

# Student Guide for Using



## In the Virtual Learning Center

### What is Moodle?

Moodle is an online learning management system that can be used to deliver course content and host online learning activities, and where students can access assignments, interact with other students in a course, upload assignments, access resources and much more. It offers a variety of ways for students to communicate with each other and collaborate on projects.

This manual is intended for students who are signed up to take a course with Professor George Mitrevski at the Virtual Learning Center.

### Log in to Moodle

Before you can log in and access your course in Moodle you need to have a **user name** and a **password**, which are provided to you by Professor Mitrevski. To get your user name and a temporary password first you need to send an email request to Professor Mitrevski at [mitrevski@pelister.org](mailto:mitrevski@pelister.org), with your First name, Last name (written in Latin characters) and your student ID number.

Once you have received your user name and temporary password go to the log in page <https://moodle2.pelister.org>.

Mitrevski Virtual Learning Center You are not logged in.

[Home](#) » [Login to the site](#)

#### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser)

Username

Password

[Forgotten your username or password?](#)

#### Is this your first time here?

This website is for students who are taking online courses with Professor George Mitrevski

**Accessing Your Courses:**  
You will be given a username and a temporary password by your instructor.

**Have Questions?**  
If you have any questions, please send an email to [mitrevski@pelister.org](mailto:mitrevski@pelister.org)  
For help with logging in or using Moodle, please review our [Frequently Asked Questions \(FAQ\)](#) pages.

You are not logged in.

Save this URL as a **Bookmark** or **Favorite** in your browser. To log in, enter your user name and password and click **Login**.

## Forgot your password?

If you have accessed Moodle before and you have forgotten your password use the password retrieval option to reset your password. To retrieve your password, enter either your username OR your email address. If you enter both you will receive an error message and must delete one before proceeding. You will receive a confirmation email and another email with a link for resetting your password.

When you log in for the first time, the **Change password** screen will open.

Enter your **Current password** and the **New password** in the appropriate fields and click on **Save changes**.

The next screen will confirm that the password has been changed. Click on **Continue**.

To log out, click the **Logout** link that is located at both the top right and bottom left of any page. Make sure to always log out whenever you are using public computers!

## Your Public profile

After you change your temporary password, the next screen to appear is your **Public profile**. Here is included public information about you that was entered by your instructor. You have many options on what information you can add to your profile.

You can make changes to your profile by clicking on **Settings > My profile settings > Edit profile** in the left column of the screen. You don't need to make any changes in your profile until you become more familiar with the options. However, you should make the following changes and additions before you start accessing the course.

1. Under **General > Description** write few things about yourself that you want others in the course to know.
2. Under **User picture** upload a picture of yourself so that your instructor and other students in the course will know what you look like. To insert a picture click the browse button and search your computer for a picture. Make sure that the file is not larger than the maximum size listed. The image file will be cropped to a square and resized down to 100 x 100 pixels.
1. Under **Optional** fill in your **Skype ID** (get one if you don't already have one), and your student **ID number**.
2. You can enter a **Phone** number only if you want your instructor and others in the class to be able to contact you by phone. Otherwise, leave it empty.

Click on **Update profile** when done. You can make additional changes to your profile at later time.

## Navigation

The Navigation block on the left side of the page contains menus with links to the various sections in Moodle and the course that you are signed in.

Click on **Home** in the **Navigation** block. This is the entry page for all of Moodle.

**My Home** lists the courses in which you are currently enrolled. You can customize your **My Home** page by adding blocks such as **Upcoming events** to show deadlines and events for your class.

Under **My courses** you will see a link to your course. **Course pages** are listed by their “short names.”

The screenshot shows the homepage of the Mitrevski Virtual Learning Center. The header is dark green with the text "Mitrevski Virtual Learning Center" in white. Below the header, there are three main sections: "Navigation", "Welcome to Mitrevski Virtual Learning Center", and "Calendar".

- Navigation:** A sidebar menu with options: Home, My home, Site pages (with sub-options: Blogs, Tags), My profile, My courses, and My profile settings.
- Welcome to Mitrevski Virtual Learning Center:** A central text block with a heading and a paragraph: "Here you will find courses that you can take online for credit at several universities in the US and in Macedonia. Send me an email for instructions on registering for the course." Below this is a "My courses" section with a table listing courses. One course is visible: "MAJ302. British and American Literature: Middle Ages to Romanticism" by Teacher: Mitrevski George. A description follows: "This is an independent study and distance learning course that covers British and American literature from the Middle Ages to Romanticism."
- Calendar:** A calendar for July 2011, showing days from Monday to Sunday.

To access your course you simply click on the course title.

Click on **My home** in the **Navigation** block.

The screenshot shows the "My home" page of the Virtual Learning Center. The header is dark green with the text "VirtualLearningCenter: My home". Below the header, there are four main sections: "Navigation", "Course overview", "My private files", and "Online users".

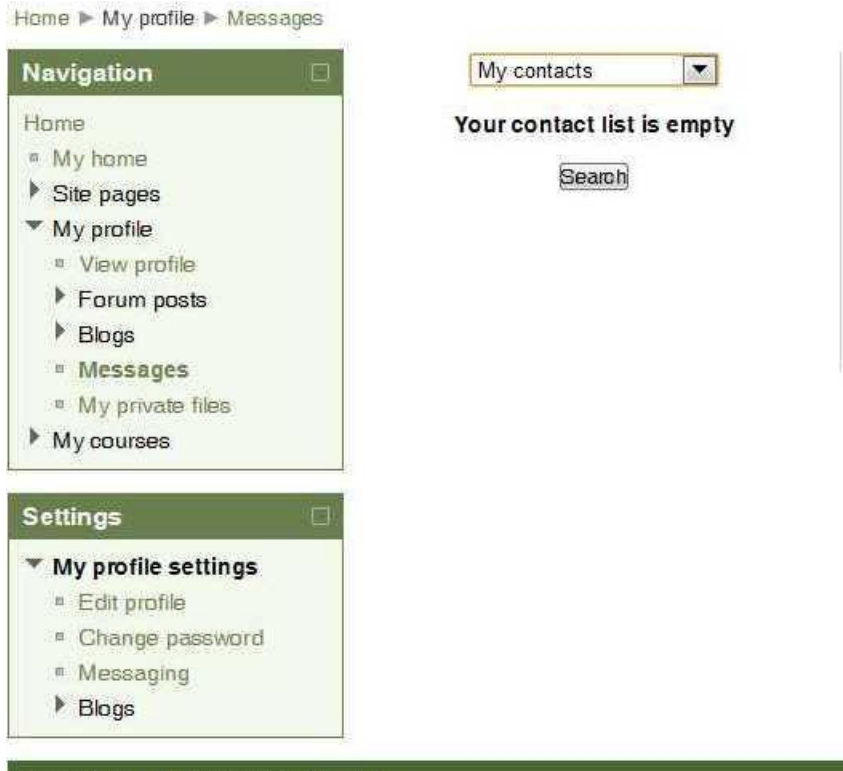
- Navigation:** A sidebar menu with options: Home, My home, Site pages, My profile, My courses, and My profile settings.
- Course overview:** A central text block with a heading "Course overview" and a sub-heading "MAJ302. British and American Literature: Middle Ages to Romanticism". Below this is an assignment: "Assignment: What do you think of this assignment?" with a due date of "Tuesday, 17 July 2012, 08:55 AM" and a status of "Not submitted yet (1 year 6 days early)".
- My private files:** A block on the right side of the page with the text "No files available" and a link "Manage my private files".
- Online users:** A block on the right side of the page showing "Online users" and "last 5 minutes" with a list of users, including "Mateff Tom".

In the **Course overview** block you see a link to your course and a list of assignments that you have not submitted yet. There are also two additional blocks on the right side of the page, **My private files** and **Online users**. The **Online users** block shows a list of users who currently logged in. You can click on a user to see their profile or to send them a message.

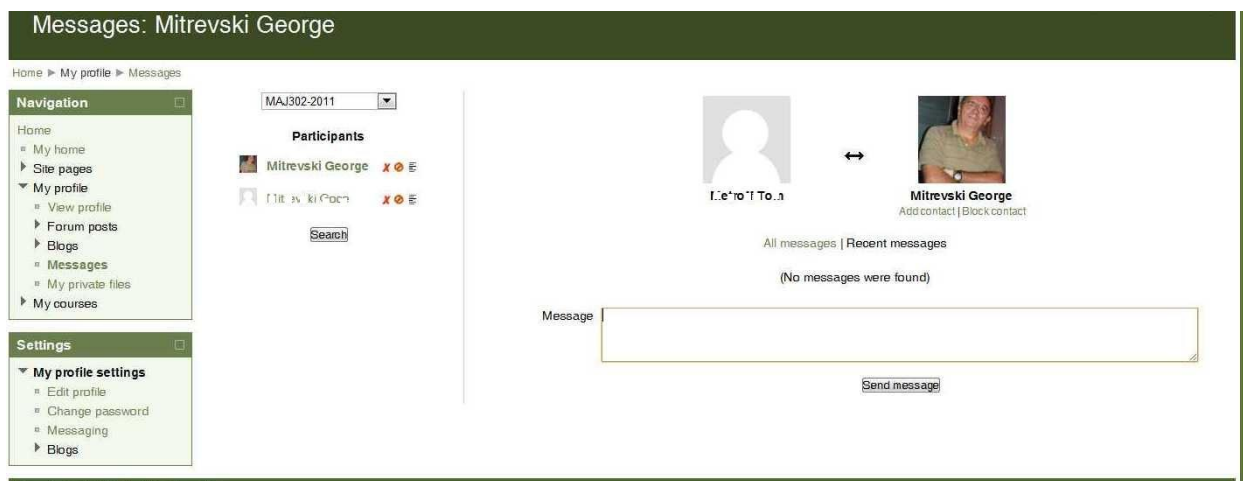
You can upload your own files in Moodle by clicking on **Manage my private files** in the **My private files** block.

## Sending messages

There are several ways to send a message to someone in the course. The easiest way is from the **Navigation** block. Click on **My profile** and then **Messages**.



Click on **My Contacts** and select your course to see a list of everyone who is enrolled in the course.



Click on the name of the individual to whom you want to send the message.

You can also send messages from the **People** block in the right column.

1. Click on **Participants** in the **People** block.
2. Click the name of the person you wish to receive the message.

## Mitrevski George (MAJ302-2011)



**Last access:** Monday, 11 July 2011, 03:57 PM (15 hours 52 mins)  
**Roles:** Teacher  
**Course profiles:** MAJ302. British and American Literature: Middle Ages to Romanticism

[Send a message](#)

[Full profile](#)

3. Click on **Send message**. The message window will appear as above.

## Accessing your course

To access your course, go to the **Navigation** block, click on **My courses** and on the title of your course.

MAJ302. British and American Literature: Middle Ages to Romanticism

Home ► My courses ► MAJ302-2011

**Navigation**

- Home
- My home
- Site pages
- My profile
- My courses
  - MAJ302-2011

**Settings**

- Course administration
  - Grades
- My profile settings

**Course Links**

- Literary Glossary
- Columbia Anthology of American Poetry

**Topic outline**

- TestClass
- Tutoring schedule timetable
- 1 **Week One. Medieval Britain**
  - Medieval Life: The Feudal System
  - Religious Life
  - The Medieval Knight
  - Summary of the Middle Ages
  - Study Questions
  - Medieval Britain. (pptx)
  - What do you think of this assignment?
- 2 **Week Two. "Sir Gawain and the Green Knight"**
  - Modern Translation
  - SparkNotes on Sir Gawain and the Green Knight
  - "Sir Gawain and the Green Knight". Study Questions
  - Wikipedia notes
  - Mitrevski lecture notes (ppt)

**Calendar**

July 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				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

**Events key**

- Global
- Course
- Group
- User

**Logged in user**

חנה גוטמן  
pct@... i@yahoo.com

**People**

- Participants

On this page you will see everything related to your course. The Course page you see as a student has Blocks on both sides, and in the middle column of the page are links to the required activities that you need to complete in the course.

## Checking your grades

To check your grades for assignments that you have turned in, go to the **Settings** block and click on **Course administration, Grades**. A screen will appear listing all the grade items and the grade you have received on each one.

Grade item	Grade	Range	Percentage	Average	Feedback
MAJ302: British and American Literature: Middle Ages to Romanticism					
Assignments					
Assignment 1	100	0-100	100 %	75 (2)	
Assignment 2	-	0-100	-	50 (1)	
$\bar{x}$ Total	5	0-10	50 %	5 (2)	
Forums					
Forum 1	10	0-10	100 %	8 (2)	
Forum 2	-	0-10	-	-	
$\bar{x}$ Total	5	0-10	50 %	4 (2)	
Colloquium 1	40	0-40	100 %	30 (2)	
Colloquium 2	40	0-40	100 %	30 (2)	
$\bar{x}$ Course total	90	0-100	90 %	69 (2)	

The left column lists the **Grade items**. The grades for the assignments are listed under **Assignments**. The grades for the forum postings are listed under **Forums**. For each graded item you see the following data:

1. The actual grade under the **Grade** column.
2. The range of possible points under the Range column.
3. The grade expressed in percentages under the Percentage column.
4. And the average grade for all the students in the course. The number in parentheses indicates the number of students who have completed that assignment.

In the **Total** row you see the total number of points for the respective group of graded items. This individual has turned in only **Assignment 1**, for which he received 100 points out of possible 100. Only two people have turned in this assignment, and the average grade in the course is 75. Assignments count 10 points toward the course grade, and thus far this person's assignment average is 50%, which means he gets only 5 out of the possible 10 points.

You should make it a point to check your grade at least once every week so that you have some idea how well you are doing in the class.

You are the only one who is able to see your individual grades. Report any errors in your grades to your instructor as soon as possible.

## Using the Calendar

The Moodle **Calendar** is a very useful feature. The calendar is customized for each student. The calendar contains notices about all of your assignments and activities.

## Using Forums

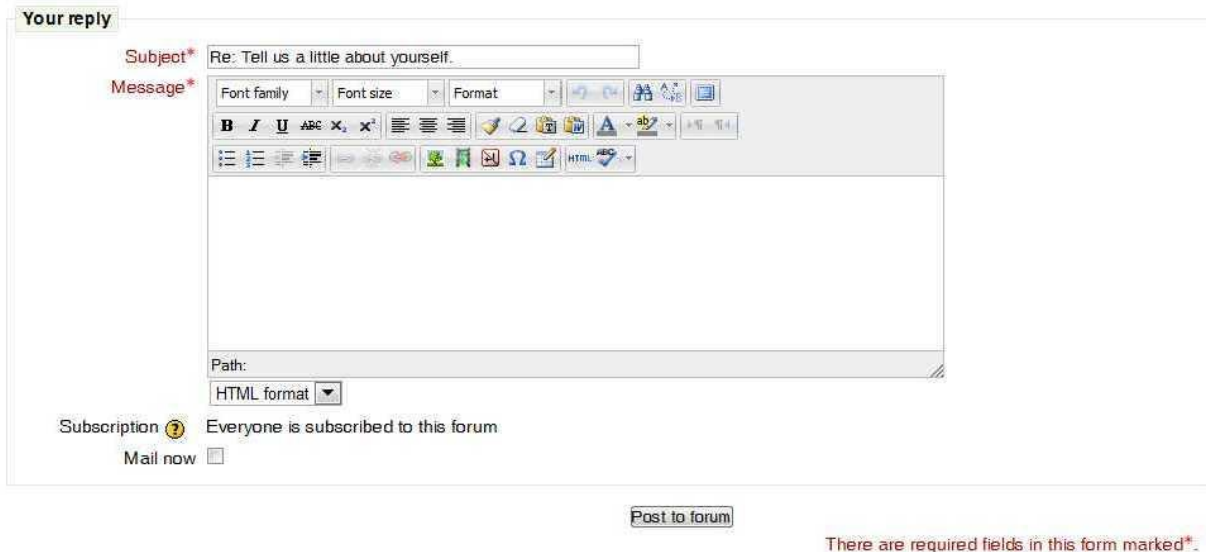
Discussion boards in Moodle are called **Forums**. You can use forums to discuss topics selected by your instructor.



To reply to a forum, click on the forum you wish to review. You will see a screen similar to this.



Read the instructions and click on **Reply**. Next, type a reply to the forum in the Message field.



Next, lick the **Post to forum** button.

## Submitting assignments

The **Assignment** tool in Moodle specifies a task that requires students to finish. Often you will be required to upload and submit your work via the computer, but assignments can also involve writing a text online, or off-line tasks.

Assignments normally have a deadline that has to be paid attention to. In some courses if your professor set *late submission is not allowed*, you cannot submit your work anymore when the due date and time have passed. It is therefore important to use proper time management when working on an online course. Note that due times are listed as course events in the **Calendar** and appear in the **Upcoming Events** block.

There are three different types of assignments you can submit in Moodle.

### Submitting an Online Text Assignment:

To submit an online text assignment you should:



1. Click on the assignment link from one of these locations: main course page, the assignments page or the calendar block.
2. Read the directions given by your instructor.
3. Click the **Edit my submission** button.
4. In the **Submission** text box, type the text requested by the directions.
5. Lastly, click the **Save Changes** button at the bottom of the **Submission** page.
6. Before your professor comment on your work and give a final grade to this assignment, you also have opportunity to come back and improve your work.

### **Submitting a file in an Assignment:**

To submit a file in an assignment you should:

1. Click on the assignment link from one of main course page, the assignments page or the calendar block.
2. Read the directions given by your instructor.
3. Click the browse button and locate the file you wish to upload on your computer for the assignment.
4. Select the file you wish to upload in the **File Upload** window and click the open button.
5. Once the file path is listed in the **Browse** field, click the **Upload this File** button.

### **Offline assignments:**

An offline assignment looks similar to the other types but you will not need to submit a file or type text into Moodle. An offline assignment is just a set of directions given by your instructor for you to complete outside of Moodle.

To view an offline assignment you should:

1. Click on the assignment link from one of these locations: main course page, the assignments page or the calendar block.
2. Read the directions given by your instructor.
3. Complete the assignment as given.

### **Need help?**

Throughout Moodle, you will see yellow circles with question marks (?) or the letter (i) in them. Click these to get information about the associated element.