximum attachments: 1  


**Mail now** ⓘ

There are required fields in this form marked \*.

iii) You can check “mail now” to send email notification about this news.

iv) Click “Post to forum” to finish!

## 3 Upload resource or activity to a course

i) Go to a course, **turn editing on!**

### Test course

Home > My courses > Miscellaneous > Test course

NAVIGATION

- Home
  - My home
  - Site pages
- My profile
- Current course
  - Test course
    - Participants
    - Badges
    - General
      - 3 December - 9 December
      - 10 December - 16 December
      - 17 December - 23 December
      - 24 December - 30 December
      - 31 December - 6 January
      - 7 January - 13 January
      - 14 January - 20 January
      - 21 January - 27 January
      - 28 January - 3 February
      - 4 February - 10 February
- My courses

News forum  
Timetables

3 December - 9 December

ffafa  
Favourite pet?

10 December - 16 December

17 December - 23 December

24 December - 30 December

31 December - 6 January

Turn editing on

SEARCH FORUMS  
Go  
Advanced search

LATEST NEWS  
Add a new topic...  
(No news has been posted yet)

UPCOMING EVENTS  
There are no upcoming events  
Go to calendar...  
New event...

RECENT ACTIVITY  
Activity since Wednesday, 10 December 2014, 9:39 AM  
Full report of recent activity...  
Nothing new since your last login

ii) Click "Add an activity or resource"

News forum  
Timetables

Edit  
Edit

+ Add an activity or resource

3 December - 9 December

ffafa  
Favourite pet?

Edit  
Edit

+ Add an activity or resource

10 December - 16 December

+ Add an activity or resource

17 December - 23 December

+ Add an activity or resource

24 December - 30 December

Finish!

## 4 Switching role

View a course, then expand “Switching role” function to switch to your design role in this course to check how the course is viewed!

The screenshot displays the Moodle course interface. On the left, there are two main menu sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' menu includes 'Home', 'My home', 'Site pages', 'My profile', 'Current course' (with 'Bio-2014-Class1' selected), and 'My courses'. The 'ADMINISTRATION' menu includes 'Course administration' (with sub-items: Turn editing on, Edit settings, Users, Filters, Reports, Grades, Badges, Backup, Restore, Import, Publish, Reset, Question bank), 'Switch role to...' (highlighted in yellow with sub-items: Teacher, Non-editing teacher, Student, Guest), 'My profile settings', and 'Site administration'. On the right, there is a 'News forum' icon and a course calendar showing dates from 6 December to 13 February. The first date range, '6 December - 12 December', is highlighted in light blue.