

SMITH COLLEGE SCHOOL FOR SOCIAL WORK
An SSW Student's Guide to Moodle
Revised from TARA 2/09

How to Log in to Moodle

1. Go to <http://moodle.smith.edu/>
2. Use the "Login" box on the left side of the page to log in.
3. Your username and password are the same as those for your Smith email account. Log in just as you would log in to GroupWise.
4. Once you are logged in you will see a list of your courses in the "Current Courses List" box on the left side of the page. The box will not show up if you are not enrolled in any courses.

If you get a log-in error, please try logging in again to be sure it wasn't just a typo. Try logging into your email to make sure your username and password are working. If you still can't get into Moodle, please contact the User Support Center (x4487) for help.

How to Find your Courses

If you are already enrolled in any courses, they should appear in the "Current Courses List" box on the left side of the Moodle main page when you log in. If you aren't enrolled and think you should be, please contact the Office of Academic Support Services (OAS) at sswoas@smith.edu. Remember to provide your 99 number.

You should not remove yourself from a Moodle course. Rather, follow the drop process described at http://www.smith.edu/ssw/oas/oas_registration.php. OAS staff will remove the Moodle link when the drop is processed.

How to email students in the course

Once you have selected a course from your list, you may email students in the course. Click on the "Compose Email" link in the Quickmail block in the upper left corner of the page, and you will get a window with a checkbox next to the name of each member of the course. In addition, there is a "Check all" button and any course groups will also each have their own "Check all" option. Scroll down to begin typing your message. There is a space for typing the subject line of the email, titled "Subject," and a larger field for the actual message body, titled "Message." When you are done, scroll down again and be sure to click "Send Email."

Your Profile

Your profile is your identity on Moodle. The first and last name listed in your profile will identify you throughout Moodle. Your instructors can view your whole profile, including your email address and what classes you are taking.

Your profile also contains your Smith College ID (OneCard or 99) number. You are enrolled in your courses by this number; please do not change or remove this information from your profile. If it is incorrect, please contact OAS.

It is imperative that you use your Smith email address. Do not change it.

To edit your profile

To view your profile, click on your name next to the "Logout" link at the top of the screen or anywhere else that your name appears as a link. Then, click the "Edit profile" tab. There are several settings that are accessible from your profile that will help make your use of Moodle more productive.

- **Email format:** You can choose to have emails sent from Moodle in Plain text format or Pretty HTML format. HTML format will include images and the Moodle color scheme in emails, but will be slightly larger in size.

The following options are available if you click “Advanced:”

- **Forum auto-subscribe:** If you select yes for this it will mean that, when you post a message to a forum, you will be subscribed to that forum and receive email copies of all messages for that forum. You may unsubscribe from forums if you wish as well.
- **Email digest type:** You may choose to receive all emails from Moodle in one daily message. There is also the option to receive either the complete message or just the Subjects from forums you subscribe to.
- **Forum tracking:** This is a useful option to enable. If it is enabled on your Moodle site it will highlight unread forum messages so you can easily see what is new. You can also change your user icon by browsing for a picture next to the “New Picture” field. Please keep the picture small, about 100x100 pixels, and 500kb or less in size. Please use either GIF or JPG format. Again, remember that this profile is accessible to all members of the Smith College community, and your instructors *will* see this icon. The same caution applies to your description.

Forums

If your instructor has put a forum in your course, the link on the main page will look like this:

Forum name goes here

To post a new thread in a forum, click the link, then click the “Add a new discussion topic” button at the top of the list of threads. Give the thread a title in the “Subject” heading, and type your post in the “Message” section. When you are done, check your post for errors and click the “Post to forum” button at the bottom. Be sure to check the Subscription setting underneath the message box — if you want to receive emails of every post to the forum, set it to “Send me email copies of posts to this forum.” If not, set it to “I don’t want email copies of posts to this forum.” Some instructors may have set their forums to force you to be subscribed or to not allow you to be subscribed, in which cases this option will not appear. After you’ve posted, you will have 30 minutes to edit your post.

To reply to a thread, click on the name of the thread in the forum, and click the “Reply” link at the bottom right of the post you want to reply to. The fields are the same as they are for making a new thread. You can change whether you’re subscribed to a given forum at any time by clicking on the name of the forum, then clicking the “Subscribe/Unsubscribe me from this forum” link in the top right of the window, under the Smith logo bar.

For help, contact the User Support Center at x4487.

If you want to know more about Moodle, the Moodle home page contains links to tutorials, a very helpful guide called “Moodle 101,” help files, and the most current postings about Moodle provided by the Moodle administrator.