

Getting Started with Moodle: Student Guide

College of Micronesia-FSM
YAP | CHUUK | POHNPEI | KOSRAE

GETTING STARTED WITH MOODLE: A STUDENT INTRODUCTION



Moodle will be your central hub for accessing course materials, submitting assignments, and participating in discussions. This guide is designed to help you navigate Moodle efficiently and get the most out of your online learning experience.



Developed by

Tomasi V. Cabebula, Consultant Learning Designer

Fiji M. Phillip, Educational Technologist

The College of Micronesia – FSM

Course Development Team, 2025.



Cover image by COM-FSM Multimedia team

This is one of a series of best practice guides designed to help you prepare for technology-enhanced learning and teaching at COM-FSM and beyond. You will be notified as more guides become available.

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What is Moodle?

Modular Object-Oriented Dynamic Learning Environment!

Moodle is the learning management system used by COM-FSM. Know that it's a platform designed specifically for educators and learners like you to engage with your course in a meaningful, technology-driven way beyond the classroom. Educational institutions around the world widely use Moodle, and we're excited to provide you with this online learning space. We hope you'll make the most of the resources Moodle offers. All you need is a computer with internet access.



Once you enrol and access Moodle, you'll find your courses listed. Some course pages include lecture notes, presentations, and a forum for course announcements from your lecturer. Other course pages may feature quizzes to test your knowledge, discussion forums, chat sessions, and other helpful resources to support your learning.

Ready to dive into Moodle? The next sections will guide you through the first steps...

Requirements for Using Moodle

To access Moodle, you'll need a computer with an internet connection. The computer should have a web browser installed, such as Firefox, Google Chrome, or Internet Explorer. Web browsers are software that allow you to browse the World Wide Web, and on your computer, they typically appear as icons like this:

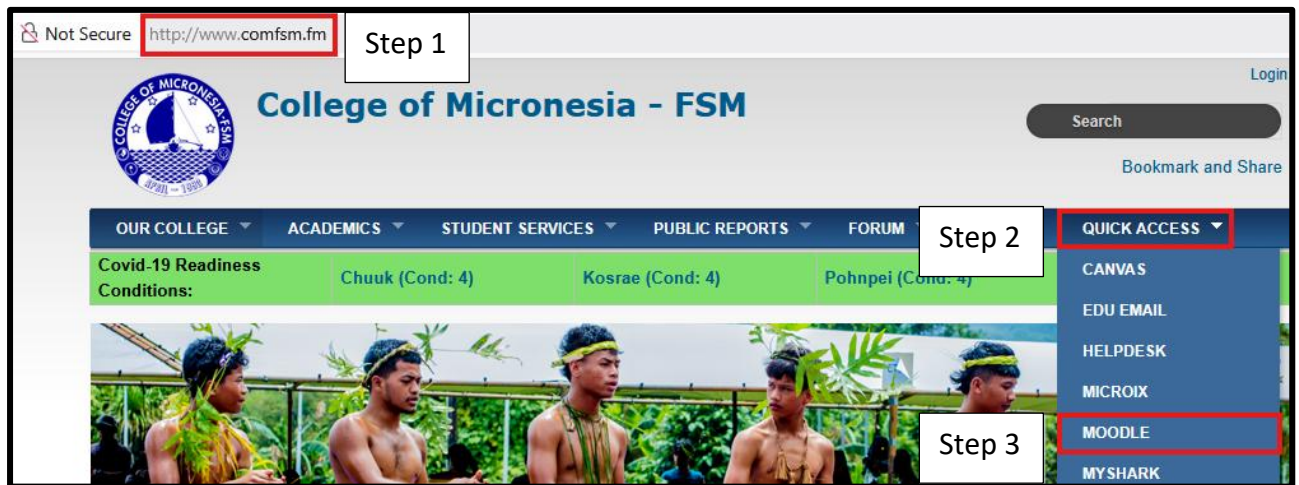


If you are properly enrolled as a COM-FSM student, you should have received a username and password to log into Moodle. If you haven't received this information yet, please reach out to the IT staff at your local College campus or email moodlehelp@comfsm.edu.fm



Getting Started: Logging in

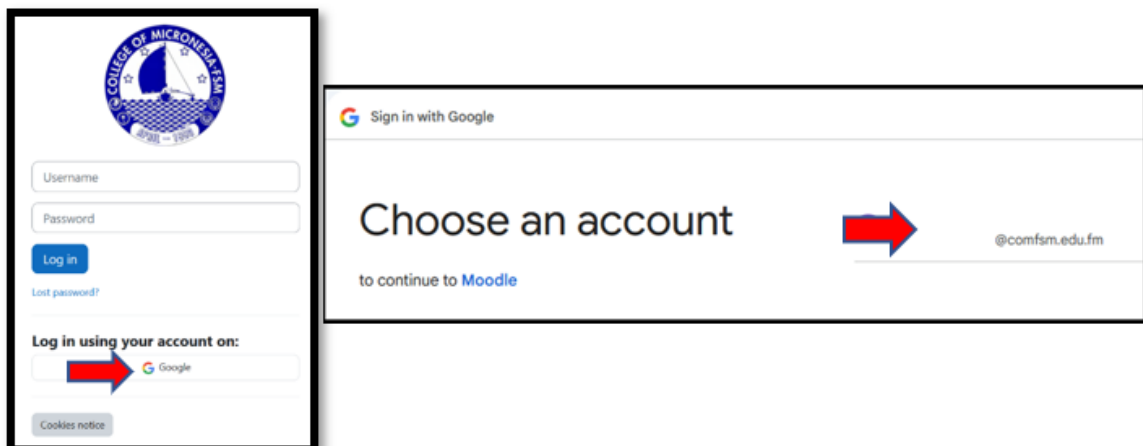
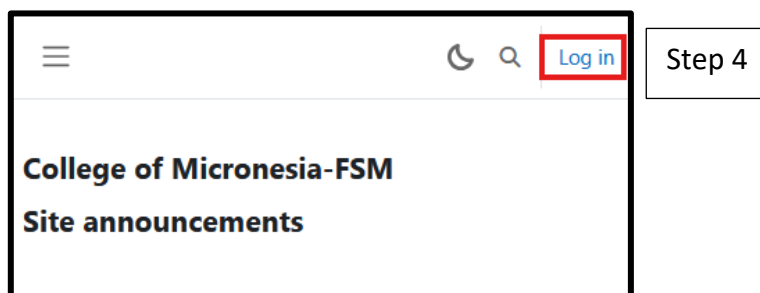
Log in using the COM-FSM Website.



- **Step 1:** Visit the COM-FSM website: <https://www.comfsm.fm/>
- **Step 2:** Hover over “**QUICK ACCESS**”
- **Step 3:** Click “**MOODLE**”

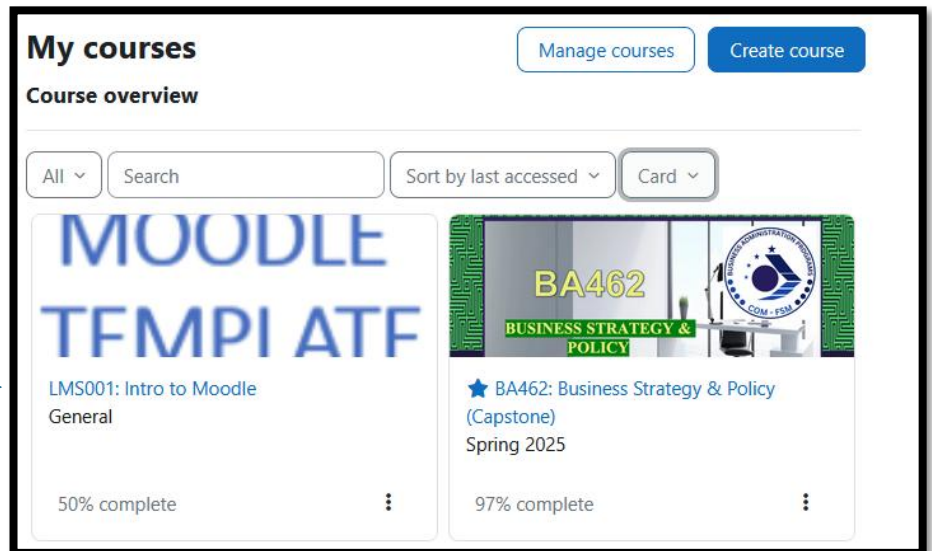
This will take you to the Moodle landing page; this page holds the latest Moodle announcements and Moodle updates.

- **Step 4:** Click ‘Log in’ to access all the courses you are enrolled in. Use your institutional Google account to log in.

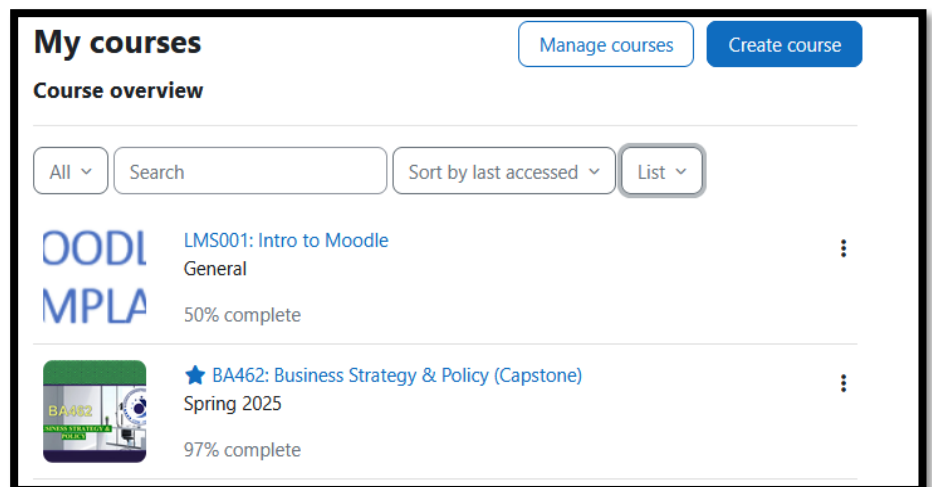


Personalizing the Course Overview

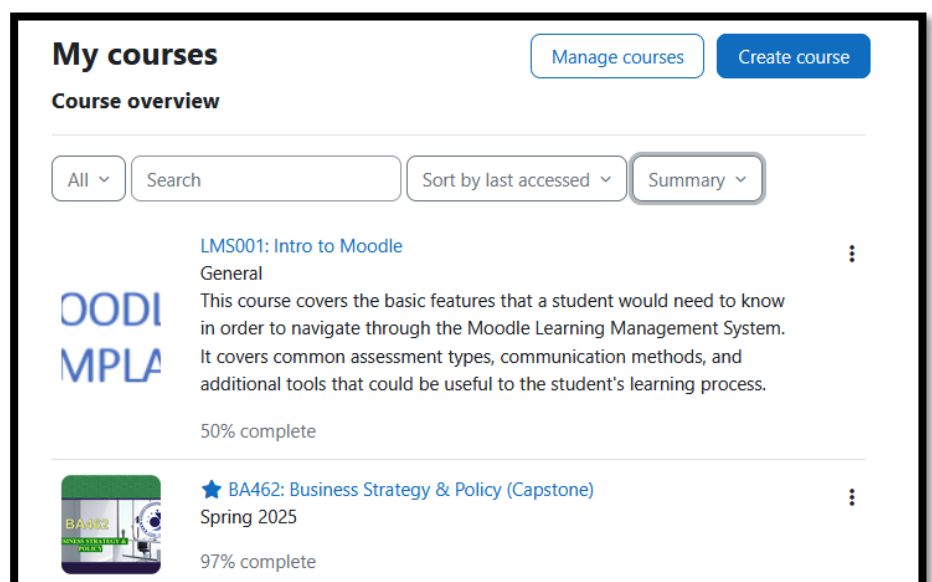
You can personalize your course overview page layout to suit your personal preferences, by changing the view to Card, List, or summary view.



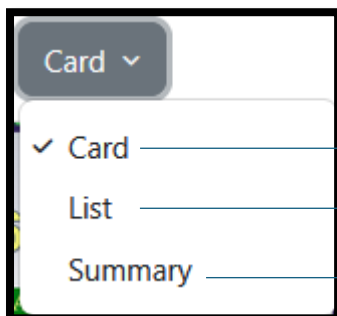
This screenshot shows the 'My courses' page in Card view. At the top, there are buttons for 'Manage courses' and 'Create course'. Below them is the 'Course overview' section with filters for 'All', a search bar, 'Sort by last accessed', and a 'Card' view selector. Two course cards are displayed: 'LMS001: Intro to Moodle General' (50% complete) and '★ BA462: Business Strategy & Policy (Capstone) Spring 2025' (97% complete). Each card has a vertical ellipsis menu icon on the right.



This screenshot shows the 'My courses' page in List view. The 'List' view selector is active in the 'Course overview' section. The course information is presented in a list format. 'LMS001: Intro to Moodle General' is 50% complete, and '★ BA462: Business Strategy & Policy (Capstone) Spring 2025' is 97% complete. Each entry has a vertical ellipsis menu icon on the right.



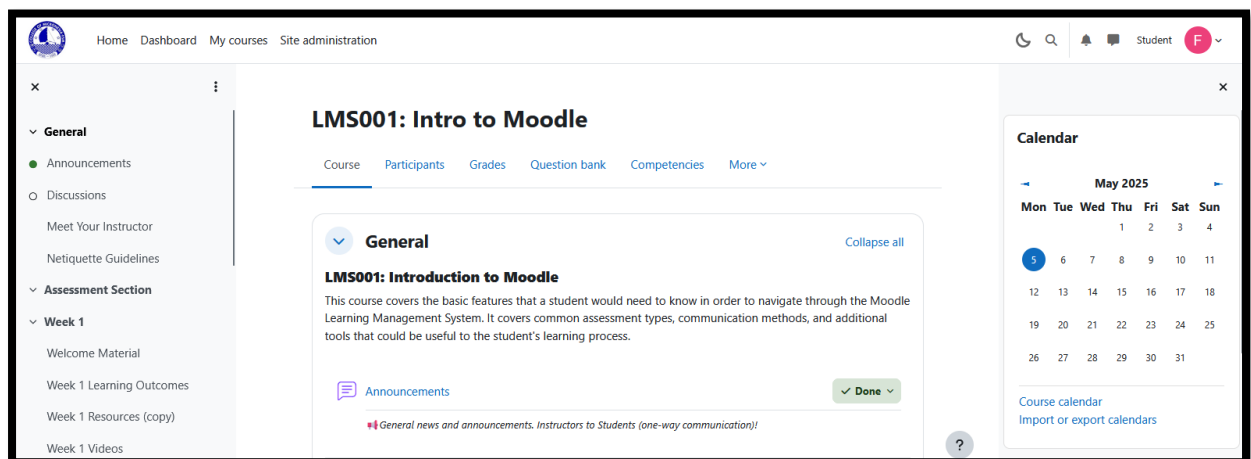
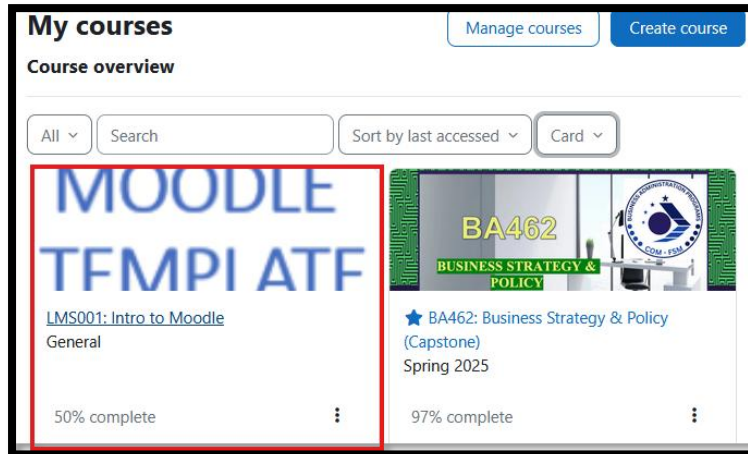
This screenshot shows the 'My courses' page in Summary view. The 'Summary' view selector is active in the 'Course overview' section. The course information is presented in a summary format. 'LMS001: Intro to Moodle General' is 50% complete, and '★ BA462: Business Strategy & Policy (Capstone) Spring 2025' is 97% complete. Each entry has a vertical ellipsis menu icon on the right.



A dropdown menu for selecting the course view. The 'Card' option is selected and highlighted with a checkmark. The other options are 'List' and 'Summary'.

Moodle Navigation: Exploring Your Course Page

Choose the course you would like to access. This takes you to the course page.



Your main course page includes everything that your instructor has uploaded to the course (e.g. assignments, documents, videos, presentation slides, etc.).



The Course Index is located on the left of the page. This outlines the entire course for you. These also serve as hyperlinks for you to quickly access different parts of the course.

The Block Drawer houses the Moodle tools (or blocks) that your instructor has selected for that particular course. Blocks include the calendar tool, the activities block to see all activities uploaded by the instructor, the Online users block to see who is active in the course, etc.

The course content are organized either weekly or by topic depending on the instructor, but the main Moodle layout for your content and Moodle tools remain the same.

Week 1 Resources

- ED 330 Welcome Letter .DOCX
- Course Syllabus .DOC
- Course Schedule (Blueprint) for Spring 2025 .DOCX

Week 1 Assignments

- Introductions Discussion (1 bonus point)
Due: Thursday, 16 January 2025, 11:59 PM
- Course Survey (1 bonus point)
Opened: Monday, 13 January 2025, 12:00 AM Due: Thursday, 16 January 2025, 11:59 PM

By Week

Module 9: Aquatic Structures and Equipment

- Aquatic Structures and Equipment (Google Slides)
- Ch13-Crossword Puzzle
- Ch13-Aquatic Structures and Equipment
- Homework 9
Opened: Monday, 20 January 2025, 12:00 AM
- Quiz 9
Opened: Monday, 13 January 2025, 12:00 AM
- Ch 13-Aquatic Structures and Equipment
- Lab 12-Aquatic Structures and Equipment

Module 10: Aquaculture Business

- Aquaculture Business (Google Slides)

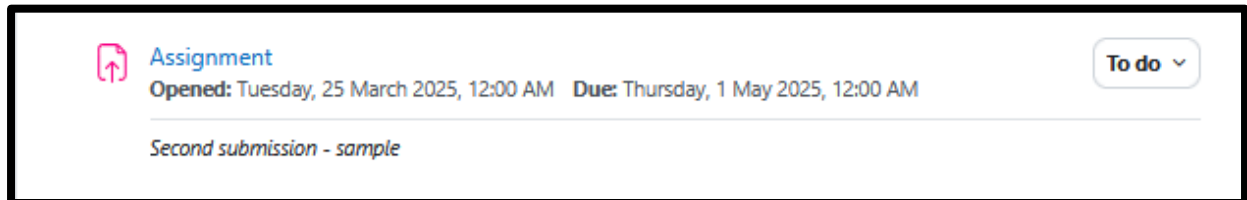
By Module/Topic

Be sure to access all these resources to stay informed and aware of what to expect in your course.

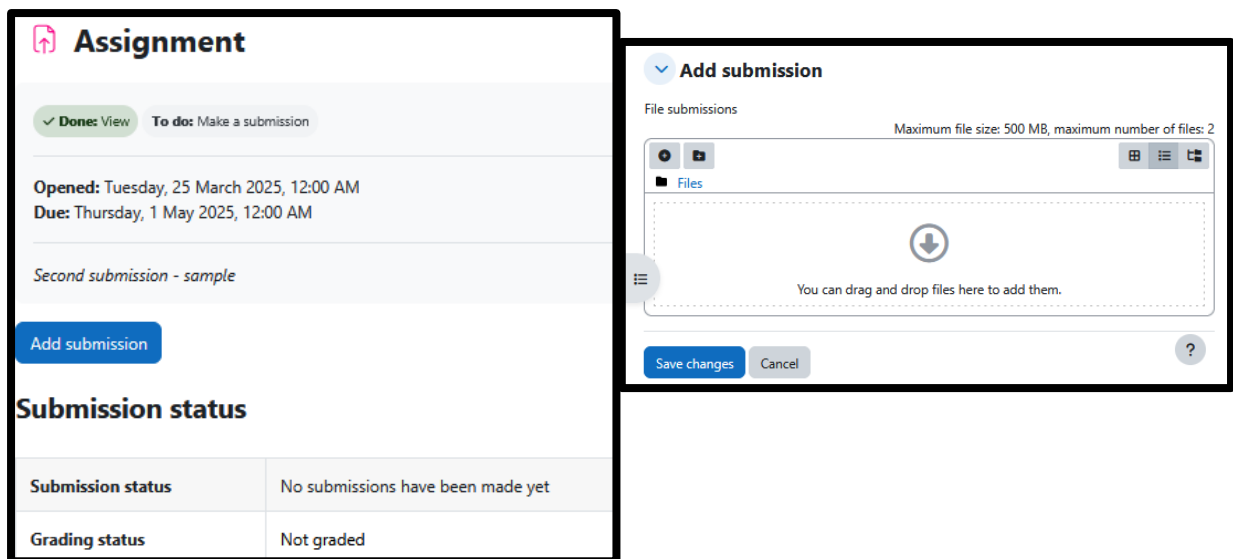
Activities: Accessing and Submitting Assignments

Step 1: To submit assignments, click the **Assignment** link within your course

(**Instructions** will be provided by your instructor, including the due date and submission format)




Step 2: Click “**Add submission**”, upload your file (Drag & Drop) and click Save Changes.



Activities: Taking Quizzes

Step 1: Taking Quizzes, click the **Quiz**, then click “**Attempt quiz**”.

 **Quiz**
Opened: Monday, 24 March 2025, 12:18 PM **Closes:** Saturday, 24 May 2025, 12:18 PM

Covers Unit 1 to 4 📄

Attempt quiz
Attempts allowed: 1
Time limit: 45 mins

Step 2: Complete the quiz as per the given instructions.

TIP: Some quizzes are timed, so be mindful of time limits.

[Back](#)

Question 1
Not yet answered
Marked out of 1.00
[Flag question](#)
v3 (latest)

Who assassinated Abraham Lincoln?

- ☐ a. Mrs Robbin Hood
- ☐ b. Josh Wallington
- ☐ c. Jimmy Brown
- ☐ d. John Wilkes Booth

Time left 0:43:13[Hide](#)

Step 3: After you finish the quiz, click “**Finish attempt**” to review your answers. **Review** your answers for potential errors, then click “**Submit all and finish**”.

Finish attempt ...

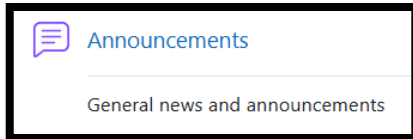
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered
5	Answer saved
6	Answer saved
7	Answer saved

Return to attempt

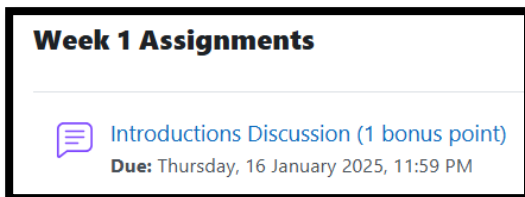
Submit all and finish

Activities: Using Forums and Discussions

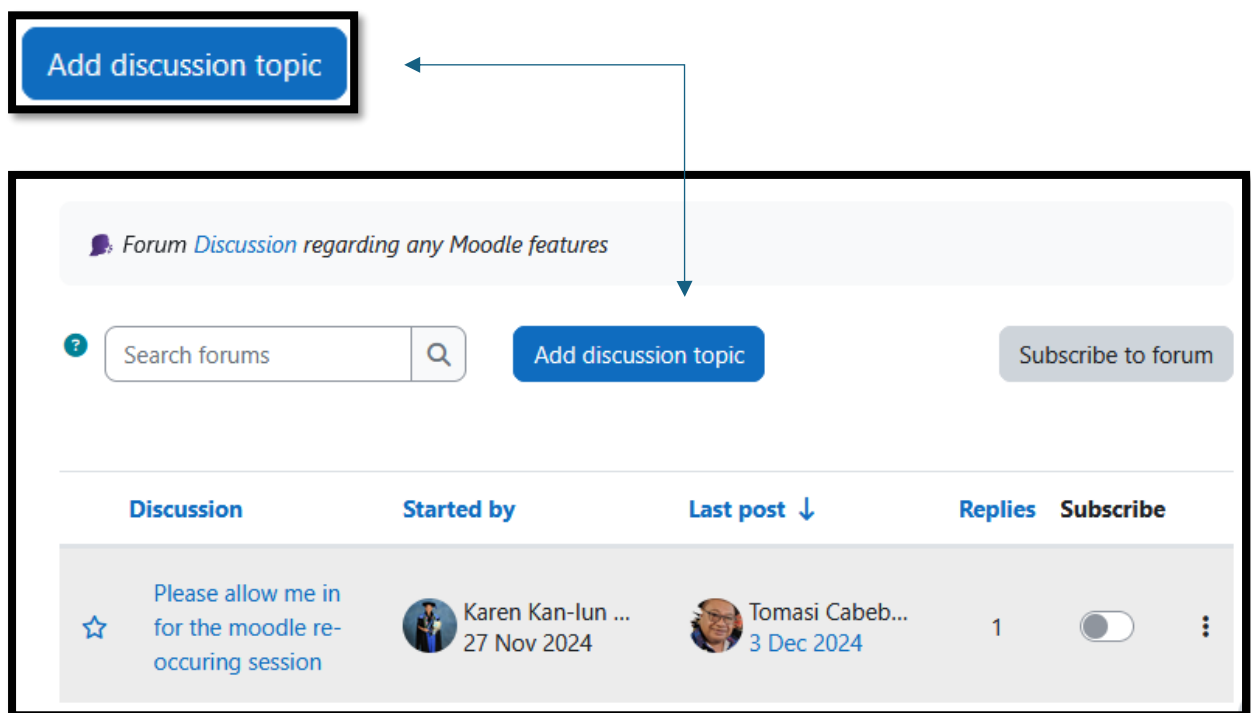
Announcements: This forum is a one-way communication channel for the instructor to post announcements. Students cannot post or reply to the Announcements forum.



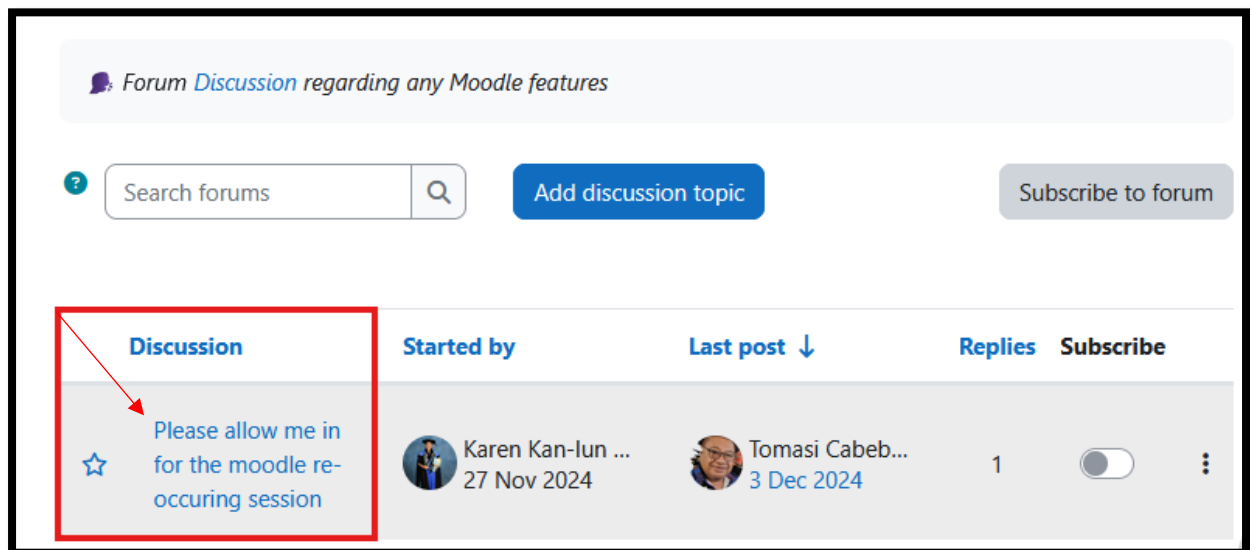
Discussion Forums: These forums enable students to post their inputs.



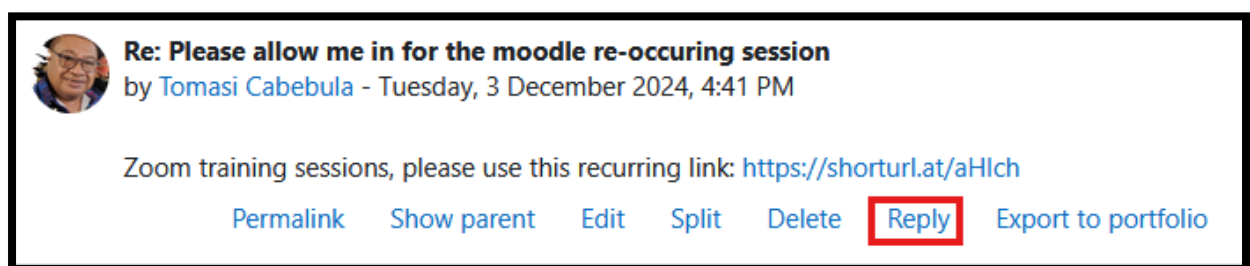
To start a discussion, click **“Add discussion topic”**. Follow given rules to post, if provided.



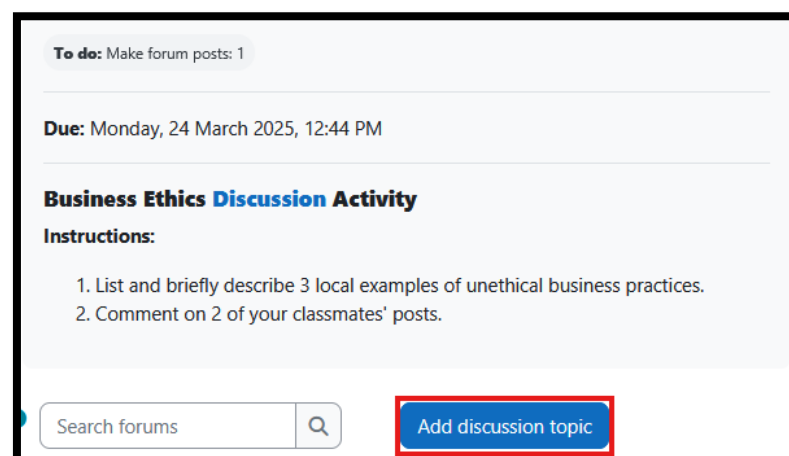
To reply: Click the **Discussion thread** under Discussion, you may find posts from your instructor or other students here.



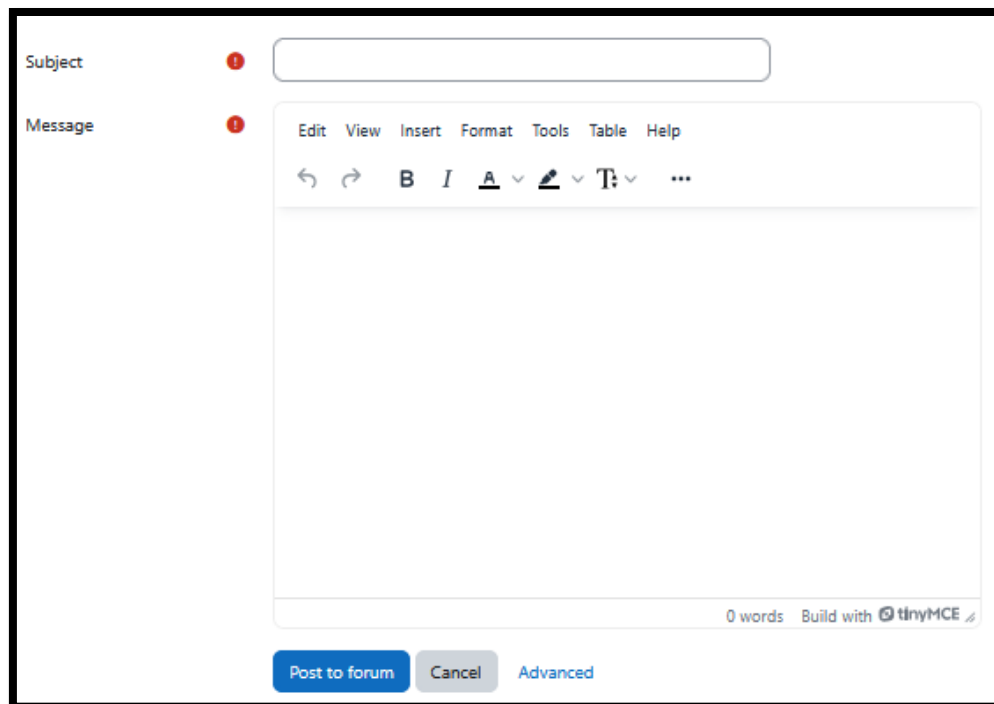
1. To reply to an individual post, click the **"Reply"** link below the post you want to respond to. This opens a text box where you can type your response.



2. If it's a general discussion, star a discussion by clicking **"Add discussion topic"** (if allowed).

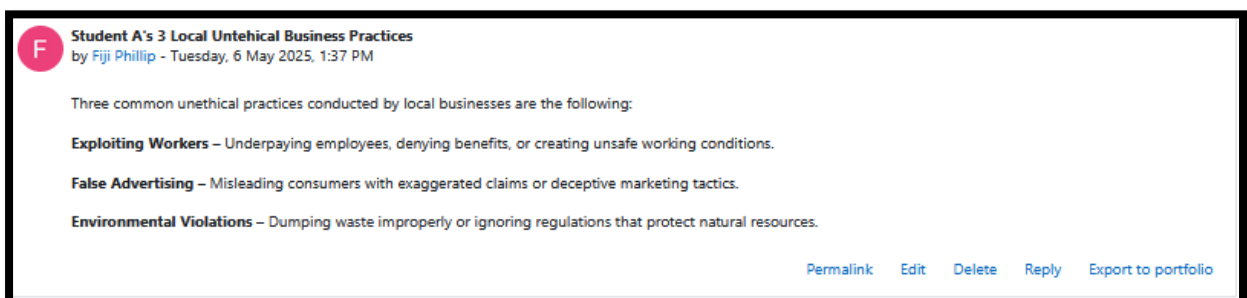


3. Add your **topic subject**, then write your **message**. Click on “**Post to Forum**” to post your discussion topic and message. Your instructor and peers can reply to your discussion.



The screenshot shows a forum post creation interface. It has two main sections: 'Subject' and 'Message'. Both sections have a red information icon (i) to their right. The 'Subject' section contains a text input field. The 'Message' section contains a rich text editor with a menu bar (Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with icons for undo, redo, bold, italic, text color, background color, and text format. Below the editor, it shows '0 words' and 'Build with tinyMCE'. At the bottom, there are three buttons: 'Post to forum' (blue), 'Cancel' (grey), and 'Advanced' (blue).

4. **Editing/Deleting Posts** (Optional) If the forum allows it, you might be able to edit or delete your message after posting it. There should be options for this near your post.



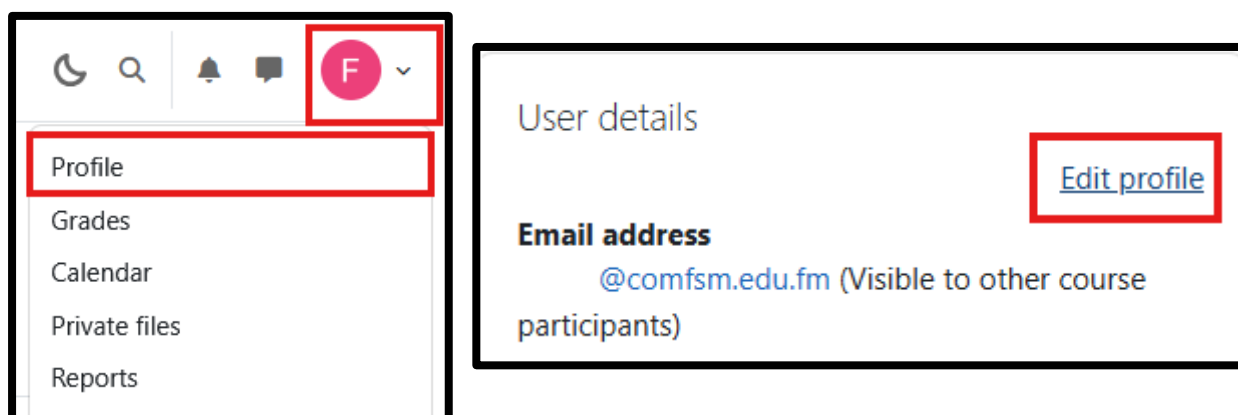
The screenshot shows a forum post titled 'Student A's 3 Local Unethical Business Practices' by 'Fiji Phillip' on Tuesday, 6 May 2025, at 1:37 PM. The post content lists three unethical practices: Exploiting Workers, False Advertising, and Environmental Violations. At the bottom right of the post, there are links for 'Permalink', 'Edit', 'Delete', 'Reply', and 'Export to portfolio'.



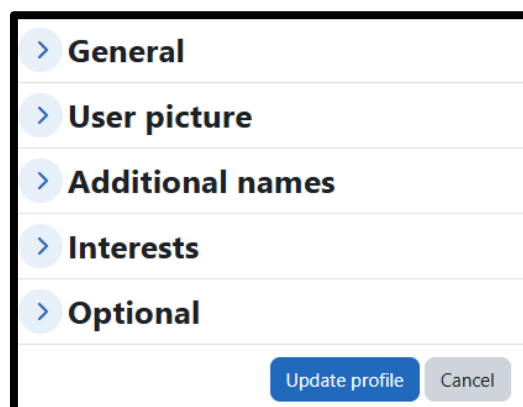
A close-up of the 'Edit' and 'Delete' buttons from the forum post. The 'Edit' button is blue and the 'Delete' button is grey.

Profile Setup: Edit my Profile

Click on your profile picture on the top-right, then select “**Profile**”. Click Edit profile.



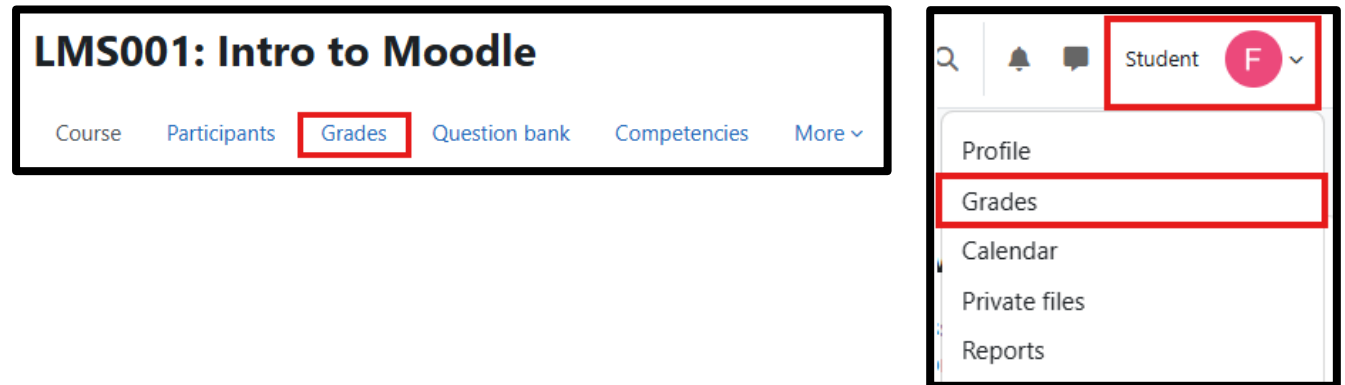
You can edit/update the following information about yourself from that page:



Grades: Access Grades Area

To view your course grades, look for the “**Grades**” tab at the top of the course page.

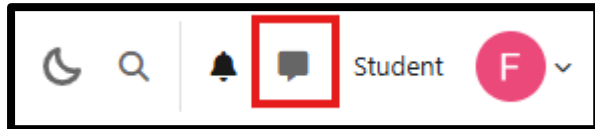
Alternatively, you can find your course grades by clicking on your **Profile** (located in the top right corner), “**Grades**”.



Getting Moodle Help

Help from Instructors: If you have questions about course content or assignments, use the designated forum located in the course (if any) or contact your instructor via the *messaging drawer*.

At the top-right corner of your Moodle page, you will locate the *messaging drawer*.



Technical Support: if you encounter any technical issue with Moodle, reach out to the IT helpdesk or email moodlehelp@comfsm.edu.fm

Additional Features

1. Moodle Mobile App:

- Download the **Moodle Mobile App** to access your courses, submit assignments, check grades, and receive notifications on your mobile device.

2. Search:

- Use the **Search** feature (top-right) to quickly find course content, resources, assignments, and other important information.

3. View Calendar:

- The calendar (found in the top navigation) displays upcoming course deadlines, events, and due dates for assignments, quizzes, and exams.

4. Set Reminders:

- Use Moodle reminder system to help you stay organised and aware of upcoming deadlines.

5. Progress Tracking:

- Some courses may have Completion Tracking enabled. This shows the tasks you've completed and what still needs attention (such as assignments or quizzes).