



**Faculty of
Business Economics
and Entrepreneurship**

**Getting Started with Moodle
Virtual Learning Environment
Student User Guide**

Belgrade, 2016

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1. General information about Moodle

Moodle is the virtual learning environment (VLE) used in the Faculty of Business Economics and Entrepreneurship. The word 'Moodle' is an acronym of Modular Object-Oriented Dynamic Learning Environment. It is also a verb in the English language which means idle meandering or trifling with something.

Moodle VLE is a web application being used in a web browser. Mozilla Firefox is the officially recommended browser to use, although any other web browser should also perform well. Your teachers will use Moodle to provide course materials such as handouts, lecture notes and PowerPoint presentations. Your teachers may also use Moodle in more interactive ways, which will require your input. Activities such as lessons, discussion forums, chat rooms, glossaries and assignment drop-boxes are often used. Quizzes and Crossword puzzles are even more engaging interactive tools and Wikis are activities suitable for cooperation and work in groups. This document will demonstrate the look and feel of Moodle and describe some of the features.



2.The Faculty's Moodle Access and Logging in

To access Moodle VLE used in the Faculty of Business Economics and Entrepreneurship (FBEE Moodle) you should perform the following steps:

1. Open your web browser of choice and type the www.vspep.rs in its address input box and hit ENTER key on a keyboard.
2. On the site's home page, you can select English as your user interface language, as pointed out by the orange arrow in Figure 1.

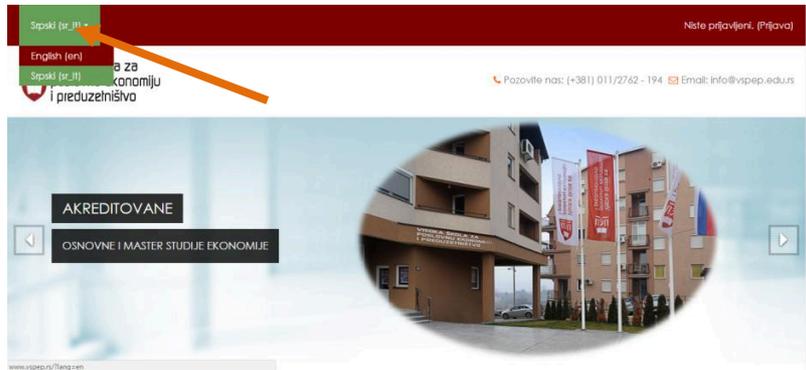


Figure 1. Home page of the FBEE Moodle

3. On the FBEE Moodle's home page in English, you should click on the Log in link in the upper right corner, as illustrated in Figure 2a.

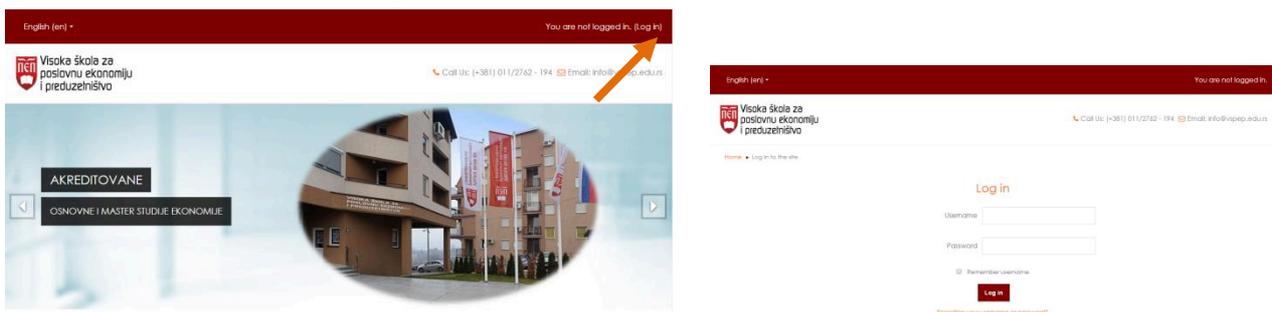


Figure 2. a) Log in link on the FBEE Moodle home page b) Log in page

4. In the corresponding input boxes on the Log in page, enter your user name and password that you have got upon enrolment and click the Log in button at the bottom of page (Figure 2b). After your successful logging in, you will see your name instead of the Log in link in the upper right corner, as shown in Figure 3, and you will have access to courses for all subjects you have been enrolled on as well.

2.1. User profile settings

When you click on the arrow beside your name (as highlighted in Figure 3) the **user** drop down menu is shown with following options: **Profile**, **Grades**, **Messages**, **Preferences** (and the option to **Log out**). If you click the **Profile** option, you will be directed to your user profile page, where you can click the **Edit profile** link, as shown in Figure 4a, to the page where you can update your data, such as a picture, email address, city/town, country, time zone, as well as your interests and social data, such as your web page, ICQ, Skype, phone, mobile phone and your Faculty identity (ID) number (Figure 5). The same **Edit profile** link can be obtained by clicking on the **Preferences** drop down menu option (when the page on Figure 4b is displayed). The **Preferences** page also contains the link to select your preferred language. The selected language will be automatically selected for user interface in the site after you logged in.

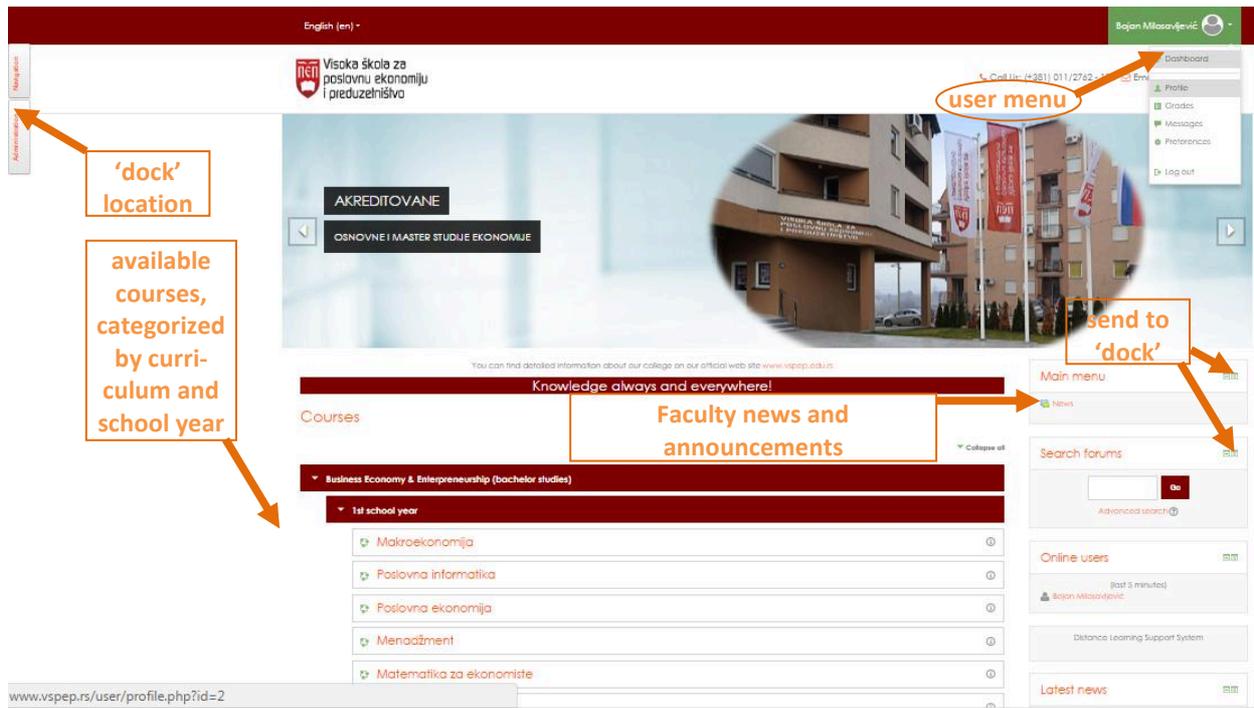
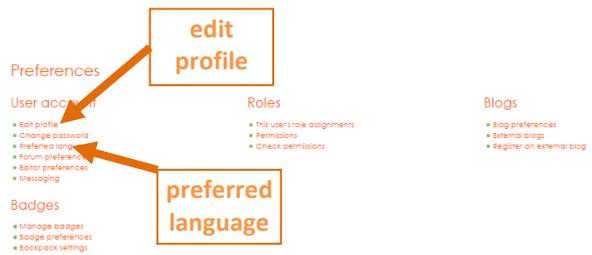
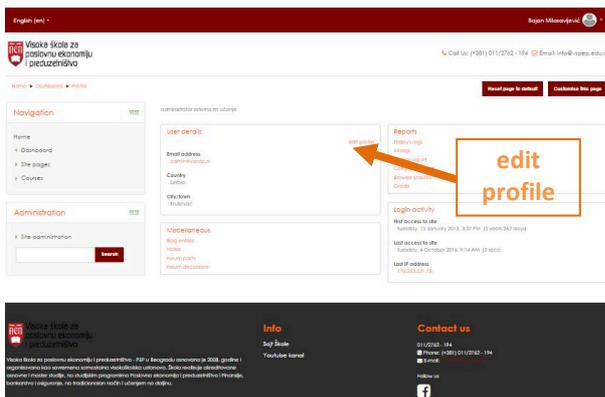


Figure 3. FBEE Moodle home page for a logged-in student



a

b

Figure 4. a) User profile page b) User preferences

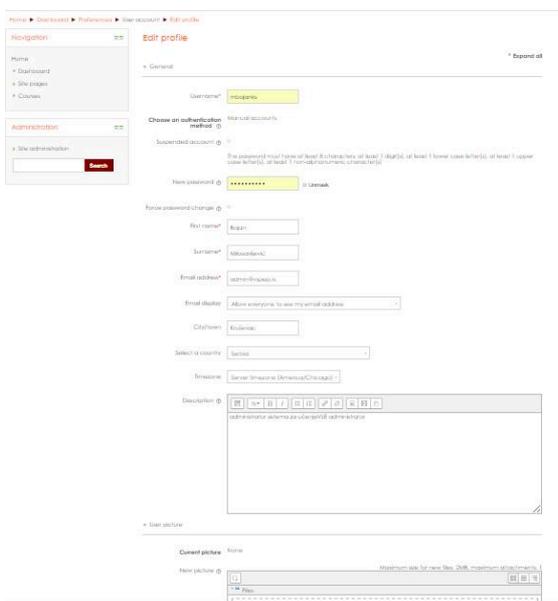


Figure 5. Edit profile

Messages drop down menu option opens the page where you can exchange text messages with other users (teachers and students).

Grades drop down menu option opens the page where you can review your grades for all courses you are enrolled on.

The last two drop down menu options will be explained in further details in the respective chapters.

3.Menu and Course Navigation

Understanding navigations through menus and courses is essential for using the Moodle VLE.

3.1. Docking menus

In order to preserve web page space for displaying course content, blocks from left and right side of page can be sent to so-called 'dock' location on the left edge of page. Buttons to send a block to 'dock' for two blocks on the right side of page, as well as 'dock' location are highlighted in Figure 3. You can actually have more space for course content only if you put all blocks from one side (left or right) on the 'dock'.

3.2. Navigation block and finding your courses

When you are logged in, all available courses in the Faculty are shown on the left-hand side of your home page. Probably the most important block for you on the right-hand side of the page is the **Navigation** block, shown in Figure 6. That is where you can find all content that is relevant for you. First of all, course categories (named after the FBEE study programmes) are the sub options of the **Courses** drop down option. The courses you are enrolled on are then sub options of these course categories and their subcategories (being the school years of a study programme). And if you further expand sub options for your courses, you can follow the hierarchy of instructional units (topics, themes) and instructional resources and activities within them in a particular course.

The screenshot displays the Moodle VLE interface. At the top, there is a banner with the text "Knowledge always and everywhere!". Below this, the "Courses" section is visible, showing a list of courses under the heading "Business Economy & Entrepreneurship (bachelor studies)". The courses are organized into "First year" and "Second year" categories. The "First year" category includes courses such as "Theory and Planning of Economic Development", "Growth and Development Strategies of Enterprises", "Project Management", "European Union Law", "Organizational Design", "Strategic Marketing", "Financial Institutions", "Innovation Management", and "Contemporary Economic Systems". The "Second year" category includes "Financial Reporting and Management Control", "Portfolio Management", "Business Finances", "National Economy", and "Corporate Management". On the right side, the "Navigation" block is visible, showing a "Main menu" and a "Navigation" section. The "Navigation" section includes a "Home" section with links to "Dashboard", "Site pages", "Participants", "Site blogs", "Site badges", "Notes", "Tags", and "Calendar". Below this, there is a "Courses" section with a tree view showing the hierarchy of courses, including "Business Economy & Entrepreneurship (bachelor ...)" and "BUSINESS ECONOMICS AND ENTREPRENEURSHIP (Master Ac...)", with "Second year" selected.

Figure 6. Navigation block and available courses in the FBEE Moodle

3.3. Course structure and Breadcrumb menu

After you click the link to desired course or to some of its content (from the course list or the

Navigation block), you are directed to the desired course home page or to its content respectively. Organizational Design course home page is shown in Figure 7.

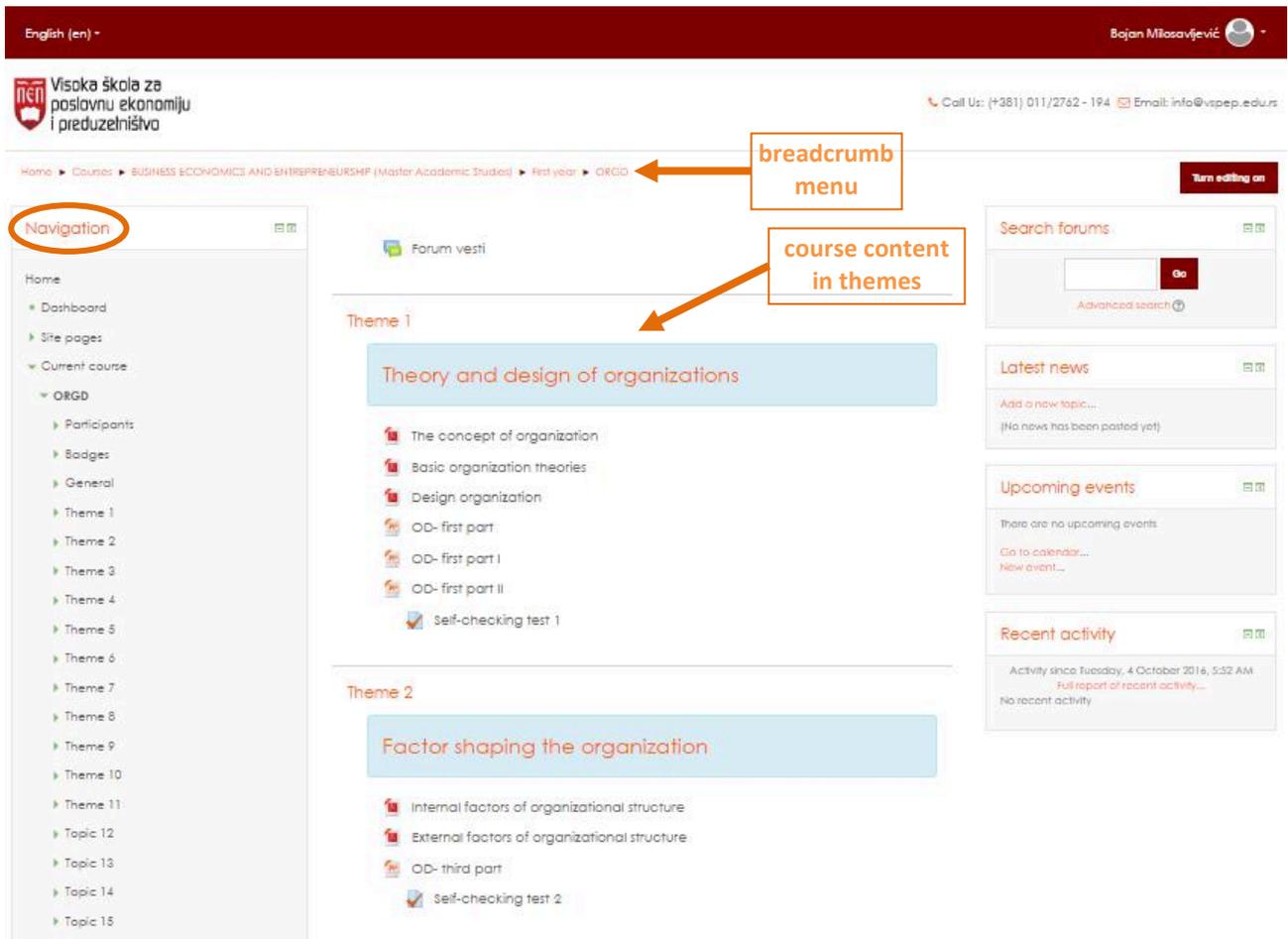


Figure 7. Organizational design course home page

All available course content is listed on the course home page, classified into instructional units called themes or topics, as well as in the **Navigation** block.

The **Breadcrumb menu** is highlighted at the top of the page shown in Figure 7. It consists of hierarchically organized, horizontally laid out links (menu items) that lead to superior contexts of the VLE, being course category containing the currently displayed course, then next left item comprises its right-hand side neighbour. Hence, the first Breadcrumb menu item is **Home**, as a context with the widest scope of the whole site - FBEE virtual learning environment. You can use these Breadcrumb menu items to go back to a context with wider scope and possibilities to select.

4. Course content types

Course content consists of instructional resources and instructional activities. Each instructional resource or activity type has its own icon shown before the resource or activity name.

Instructional resources are lectures presented to you as PDF documents or PowerPoint presentations. You only need to read them carefully and no other activity is expected from you with them. Every time you click a resource/activity link in the list or in the Navigation block, you remain on the same course page, and new download of resource is initiated.

On the other hand, *instructional activities* request some action from you.

4.1. Lessons

More interactive and thus more effective lectures are performed through the **Lesson** instructional activity. In a Lesson activity, you should answer some control questions on some points of instruction flow and you advance through lesson branches according to your answers. The most common case of lesson instruction is that a wrong answer takes you back to read a particular part of a lesson again and a right answer makes you advance toward the end of lesson.

4.2. Quizzes

As a standard, each instructional theme (topic) includes **Quiz** instructional activity called *Self-checking test*. These tests can be worked out as many times as you need, and your best result on each test is counted for total exam points. The same **Quiz** activity is used for colloquium tests, but with more restrictive settings (only one attempt to work on test is allowed, time limit to work on test etc.).

When you click a link that opens (a test as) a **Quiz** activity instance, you are directed to a page (shown in Figure 8) with the button **Attempt quiz now** to start your attempt, and with the message *Grading method: Highest grade* (for colloquium tests you actually has one and only grade). For self-checking tests, the button could also offer you to continue with previously attempted test if that case actually occurred.



Figure 8. Entering a Quiz activity

After you click the button, you are directed to the page for solving the test, as illustrated in Figure 9.

If you change your mind and decide to leave the test quiz without completing it, you can use the **Navigation** block or **Breadcrumb** menu any time to select another activity or even any other course or site home page and navigate anywhere else from there.

Although there are more possible question types, you will likely answer the multi-choice questions, as illustrated in Figure 9. You are asked to select one or more correct answers, by clicking into radio or check box before the selected answer. Parts of correct answers to multi-

choice questions are also calculated in your final score.

The screenshot shows a Moodle quiz page. At the top, there is a navigation bar with 'English (en)' on the left and 'Bojan Milosavljević Student' on the right. Below the navigation bar is the logo of 'Visoka škola za poslovnu ekonomiju i preduzetništvo' and contact information: 'Call Us: (+381) 011/2762-194' and 'Email: info@vspep.edu.rs'. The main content area has a breadcrumb trail: 'Home > Courses > BUSINESS ECONOMICS AND ENTREPRENEURSHIP (Master Academic Studies) > First year > DRGD > Theme 3 > Self-checking test 3'. On the left, there is a 'Quiz navigation' block with a grid of question numbers 1 through 5, where question 1 is highlighted. Below the navigation is a 'Finish attempt...' link. The main quiz area contains two questions:

Question 1
Not yet answered
Marked out of 1.00
Flag question

What is the organizational culture (check in correct answers)?

Select one:

- a. It is the total behavior that individuals acquire during the work in the organization
- b. It is a set of shared attitudes, values, beliefs, expectations and customs of the members of the organization
- c. It is what you see when entering an organization

Question 2
Not yet answered
Marked out of 1.00
Flag question

What are the main sources of organizational culture (check in correct answers)?

Select one or more:

- a. Level of education of employees
- b. National Education and upbringing
- c. Character of employees
- d. Type of business (economic sector)
- e. National culture
- f. The personality of the founder (leaders) in the organization

Figure 9. Starting solving a test...

You can review your current success in the **Quiz navigation** block on the left-hand side. Each square means a question in the test and links to it. You can also **Finish attempt...** on the corresponding link there.

The end of page with test questions answered and **Next** button is shown in Figure 10. You come to that by scrolling the page or alternatively you can zoom out the quiz page (usually by pressing keyboard shortcut **CTRL** and **-** keys simultaneously) and see more, but smaller text.

The screenshot shows the end of a Moodle quiz. It displays three questions with their respective options and a 'Next' button at the bottom left.

Question 3
Not yet answered
Marked out of 1.00
Flag question

What are the stages of change of organizational culture (check in correct answers)?

Select one or more:

- e. Negative
- f. Positive
- g. Indirect

Question 4
Not yet answered
Marked out of 1.00
Flag question

What are the stages of change of organizational culture (check in correct answers)?

Select one or more:

- a. Control
- b. Implementation
- c. Change of people
- d. Analysis
- e. Diagnosis
- f. Planning
- g. History

Question 5
Not yet answered
Marked out of 1.00
Flag question

What forms of communication with employees are available to managers (check in correct answers)?

Select one or more:

- a. Symbolic (indirectly)
- b. Written communication
- c. Non-verbal
- d. Arguments and causing intolerance
- e. Direct conflict with employees
- f. Verbal
- g. Direct communication (persuasion)

Next

Figure 10. Answering all questions in a quiz...

Although you can use the link **Finish attempt...** from **Quiz navigation** block, it is more advisable to use the **Next** button at the end of quiz page. After clicking on it, you are directed to *Summary of attempt* page (Figure 11). You can review and check if you answered all questions (and squares are greyed in **Quiz navigation** block) and then you can **Return to attempt** or **Submit all and finish** (click the button you want).

The screenshot shows the 'Summary of attempt' page for a self-checking test. On the left, there is a 'Quiz navigation' block with buttons for questions 1 through 5, and a 'Finish attempt...' link. The main content area is titled 'Self-checking test 3' and 'Summary of attempt'. It contains a table with the following data:

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

Below the table, there are two buttons: 'Return to attempt' and 'Submit all and finish'.

Figure 11. Quiz Summary of attempt page

When you want to submit all questions and finish the test, you are asked once more if you really finish the quiz, because 'you will no longer be able to change your answers for this attempt' and you are offered to confirm (**Submit all and finish**) or to **Cancel** finishing a quiz (Figure 12).

The screenshot shows the same 'Summary of attempt' page as Figure 11, but with a confirmation dialog box overlaid. The dialog box has the title 'Confirmation' and contains the text: 'Once you submit, you will no longer be able to change your answers for this attempt.' Below the text are two buttons: 'Submit all and finish' and 'Cancel'. The 'Return to attempt' and 'Submit all and finish' buttons from the page below are also visible.

Figure 12. One more check before finishing the quiz...

If you confirmed finishing the quiz, you are directed to results of your attempt, shown in Figure 13. The most important info is in the header of this review, namely **Marks** and **Grade**. In the illustrated example, **Marks: 2.43/5.00** calculated the points within quiz, and **Grade: 0.49 out of 1.00 (49%)** is the scaled value of points for the course you get by solving this quiz. Of course, since this is a self-checking test, you can be more successful in any of your further attempts and that score will be counted instead.

There are also highlighted wrong answers in red, and correct answers in green colour in this review of quiz results, as well as in squares of **Quiz navigation** block (partially answered questions carry a yellow square label).

Home ► Courses ► BUSINESS ECONOMICS AND ENTREPRENEURSHIP (Master Academic Studies) ► First year ► ORGD ► Theme 3 ► Self-checking test 3

Quiz navigation

1 2 3 4 5

Finish review

Started on	Wednesday, 5 October 2016, 2:06 AM
State	Finished
Completed on	Wednesday, 5 October 2016, 3:00 AM
Time taken	53 mins 47 secs
Marks	2.43/5.00
Grade	0.49 out of 1.00 (49%)

Question 1
Correct
Mark: 1.00 out of 1.00
Flag question

What is the organizational culture. (check in correct answers)?

Select one:

- a. It is the total behavior that individuals acquire during the work in the organization
- b. It is a set of shared attitudes, values, beliefs, expectations and customs of the members of the organization ✓
- c. It is what you see when entering an organization

Vaš odgovor je tačan.
The correct answer is: It is a set of shared attitudes, values, beliefs, expectations and customs of the members of the organization

Question 2
Partially correct
Mark: 0.33 out of 1.00
Flag question

What are the main sources of organizational culture. (check in correct answers)?

Select one or more:

- a. Level of education of employees
- b. National Education and Upbringing
- c. Character of employees ✗
- d. Type of business (economic sector)
- e. National culture ✓
- f. The personality of the founder (leaders) in the organization

Vaš odgovor je delimično tačan.
You have correctly selected 1.
The correct answer is: National culture, Type of business (economic sector), The personality of the founder (leaders) in the organization.

Figure 13. Quiz - Review of attempt results

When solving a colloquium test (or any other time-limited quiz), you will have a **remaining-time: xx:xx** notification all the time displayed in the upper left corner of quiz page.

5. Announcements and Communications in FBEE Moodle

Being a distant learner, it is very important for you to stay in touch with all events occurring in the Faculty. This purpose is fulfilled by dedicated blocks on the right-hand side of the site's home page (Figure 14), as follows:

- **Main menu** block has **News** menu item, where you can find all related news and announcements (it is like a forum in a sense that you can reply on existing posts from Faculty administration, but you can not post your initial posts)
- **Navigation** block has **Site pages** drop down option with social communications options, such as site blogs, badges, notes, tags etc.
- **Search forums** block has input box to enter keywords for searching in existing posts on all available forums
- **Online users** block presents currently present users on the site (students and teachers as well).
- **Latest news** block consists of the latest news published in **News** forum where administration staff had put announcements that had not been date- and time related.
- **Upcoming events** and **Calendar** blocks emphasize scheduled tasks for you. Upcoming events are listed as text, and **Calendar** is an interactive tool with highlighted date fields for dates that have some activities for you scheduled. Calendar shows a popup to you with your important events for the date whose field is mouse-overed.

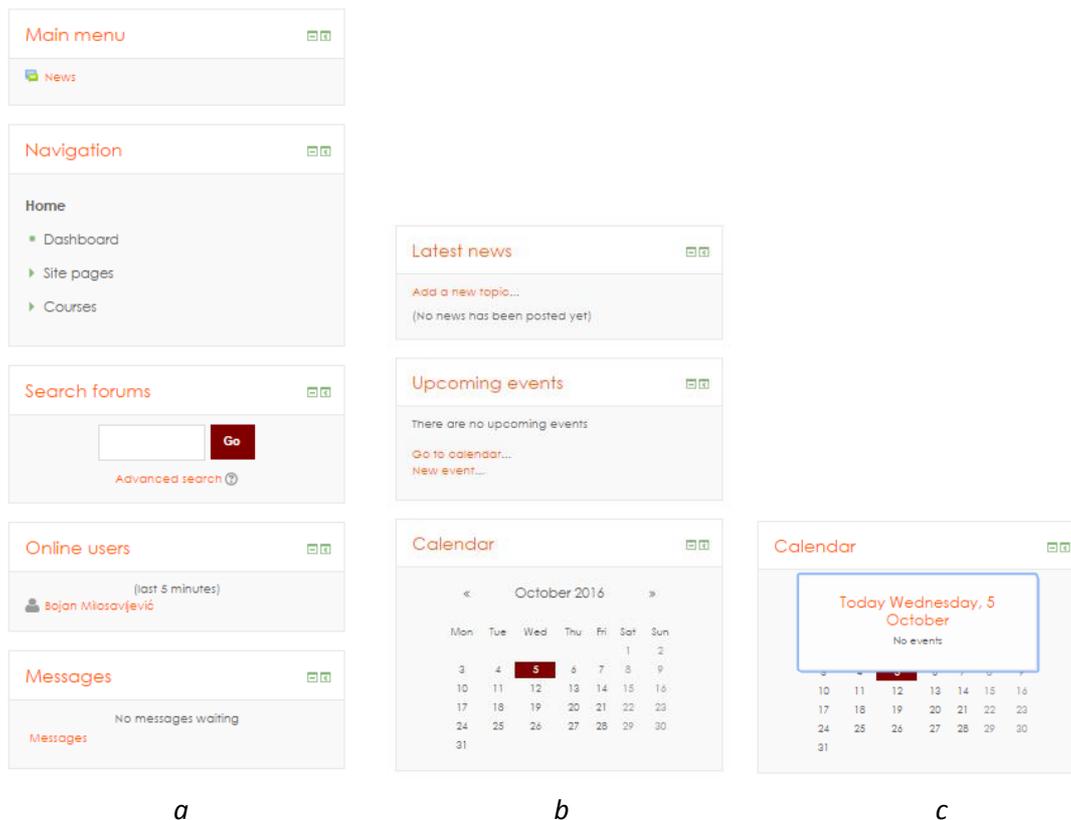


Figure 14. Moodle blocks for announcements and communications

5.1. Messages

Messages block, shown in Figure 14a, displays information about Moodle messages arrived for

you. If you want to send a Moodle text message to any user in FBEE Moodle, then you should use **Messages** link that opens *Messages* page, shown in Figure 15a.

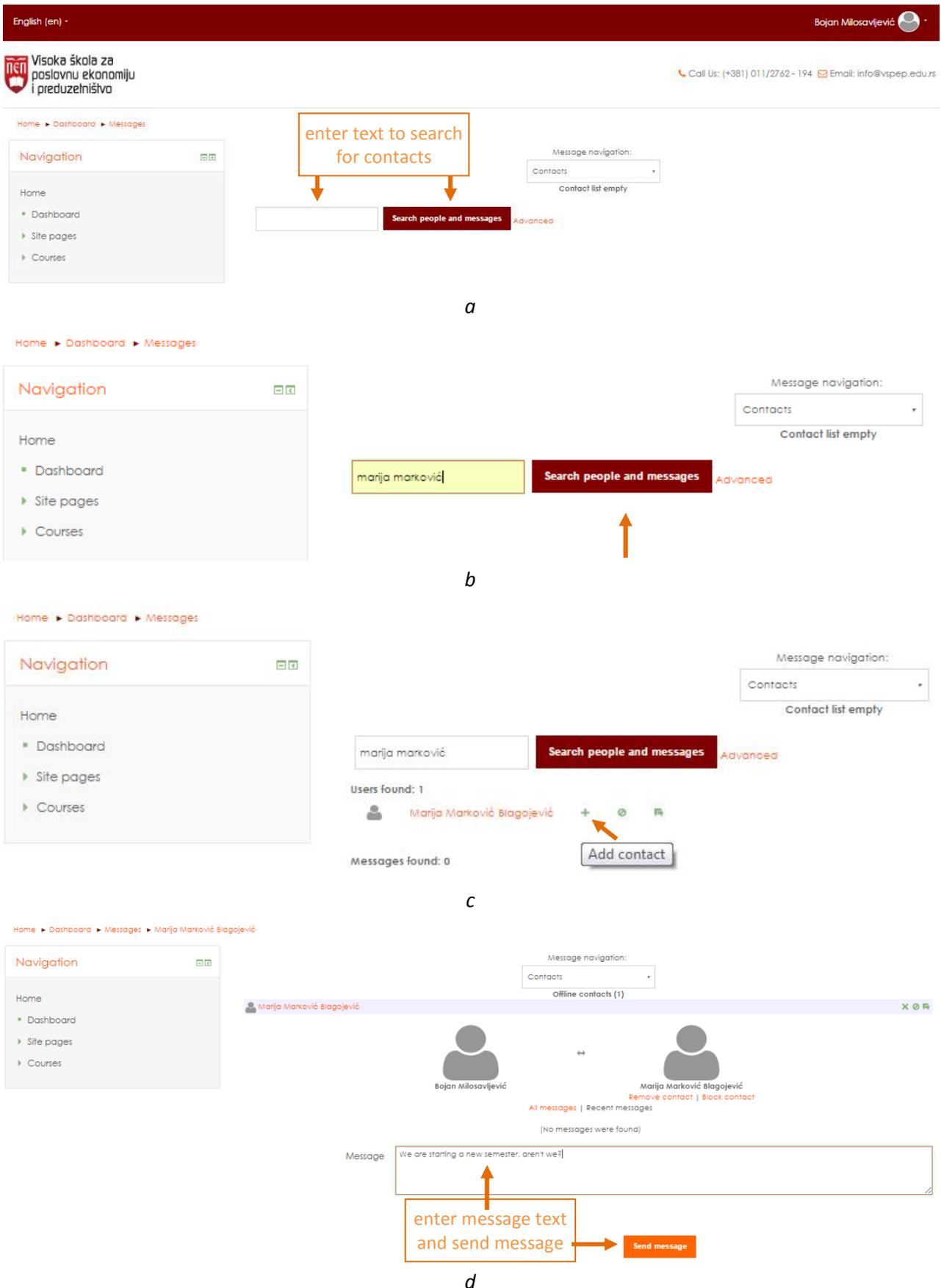


Figure 15. a) Initial page for sending Moodle text messages b) search string entered c) contact found d) write and send message

At the beginning, you have no contacts recorded in your list and that is why you would enter (at least part of) your message recipient name in the search input box and click **Search people and messages** button (Figure 15b). Search results are then shown in the page with + button to add (record) found contact to the list (Figure 15c). After clicking the + button, you are directed to the page where you can write message (in a text box) and send it to this added contact by clicking **Send message** button (Figure 15d). If your message recipient is also online on the site, she will be immediately notified in a popup message in lower right corner of his web page (and in **Messages** block as well). If she is not online at the moment when message for her is received, she will also be notified by email. (Of course, the same conditions holds if you are the recipient of someone's message).

After the message has been sent, you get the page illustrated in Figure 16.

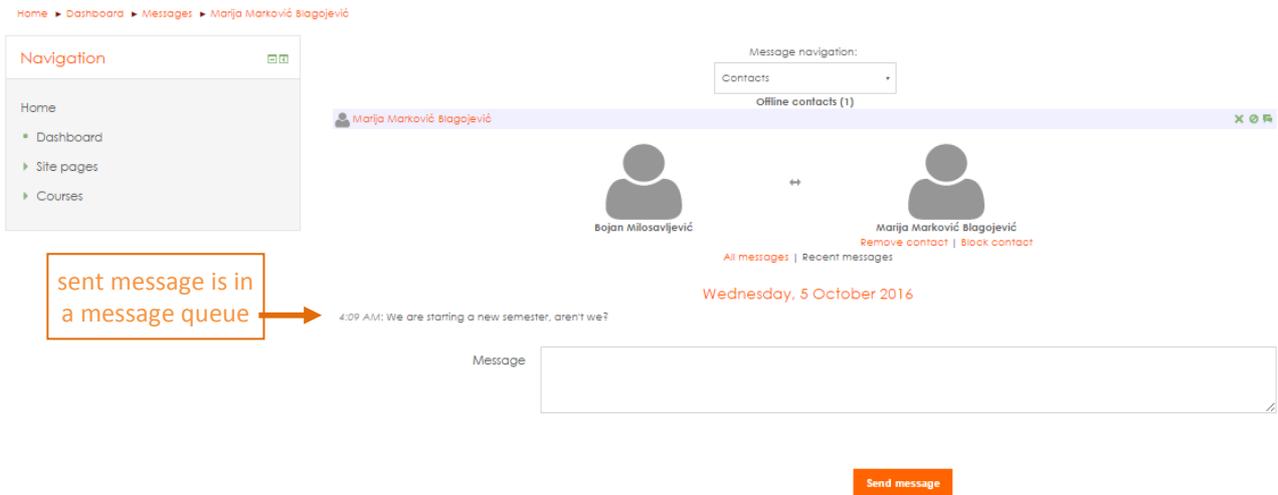


Figure 16. Message has been sent successfully

The people you exchange message often with will be immediately available in your contact list, so you will not need searching for contacts all the time.

6. Where Can You Find Information About Your Grades?

You can find information about your grades in at least two ways. The first way is via **Grades** drop down **user** menu item, as explained in Chapter 1, and the second way is via **Grades** drop down menu item from **Administration** block.

6.1. Grades user menu item

After you click on **Grades user** menu item, you are directed to the page shown in Figure 17, where you can review your current grades for all your courses.

Home ► BUSINESS ECONOMICS AND ENTREPRENEURSHIP (Master Academic Studies) ► First year ► ORGD ► Grades

 Bojan Milosavljević

Overview report ▼

Select a user

Bojan Milosavljević ▼

Course name	Grade
Organizational Design	- (0.49)

Figure 17. Grades user menu item opens review of grades for all your courses

6.2. Grades from Administration block

While you are within a particular course, after you click **Grades** in **Administration** block and select **User report** in the drop down box, you can review detailed data regarding your success in activities of the particular course, along with maximum points achievable per each activity. User report example is shown in Figure 18.

Home ► BUSINESS ECONOMICS AND ENTREPRENEURSHIP (Master Academic Studies) ► First year ► ORGD ► Grade administration ► User report

 Bojan Milosavljević

User report ▼

Select all or one user: Bojan Milosavljević ▼

Grade item	Grade	Range	Percentage	Letter grade	Feedback	Contribution to course total
Organizational Design						
Aktivnost na nastavi						
Self-checking test 1	-	D-1	-	-	-	0.00 %
Self-checking test 2	-	D-1	-	-	-	0.00 %
Self-checking test 3	0.49	D-1	48.67 %	-	-	48.67 %
Self-checking test 4	-	D-1	-	-	-	0.00 %
Self-checking test 6	-	D-1	-	-	-	0.00 %
Self-checking test 7	-	D-1	-	-	-	0.00 %
Self-checking test 8	-	D-2	-	-	-	0.00 %
Self-checking test 10	-	D-2	-	-	-	0.00 %
Aktivnost na nastavi total	0.49	D-1	48.67 %	-	-	-
Kolokvijumi						
Kolokvijum 1	-	D-15	-	-	-	0.00 %
Kolokvijum 2	-	D-15	-	-	-	0.00 %
Kolokvijumi total	-	D-30	-	-	-	-
Ispit						
Exam	-	D-60	-	-	-	0.00 %
Ispit total	-	D-60	-	-	-	-
Course total	- (0.49)	D-1	48.67 %	-	-	-

Figure 18. User report - course points by course activities (with maximums)