

Greetings,

This is a step by step instruction guide on how to use Moodle. The first thing you ought to know is that Moodle is an open source online learning environment that allows PGMS to provide a broad range of services to students. Moodle is used by various high schools, universities, and other organizations. There will be a series of screen shots. Each screen shot will contain blurbs and explanations on what each command and link does. Please make sure you have adobe flash, adobe reader, and pop up blocker disabled for moodle. Thanks!

Moodle Start Page

Pacific Grove Unified School District Moodle - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.pgmiddle.org/moodle/

Getting Started Login PowerSchool Pacific Grove Middle S... SurveyMonkey - My S... DealExtreme: Cool Ga...

Inbox - Outlook Web Access Light Pacific Grove Unified School Distr...

You are not logged in. (Login)
English (en)

Home News Parents Daily Bulletin Library Contact Us PowerSchool

Main Menu
Site news
School Survey

PLEASE READ:
When you log in on the left hand side you will see an option that says all courses. Click that and you will be able to select from all the courses on the moodle site to register, as long as you have the appropriate registration key.

After you log in, you may change your e-mail address. This is done by locating the profile link on the left hand side of the screen. It is recommended that you change your e-mail because the current e-mail is whatever e-mail address that the student's parents have on file. This can be irritating for parents to receive copious amounts of e-mails about homework or forum posts.

Please remember that all of your actions and messages are recorded. Insults, rude language, or disrespect in any form on any message board will not be tolerated. Type what you want to post and then read it a few times before you post it to ensure that it is not taking an aggressive tone or is offensive in anyway. Frequently, people make jokes, but in text jokes do not usually come across well in a message board forum.

Calendar
October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Online Users
(last 5 minutes)
None

Done

start Moodle tutorial For P... Pacific Grove Unified ... 7:47 AM

Now we will move on to see what you and your student will see when they log in for the first time.

First Log In: This is what the screen will look like if the student has not registered for any courses yet.

The screenshot shows the Moodle 'Overview of my courses' page in a Mozilla Firefox browser. The page has a blue header with the Pacific Grove Unified School District logo and the text 'PGUSDMOODLE Overview of my courses'. A user is logged in as 'Little Jimmy'. The page is divided into several sections: 'Course categories' (listing PG Middle, Robert Down Elementary, and Pacific Grove High School), 'Calendar' (showing October 2009), 'Messages' (no messages waiting), 'Latest News' (no news posted yet), and 'Online Users' (listing Little Jimmy and Jared Rutledge). Three callout boxes provide instructions: the first points to the 'All Courses' link under 'Course categories'; the second points to the 'No course information' message; the third points to the 'Online Users' section, specifically highlighting the envelope icon next to Jared Rutledge's name.

This is where you will click to register for courses. Click All Courses

No course information

This has information regarding changes that have been made in courses.

Here is a list of online users. If you click the envelop icon you have the ability to send that person a message. If the icon is not present, then that feature has been disabled.

Now we are going to register for courses to explore classroom content.

Course Registration: To ensure the safety of your students work, each teacher has their course password protected. Click on the course you wish to register for and enter the enrollment key, which will be provided by the teacher. Some courses just as Mrs. Rutledge's Counseling class can be accessed by anyone because they only have resources to help children succeed in their academic learning environment. For this example, we will click on Daily Bulletin/Video Tech.

The screenshot shows the PGUSDMOODLE Course categories page. The browser window is titled "PGUSDMOODLE: Course categories - Mozilla Firefox". The address bar shows "http://www.pgmiddle.org/moodle/course/index.php". The page header includes the Pacific Grove Middle School logo and the text "You are logged in as Little Jimmy (Logout)". The main content area is titled "Course categories" and lists the following categories and courses:

- PG Middle**
 - 6th Grade Core**
 - Ms. Silva's 2nd Core
 - Ms. Silva's 1st Core
 - Ms. Mahr
 - Electives**
 - Murphy's 7th Grade PE
 - Murphy's PE 6th Grade
 - Daily Bulletin/Video Tech
 - 6th Grade Typing
 - Ms. Terry's 8th Grade Spanish
 - Ms. Terry's 6th Grade Spanish
 - English**
 - Ms. Rookstool's 8th Grade English
 - History**
 - US History, Mr. Gamble
 - Science**
 - Ms. Terry's 6th Grade Science
 - Mr. Godfrey's 8th Grade Science, 2nd Period
 - Mr. Godfrey's 8th Grade Science, 4th Period
 - Mr. Godfrey's 8th Grade Science, 5th Period
 - Mr. Godfrey's 7th Grade Science, 6th Period
 - Mr. Godfrey's 8th Grade Science, 7th Period
- Robert Down Elementary**
 - Mr. Ibrahim's Class
 - 4th Grade Science, Ms. Dacuyan
- Pacific Grove High School**
 - Counseling Corner with Ms. Rutledge

A callout box on the left side of the page contains the text: "We will now click on the daily bulletin video tech class". An arrow points from this box to the "Daily Bulletin/Video Tech" course link under the Electives category.

At the bottom of the page, there is a search bar labeled "Search courses:" with a "Go" button. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying 8:07 AM.

Enter the enrollment key that the teacher provided; then click on the enroll me in this course. Moodle was developed in Europe and that is why enroll only has one L.

Login to Tech - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.pgmiddle.org/moodle/course/enrol.php?id=11

Getting Started Login PowerSchool Pacific Grove Middle S... SurveyMonkey - My S... DealExtreme: Cool Ga...

Inbox - Outlook Web Access Light Login to Tech

You are logged in as Little Jimmy (Logout)

PACIFIC GROVE
UNIFIED
SCHOOL DISTRICT
A PARTNERSHIP IN
EXCELLENCE

PGUSDMOODLE ► Courses ► Login to Tech

Daily Bulletin/Video Tech

Teacher: Ms. Goulet

This course requires an 'enrolment key' - a one-time password that you should have received from Ms. Goulet.

Enrolment key:

Enrol me in this course

Cancel

Done

start Moodle tutorial For P... Login to Tech - Mozall... 8:10 AM

Now let's take a look at the class we just enrolled in.

The screenshot shows a Moodle course page titled "Course: Daily Bulletin/Video Tech" in a Mozilla Firefox browser. The page layout includes a left sidebar with navigation links (People, Activities, Search Forums, Administration, My courses), a central "Topic outline" area, and a right sidebar with "Online Users", "Latest News", "Upcoming Events", and "Recent Activity".

Callout Box 1 (Left): "Whenever you see a brief case you can click on it to turn in the assignment digitally instead of having to waste paper and print it." An arrow points to the "Hardware Assignment" link in the "Topic outline".

Callout Box 2 (Top Right): "Each Unit will have a series of activities, which can include a written assignment, a discussion board, a game, a list of glossary terms, and a quiz." An arrow points to the "Hardware Quiz" link in the "Topic outline".

Callout Box 3 (Bottom Right): "Click here to change your e-mail and picture. DO NOT CHANGE YOUR PASSWORD" An arrow points to the "Profile" link in the "Administration" section of the left sidebar.

Now let's go back to our moodle start page. Click the PgmsMOODLE link to go back to the course selection menu.

You do not necessarily need to change your e-mail. E-mail alerts will be sent by teachers when they have said something that they want their student's to read. At the moment, parental e-mails were used to create the accounts. If you do not want to receive updates just have your student put in their own personal e-mail. A few parents have opted for this choice.

Overview of my courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.pgmiddle.org/moodle/my/index.php

Getting Started Login PowerSchool Pacific Grove Middle S... SurveyMonkey - My S... DealExtreme: Cool Ga...

Inbox - Outlook Web Access Light Overview of my courses

You are logged in as Little Jimmy (Logout)
English (en)

PGUSDMOODLE ▶ Overview of my courses

My courses

[Daily Bulletin/Video Tech](#)
All courses ...

Calendar

October 2009

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Daily Bulletin/Video Tech

Forum: Hardware Discussion
6 posts since last login

Messages
No messages waiting
[Messages...](#)

Latest News
(No news has been posted yet)

Online Users
(last 5 minutes)
Little Jimmy

Edit this page

Teachers and other students can leave messages for you. Do not forget to check your messages when you log in each day.

Notice here that no boxes are highlighted. That means the teacher has not posted any assignments to be due on moodle. That doesn't mean the student doesn't have homework. It just means it wasn't posted. As moodle grows more popular, you will see more and more items posted here

Now we have a classroom. Notice that the class will have a summary of things that have gone on since the last login.