



Botswana Open
University



Student Moodle Guide

Centre for Instructional Technology

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Introduction

What is Moodle?

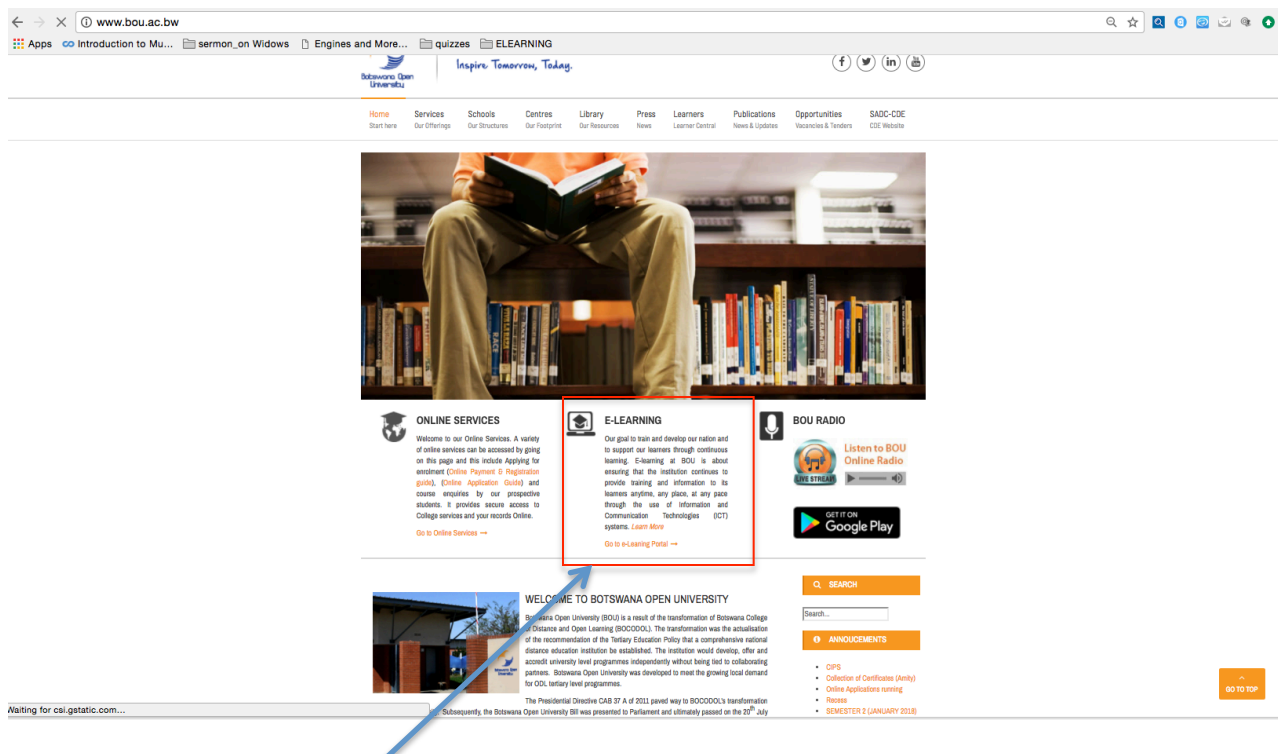
Moodle is the Learning Management System (LMS) used at Botswana Open University. It is a place for you to communicate with your instructor and classmates outside of class. Your instructor can use Moodle to store class materials, discuss class topics with you, receive your assignments, and much more!

When can I get access to Moodle?

You can access a Moodle course as a student after registering with Botswana Open University (BOU). This course allows you get an idea of what Moodle is and how it works.

Click this link: <https://online.bou.ac.bw/>

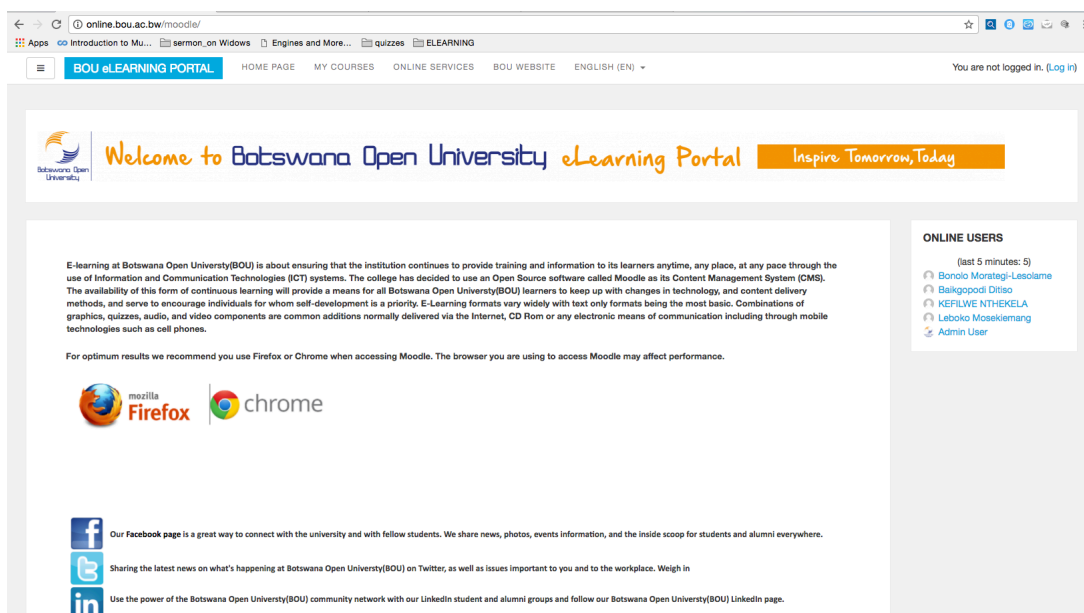
Once you register and get accepted, you will be given a BOU portal account which will provide you with full access to Moodle and the courses in your registered program.



Click on “ go to elearning”

Or you can opt to follow below:-

1. To begin, type in <http://online.bou.ac.bw/moodle/> in the address bar or copy and paste this address into your address bar then hit enter, this will take you to the e-learning portal

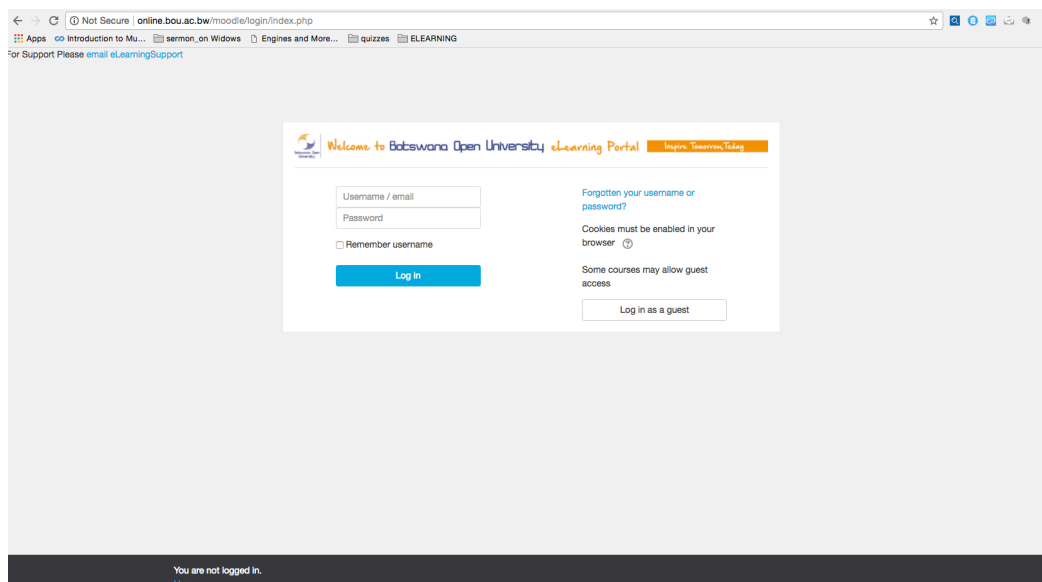


2. To begin, find the **Login** block in the top right of the page

Username: yourstudentID@stud.bou.ac.bw

Password: qwertyui

Note: After the first login, the system will force you to change your password, thereafter change it to your desired ones.



Who do I contact if I cannot log into Moodle?

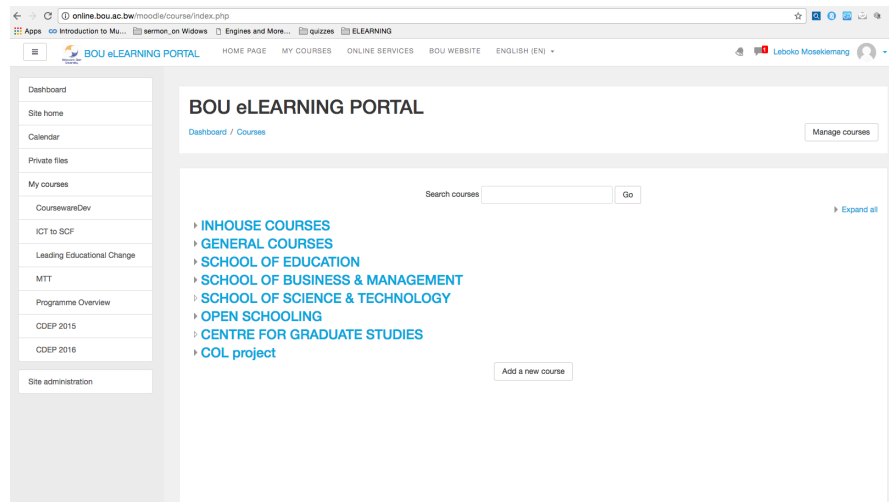
The most effective way to get help is by emailing elarningsupport@staff.bou.ac.bw or You may also call CIT elearning office line **364 6141 | 364 6058**, from Monday to Friday between 8:00am – 4:30pm. You should include your full name, student ID number, the best phone number to reach you at and a description of your problem.

If you have logged into Moodle, but do not see your courses listed – please contact your instructor!

Navigating in Moodle

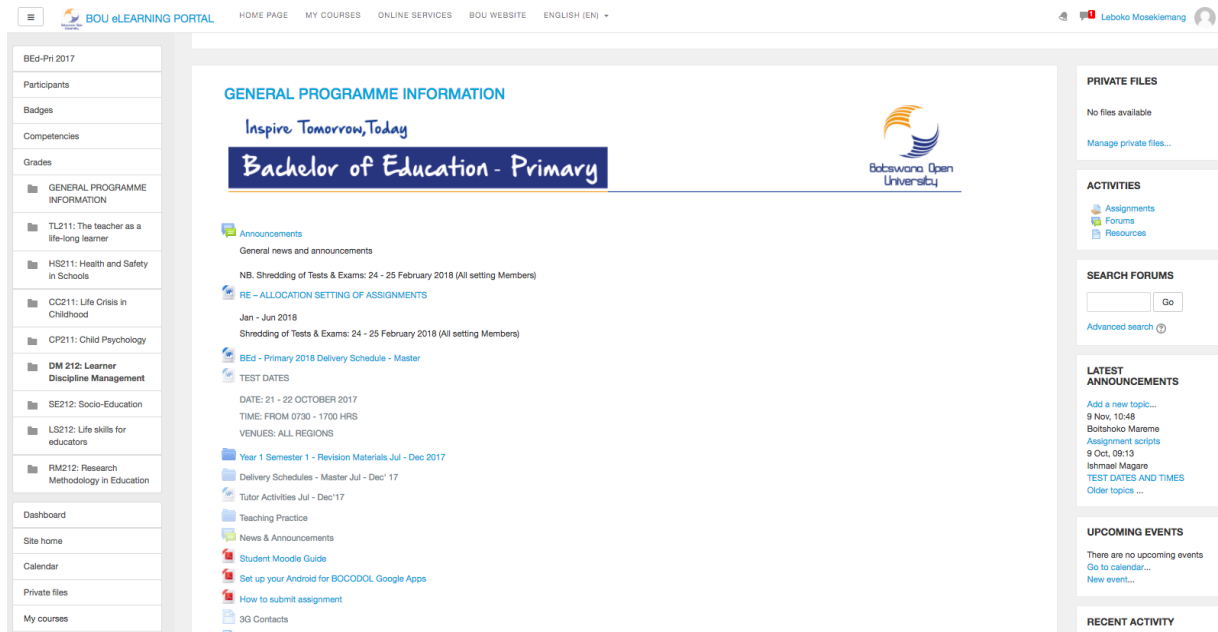
Moodle Home Page

Once you have logged into Moodle you will see the My courses page where all your courses that use Moodle will be listed. Enter a course site by selecting the name of the course.

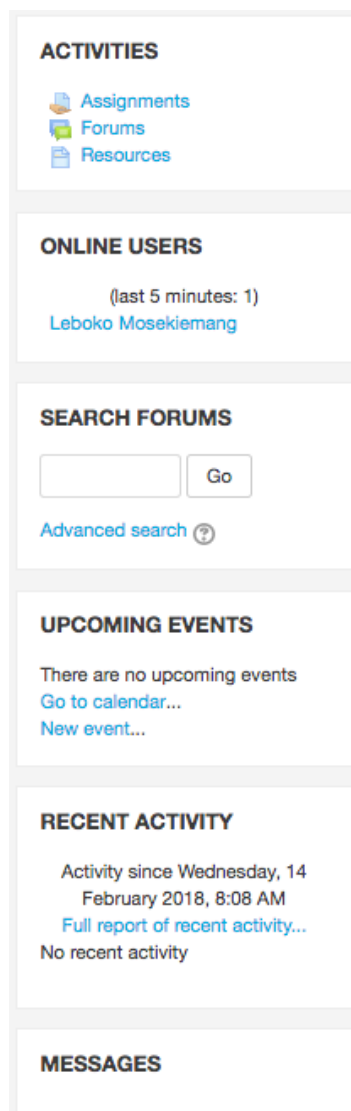


Course layout

Once you select the course name, you will see your Moodle course. Moodle content is divided into topic blocks in the centre and side blocks on the right. The blocks are organized to provide you with ease of navigation within the course. Blocks may vary from course to



course depending upon what features your instructor will be using.



Courses may contain the following side blocks:

³⁵
¹⁷ **Navigation:** The Navigation block is a quick way to navigate within Moodle. From here, you can navigate to another topic in any of the courses you are currently enrolled in, to a different course you are enrolled in, to your Profile, etc.

³⁵
¹⁷ **Administration:** The Administration block is where you will find the link to view your grades. You can also edit your profile here.

³⁵
¹⁷ **Activities:** The Activities block lists and allows navigation between the different activities available in your course (Forums, Quizzes, Assignments). Simply click an activity, such as assignments, to be linked to a list of all assignments in the course. Once in the list, click on the specific assignment to which you want to go to.










³⁵
¹⁷ **Calendar:** The Calendar shows the day's date plus important course dates. It will help you get your assignments in on time. To see the previous month, click on the arrow to the left of the month and year. To see what's scheduled for the next month, click on the arrow to the right of the month/year.

³⁵
¹⁷ **Upcoming Events:** This block displays future events in a summarized list.

³⁵
¹⁷ **Quickmail:** This block allows you to send emails to your instructors and classmates

Course Resources and Activities

Moodle supports a range of resource types which teachers can add to their courses. Students can read but do not interact with course resources. Some examples of resources are weblinks, Word documents, PowerPoint files. Activities could be assignments, quizzes and forums

-  [An Assignment](#)
-  [A Discussion Forum](#)
-  [A Quiz or Exam](#)
-  [A PDF](#)
-  [A Word Document](#)
-  [A PowerPoint Presentation](#)
-  [A URL \(Weblink\)](#)
-  [A Moodle Webpage](#)
-  [A Video](#)

Course Navigation

Most of the courses have been set up in topics format. Each topic or unit will have a title and description to provide you with information on what is being covered as well as any activities or content related to that topic. To access a topic's content, simply click the title. You can also see off to the bottom right that there are 3 URLs (weblinks), 5 files, and 1 webpage.

The screenshot shows a course topic page. At the top left, the text "Read Me First" is underlined. A red arrow points from a box labeled "Title and description" to this text. Below this, a paragraph of text is shown. Another red arrow points from the same "Title and description" box to the paragraph. On the right side, there is a box labeled "Activities and content". A red arrow points from this box to the right, towards the text "URLs: 3 Files: 5 Page: 1" and "Progress: 0 / 7".

To navigate between topics, you can click the Unit titles. If you click the title on the left you go back one topic and if you click the title on the right you go forward one topic. These titles can be found both at the top and bottom of the topic block. You can also jump to a different topic using the Jump to... menu. Just click the dropdown menu and choose your topic!

The screenshot shows a unit navigation bar. At the top, there are three unit titles: "Unit 1 - Add title here", "Unit 2 - Add title here", and "Unit 3: Add title here". Below these titles, there is a box labeled "Add a short description of your unit here". To the left of this box, there are three icons with labels: a lightbulb for "Learning Outcomes", an open book for "Learning Materials", and a puzzle piece for "Supplemental Activities". To the right of the description box, there are two boxes with instructions: "To go back one topic, click the titles on the left" and "To go forward one topic, click the titles on the right". Red arrows point from these instruction boxes to the left and right unit titles respectively.

Participating in Course Activities

Forums

The forum activity module enables participants to have discussions that take place over an extended period of time outside of the live class (Collaborate). Forums have many uses, such as: being a social space for students to get to know each other, for course announcements (using a news forum with forced subscription) or for discussing course content or reading materials.

To post in a forum:







1. Click the **Add a new discussion topic** button
2. Type your **subject** and **message**
3. Click **Post to forum!**

Your new discussion topic

Subject*

My one wish

Message*

Paragraph **B** **I**      

My one wish would be to receive an unlimited number of wishes - everything I could ever imagine wanting, at my fingertips! 😊



Path: p


Subscription ?

Subscriptions not allowed

Attachment ?

Maximum size for new files: 500KB, maximum attachments: 2

  Files





You can drag and drop files here to add them.


Post to forum

To reply to a forum:

1. If you see a topic that you would like to view, simply click on the title of the Discussion, in this case it is My one wish by Lab Account 10

Discussion	Started by	Replies	Last post
 My one wish	 Lab Account 10	0	Lab Account 10 Fri, 11 Jul 2014, 1:37 PM

2. You can then view the discussion and reply by clicking the word **Reply**.

 **Assertive classroom management strategies**
by [Ishmael Magare](#) - Tuesday, 6 February 2018, 12:04 PM

Assertive classroom management strategies and students' performance
by [Ishmael Magare](#) - Tuesday, 6 February 2018, 11:58 AM

1. Read the article, "Assertive classroom management strategies and students' performance: The case of EFL classroom", on the link below
2. Discuss the strategies you adopt in your classroom in relation to the four strategies in the study
3. What are your views of current classroom management strategies in Botswana
4. http://online.bou.ac.bw/moodle/pluginfile.php/21557/mod_forum/post/24499/Assertive%20classroom%20management%20strategies%20and%20students%E2%80%99%20performance-%20The%20case%20of%20EFL%20classroom.pdf

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

Assignments

There are two different types of assignments in Moodle. One requires uploading files, while the other requires typing the assignment online.

To upload files and submit an assignment:

1. Click the title of the assignment

Now you get to experience Moodle! Complete the following hands on activities:



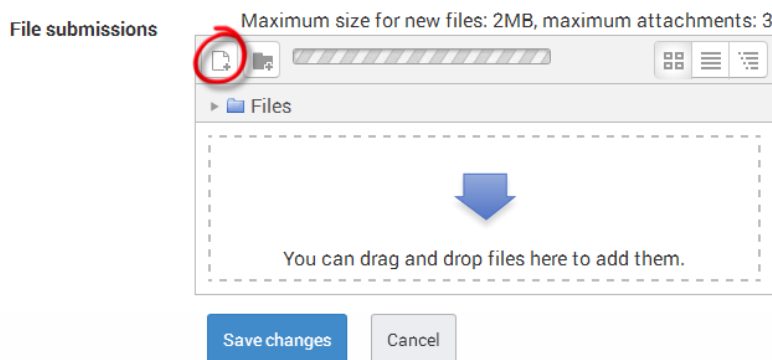
2. Click the Add Submission button. If you do not see the Add Submission button, contact your instructor

SUBMISSION STATUS

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded



Add submission

3. Click the icon circled below, to open the file picker



4. Click on Upload a file at the left, then click on Browse
5. Browse your computer for the location of the assignment
6. Click the Upload this file button
7. Click Save Changes
8. You will then see your assignment under Submission.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 22 July 2014, 9:30 AM
Time remaining	11 days 20 hours
Last modified	Thursday, 10 July 2014, 1:16 PM
File submissions	 badges.docx
Submission comments	 Comments (0)

Edit submission

Make changes to your submission

Your instructor will now be able to access your completed assignment file.

To complete an online text assignment:

1. Click the title of the assignment
2. Click on the **Add submission button**

Add submission

3. Type your response
4. Remember to press **Save** once you have completed your submission

Online text

Paragraph **B** *I* [List icons] [Link icon] [Unlink icon] [Image icon] [Smiley icon] [Video icon] [File icon]

[Undo] [Redo] [Underline] [Strikethrough] x_2 x^2 [Text color] [Background color] [Text alignment] [Indent] [Outdent] [Bulleted list] [Numbered list] [Table] [Table of contents]

Font family Font size [Code icon] [Table icon] [Table of contents icon] [Link icon] [Unlink icon] [Image icon] [Smiley icon] [Video icon] [File icon]

Type your response here! :)

Path: p

Save changes

Cancel

NOTE: Not all courses have QUIZZES.

Quizzes

Quizzes can be added to Moodle and can count towards your final grade or be used as a self-assessment. They could contain multiple choice, true/false, matching, essay or short answer questions.

1. Click the title of the exam which you would like to complete
2. Read the description in the white box. This is where your instructor will give you directions
3. Click the Attempt quiz now button
4. If you see a pop-up message about a time limit and/or attempt limit press Yes to begin
5. If this exam requires a password, you will be prompted for one here. Contact your instructor or exam proctor to grant you access to the exam
6. To complete a short answer or essay question, click in the text field and type in your response

Question 1

Not yet
answered

Marked out of
3.00

 Flag
question

What is the Moodle gradebook?

Paragraph **B** *I* [List icons] [Link icon] [Unlink icon] [Image icon] [Smiley icon] [Video icon]

Type your response here


Path: p

7. To complete a multiple choice or true or false question, select the radio button next to the best answer

Question 3

Not yet answered

Marked out of 1

 Flag question

The group the X-Men is made up of fictional crime fighting mutants.

Select one:

☒ True


☐ False

8. If you have a matching question, click on the drop down menu and select the best answer

Question 2

Not yet answered

Marked out of 3

 Flag question

Please match the following questions to the best answer in the drop down box.

The name of a character on the tv show Sesame Street.

The name of the first Prime Minister of Canada.

The name of the clown mascot for the fast food chain McDonald's.

Choose...


Choose...

Big Bird

Ronald McDonald

John A Macdonald

9. Your instructor may set a maximum number of questions to display per page. If you have more than one page in your exam, you will need to click Next or use the Quiz Navigation block at the top left. Grey boxes mean you answered that question, white boxes mean you have not

 **Quiz navigation**

1 2 3 4 5

Finish attempt ...

Time left 0:28:11

10. Once you have completed the exam, and double checked your answers, click next. This will take you to a summary of your quiz. Click Submit all and finish to "hand in" your exam.

Just for Fun - A Practice Quiz

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

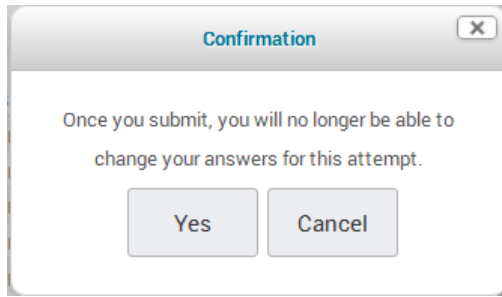
Return to attempt

Time left 0:27:03

This attempt must be submitted by Friday, 11 July 2014, 2:18 PM.

Submit all and finish

11. You will see the following message about completing your exam attempt, if you are confident with your answers click Submit all and finish.

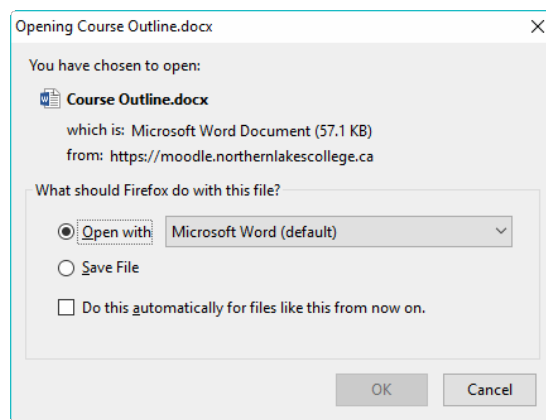


12. You will then be re-directed to a review of your exam. Depending on the instructor's settings, you may see your mark, grade, the answers you chose as well as the correct answer, and you might also see feedback or an explanation below the answer.
13. Click Finish Review to close this window and be re-directed to a Summary of your quiz, and your attempt(s).

Accessing Course Resources

Files (Word, PowerPoint, PDF etc)

Click on the name of the file you wish to open and pay attention to how it opens. It could open in the same window, it could open in a new window or tab, or you could be required to download the file. If you get a pop-up message asking if you want to open or save the file, you can click Open to view the file or Save to save it your computer for easy access at a later date.



Website/URL

Click on the name of the URL you wish to open and pay attention to how it opens. It could open in the same window requiring you to click back to go back to your course. Or it could open in a new window or tab, requiring you to close that tab/window and get back to your course.

Book

A Moodle book is a lot like an actual paper book. It has chapters and subchapters. The book also has a Table of Contents allowing you to easily navigate in the book.

Table of contents

1 The Collaborate Session Creation Email

2 How do I access my links if I don't have the email?

3 Linking Your Collaborate Class to Moodle

You can also navigate by using the arrows in the book to go from one chapter to the other.



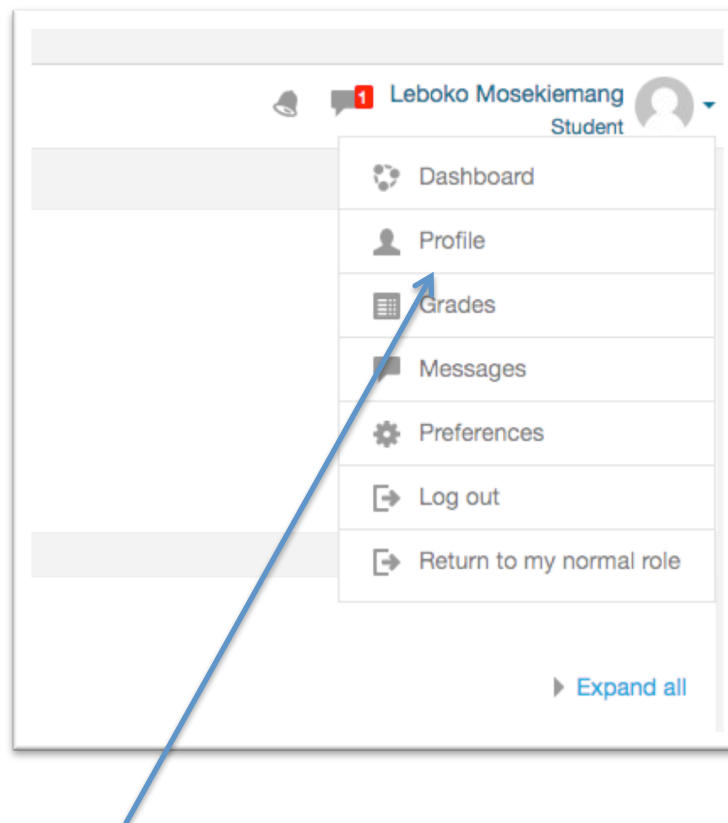
You can print chapters or the entire book by looking under Book administration in the Settings block.

▼ Book administration

[Print book](#) [Print this chapter](#)

Edit your profile in Moodle

The quickest way to access your own profile is to hover your mouse over your name in the top right hand corner, then click Edit Profile. You can type in a description, some interests, a profile picture and more!

A screenshot of the 'Edit profile' form in Moodle. The form is titled 'Edit profile' and has a 'General' tab selected. On the left is a sidebar with navigation links: Users/boards, Site home, Calendar, Private files, My courses, CoursewareDev, ICT to SCF, Leading Educational Change, MTT, Programme Overview, CODEP 2015, CODEP 2016, and Site administration. The form fields include: Username (Imosekiemang), Choose an authentication method (Manual accounts, Suspended account), New password (with a link to enter text), First name (Leboko), Surname (Mosekiemang), Email address (Imosekiemang@staff.bocodol.ac.bw), Email display (with a dropdown to allow only other course members to see my email address), City/town (Gaborone), Select a country (Botswana), Timezone (Africa/Gaborone), and Description (with a rich text editor). There is an 'Expand all' link at the top right.

NOTE: we recommend only to change your password if there is need to.

Credits:

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