Navigation and Features

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Communicating in Moodle

There are a variety of ways to communicate with your classmates and instructor in MLC courses. Please be sure to check the course syllabus to find your instructor's preferred method of communication.

Moodle Messenger

- Moodle Messenger is an instant messaging system within Moodle that can be used to communicate with instructors and classmates.
- Access Moodle Messenger by clicking the 💬 in the top toolbar from anywhere in Moodle.
- After opening the Moodle Messenger window, use the search box to find the person you wish to message. Note that you will only be able to contact Moodle users who are in your classes.
- Once a conversation has been started, you can star the conversation or add the user to your contacts so you can access the conversation quickly. You can also block or mute the user.
- Note that not every instructor or student checks Moodle Messenger frequently. Refer to the course syllabus for the most effective way to communicate with your classmates and instructor.

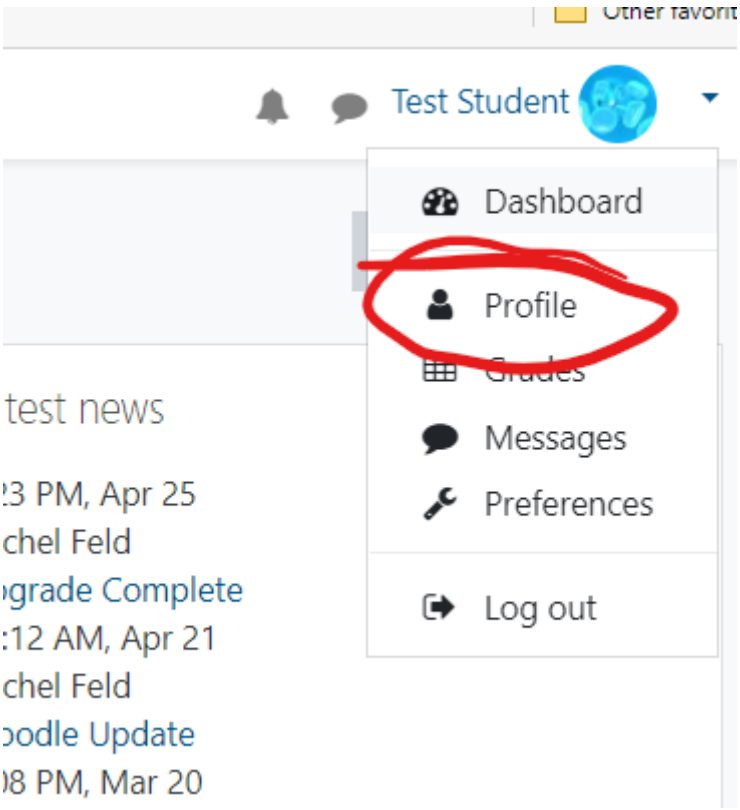
Email

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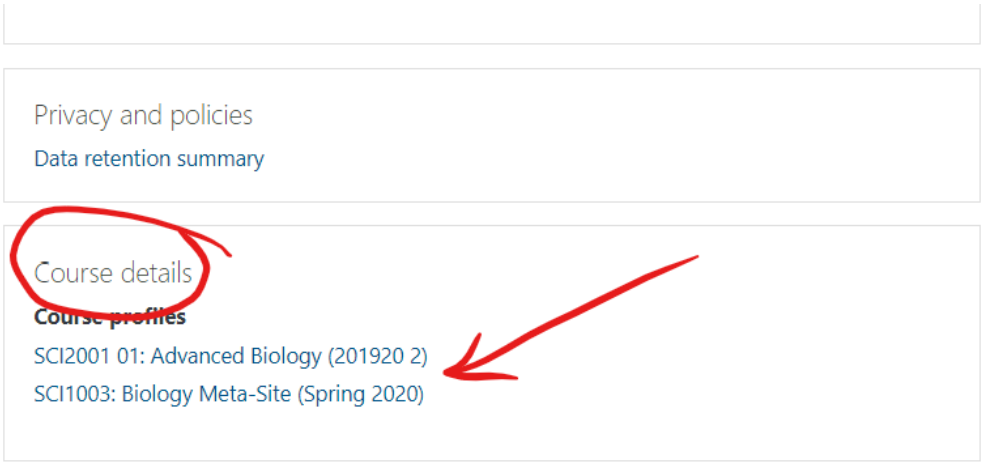
Viewing Reports and Logs

If your instructor has enabled this feature, you can get detailed reports about your activity in a Moodle course. Steps:

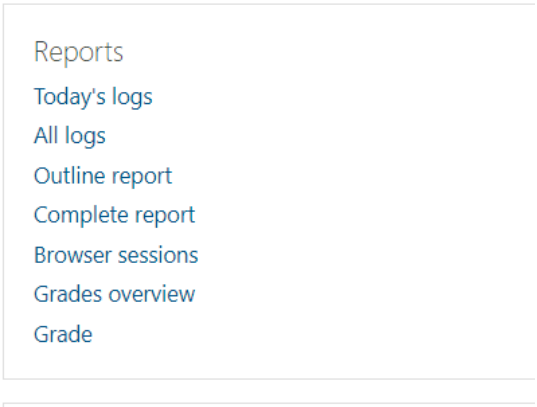
1. Log in to Moodle. Right from your Dashboard, before you enter the course, locate your User icon in the upper right corner. Use the down-arrow to select your Profile.



2. From your Profile page, locate your courses in the lower-left corner. Select the course for which you wish to view reports.



3. Once the new page has loaded, look for the Reports pane, in the right-center pane.

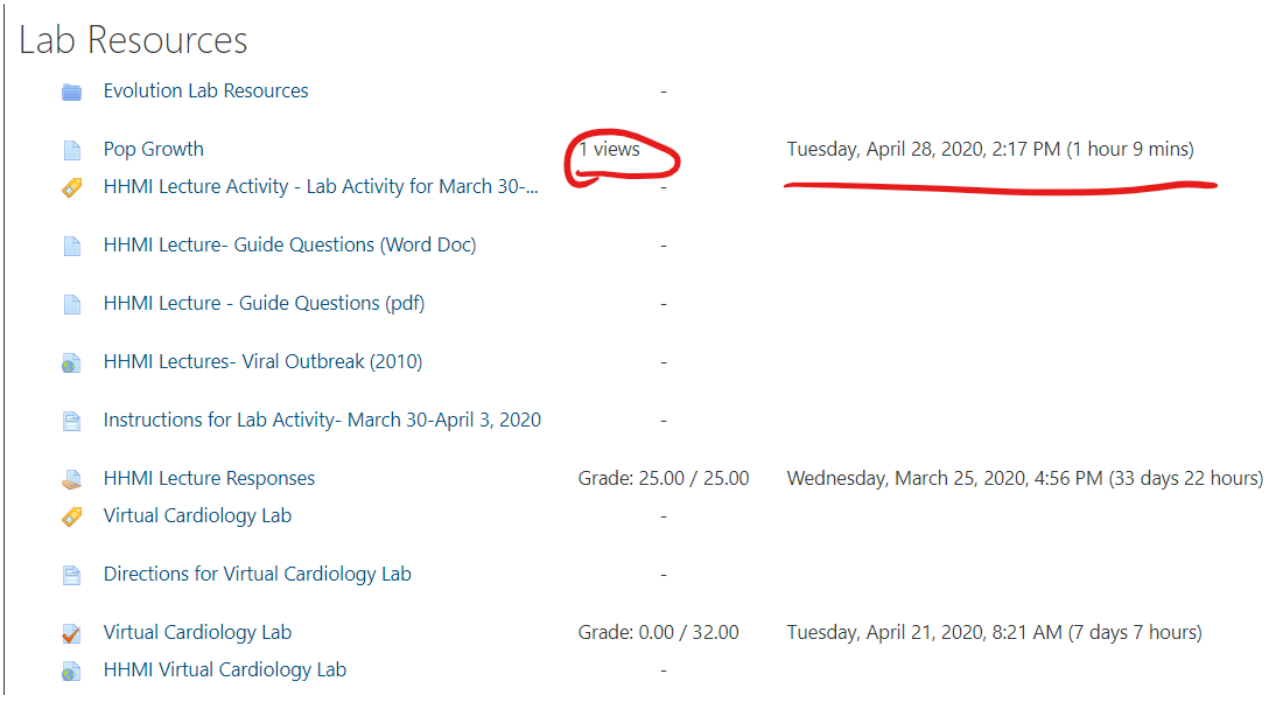


4. Selecting "Today's logs" will show you all of your activity for the day in a table format:

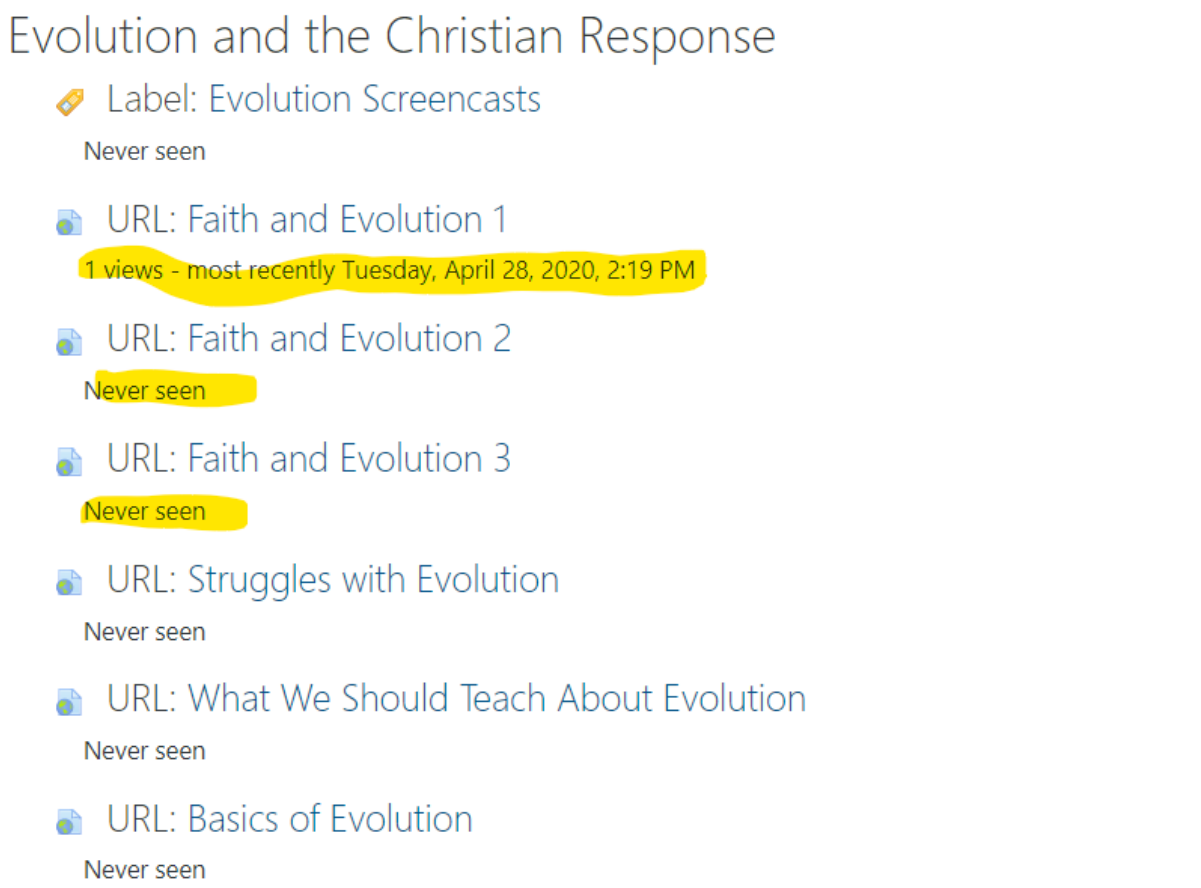
Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
April 28 2020, 3:23 PM	Test Student	Test Student	Course: SCI1003: Biology Meta-Site (Spring 2020)	System	User profile viewed	The user with id '5488' viewed the profile for the user with id '5488' in the course with id '4232'.	web	66.41.243.211
April 28 2020, 3:04 PM	Test Student	Test Student	Course: SCI1003: Biology Meta-Site (Spring 2020)	Activity report	Outline report viewed	The user with id '5488' viewed the outline report for the user with id '5488' for the course with id '4232'.	web	66.41.243.211
April 28 2020, 3:03 PM	Test Student	Test Student	Course: SCI1003: Biology Meta-Site (Spring 2020)	System	User profile viewed	The user with id '5488' viewed the profile for the user with id '5488' in the course with id '4232'.	web	66.41.243.211
April 28 2020, 3:02 PM	Test Student	Test Student	Assignment: HHMI Lecture Responses	Assignment	Feedback viewed	The user with id '5488' viewed the feedback for the user with id '5488' for the assignment with course module id '219701'.	web	66.41.243.211

5. Selecting "All logs" will show you the activities for the entire term. (The view is identical to the one above, but with more data shown.)

6. Selecting "Outline report" will give you a snapshot of activity, organized according to the course organization.



7. Selecting "Complete report" will show ALL of the items in the course (including items that don't require attention, like labels) and what activity has taken place:



8. You can also access your Gradebook, for any of your courses, from this page.

Accessing Your Course

To access your online courses in Moodle, you need to log in to the Moodle website by doing the following:

Instructions

- From an internet browser (Chrome or Firefox are recommended) go to moodle.mlc-wels.edu.
- A screen requesting your username and password should appear similar to the one shown below.
  - Your Moodle username and password are the same as your MLC Portal username and password. Please see the Getting Started page if you need assistance with this information.
- Once you have entered your username and password, click **Log in**.
- Your Moodle Dashboard will appear, along with a list of the courses you're enrolled in.

  Please see the rest of Navigation and Features for more information about navigating in Moodle.
- If you run into any issues, please visit the Moodle Help page for contact information.

