



SOROTI
UNIVERSITY
A University of Professionals and Innovators

OPEN, DISTANCE AND EARNING DEPARTMENT

**LEARNING MANAGEMENT SYSTEM (LMS)
STUDENTS USER GUIDE**

**Version:
Moodle Ver 4.3 | 08/2023**

About this Guide

Presented by the Department of Open Distance and eLearning at Soroti University, this guide aims to offer students a concise yet comprehensive overview of Moodle, the Learning Management System (LMS) in use. Geared towards students with basic computer familiarity—such as using a mouse, navigating operating systems, and web browsing—this guide focuses on Moodle Version 4.3, designed for desktop and laptop use.

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Introduction to Moodle LMS: What is Moodle?



Moodle is a widely used **Learning Management System (LMS)** that provides a digital platform for lecturers and students to engage in online education. It serves as a virtual classroom, enabling lecturers to create, manage, and deliver educational content, while allowing students to access resources, participate in discussions, complete assignments, and take assessments—all within a digital environment.

Moodle stands for "**Modular Object-Oriented Dynamic Learning Environment**". It was developed to enhance and streamline the process of teaching and learning in both traditional and online educational settings. Moodle offers a range of tools and features that support various aspects of the learning process, fostering interaction, collaboration, and engagement among students and instructors.

Key features of Moodle include:

- **Course Creation:** Educators can build and structure their courses by organizing content, resources, and activities.
- **Content Sharing:** Instructors can upload and share course materials such as documents, videos, links, and multimedia content.
- **Discussion Forums:** Students can engage in discussions with peers and instructors, fostering collaboration and sharing of ideas.
- **Assignments and Assessments:** Moodle facilitates the submission of assignments, quizzes, and exams. Instructors can provide feedback and grades online.
- **Announcements:** Instructors can communicate important updates, announcements, and information to students.
- **Messaging:** Moodle's messaging system allows students and instructors to communicate within the platform.
- **Personalization:** Users can customize their profiles, set preferences, and manage notifications.

Moodle is used by educational institutions, universities, schools, corporations, and organizations around the world. It adapts to various teaching methodologies, whether in-person, blended, or fully online. Its open-source nature means that it can be customized and extended to suit the unique needs of different learning environments.

System Requirements

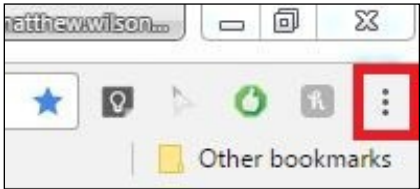
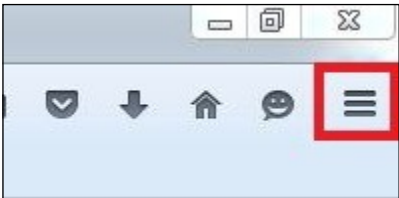

In order to get started, you simply need a computer with Internet access and a functioning web browser. While most contemporary browsers are suitable, it's important to note that some older versions might not support all features optimally. To ensure the best experience, we highly recommend using the latest iterations of Firefox, Safari, Internet Explorer 10+, or, particularly, Chrome.

For an optimized interaction with the platform, we strongly advise using or Chrome. This recommendation is particularly important as the Soroti University LMS site which has been finely tuned to work seamlessly with these browsers.

Additionally, certain courses might require supplementary plugins and software such as Flash, QuickTime, or Acrobat Reader. Furthermore, for many classes, having word processing software like Microsoft Word is crucial. To gain a clear understanding of the specific software prerequisites for each course, please refer to the respective course syllabus. For more information, please see below.

Pop-up Blockers

Pop-up blockers should be disabled in order to display Moodle content correctly.

<p>Chrome</p> <p>In the top right of your screen, click the Customize icon and then <i>Settings</i>. Scroll to the bottom and click the “<i>Show advanced settings...</i>” link. Under the <i>Privacy</i> heading, click <i>Content settings</i>. Scroll down to the <i>Pop-ups</i> heading and click <i>Manage exceptions</i>. In the box that says “[*.]example.com”, type [*.] lms.sun.ac.ug . Then click <i>Done</i> twice. Close the tab</p>	<p style="text-align: right;">Chrome Customize Icon</p> 
<p>Firefox</p> <p>In the top right of your screen, click the Firefox menu, then <i>Options</i> . Click the <i>Content</i> on the menu on the left. Under <i>Pop-ups</i> , click <i>Exceptions</i>. In the address bar, type https://lms.sun.ac.ug/, then click <i>Allow</i> and then <i>Save Changes</i>. Close the tab.</p>	<p style="text-align: right;">Firefox Menu Button</p> 
<p>Internet Explorer (IE)</p> <p>In the top right of your screen, click the <i>Tools</i> menu and then <i>Internet options</i>. Now, click the <i>Privacy</i> tab. Next, under the <i>Pop-up</i> blocker heading, click <i>Settings</i>. In the address bar, type https://lms.sun.ac.ug/, and click <i>Add</i>. Click <i>Close</i> and then <i>OK</i>.</p>	<p style="text-align: right;">IE Tools</p> 

Safari (Apple Computers)

Open Safari, and hit the command key and , simultaneously. This brings up Safari's menu. Click *Security*. Untick the box that says *Block pop-up windows*



Technical Requirements for Soroti University Moodle Site

Category	Minimum System Requirements
Operating System	Windows 7 or later, macOS 10.10 or later, Linux (with compatible browser)
Processor	Dual-core 2.0 GHz or equivalent
RAM	4 GB or more
Hard Disk Space	10 GB of available storage
Internet Connection	Broadband connection (1 Mbps or higher recommended)
Web Browser	Latest versions of Firefox, Chrome, Safari, or Edge
Web Browser Compatibility	
Recommended Browsers	Firefox, Chrome
Compatible Browsers	Safari, Edge
Browser Settings	JavaScript and Cookies enabled, Pop-up blockers disabled for Moodle site
Additional Software	
Plugins	Adobe Flash Player (for multimedia content), QuickTime (for certain video formats)
PDF Reader	Adobe Acrobat Reader or equivalent
Office Suite	Microsoft Office or compatible word processing software
Security Software	Up-to-date antivirus and firewall software
PDF Reader	Adobe Acrobat Reader or equivalent
Office Suite	Microsoft Office or compatible word processing software
Security Software	Up-to-date antivirus and firewall software
Mobile Access	
Mobile Devices	Accessible on tablets and smartphones with modern browsers
Moodle App	Encourage students to download the official Moodle app for a better mobile experience
Internet Speed	
Minimum Speed	A broadband connection of 1 Mbps or higher is recommended for smooth access to multimedia content and interactive elements.
Screen Resolution	
Recommended Resolution	1280x800 or higher for optimal viewing of course materials and layout.

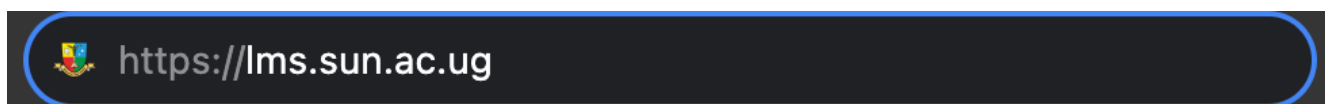
Accessibility

The Moodle site should adhere to accessibility standards (e.g., WCAG) to ensure equal access for all students, including those with disabilities.

Logging in

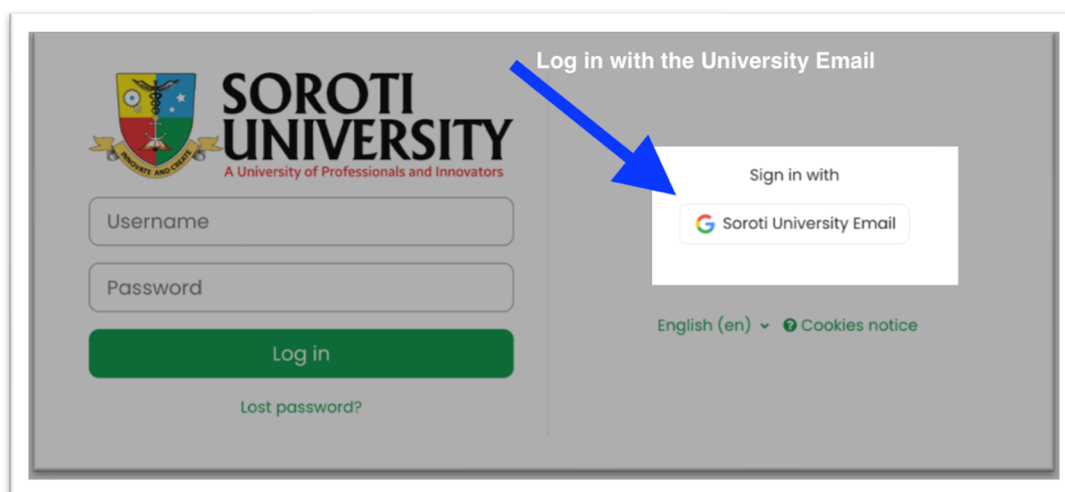
To access the Learning Management System (LMS), follow these steps:

1. Open your web browser.
2. Type the following URL in the address bar: <https://lms.sun.ac.ug/>
3. Press "Enter" to navigate to the LMS login page.



On the login page:

1. **Username:** Enter your unique username that you've been provided by the institution or with your Soroti University email address.
2. **Password:** Type in the password associated with your Soroti University email address.
3. Click the "Log In" button to proceed.



If you encounter any issues with your login credentials or experience difficulties accessing the LMS, you can seek assistance from the Soroti University IT support team. They'll be able to provide guidance and help you resolve any login-related problems.

Please note that your LMS login credentials are the same as those used for your Soroti University email address.

For any questions or issues related to accessing, using, or managing course resources within the LMS, please feel free to contact the ODeL (Open and Distance Learning) team. They are available to provide support and assistance regarding these matters.

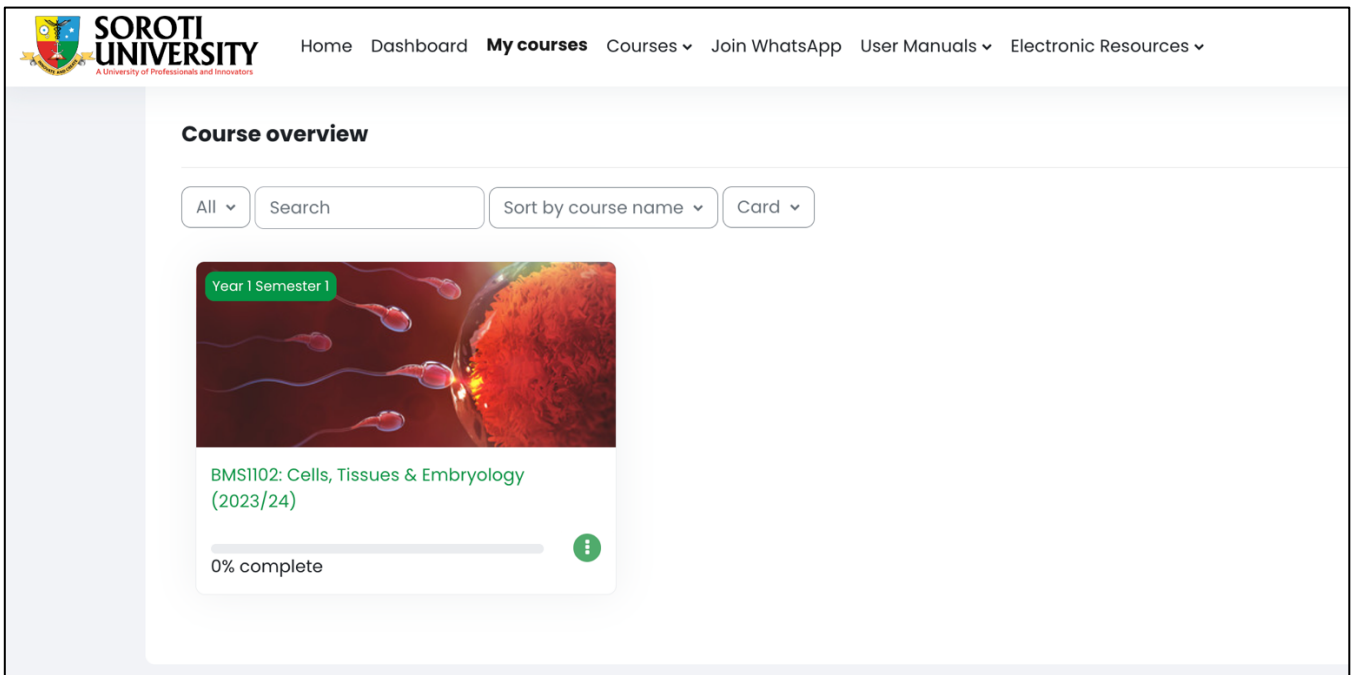
Dashboard Overview

Upon logging in, you'll be directed to your dashboard. This page provides an overview of your enrolled courses, upcoming deadlines, recent announcements, and other important information. Use the dashboard to quickly access your courses and stay updated.

The Moodle dashboard consists of three columns - left, middle, and right. The middle column contains the Course Overview. The left column is the Navigation Drawer (see next page). The right column contains various other blocks (see next page).

Course Overview

To access a course, click on its name. To learn more about navigating your course

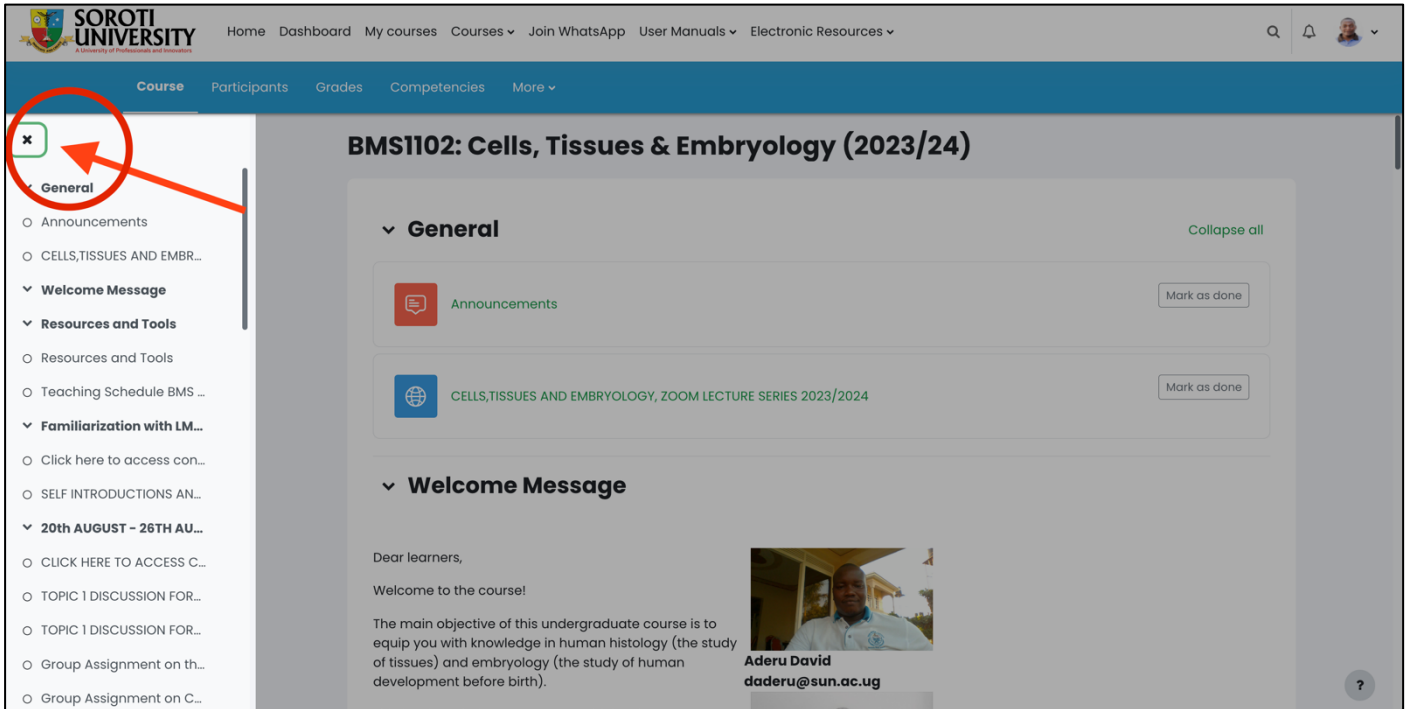


To return to the dashboard from within a course, simply click **Dashboard** link in the **Navigation Drawer**

Dashboard

Navigation Drawer

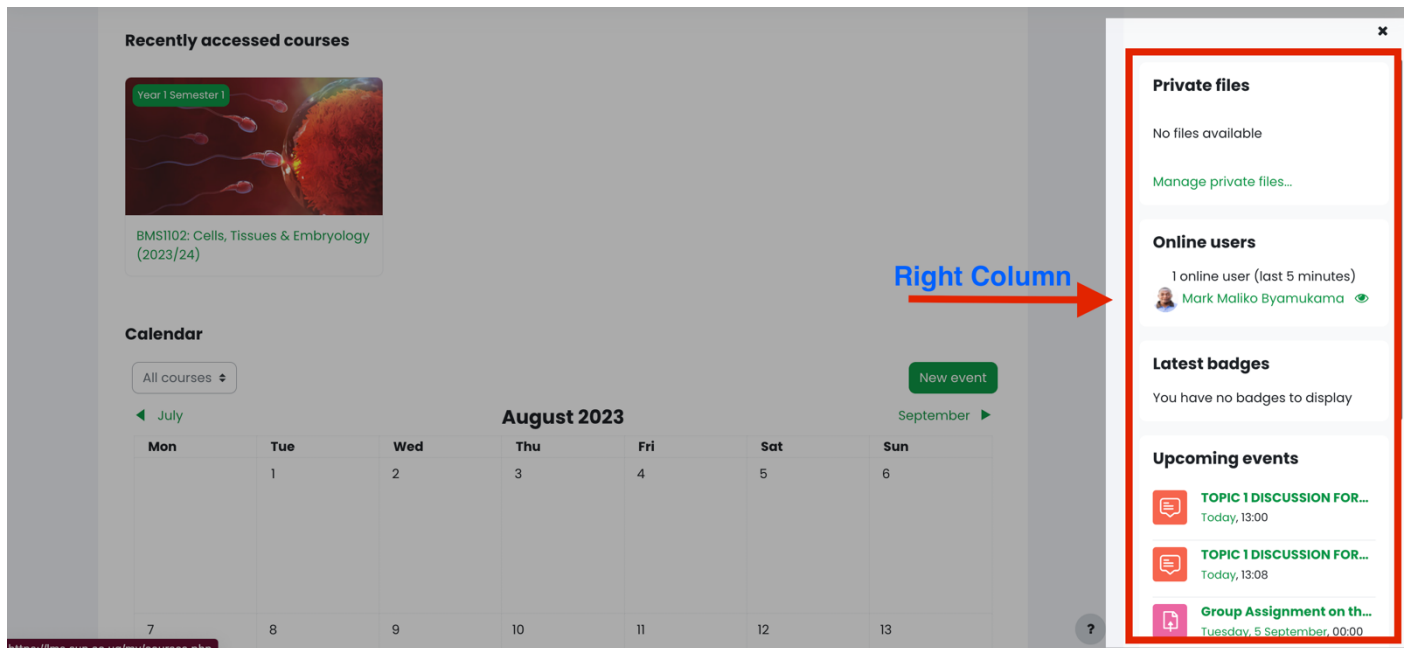
This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all resources and activities (see listings under *General*). When you are inside a course, this drawer provides quick links to all topic/week sections within the course. The user can show or hide this drawer by clicking on the course Index button with **X** or four lines in the upper left corner of the page.



Dashboard - Navigational Drawer

Right Column

This column can be customized with various blocks. Default blocks are **Moodle Student User Guide**, **Private Files**, **Online Users**, and **Latest Badges**. You will have to scroll down to see all of the blocks.

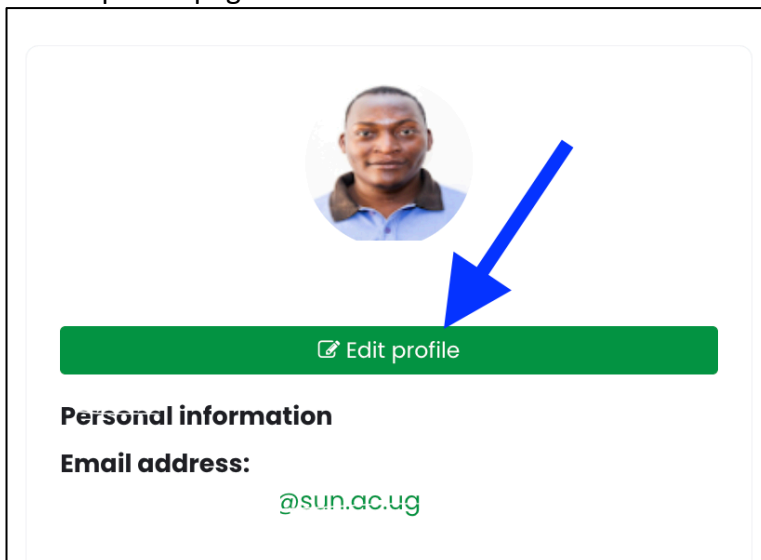
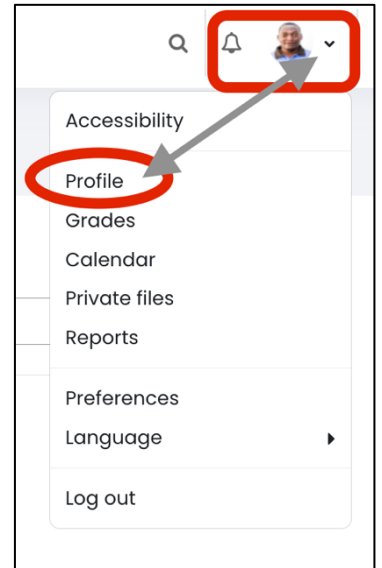


Dashboard - Right Column

Editing Your Profile in Moodle

Your Moodle profile is a way to personalize your presence within the platform. You can provide information about yourself, add a profile picture, and customize your preferences. Here's how you can edit your profile:

- 1. Log In:** If you're not already logged in, log in to your Moodle account using your username and password. If you're already logged in, you can skip this step.
- 2. Access Your Profile:**
 - After logging in, you might see your profile picture / an icon representing your profile. Click on it.
 - If you don't see your profile picture, you can usually find an option to access your profile by clicking on your name or username, often located in the top right corner of the Moodle interface.
- 3. Edit Profile:**
 - Once you're on your profile page, look for an "Edit Profile" link. This link is usually found near your profile picture or at the top of the profile page.



- 4. Edit Information:**
 - You'll be taken to an editing interface where you can modify various details.
 - Edit or add information such as your full name, email address, location, interests, and a brief bio. The fields available for editing might vary depending on your institution's settings.
- 5. Add Profile Picture:**
 - If you'd like to add a profile picture, look for an option to upload or change your profile picture. Click on this option and follow the prompts to upload an image from your computer.
 - Crop or adjust the image if necessary.
- 6. Save Changes:**
 - After making the desired changes, locate the "Save" or "Update Profile" button usually located at the bottom of the editing page.
 - Click the button to save your changes.
- 7. Review Your Profile:**
 - After saving, you'll be taken back to your profile page.

- Review your changes to ensure everything is accurate and as you intended.

Your profile updates will be visible to others on Moodle LMS according to the privacy settings set by Soroti University. This information can help your instructors and fellow students get to know you better and foster a more engaging learning environment.

Accessing and Navigating a Course

1. Enrolling in a Course

To enroll in a course, your instructor / administrator will add you automatically. Once enrolled, To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview** block, click on the course you would like to access.

2. Course Navigation

Inside a course, you'll find various sections such as Announcements, Resources, Assignments, Quizzes, and more. Use the navigation menu on the left to move between sections.

The screenshot shows the Moodle LMS interface for a course. At the top, there's a navigation bar with 'SOROTI UNIVERSITY' and various menu items like 'Home', 'Dashboard', 'My courses', etc. Below that, a course-specific navigation bar shows 'Course', 'Participants', 'Grades', 'Competencies', and 'More'. The main content area is titled 'BMS1102: Cells, Tissues & Embryology (2023/24)'. On the left, a navigation drawer is open, listing various course sections. A blue arrow points from a callout box to this drawer. The callout box contains the text: 'After you enter your course, the Navigation Drawer now displays the hierarchical navigation for the course.' The main content area shows a 'General' section with an announcement and a 'Welcome Message' from Aderu David, who is the course instructor.

Course Navigation

- The course name is in bold.



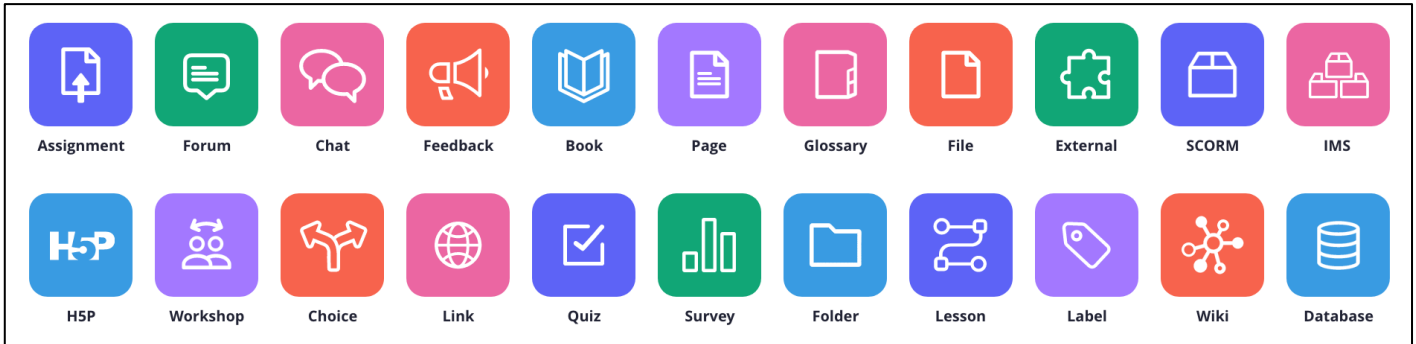
Navigation Drawer When Inside a Course

- Participants displays the course roster.
- By clicking Grades, your course grades are displayed.

While the Department of Open Distance and eLearning has set some guidelines for course layout, instructors are free to design their courses as they please. Therefore, your courses will not look the same. Typically, however, each course is divided into either weeks or topics, with a general heading section at the top. The general heading section contains the name of the course and will typically contain important documents such as the course syllabus, tentative schedule, and an announcements forum.

Common Course Activity Icons

Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



- **Icon colours**

The activity icons are coloured according to their function in the course. Standard icons are coloured as follows:

Green = communication

Pink = assessment

Blue = content

Red(orange) = collaboration.

- **THERE ARE 15 DIFFERENT TYPES OF ACTIVITIES IN THE STANDARD MOODLE THAT CAN BE FOUND ON MOODLE**

1. **Assignments**: Enable teachers to grade and give comments on uploaded files and assignments created on and off line. The link next to an assignment icon will take you to a page where you will submit your work. See more about assignments in the Assignments section
2. **BigBlueButton**: Run live video conferencing sessions within Moodle
3. **Chat**: Allows participants to have a real-time synchronous discussion
4. **Choice**: A teacher asks a question and specifies a choice of multiple responses
5. **Database**: Enables participants to create, maintain and search a bank of record entries
6. **Feedback**: For creating and conducting surveys to collect feedback.
7. **Forum**: Allows participants to have asynchronous discussions. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students. See more about forums in the Forums section
8. **Glossary**: Enables participants to create and maintain a list of definitions, like a dictionary
9. **H5P activity**: Enables H5P content created in the Content bank or on h5p.com or with the [lumi App](#) to be easily added to a course as an activity.

10. [Lesson](#): For delivering content in flexible ways

11. [\(LTI\) External tool](#): Allows participants to interact with LTI compliant learning resources and activities on other web sites. (These must first be set up by an administrator on the site before being available in individual courses.)

12. [Quiz](#): Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown. The link next to this icon will take you to a quiz or an exam within your course. See more about quizzes in the Quizzes and Exams section

13. [SCORM](#)

Enables SCORM packages to be included as course content

14. [Survey](#)

For gathering data from students to help teachers learn about their class and reflect on their own teaching

15. [Wiki](#)

A collection of web pages that anyone can add to or edit

16. [Workshop](#)

Enables peer assessment

Forums

Most instructors use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns.



SELF INTRODUCTIONS AND COURSE EXPECTATIONS

Note: It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

Adding a New Thread

1. Click the link to the forum.
2. Click *Add a new discussion topic* at the top of the list of threads.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page. Note: If you leave this page without hitting *Post to forum*, the post will not be saved.
6. After you have posted, you have one minute to edit your post.

▼ Your reply

Subject ! Re: Chapter 1

Message !

Rich text editor toolbar: i, B, I, U, [color picker], [bulleted list], [numbered list], [link], [unlink], [help], [undo], [redo], [source code], [insert table], [insert image], [insert video], [insert audio], [insert link], [insert unlink], [insert code], [insert smiley]

If an instructor requires an audio or video response, click on the microphone (audio only) or camera (audio and video) to create your post

Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the Discussion Subscription box (under the Message box) ticked. If you do not want to receive emails about new posts to this forum, untick the Discussion Subscription box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear

Replying to a Thread

1. Click the name of the thread in the forum.
2. Reply to a post by clicking the *Reply* link at the bottom right of the post.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

Some instructors use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the instructor, you may only be able to see posts made by members of your own group

Assignments

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:



Once you click on the assignment link, you will see a screen that looks similar to this:

Reaction Paper

Submission status

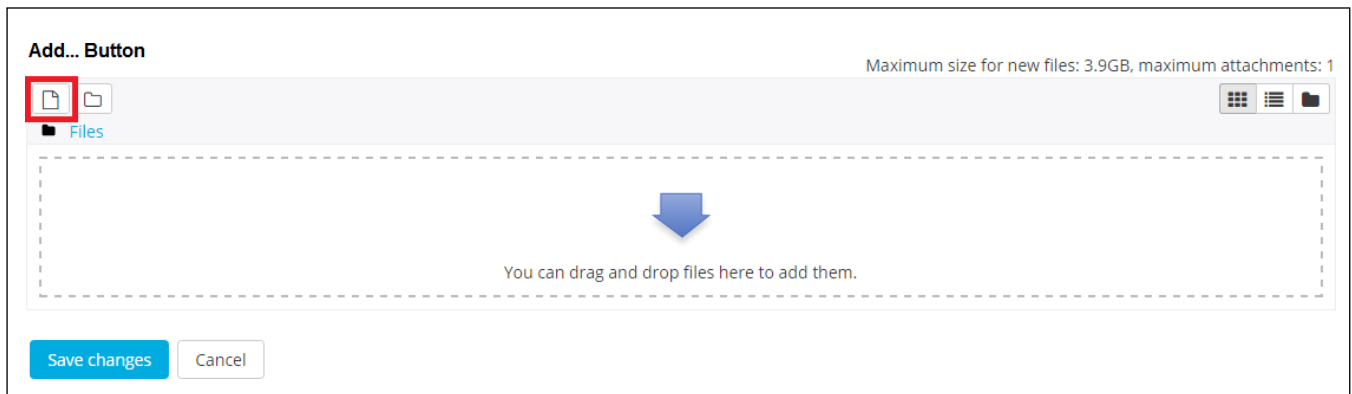
Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 29 June 2017, 12:00 AM
Time remaining	6 days 15 hours
Last modified	-
Submission comments	+ Comments (0)

Make changes to your submission

Assignment Submission Status Screen

Uploading Files

Click *Add submission* at the bottom of the screen (see above). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.



Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *You can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.
2. Click the *Add...* button (see red box in figure above) . Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer's file system. Click open. Lastly, click *Upload this file*.

You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop-up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *Save changes*.



The file has been uploaded. Once you hit *Save changes*, the file will be submitted for grading.

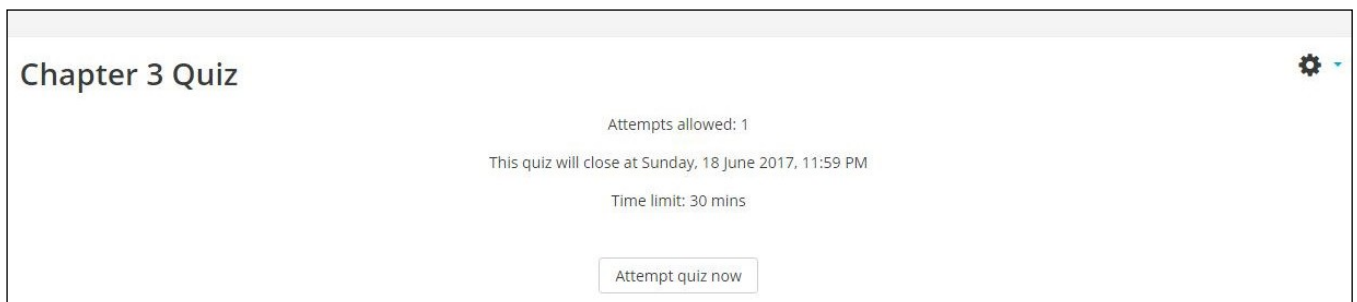
Quizzes and Exams

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:



Quiz

When you click your quiz or exam link, you will see this page:



Initial Quiz Screen

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

Note: *The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.*

Once you are ready to begin the quiz, click *Attempt quiz now*.

After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.



Quizzes and Exams

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz or exam, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page.

Grades

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the *Grades* link in the **Navigation Drawer**.

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- *Grade item* - the name of the assignment, quiz, forum, etc.
- *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- *Grade* - the number of points you received for this grade item.
- *Range* - the range of points (minimum and maximum points) available for this grade item.
- *Percentage* - this is the number of points you earned divided by the number of points available.
- *Feedback* - what the instructor wants you to know about this grade item.

Course Grade Screen

Grade item	Grade	Range	Percentage	Feedback
Moodle Training Course				
Moodle Quiz	10.00	0-10	100.00 %	
Marking Guide Assignment	-	0-100	-	
Rating grade for Ratings Forum	-	0-10	-	

Contacting Support

For technical assistance or questions about course content, reach out to your instructor or the Department of Open Distance and eLearning at Soroti University support team.

Remember, Moodle is designed to enhance your learning experience, so don't hesitate to explore its features and experiment with its tools. Happy learning!

Note: This manual is based on Moodle 4.3. Subsequent updates to Moodle may introduce changes or new features not covered in this manual.