Moodle - Accessing, Saving & Printing Resources/Activities

This help sheet shows you how to access the resources and activities on the Moodle VLE, how to save materials onto your hard disk/other local storage device and how to print these resources.

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Accessing Resources

Files 🗄️ 📚 📝 🎨 🇺

Your module leader may have uploaded files like Word documents, PDFs, PowerPoint presentations or images onto Moodle courses/modules for you to access.

These files can be either embedded in Moodle or you will have to download the file.
Please see the examples below:

*Embedded File* - the file is directly displayed in the Moodle page. Click on the link to access the file.

### PBL Trigger

This section contains the Problem Based Learning (PBL) triggers for this module as well as the self-assessment questions.

**PBL Trigger One**

![PBL Trigger One](image)

An adult with a neurological impairment within a rehabilitative setting

The File opens in a new window. You can click on the save button to download the file.

**Please note** – if you should not be able to scroll through the embedded file or download a document, please try using a different browser (use Opera if you are using iPad or iPhone. Google Chrome or Firefox are also useful). *Force download* - You will need to download the file in order to view it.
Click on the file name. In Google Chrome the file will automatically download (bottom left of Chrome window).

Click on the dropdown menu and select Open or Show in folder to access the file.

In Internet Explorer select if you want to 'open' or 'save' the file. The file will download in the relevant programme, e.g. a Word document will open in MS Word.
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**Folders**

A number of files can be displayed inside a single folder. Folders may be used for series of files on one topic, for example, a set of past examination papers in PDF format or a collection of image files for use in student projects.

1. Click on the folder icon/link. On a new page you will be able to access the single files contained in a folder.

2. When you have opened a folder you can move back to the previous page by clicking on the links in the breadcrumb trail.
Unzipping Folders and Files

A folder or file may also be zipped. Follow the steps below to unzip a folder or file.

1. Click on the zip folder or file.

   ![Zipped Folder](image1)
   ![Zipped File](image2)

2. You will be prompted to open or save the folder/file.

   ![Prompt](image3)

3. In a new pop-up window you will see the unzipped folder. Double click the icon to access the files.

   ![Unzipped Folder](image4)
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**URLs**

URLs can also be displayed as course resources. These are links to the Internet, a website or online files. URLs can be embedded in Moodle or open in a new window or browser tab. Click on the link to open the resource.

In the example below the website opens in a separate pop-up window:

You could also open that website in a new tab or new window.

Right-mouse click on the link and select **Open in new tab** or **Open in new window** according to your preferences.
Disabling Pop-up Blocker

Please ensure the pop-up blocker is disabled to access links in Moodle.

In Internet Explorer:

- Go to Internet Options --> Privacy --> untick Turn on pop-up Blocker.
- Click OK.

In Google Chrome:

- Go to Settings --> Advanced Settings --> Privacy --> Content Settings --> Pop-ups.
- Click either Allow all sites to show pop-ups or paste the Moodle home page url (link) into the Manage exceptions box. Click Done.
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Pages

A page can be described as a web page within Moodle. A page resource can display text, images, sound, video or web links.

In a page module resources are easily accessible, without having to download files.

Click on the page icon to access the page module contents which open in a new window.
Books

For large amounts of content, a book is used rather than a page. Books can have a table of contents and may also display text, images, videos, sound or web links.

Click on the book icon.

Course information

Essential content to help you pass

This section contains the bulk of the training materials for the Food Preparation and Cooking course.

- How to prepare and cook food safely
- Guidance on safe food preparation

Basics of food hygiene

Introduction

This resource is to give you a basic introduction to food hygiene and safety.

You can browse from page to page by using the forward/backward buttons.

Introduction

Chopping boards

Chopping Boards and Food Safety:
Wondering about the best kind of chopping board to use to help avoid a food-related illness? Here's all the info you need.

Chopping Board Basics - Wood vs. Plastic:
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**Accessing Activities**

**Forum**

The forum activity module enables you and other participants to have discussions over a certain period of time. Contributions to a forum can also be reviewed and graded.

There are several forum types where:

- Participants can start a new discussion.
- Only one discussion can be posted.
- Students have to answer questions before being able to view other students’ posts.
- Lecturers can allow files to be attached to forum posts.

You can subscribe to a forum to receive notifications of new forum posts (go to **Settings block → Edit Profile**).

To access a forum:

1. Click on the forum link.
2. The forum opens on a new window.

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Started by</th>
<th>Replies</th>
<th>Last post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Analysis</td>
<td>Robert Rees</td>
<td>0</td>
<td>Robert Rees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thu, 26 Sep 2013, 6:22 PM</td>
</tr>
<tr>
<td>Group 2 Activity Analysis</td>
<td>Sharon Stainsby</td>
<td>0</td>
<td>Sharon Stainsby</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wed, 25 Sep 2013, 10:33 AM</td>
</tr>
<tr>
<td>pbl 5</td>
<td>Sasha Jacobs</td>
<td>0</td>
<td>Sasha Jacobs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tue, 24 Sep 2013, 11:13 AM</td>
</tr>
<tr>
<td>Activity Analysis</td>
<td>George Stratton</td>
<td>0</td>
<td>George Stratton</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon, 23 Sep 2013, 6:44 AM</td>
</tr>
<tr>
<td>Activity Analysis - cycling prep &amp; sandwich making</td>
<td>Saima Jamal</td>
<td>1</td>
<td>Penny Stewart</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon, 23 Sep 2013, 6:20 PM</td>
</tr>
</tbody>
</table>
To read a forum entry, click on a forum discussion topic link:

The selected forum discussion topic will open in a new window.

You can reply to the posted comment by clicking the reply button.

You can also start a new discussion topic by clicking **Add a new discussion topic** on the forum main page.
Complete the fields highlighted in red.

You can also attach images and other files to forum discussion topic.

Attach files by clicking the **Add** button --> **Browse** for your file --> **Upload** the file.
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Or you can just drag and drop your files in the drag and drop field.

When you have completed your new discussion topic click Post to forum.
Your forum contribution appears in the forum. Click on discussion title to read your forum post.

Please note – you can edit your forum contribution only within 30 minutes after posting. You can delete your post if no other user has replied to your comment.
Glossary

A **Glossary** is for creating and organizing a list of definitions, resources or information. Glossaries can be used:

- For creating a collection of definitions.
- For sharing subject-related videos, images or sound files.
- As a resource for revision.

1. Click on the link to access the **Glossary**.
2. The **Glossary** opens in the new window.
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Choice

Choice activity modules are for getting an answer to a single question, giving you a variety of possible responses to choose from.

A choice activity could be:

- A quick poll about a particular topic.
- A form of test.
- A decision-making instrument, where students' views can have some impact on the course.

1. Click on the link with the Choice icon.

2. Select an answer and click Save my choice to submit your choice.

3. Choice results could be published after you have answered - depending on the course/module leader.
Feedback

The feedback activity module is a survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input – created by you course/module leader.

Feedback activities may be used:

- For course evaluations.
- To enable participants to sign up for course modules, events etc.
- For surveys in which students can report incidents anonymously.

1. Click on the link to open the Feedback activity.

   ![Course evaluation](image)

2. Select or type your answer(s). Click **Next page**.
3. When you have completed the answers click on **Submit your answers**.

4. Click **Continue** to finish the survey.

![Course evaluation](image)
Printing Files

Navigate to where the information you want is stored inside Moodle.

Printing information displayed directly within Moodle

1. Click in the document. Select the Print icon in the menu bar or right mouse-click in the document and select Print.
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3. Make sure you have selected the right printer and print properties. Click Print.

Pinting files which are uploaded to Moodle

To Print a Word Document

In Google Chrome:

1. Download and open the file.
2. Go to File --> Print.

In Internet Explorer:

1. Right-mouse click on the file name.
2. Select Print target.
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3. Select your print preferences and printer. Click Print.

To Print PowerPoint Slides:
If you are printing PowerPoint slides you can save money/paper by printing them as Handouts.

1. Go to File.
2. Select Print.
3. In Settings --> Drop down the Full Page Slides.
4. Select Handouts.
5. Choose how many slides to print per page from the Handouts selection, and then click OK.
To print selected text from the Moodle site

1. Highlight the text you would like to print.
2. Right-mouse click and select **Print**.

3. Select the printer and click **Print**.