

SDGs Journalism Reporting User Guide

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What is Moodle

Moodle is a free and open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License. Developed on pedagogical principles, Moodle is used for blended learning, distance education, flipped classroom and other e-learning projects in schools, universities, workplaces and other sectors.

SDGs Journalism Reporting VLE Platform

Moodle (<http://journalismreporting-vle.eu/>) is SDGs Journalism Reporting project's online education platform. Within this platform are spaces corresponding to your modules, and within each space you will find a range of possible information, materials and activities. All taught modules have a Moodle space.

Logging into Moodle

Go to <http://journalismreporting-vle.eu/> in your browser. Click the login button on the upper right corner and fill the login form.

After you successfully login you will be redirected at your personal home page.

Finding your modules

Once you are logged in you'll arrive at the My home page.

The Timeline and the Calendar in the Sidebar section tells you about any upcoming deadlines. You can see any modules you have been pre-enrolled on by selecting the Courses tab in the Course Overview section. If you can't see these, you can use the Search Courses box on the right to find another Moodle course. Search by Module code or name. Click the name of the course you want to enter. If the course has an enrolment key (password), ask your tutor or course administrator what it is.

Your profile

You can access your profile from the user menu top right. It's where you see your name and an arrow. Hover on your name to open up the menu. Clicking the Profile link will then display other options:

1. Dashboard – Where you can monitor your progress on the e-learning platform
2. View Profile – You can see your personal details
3. Edit Profile – You can edit your personal details
4. Grades – You can see your grades on all the courses you are enrolled
5. Preferences – You can see and edit your personal system preferences
6. Calendar – You can see your personal Calendar
7. Log Out

Clicking the Edit profile will allow you to change certain information such as your correct timezone, add an avatar, description and, optionally, extra contact details. You cannot normally change your username and your admin might have restricted other changes too.

When you upload an image, it will appear in the user menu by your name and also on your Dashboard page.

Navigating Moodle

After you successfully login, you can navigate to four different pages.

1. Home
2. Dashboard
3. Events
4. My Courses

Home Page

At the **Home page** you can see all the available courses on the platform

Events

Every user can see a personalized calendar based on the upcoming events of his courses (courses that he is enrolled)

My Courses

My Courses is a dropdown menu where you can see all the courses that you are enrolled and navigate to the one that you want.

Course menu

When you click a link to one of your modules, its Moodle page displays. There you'll find materials and activities relating to that module.

This Course

When you are on a course Moodle page an additional item is added on the menu bar. **This Course** menu displays all the available contents of each course.

Sidebar

At the sidebar section every user can find some useful widgets that will help him while navigating the platform.

Logged in user

This widget presents some brief information of every user such as:

- Name and Surname
- Country
- City
- Email Address and
- Avatar representation

Online Users

The Online users block shows a list of users who have been logged into the current course. The list is updated on a regular basis.

If you hold the cursor over somebody's name, you will see how long ago that person was last "seen" in the course

If you click on the envelope icon next to somebody's name, you will be able to send a private message to that person (using Moodle's messaging system)

Note 1: If separate groups are enabled in a course and this block is added onto the course page, only members of the group will be displayed in the list.

Note 2: Even though a user may have been logged into a course within the last 5 minutes, it does not necessarily mean that this user is still online.

Calendar

The calendar can display site, course, group, user and category events in addition to assignment and quiz deadlines, chat times and other course events.

Moodle App



With the Moodle app, you can learn wherever you are, whenever you want, with these app features:

- Easily access course content - browse the content of your courses, even when offline
- Connect with course participants - quickly find and contact other people in your courses
- Keep up to date - receive instant notifications of messages and other events, such as assignment submissions
- Submit assignments - Upload images, audio, videos and other files from your mobile device
- Track your progress - View your grades, check completion progress in courses and browse your learning plans

- Complete activities anywhere, anytime - attempt quizzes, post in forums, play SCORM packages, edit wiki pages and more - both on and off-line

... and more!

Download it for iOS and Android

How to login

1. Download for AppStore or Play Store the Moodle App.
2. Launch the Moodle App
3. Add the SDGs Journalism Reporting e-Learning platform address
(<http://journalismreporting-vle.eu/>)
4. Enter your username and password
5. You are successfully logged in to SDGs Journalism Reporting e-learning platform. You can now navigate to the e-learning through the mobile app.

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