

Exercises in the platform Moodle

This training is inside the trainingsarea (Trainingsbereich).

1. Exercise: Login & Personalizing Profile

Sign in with your FH-username and password at:

<http://virtueller-campus.fh-joanneum.at/>

At the left side click „My home“. Here you see all the courses you are enrolled to.

Photo Upload

In the platform, you have a personal area. You can introduce yourself in the platform, and upload a photo of yourself. The photo will appear in all your forum postings. The following data support the formation of a virtual community. Follow these steps:

- On the left side you see the link “My profile”
- Click „View Profile“ on the left side again > Navigation
- Click “Edit Profile” on the left side > Settings
- Now upload a **photo**. Go to User Image and click the button „Browse“. A dialog-window appears. Search through the drive where the file is stored, select the file and click „Open“
- Click „Save“

Additional settings for forums:

For a clear presentation of the posts in the forum, we recommend to make the following settings: Daily summary Email with full community contributions, no automatic subscriptions to forums as well as the colour marking of new mails.

Please, select:

- Forum posts summarize – at the pull-down menu: „ Complete (Daily e-mail with full posts)“
- Subscribe to this forum – at the pull-down menu: „Yes: when I post subscribe me to that forum“
- Forum posts mark – at the pull-down menu: „Yes: highlight news posts for me“

2. Exercise: Download documents

You will use the platform to upload and download content. That's why you'll practice the download of content in this exercise. To do this, follow these steps:

- Click on "Website Start", scroll down to "Trainingsbereich" and click on it. Go to the course "YourStudyCourse-Trainingscenter". Eg "GBP-Trainingscenter"
- Enrol yourself to this course.
- In the area „Document Download“ you will find the documentation for this unit
- Click the title of the file, to save it on your computer.

3. Exercise: Upload an Assignment

In the platform, you can select one or more files to upload at a given time to the lecturer. The lecturer can give feedback and evaluate the homework via the platform.

Go to the area "Upload", click on "Task" and follow the description of the assignment:

1. Open the program "Microsoft Word" or another Editor
2. Write your name inside the document
3. Save the file this way: name_date.doc

Upload your file here!

Please avoid special characters, spaces or umlauts in the filename.

Exercise: Edit Wiki

Make another entry in the field „**Edit Wiki**“ in the wiki „Collection of favourite Songs“. Click on Your SONG. A new side will be created automatically. Write messages to 1-2 favourite songs of yours in the text box, using this text editor. Click at the end on "Save". Note that only one user can make an entry in the wiki.

For to create a new WIKI-page do like this:

- Format inside the text a word, which will be the title of a new page, this way: `[[newname]]`
- The new page will be created
- Link to another already existing WIKI page the same way, but write the title of the page, you want to link to case sensitive!

5. Exercise: Discuss in the forum

Write your first post in the discussion forum and get visible to your colleagues and teachers. Share your first message about the experience you had at the entrance to this platform. Post your contribution in the field **“discuss in the forum”**. Read the first entry and respond with **“Reply”**. Read the contributions from your colleagues and respond to it. Try the different views of the contributions.

6. Exercise: A new discussion topic

Go to the homepage of the course and then to the forum **“Coffee & Tea”**. Start a new discussion in the forum, by clicking the **“Insert new discussion topic”** button. Enter a meaningful subject and write a post. Publish the post by clicking the **“Post to forum”** button.

Good Luck and Have Fun!

For questions about Moodle please contact:

helpdesk@fh-joanneum.at