

Starting with Moodle

What is Moodle?

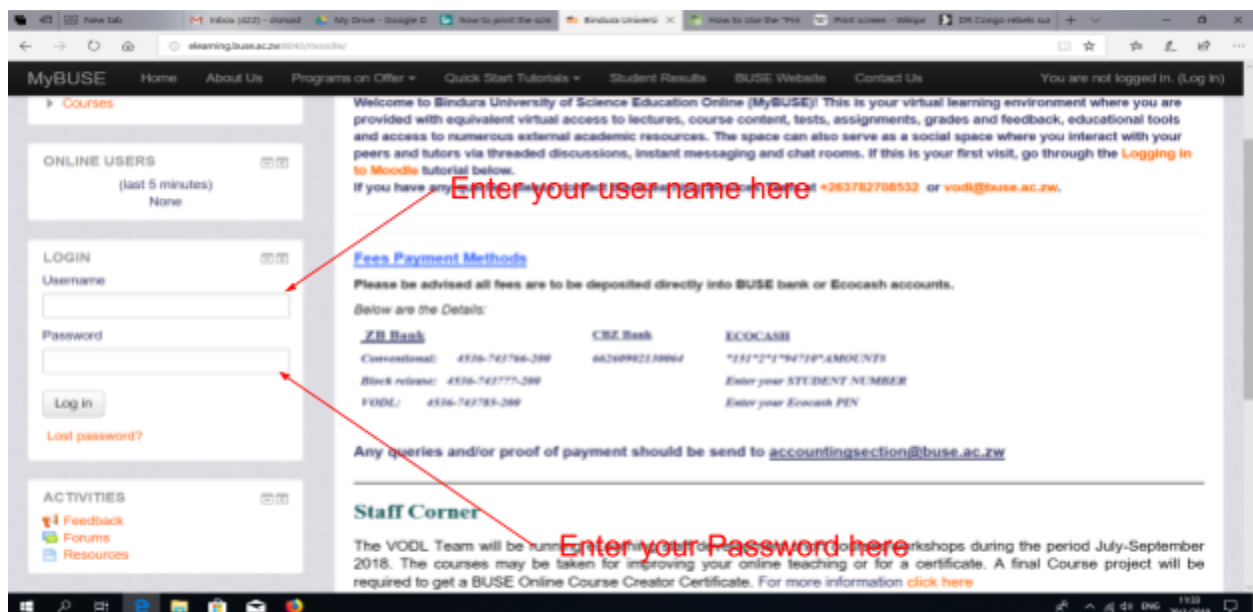
Moodle is a learning management system Moodle is an acronym for "Modular Object-Oriented Dynamic Learning Environment. It is an online educational platform that provides custom learning environments for students. Educators can use Moodle to create lessons, manage courses, and interact with teachers and students. Students can use Moodle to review the class calendar, submit assignments, take quizzes, and interact with their classmates.

How do I access Moodle?

To access the Moodle Virtual Learning Site go to elarning@buse.ac.zw/8043/moodle Or Open the Bindura University of Science Education website, go to www.buse.ac.zw , then click on [Students](#) then select [Virtual Learning Portal](#)

How do I login into Moodle

Once you have opened Moodle to your far left enter your username and password and click on login. You use the details that you use to login into the Integrated University Management System, both the username and password.



The screenshot shows the MyBUSE Moodle login page. The page has a dark header with navigation links: Home, About Us, Programs on Offer, Quick Start Tutorials, Student Results, BUSE Website, and Contact Us. The main content area is divided into several sections:

- ONLINE USERS**: (last 5 minutes) None
- LOGIN**: A form with fields for Username and Password, and a Log In button. A red arrow points to the Username field with the text "Enter your user name here". Another red arrow points to the Password field with the text "Enter your Password here".
- ACTIVITIES**: Links to Feedback, Forums, and Resources.
- WELCOME MESSAGE**: "Welcome to Bindura University of Science Education Online (MyBUSE)! This is your virtual learning environment where you are provided with equivalent virtual access to lectures, course content, tests, assignments, grades and feedback, educational tools and access to numerous external academic resources. The space can also serve as a social space where you interact with your peers and tutors via threaded discussions, instant messaging and chat rooms. If this is your first visit, go through the [Logging in to Moodle](#) tutorial below. If you have any queries, please contact the VODL team on +263782708532 or vodl@buse.ac.zw." A red arrow points to the "Logging in to Moodle" link.
- Fees Payment Methods**: A section with a heading "Fees Payment Methods" and a sub-heading "Please be advised all fees are to be deposited directly into BUSE bank or Ecocash accounts. Below are the Details:". It lists three banks: ZB Bank, CBZ Bank, and ECOCASH, with their respective account details.
- STAFF CORNER**: A section with a heading "Staff Corner" and a sub-heading "The VODL Team will be running... workshops during the period July-September 2016. The courses may be taken for improving your online teaching or for a certificate. A final Course project will be required to get a BUSE Online Course Creator Certificate. For more information [click here](#)".

What if I have forgotten my username or password

Click on Lost password, then enter your username then click search, and if you entered a correct username an email will be sent to your email with instructions to follow

Or

Click on lost Password, then enter your email address and if you have entered your email correctly a message will be sent to your email with instructions to follow

Or

Log into the Bindura university of Science of Education, go to www.buse.ac.zw, then scroll down on the website and click on ICT Desktop, then click on the link that is entitled Support Center, then after the Help desk system has opened click on Open a New Ticket, then fill in the relevant details including the challenge you are facing and after you have finished click on Create Ticket, then an email will be sent to you with instructions on your challenge.

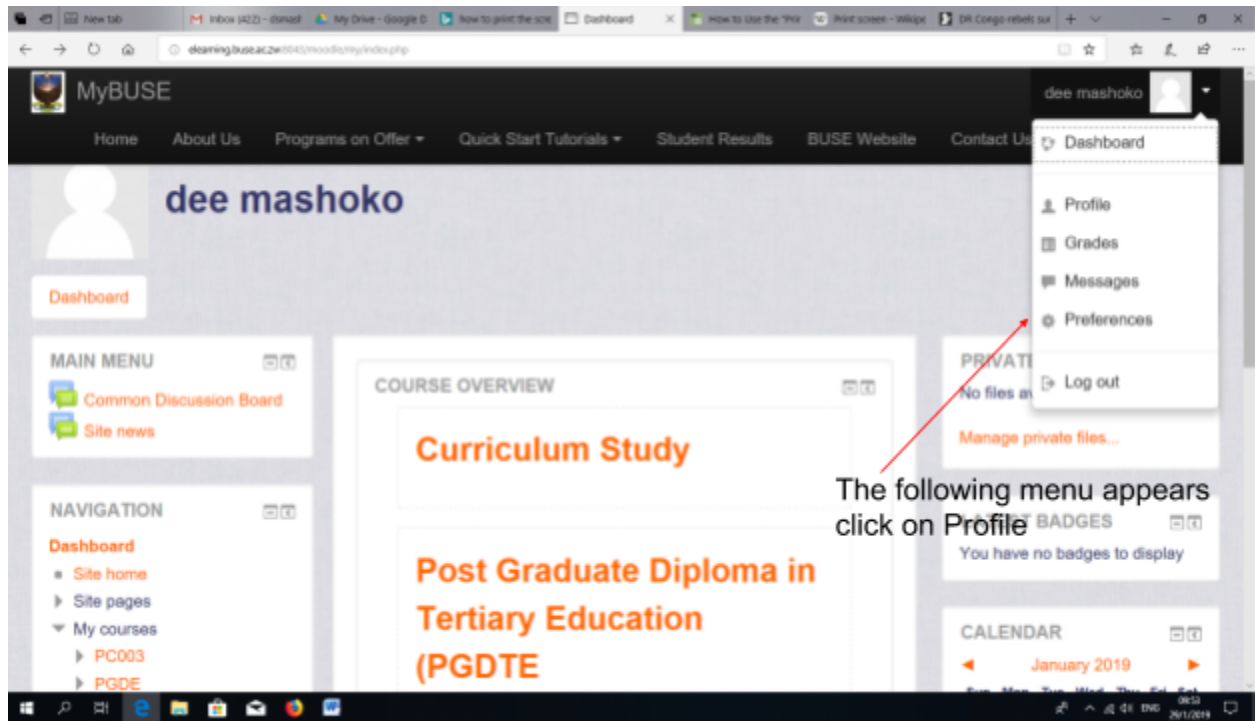
Or

Get in touch with the Centre of Educational Technologies, Innovation and Design on the following email cetid@buse.ac.zw or call on +263782708523.

Updating your Profile



Once you successfully login the above page will appear, the first thing you can do is to click on the downward arrow, as shown by the red arrow, so that you can edit your profile.



The screenshot shows the MyBUSE dashboard profile page. The user is logged in as 'dee mashoko'. The page has a dark navigation bar with links: Home, About Us, Programs on Offer, Quick Start Tutorials, Student Results, BUSE Website, and Contact Us. Below the navigation bar, there are two buttons: 'Reset page to default' and 'Customise this page'. The main content area is divided into several sections:

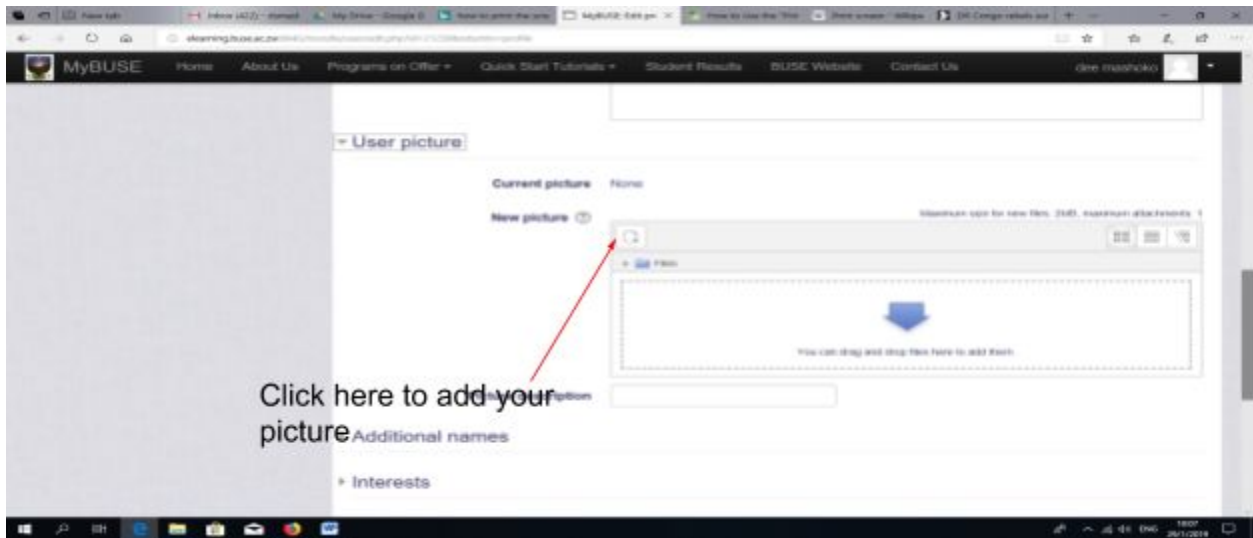
- MAIN MENU:** Contains links for 'Common Discussion Board' and 'Site news'.
- NAVIGATION:** Contains links for 'Dashboard', 'Site home', 'Site pages', and 'My courses'.
- User details:** Displays 'Country: Zimbabwe', 'Registration number: vodl0001', and 'Mode of Delivery: Conventional'. An 'Edit profile' link is visible, with a red arrow pointing to it and the text 'Click on edit profile'.
- Miscellaneous:** Contains links for 'Blog entries', 'Forum posts', 'Forum discussions', and 'Learning plans'.
- Reports:** Contains a link for 'Browser sessions'.
- Login activity:** Shows 'First access to site' on 'Tuesday, 25 September 2018, 1:58 PM (125 days, 10 hours)'.
- Course details:** Contains a link for 'Course profiles'.

The Windows taskbar at the bottom shows the date as 26/11/2018.

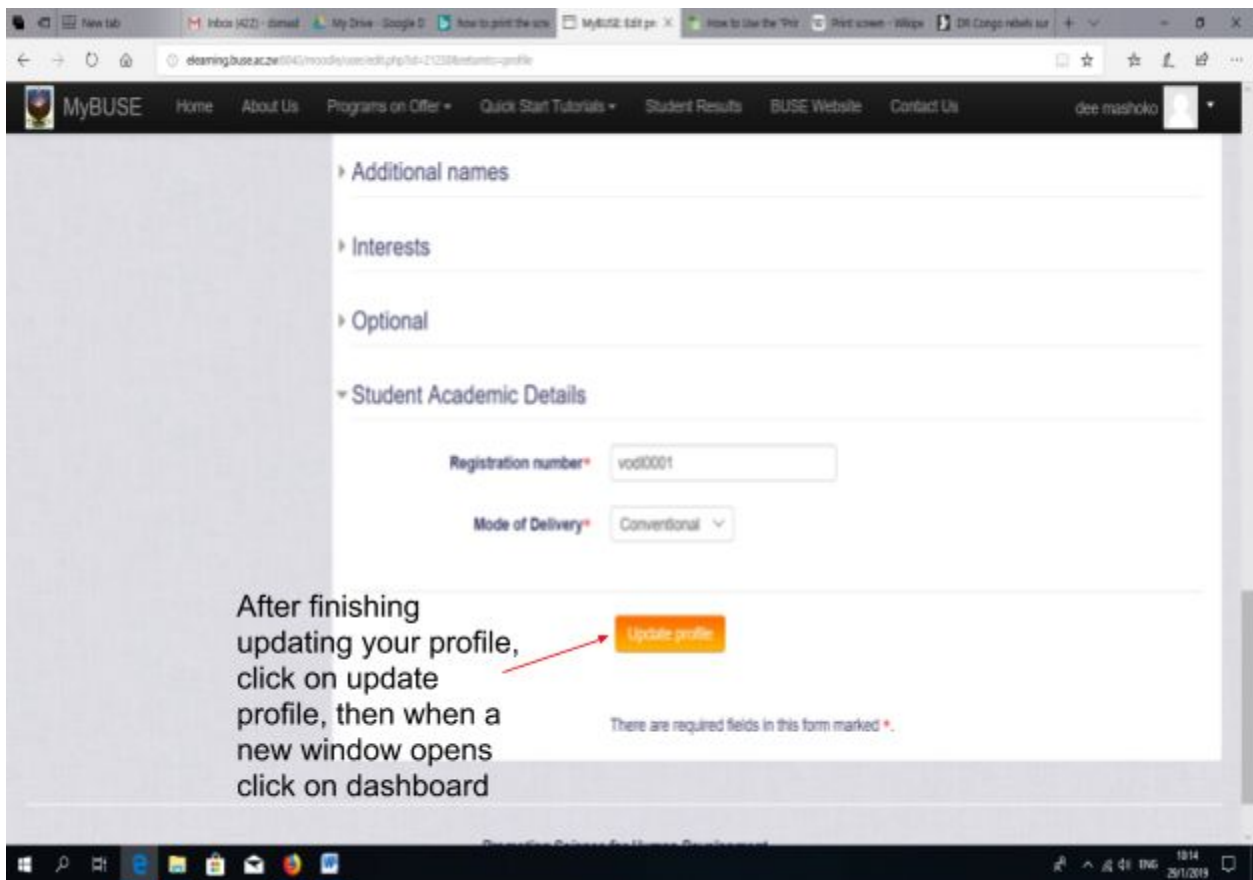
The screenshot shows the MyBUSE profile edit page. The user is logged in as 'D Mashoko'. The page has a dark navigation bar with links: Home, About Us, Programs on Offer, Quick Start Tutorials, Student Results, BUSE Website, and Contact Us. Below the navigation bar, there are several sections:

- STUDENT EVALUATION OF SUPPORT SERVICES:** Contains a link for 'Site news'.
- NAVIGATION:** Contains links for 'Dashboard', 'Site home', 'Site pages', and 'My courses'.
- ADMINISTRATION:** Contains a link for 'Site administration'.
- FEEDBACK:** Contains links for 'End of Course Evaluation' and 'STUDENT EVALUATION OF SUPPORT SERVICES'.
- General:** Contains a form for editing profile details. A red arrow points to the 'First name' field with the text 'Edit or add your details for your profile here'. The form fields are: 'Username' (dmashoko), 'Choose an authentication method' (Manual accounts), 'Suspended account' (checkbox), 'New password' (checkbox) with an 'Unmask' option, 'Force password change' (checkbox), 'First name*' (D), 'Surname*' (Mashoko), 'Email address*' (dmashoko@buse.ac.zw), 'Email display' (Allow only other course members to see my email address), 'City/town' (Bindura), and 'Select a country' (Zimbabwe).

The Windows taskbar at the bottom shows the date as 11/11/2018.



You can edit and add your details, including your profile picture.



Viewing your Courses

The screenshot displays the MyBUSE dashboard interface. At the top, the navigation bar includes links for Home, About Us, Programs on Offer, Quick Start Tutorials, Student Results, BUSE Website, and Contact Us. The user's name, 'dee mashoko', is visible in the top right corner.

The main content area is titled 'COURSE OVERVIEW' and features three course cards: 'Curriculum Study', 'Post Graduate Diploma in Tertiary Education (PGDTE)', and 'Basic e-learning skills 1'. A red arrow points from the text 'Click here to view your course' to the 'Curriculum Study' card.

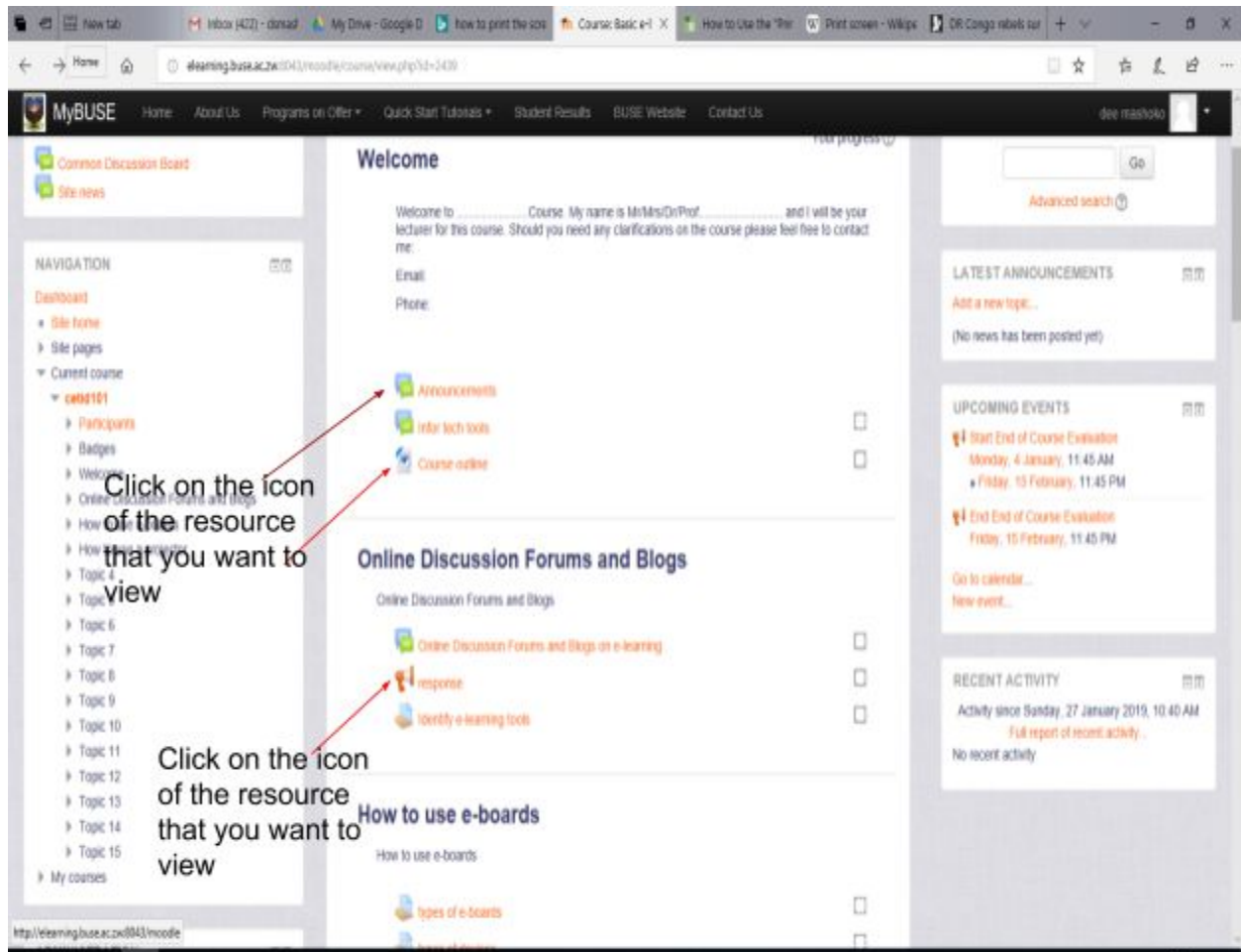
On the left side, there are two sidebar menus. The 'MAIN MENU' includes 'Common Discussion Board' and 'Site news'. The 'NAVIGATION' menu includes 'Dashboard', 'Site home', 'Site pages', and 'My courses'. Under 'My courses', there are three items: 'PC003', 'PGDE', and 'cebid101'. A red arrow points from the text 'Click here to view your course' to the 'PC003' item.

On the right side, there are three additional widgets: 'PRIVATE FILES' (No files available), 'LATEST BADGES' (You have no badges to display), and 'CALENDAR' (January 2019).

The bottom of the image shows the Windows taskbar with various application icons and the system clock displaying 18:12 on 29/1/2019.

How do I access a resource in Moodle

A "resource" is any type of static information is on your Moodle course—for example, a web page, a link or a text or image file. To access a resource you click on it and it opens or it can give u further instructions that you need to read and perform the required action for you to access it.



The screenshot shows a Moodle course page for 'MyBUSE'. The page is divided into several sections:

- Left sidebar (NAVIGATION):** Contains a 'Dashboard' section with links for 'Site home', 'Site pages', and 'Current course'. Under 'Current course', there is a list of topics from 1 to 15.
- Top navigation bar:** Includes 'Home', 'About Us', 'Programs on Offer', 'Quick Start Tutorials', 'Student Results', 'BUSE Website', and 'Contact Us'.
- Center content area:**
 - Welcome:** A message from the lecturer, Mr/Ms/Dn/Prof., with fields for 'Email' and 'Phone'.
 - Online Discussion Forums and Blogs:** A section with a list of resources, each with an icon and a checkbox. The resources are: 'Announcements', 'Infor tech tools', 'Course outline', 'Online Discussion Forums and Blogs on e-learning', 'response', 'Identify e-learning tools', 'How to use e-boards', and 'types of e-boards'.
- Right sidebar:** Contains several widgets: 'Advanced search', 'LATEST ANNOUNCEMENTS' (with a link to 'Add a new topic...'), 'UPCOMING EVENTS' (listing 'Start End of Course Evaluation' and 'End End of Course Evaluation'), and 'RECENT ACTIVITY' (showing activity since Sunday, 27 January 2019).

Two red arrows point to the 'Announcements' and 'Infor tech tools' icons in the 'Online Discussion Forums and Blogs' section. A text box next to the first arrow says: 'Click on the icon of the resource that you want to view'. A second text box next to the second arrow says: 'Click on the icon of the resource that you want to view'.

How do i submit an assignment

You may be asked to attach files or enter text directly into a text box.

Note: If your instructor is asking you to upload a file, they should inform you what file format you should submit (eg., .pdf, .doc, .pptx or .docx).

1. Links to assignments can always be found in the sections down the center of the Moodle course page. If your instructor has added the *Activities* block to the course, you can also locate assignments by clicking the Assignment link in the *Activities* block.
2. Click the link to the assignment. The *Assignment page* will open, showing instructions and your submission status (due date, grading status, grade, etc.) for this assignment.
3. Click Add submission. The *Assignment submission* page will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.
4. To enter online text, type directly into the *Online text* box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the Moodle text box.
 1. When pasting text into Moodle, for best results, paste the content as unformatted text.
 2. For *spell checking* to work, it must be enabled in your browser. Once enabled, to see spelling suggestions press hold Control key on your keyboard and click OR right-click on your mouse (whether you are using a Mac or PC system will determine which operation will work).
5. To submit a file using drag-and-drop:
 1. Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
 2. Drag files from your computer and release them on top of the big blue arrow in the *Files* area.
 3. (click to enlarge)
6.
 1. Note: DO NOT drag-and-drop a .gdoc file from a *Drive App desktop window* into Moodle. Your instructor will not have permission to view the

file. Instead, use browse for the file (see next step), or save the file as a PDF before submitting.

7. To browse for a file:
 1. Under *File submissions*, at the top-left of the file area, click the Add... icon (). The *File picker* window will open.
 2. Select a file from your computer, or from Google Drive:
 - To upload a file from your computer, click Upload a file (at left), then, next to *Attachment*, click Browse. Browse your computer and select a file, then click Open. The file name will appear next to the *Browse* button.
 - To upload a file from Google Drive, click Google Drive (at left). You may need to log in. Click the File to upload.
 - Note: When you browse to Google Drive, Moodle will convert Google docs (.gdoc files) that were composed directly in Google to a sharable file type (.rtf, .ppt, .xls, etc.)
 3. (Optional) If you want to rename your file in the File Picker, enter the new name in the *Save as* field, and make sure to include the correct file extension (.pdf, .doc, etc.) in the name so the file can open correctly for your instructor.
 4. Click Upload this file. The *File Picker* will close and an icon for your uploaded file will appear in the *Files area*.
8. Once your file(s) appear in the *Files submission* area, click Save changes.
9. Note: You should receive an email at your umass.edu mail address confirming you have submitted the assignment.
10. If your instructor allows you to revise your submission you'll see an *Edit submission* button on the *Assignment* page. Click Edit submission to add or replace files, or edit a text submission. When you are finished making changes, click Save changes.
11. For some assignment types, you will see a *Submit assignment* button. To finalize your submission, click Submit assignment, then Continue.
12. Note: Once finalized, you will not be able to make any more changes.
13. You can check under *Submission status* on the *Assignment page* to ensure your file is listed. You can also view feedback and grades from your instructor there.
14. For some assignment types, you may have the option to submit several or an unlimited amount of attempts (or drafts) for a single assignment. Because each course is different, you will need to communicate with your instructors on how submission attempts and feedback are configured for each Moodle assignment.

If I have challenges in accessing or using Moodle where can I get help

Get in touch with the Centre of Educational Technologies, Innovation and Design on the following email cetid@buse.ac.zw or call on +263782708523, or you can come in person to our offices at The Faculty of Science Education Complex office number F13, second floor, you can also book for one on one sessions or workshops.

Are there any provisions in Moodle for people with disabilities?

Certainly Moodle supports many assistive technologies such as screen-readers, screen-magnifiers, alternative mouse and key use, disabling of AJAX and Javascript, and more.