

Moodle Users' Manual

Horvath & Dubecz Consulting Ltd.

<http://e-trening.horvathesdubecz.hu/>



1. Introduction


Moodle is an open source programme package enabling complex execution of electronic teaching and learning by providing a *learning environment*. Under the above address, we use version 2.0.2 of the programme package.

2. Login

You can find our courses at the following web page:
<http://e-trening.horvathesdubecz.hu/>

You may find the link 'Login' in the upper right corner of the web page. You are provided with a username and a password in e-mail upon registration to a training.

In case you do not possess a user name and a password, please do not hesitate to contact Horvath & Dubecz Ltd. at the email address hd@mta.mmsz.hu or by telephone at + 36 1 481 1386.

**Horváth és Dubecz Tanácsadó Kft. E-tréning**English (en)

You are logged in as (Logout)

My courses

New course	New course, under development.
Nehezen, de nevelhető gyerekek	Ez a rövid tanfolyam azokról a gyerekekről szól, akikkel nehéz dolgozni a pedagógusoknak, akikkel nehéz játszani a többi gyerekeknek és akiknek sokszor nehéz önmagukkal.

KÖNYVJELZŐK


- User manual
- Messages
- Company website

CALENDAR

May 2011

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You are logged in as (Logout)



3. My courses

Having entered, you are getting to the page 'My courses'. Under the title, you can see the list of courses that you are allowed to participate in. By clicking on the title of the course, you can enter the 'classroom', the page of the training.


[Home](#) → [Courses](#) → [NEW](#)[Turn editing on](#)

Topic outline

Your progress ?




Who needs leadership development?

The introduction to this course reveals that leadership is an interactive behavior: the leader forms those who are led, just as the led are forming the leader. Very often leaders' decisions are formally made by them but heavily influenced by the staff. This is a new opportunity for everybody to lead the leaders... We all need leadership skills.

 [News forum](#) [Intro to mastering leadership](#)

1 Power & Vision

There is a general agreement among researchers of leadership representing diverse theories: the two basic pillars of any leadership are power and vision. But what power and what vision? And what if you lack one or the other?

 [The four options](#) ["Have I no friend or a foe?"](#) [If I were Otello](#)

2 "Style is the man himself" (Buffon)

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SEARCH FORUMS

 [Go](#)[Advanced search](#) ?

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Events key



Global



Course

4. The homepage of the course

Now you can see the title of the training in the header. Right under the header you can see a list separated by arrows, which shows the pages you have previously visited. The last element right now is the 'short name' of the training you chose. You can return to the homepage of the training at any time by clicking on its short name. Under the pathway you can find the 'Topic outline', where, following the short summary of the training you can find the link to the news forum. The news forum is a special forum where you can be informed about news linked to the training. You can read more details about forums later.

Most part of the page is taken by the table of contents of the training where you can see the themes of the course and the modules that belong to them. Modules are placed underneath their themes. Later on, you will see ticks appearing next to the title of completed modules, so you can see at a glance where you are right now in the training. The condition of 'completion' in case of simple pages is merely viewing the page, while in the case of active modules, completion of the activity and if possible,

reception of an assessment. Therefore, in case you have completed the module but your work has not yet been assessed, the box would not be ticked, as your work still need to be assessed.

On this page you have no other task but to go through the modules from top to bottom. At the moment we are using the following modules:

- simple page: you simply have to read this
- quiz: you have to find the right answer(s)
- assignment: you have to write and submit a short text
- forum: you have to or you may discuss a topic

5. Right-hand blocs

Whatever you do in the learning environment, the right-hand blocs are always there to help your work. Some of the blocks are always available, others are only shown on the homepage of the course.

Bookmarks

This block contains links of high priority such as this user manual and the company website. Here you can find the function 'Messages'. With the help of this tool, you can send a message to your teachers and to other students. When clicking on this tool, you can choose the short name of the course from the drop-down menu ('my contacts') on the left-hand side of the page. Now the course participants' list appears under the drop-down menu. After clicking on the names, you can see the messages you exchanged with that person in the past. You can send a message to him or her using the text area at the bottom of the page. According to our future needs, more links may appear in the bookmarks. This block is always available.

Settings

Here you can see additional functions related to the actual page. Under the menu 'Course administration → Grades' you can find your grader report where you can follow your grades attained so far.

After clicking on the menu 'My profile settings', some new menu items become available. Here, the most important one is 'edit profile'. By choosing this, you reach a number of handy functions among which the most important is maybe that you can upload your profile picture which will appear next to your forum contributions. At the bottom of the page, you can give more data on yourself which can be seen by your teachers and your student colleagues by clicking on your name. This block is always available, but it may have different contents depending on the context.

Latest news

Here you can view the latest messages sent to the forum 'Latest news'. This helps you follow the news related to the course. This block contains information related to the actual training, therefore it only shows up on course pages.

Upcoming events

Here you can see the next event related to the course. This may be useful for keeping deadlines. This block contains information related to the actual training, therefore it only shows up on course pages.

Calendar

In this calendar you can see events of the learning environment and of all courses you participate at. You can turn the pages of the calendar with the help of the arrows next to the name of the month. This block can always be seen.

Search within the forums

In order to navigate quicker, you can search in the forums of the training. This block contains information related to the actual training, therefore it only shows up on course pages.

Recent activity

Home → My courses → NEW → Topic 6 → Test assignment

Visible groups: All participants

Test description

Available from:	Tuesday, 17 May 2011, 08:25 PM
Due date:	Tuesday, 24 May 2011, 08:25 PM

You have not submitted anything yet

[Add submission](#)

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Events key

	Global		Course
	Group		User

SETTINGS

- ▼ Assignment administration
 - ▢ Edit my submission

Here you can see the recent activities at the course. As during the e-Training you are participating in the course by using a computer, you have no possibility to just look around in the classroom to see what is actually happening. This is what the 'Recent activity' block is trying to solve. This block contains information related to the actual training, therefore it only shows up on course pages.

6. Assignments

You can recognise the modules containing assignments from the icon besides their title, which represents a hand holding a paper. After clicking on the title you can read the description of the assignment. With the help of this description you can write the assignment by clicking on the button at the bottom of the page or you can upload a required document. In case you have already uploaded an assignment, this is the space where you may edit it or may check deadlines and feedback received.



Home → My courses → NEW → Topic 6 → Test quiz

First test question description.

Marks: 1/100

Choose one answer.

- ☐ a. Pink
- ☐ b. Yellow
- ☐ c. Green
- ☐ d. Black

Submit

Next

QUIZ NAVIGATION

1

Finish attempt...

You are logged in as First Sur (Logout)

PREV

7. Quizzes

Quizzes are indicated by the icon with a red tick next to the module title. At the beginning of the quiz, you can read an introduction to the exercise. Under the description of the exercise, you can learn about the method of assessment (grading) of the quiz (for example, 'highest score' means that you may do the test any number of times, and only your highest score is going to count. You can start work with the button 'Complete quiz now'. One quiz may be composed of one or more pages and there might be one or more questions on each page. At the end of the quiz, you get a summary of your answers and you have to finalise your decisions in a drop-up window. After this, you can view an automatic feedback that varies according to the settings of the quiz. Here, you can usually see your mistakes along with the right answers too.



Home → Courses → NEW → Who needs leadership development? → News forum → test

Display replies in nested form ▼

Move this discussion to ... ▼ Move



test

by Maxigas Villanypásztor - Tuesday, 17 May 2011, 07:39 PM

test

Edit | Delete | Reply



Search forums

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Events key						
	Global			Course		
	Group			User		

8. Forums

Each forum operates as a distinct module. Within each forum, there are different topics, so that the path of the conversation can be followed. One can start a new topic from the forum's page by clicking on the button 'Add a new topic'. Within the topics, one can add comments to the first post.

For this, first you have to choose the topic, then you can type in the text of the new post by clicking on the link 'reply' under the given post. Answers can be shown in different order: you can choose your preferred display order using the drop-down menu on the top of the page. In case of a new topic or post the text can be edited during half an hour, after that, it is sent to the participants of the debate by email. A new post or comment can be still edited for half an hour, and after it is sent to the participants of the debate by email.

In case you would not like to get such notices, you can switch off email notifications using the right-hand menu under 'Settings → Profile settings → Send a message'. As mentioned above, you can also search the messages of the forum with the help of the 'Search in forums' block on the right-hand side.

9. Groups

In case a given course or activity is divided to groups, you can switch between the groups with the help of the drop-down menu appearing at the top of the screen. This is how you can see the assignments and activities of other groups' students, too. Even so, one student can only belong to one group at the same time.

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