

Using the Moodle course platform

Course objective: The aim of this part of the online course is to quickly introduce the Moodle course platform and the activities you will be using during your studies.

Course outline:

1	General information	1
2	How to access the course platform	1
3	How to access the different courses	2
4	Consulting the resources of a course	4
5	Submitting a homework	5
6	Tests (MCQ)	10
7	Using the forum	12
7.1	Adding a discussion on the forum	12
7.2	Replying to a message on the forum	14
8	Exiting the course platform	15

1 General information

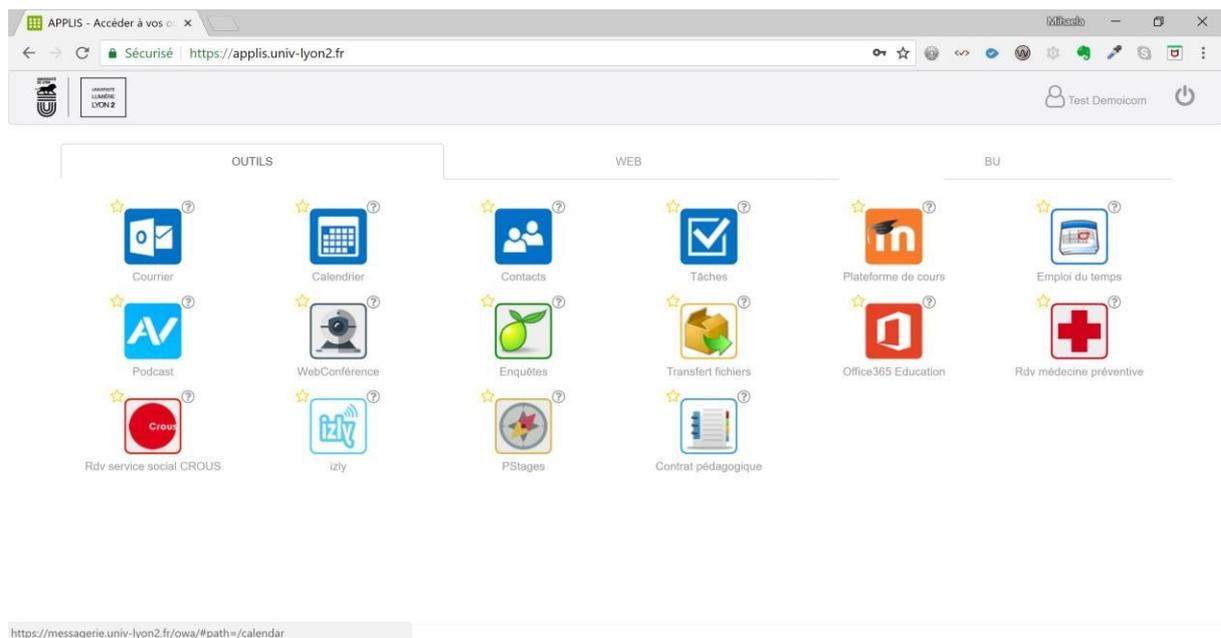
As a student at Université Lyon 2, you have access to the resources that your instructors share with you on the Moodle course platform. It is an online learning platform, but it can also complement teaching. **Moodle** is the abbreviation for **Modular Object Oriented Dynamic Learning Environment**: “Modular dynamic learning object-oriented environment”.

The main function of the course platform is to provide access to educational resources shared by your instructors. All instructors and students of the Université Lyon 2 can access the Moodle Lyon 2 course platform after being authenticated (using their Lyon 2 username and password).

2 Accessing the course platform

To connect to the course platform, in a web browser go to the address: <https://applis.univ-lyon2.fr/>. You must enter your Lyon 2 username and password to be able to connect to the University's digital services.

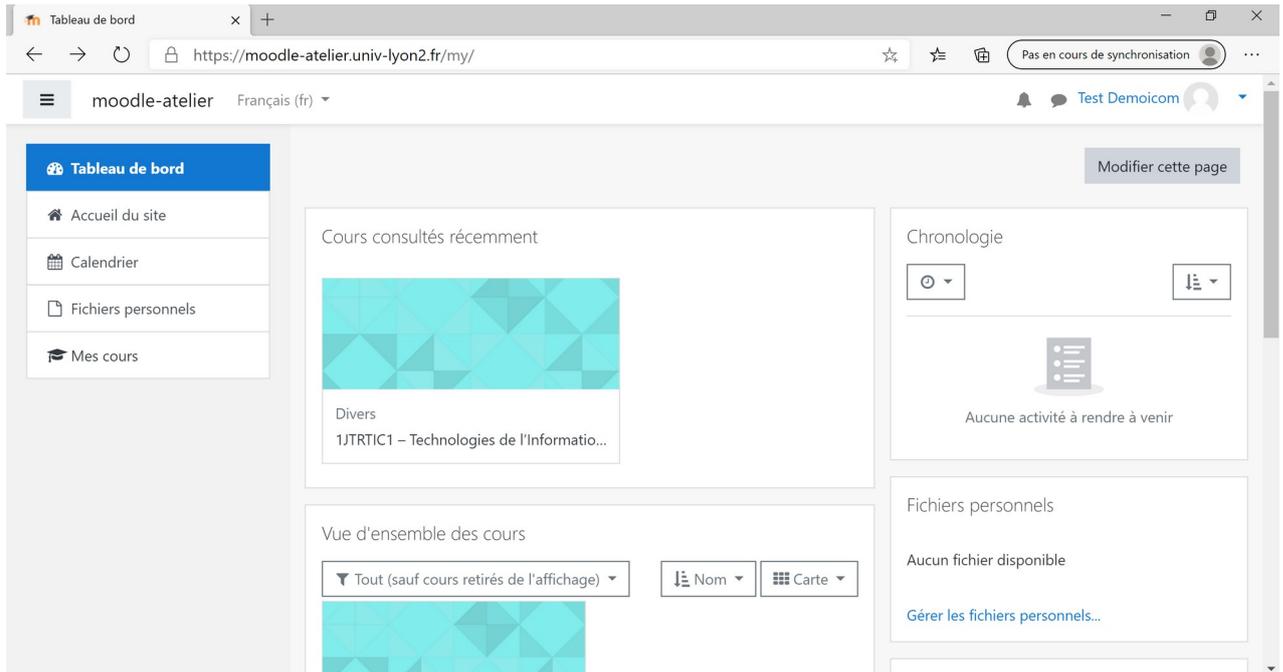
Among these services you will find the Moodle course platform:



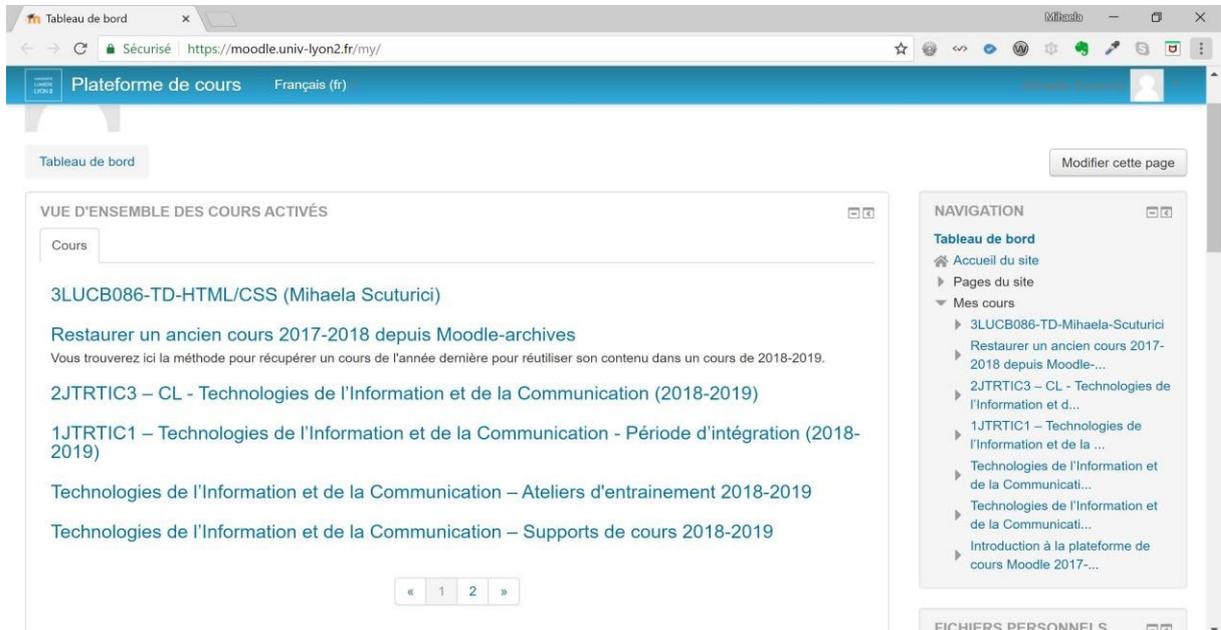
Another option for connecting to the course platform is to enter the address of the course platform directly in the address bar of the browser: <https://moodle.univ-lyon2.fr>. Then, log in by entering your Lyon 2 username and password.

3 Accessing the different courses

After identification, you have direct access to the “Dashboard” which contains the list of courses in which you are registered:



The Moodle interface displays a list of only 6 courses per page. If you are enrolled in more than 6 courses, do not forget to browse the different dashboard pages by clicking on the numbers at the bottom of the page:



Important! Only courses opened by your instructors and in which you are registered will be visible. If no lessons are displayed when they should be, you have several solutions:

- Ask your Tuition Manager to verify that the data for this course is correct. For example, all first-year undergraduate students should have access to the course “1JTRTIC1 — Information and Communication Technologies — Integration Period”.
- Go to the nearest Digital Services Desk (GSN). During normal periods, the GSNs are open non-stop Monday to Friday from 7.45 a.m. to 6.15 p.m. When classes or exams are suspended, the hours are adapted.
 - GSN campus Berges du Rhône (BDR) — room E020 (next to the cafet'U) — 04 78 69 71 04
 - GSN campus Porte des Alpes (PDA) - room F006 — 04 78 77 24 15

To access a course, just click on its name. For example, by clicking on “1JTRTIC1 — Information and Communication Technologies — Integration period 2020-2021” you get the following page:

4 Consulting the resources of a course

Each instructor designs the course in their own way, but usually it is made up of several sections which may contain resources. A resource allows the display of any digital content, for example, documents in PDF, Word, PowerPoint, archive (.zip) web pages, video sequences, sounds, etc. The resources may also be of the type of discussion forum, test (MCQ), homework, etc.

There is another way to access these resources: the “**Navigation**” block which is located at the bottom right of the screen, but depending

on the choice of the instructor, it can be located on the left and/or at the top of the screen.

You can return to the list of your courses by clicking on “**Dashboard**” in the “**Navigation**” block.

Often, instructors post tips for the smooth running of the session. Be sure to **read carefully** and **pay attention to all the texts** that appear on the online course page. As part of the ICT (Information and Communication Technology) courses, attendance will also be monitored for online courses (CL). In general, to be considered regular at a LC, it is necessary to **consult all the resources** and **carry out all the suggested MCQs**.

Take the following screenshot as an example.

For the tutorial, the files necessary for the smooth running of the tutorial are shared: the instructions are in a .pdf file (TD Support — Digital life in Lyon2) and an archive.zip type of file (TD files.zip).

For the online course, in the red box you will find a text specifying what to do to be considered diligent in this session. Then below, there are two files in .pdf format (the course material) and a multiple choice test to be carried out after consulting the resources made available to you.

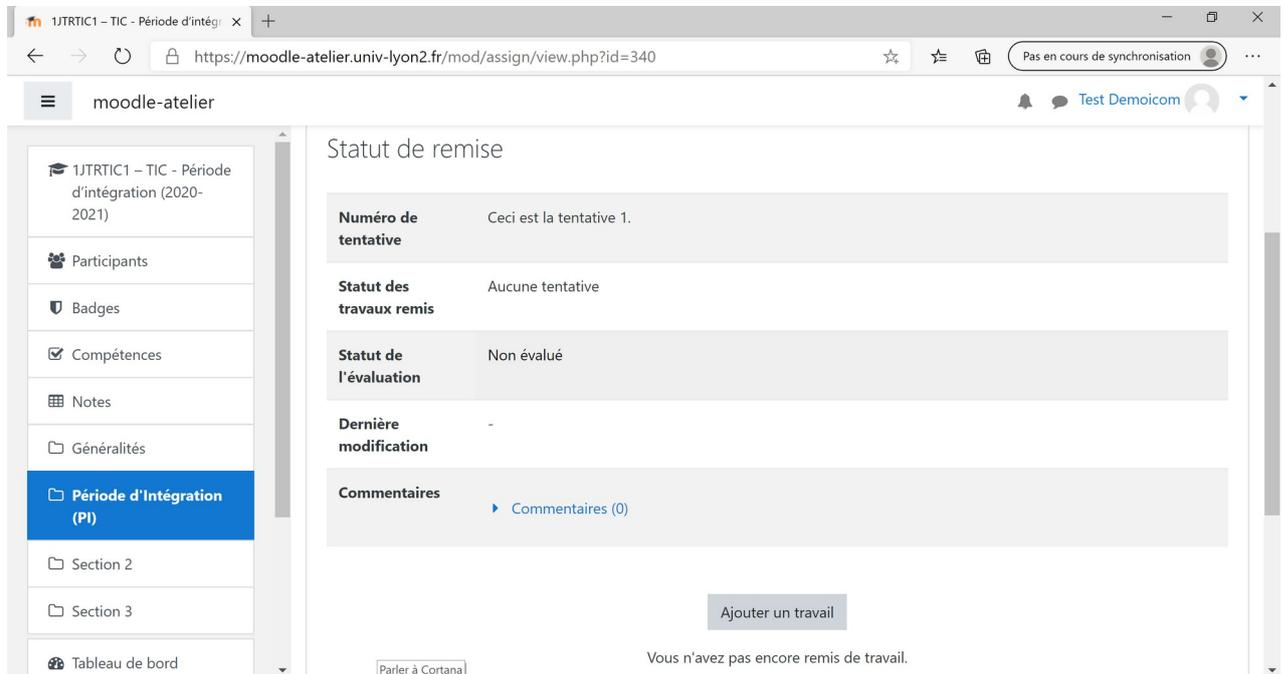
The screenshot displays a Moodle course interface. The browser address bar shows the URL: <https://moodle-atelier.univ-lyon2.fr/course/view.php?id=20>. The course title is "1JTRTIC1 - TIC - Période d'intégration (2020-2021)". The left sidebar contains a navigation menu with items: "Participants", "Badges", "Compétences", "Notes", "Généralités", "Période d'intégration (PI)", "Section 2", "Section 3", and "Tableau de bord". The main content area is organized into sections. Section 2, "Travaux Dirigés (TD)", lists resources: "Support de Cours - Informatique et vie privée", "Support de TD - La vie numérique à Lyon 2", "FichiersTD.zip", and "Devoir". Section 3, "Cours en Ligne II - Messagerie et plateforme de cours", contains a red notification box with the text: "Pour être considéré-e comme assidu-e à cette séance en ligne, vous devez impérativement consulter l'ensemble des ressources disponibles ET compléter le QCM final, le tout avant le 20 septembre 2019." Below the notification, there are three items: "CL - PI - Support de cours - Présentation Outlook", "CL - PI - Support de cours - Présentation Moodle", and "QCM - Cours en ligne - PI".

5 Submitting a homework

Instructors can allow or request to submit homework on the course platform:

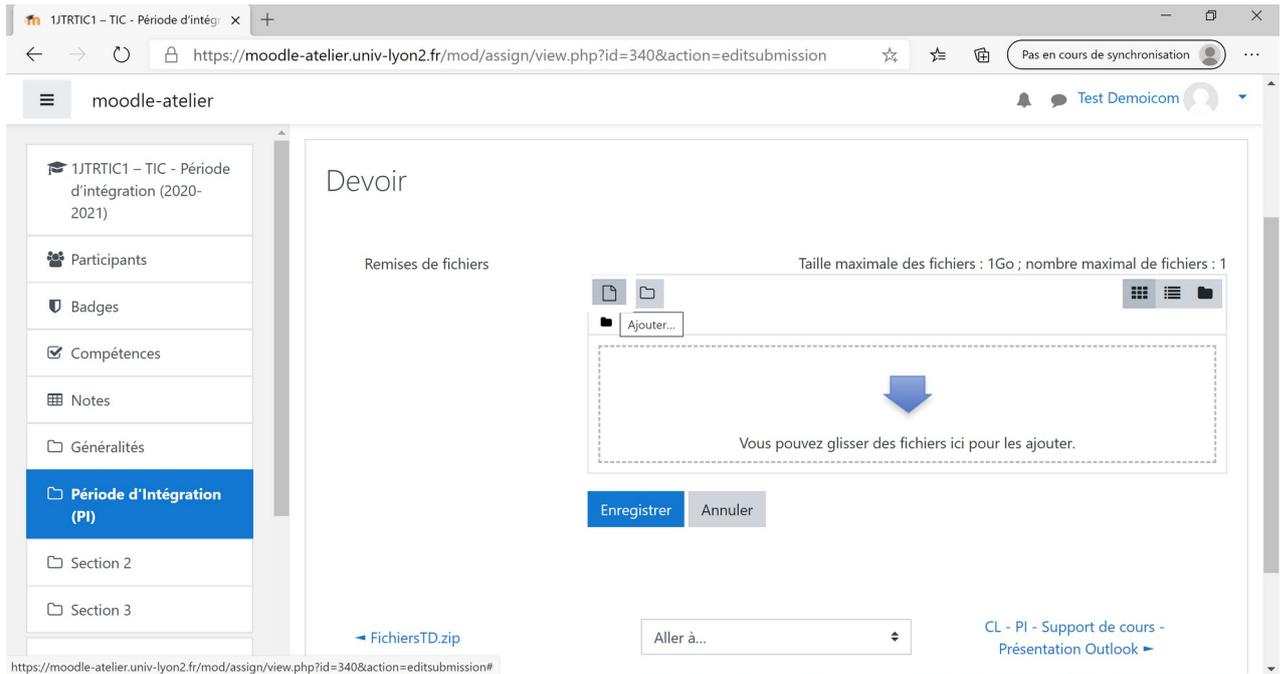


You can upload your homeworks (all file formats) to the server by clicking on the “**Homework**” link and then on the “**Add work**” button:



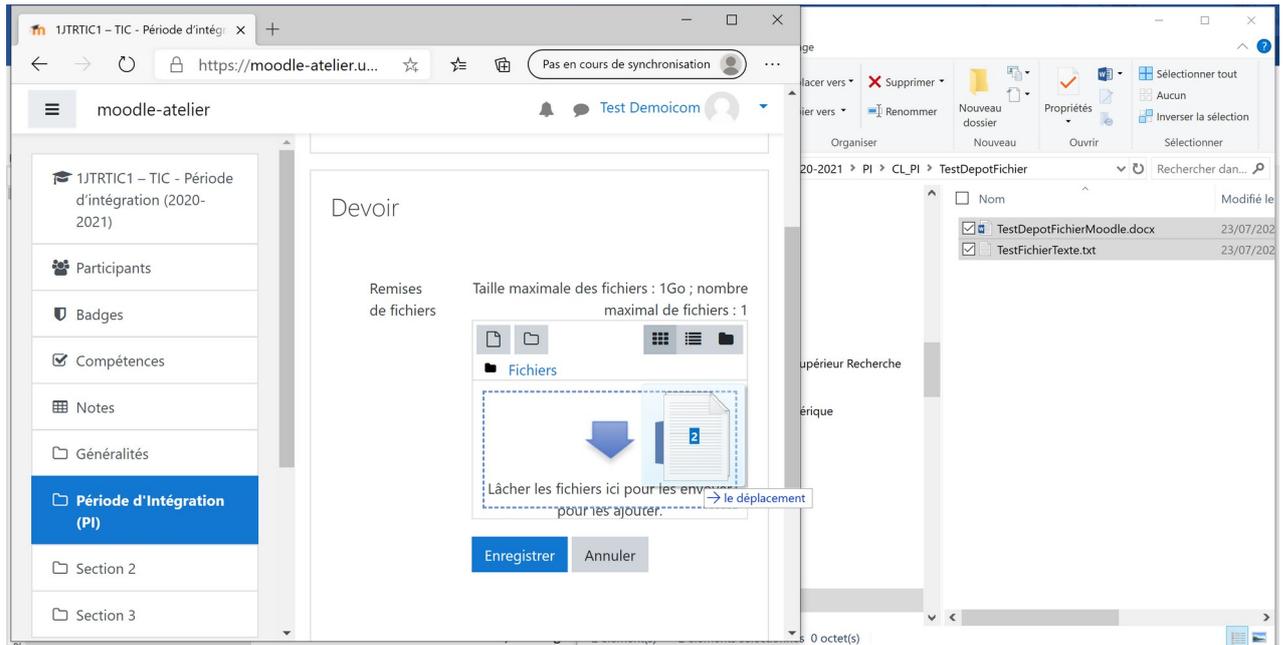
You then have two options:

- Use the “**Add**” button (circled in red in the screenshot below) and browse your computer's file system using the Windows Explorer window that opens automatically;
- Drag and drop your files into the area indicated by the blue arrow.

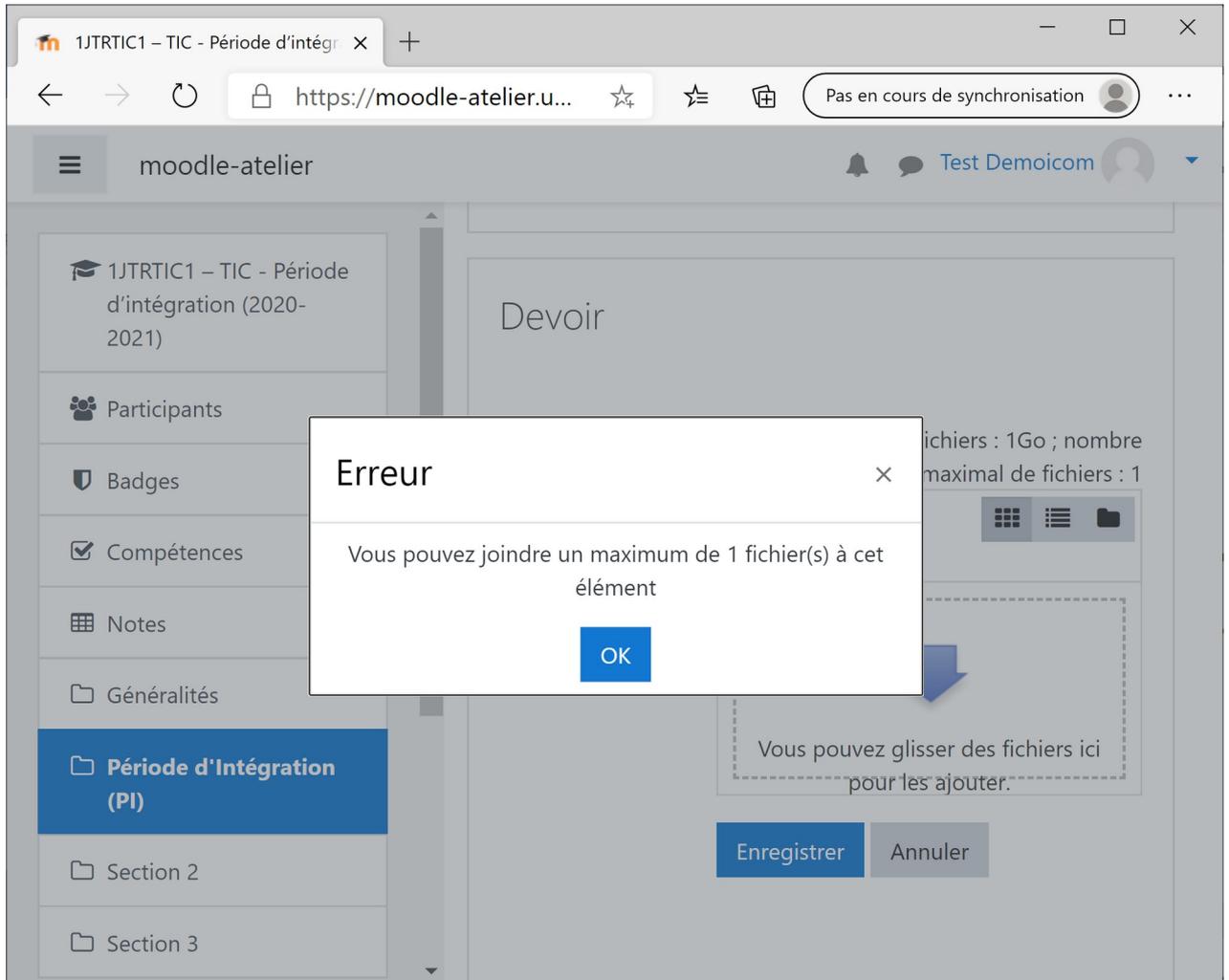


To drag and drop files:

- Position the web browser window containing the file drop interface next to the Windows Explorer window;
- Select in Windows Explorer the file(s) to drop. Depending on the settings made by the instructor, you have the option of uploading one or more files. Attention: you will not be able to transfer files to the course platform. You can:
 - either **create a folder** on the course platform with the button next to the “**Add**” button and then drop the files into it;
 - or **compress the folder** (right click on the folder name in Windows Explorer > Send to> Compressed folder) and upload the resulting .zip file to the platform.

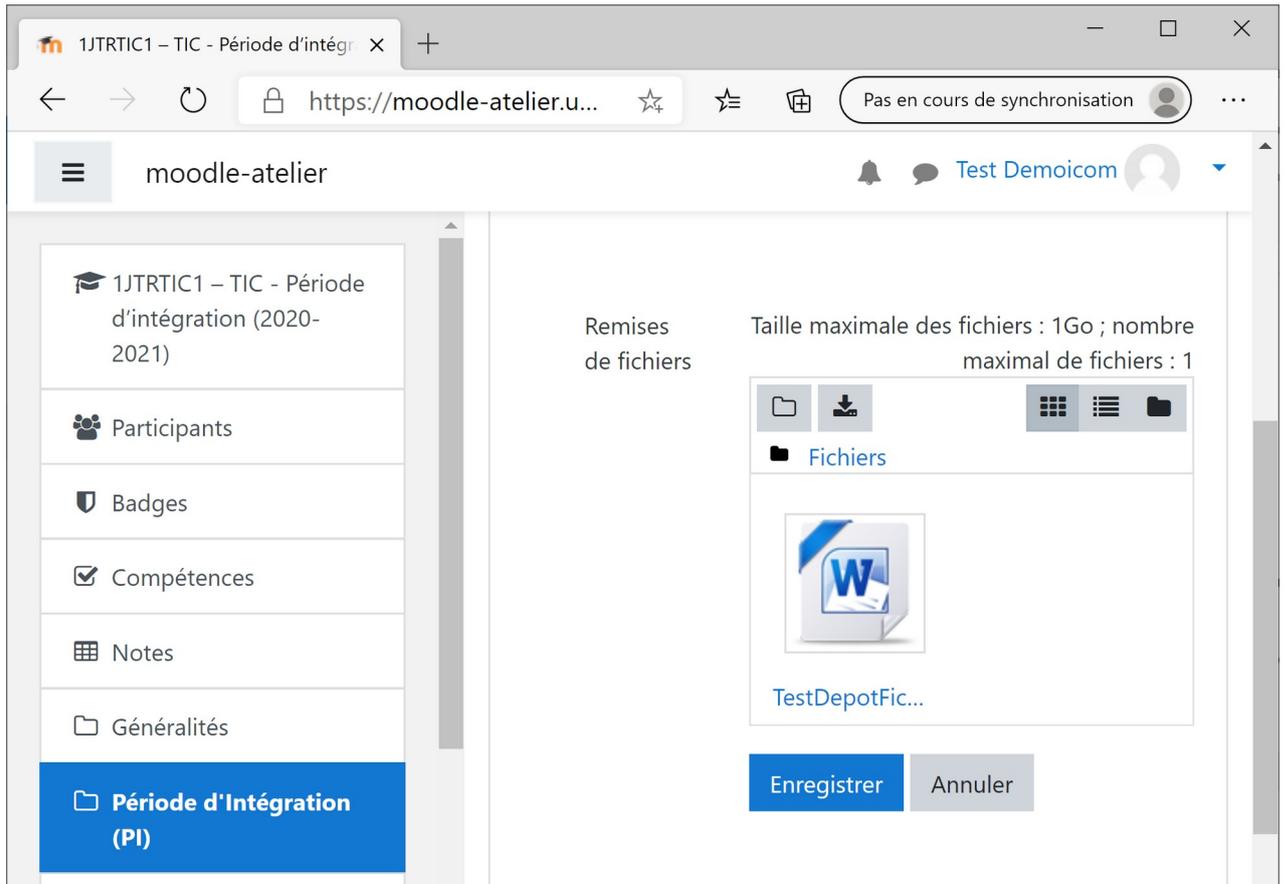


As part of a homework, the instructor can accept one or more files. If the instructor asks you to upload several files and you see that the limit is set at one file:

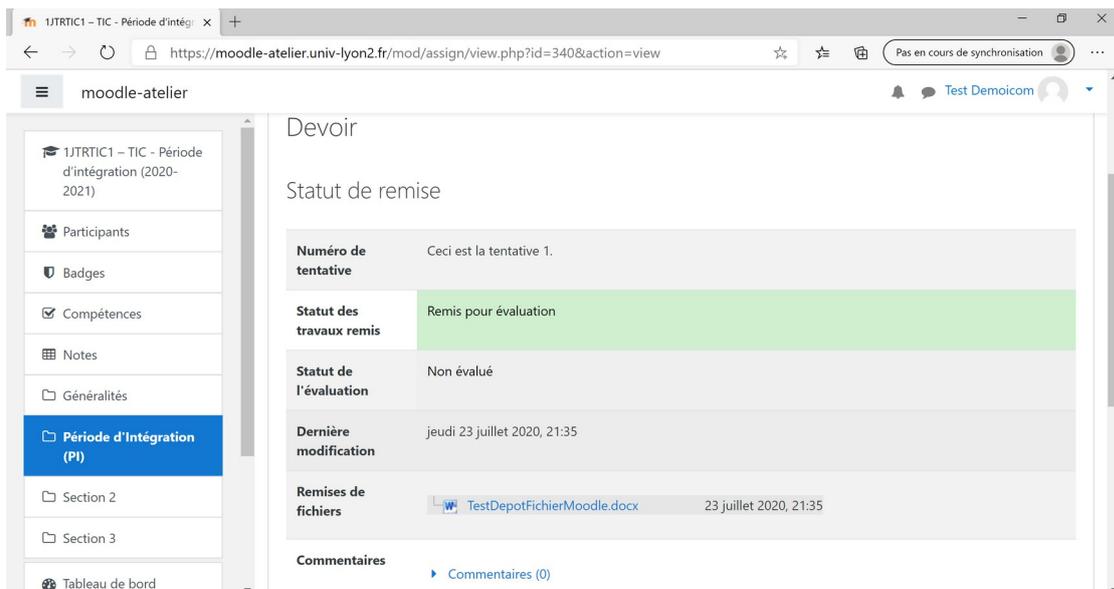


One possible solution is to compress the requested files into one in .zip format and then upload it to the course platform. Another solution is for the instructor to modify the settings of the course to accept several files.

Once the file has been added, click on the “**Save**” button.



Once the file has been saved on the course platform, you have the option of viewing its status:



Depending on the settings entered by the instructor, you may or may not have access to this file. If post-submission access is allowed, you will be able to view this file by logging in from any computer to the Moodle course platform and downloading it from the “**Homework**” activity.

Attention: the date of submission of each file is recorded. Late submission of homework may be authorised by the instructor, but the length of the delay is clearly indicated to the instructor.

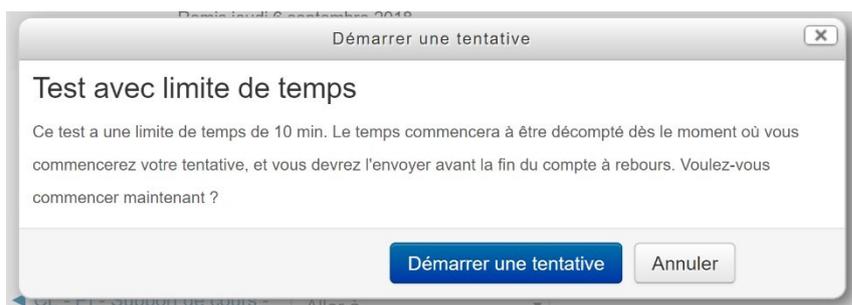
6 Tests (MCQ)

Regarding tests (MCQs):



Depending on the instructor's choice, they may or may not be time-limited, with or without the display of the number of points at the end, etc.

For example, for a test with a fixed time limit, when you start the test, a window warns you that this is a test with a time limit and it tells you the time available. In the example below, the test is limited to 10 minutes:



Once you have started the test, you have at the top left the “Test navigation” block allowing you to navigate among the test questions. In the example below, the test consists of 10 questions and the test is time-limited; the remaining time is also displayed in this block.

NAVIGATION DU TEST

i 1 2 3 4 5 6
 7 i 8 9 10

[Terminer le test...](#)

Temps restant **0:08:37**

The test questions are displayed in this form. You can select one or more answers for each question:

The screenshot shows a Moodle quiz page titled "Questions concernant le *webmail* Outlook". The page includes a navigation sidebar on the left with a timer at 0:02:58 and a "Prévisualiser à nouveau" button. The main content area displays two questions:

Question 1
 Pas encore répondu
 Noté sur 1,00
 Description: Quel format de message électronique permet de mettre en forme du contenu ?
 Veuillez choisir au moins une réponse :
 a. Le format Libre Office.
 b. Le format Microsoft Word.
 c. Le format HTML.
 d. Le format texte brut.

Question 2
 Pas encore répondu
 Noté sur 1,00
 Description: Quelles sont les mises en forme possibles dans l'interface web de Outlook ?
 Veuillez choisir au moins une réponse :
 a. Modifier la casse.

The right sidebar contains a course navigation menu with items like "3LUCB088-ID-Mihaela-Scuturici", "Restaurer un ancien cours 2017-2018 depuis Moodle...", "2JTRTIC3 - CL - Technologies de l'Information et de la...", "1JTRTIC1 - Technologies de l'Information et de la...", "Participants", "Badges", "Compétences", "Notes", "Généralités", "Période d'intégration (PI)", "Support de Cours - Environnement Numérique de Travail", "Support de TD - Pratique de l'ENT", "Fichiers TD", "Devoir", "CL - PI - Support de cours - Outlook", "QCM - CL - PI", "Technologies de l'Information et de la Communicati...", and "Technologies de l'Information et..."

To end a test, **don't forget to click on the "End the test"** button at the bottom of the last page of the test:

Depending on the multiple choice settings, you can get feedback on your answers to the questions: correct answer, partially correct answer or wrong answer, see the score obtained, the time between the start and the end of the test, etc.

7 Using the forum

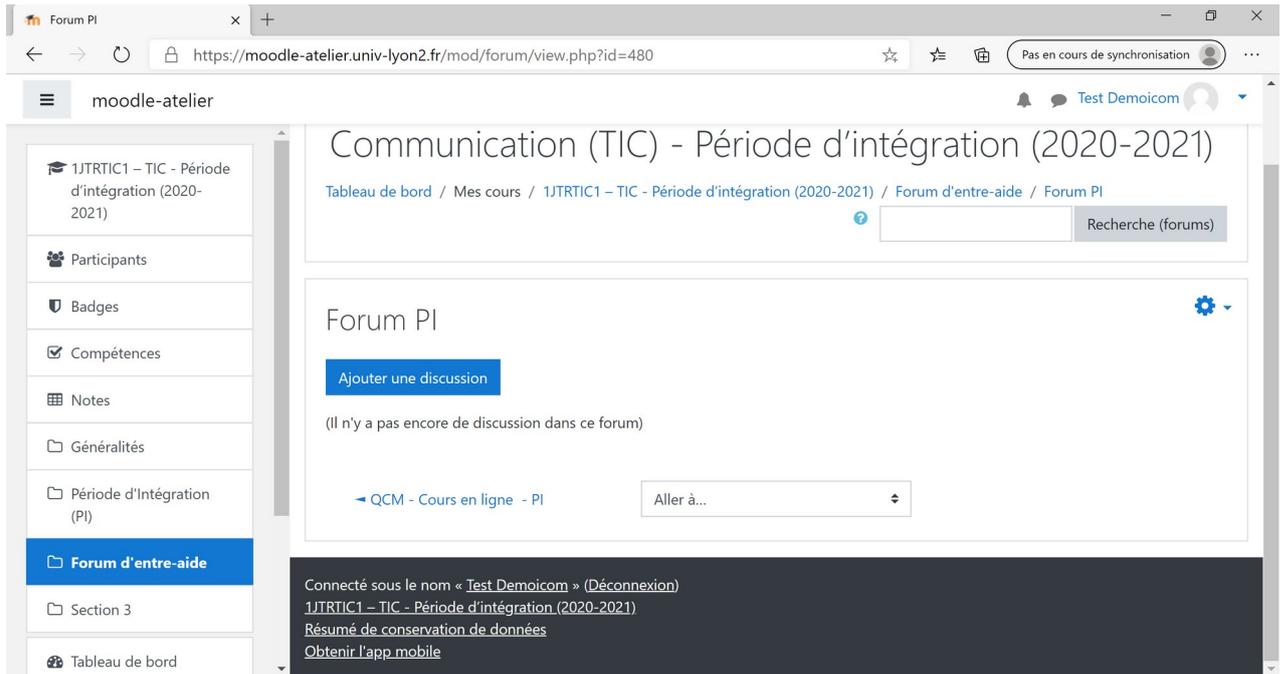
The “forum” activity allows you to have asynchronous communication with your instructor or your colleagues:



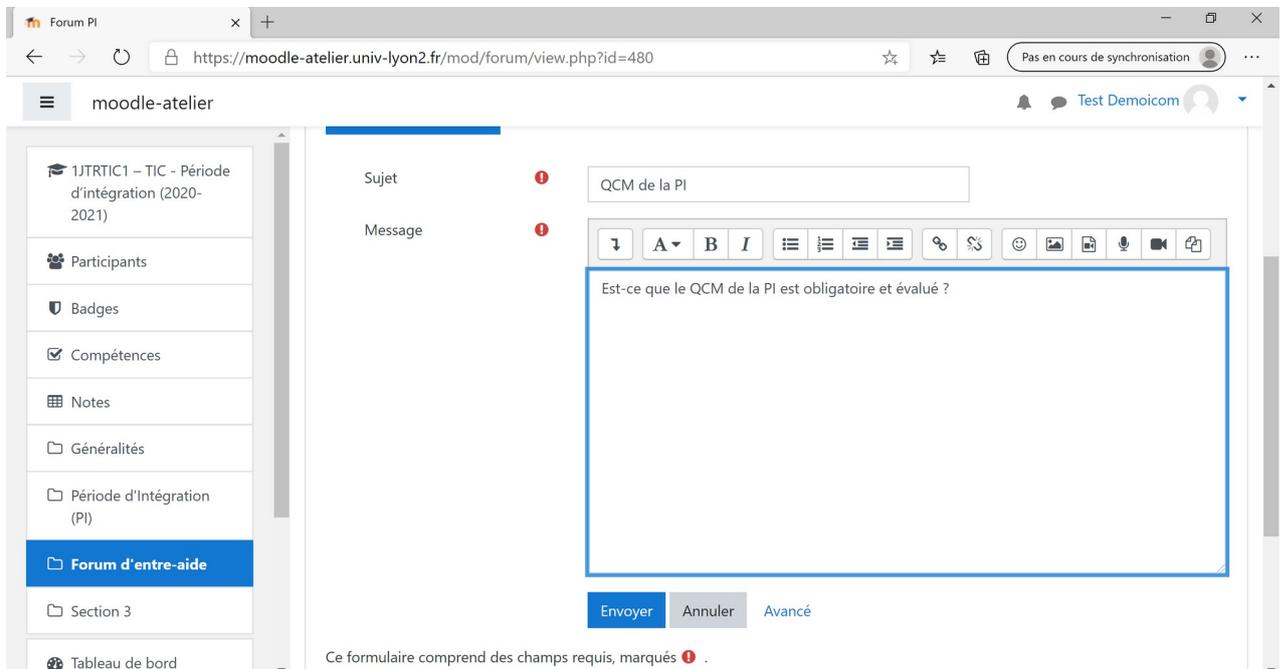
Forum PI

7.1 Adding a discussion on the forum

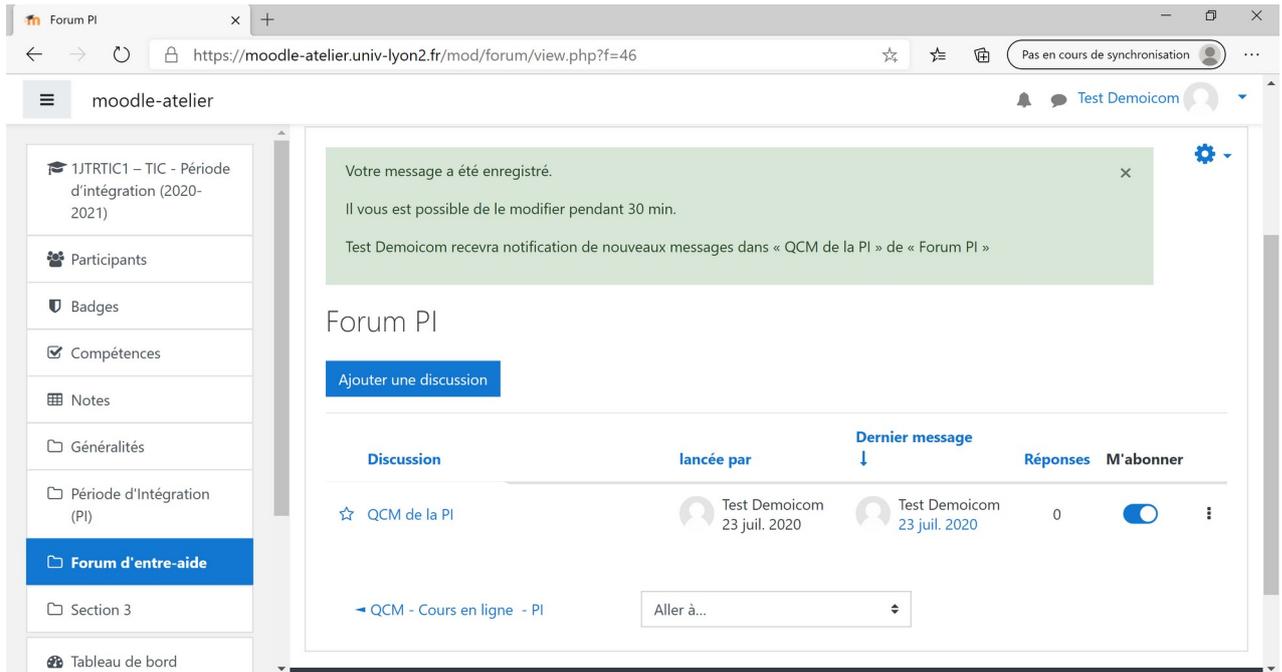
To add a discussion on a forum, all you have to do is click on the “Forum” activity offered in your course and click on the “Add a discussion” button:



And then fill in the fields provided and click on the “Send” button. For example, if you have a question on the Integration Period MCQ, write the subject: “IP MCQ” and ask your question in the “Message” field:

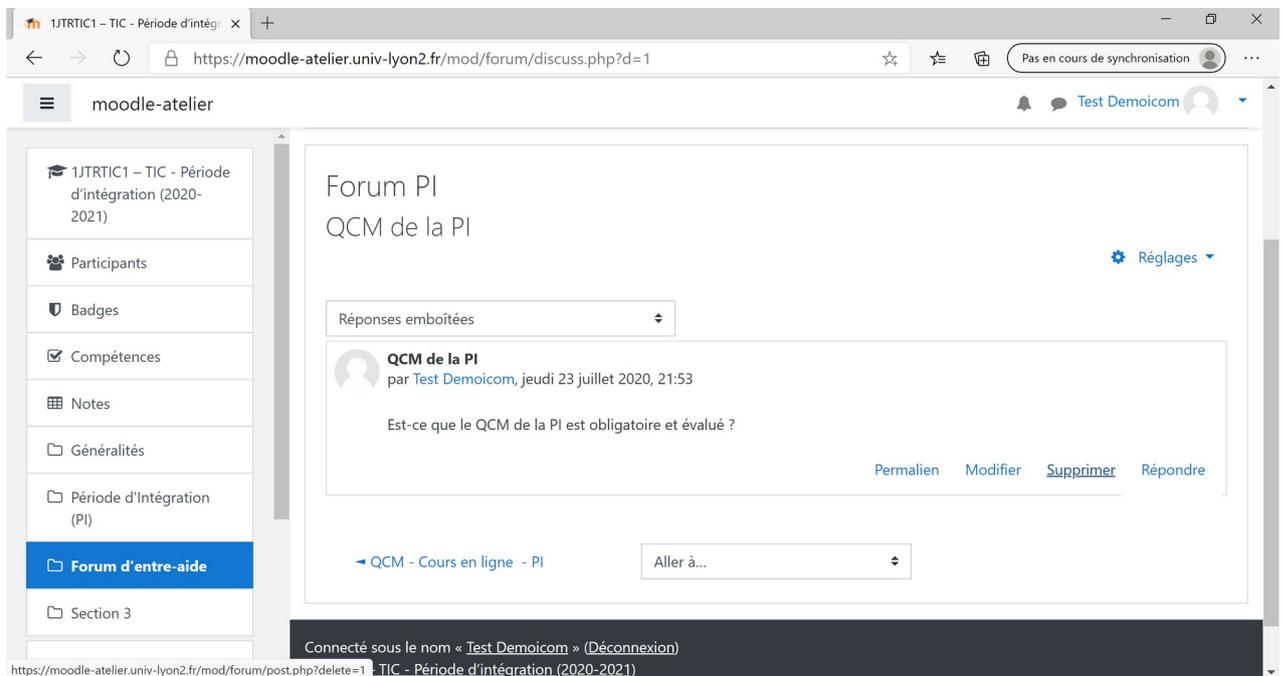


The new thread now appears in the forum threads list:

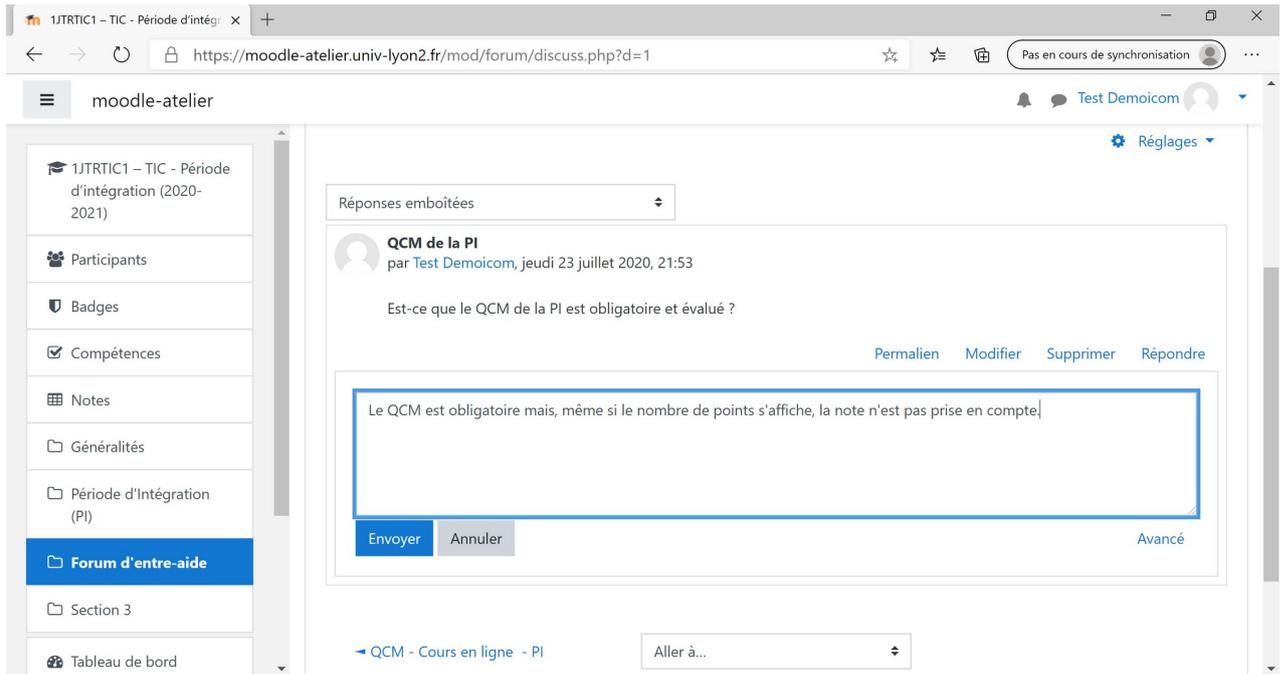


7.2 Replying to a message on the forum

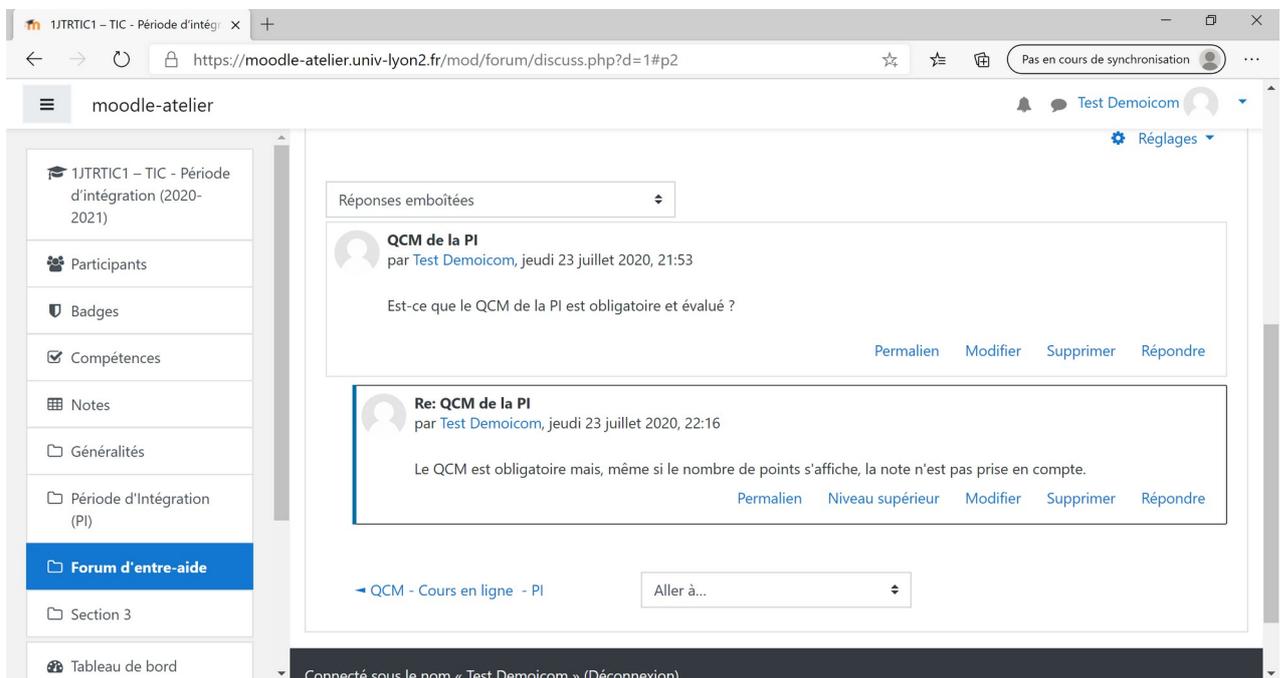
To answer a question or participate in a discussion on the forum, just click on the message concerned and then on “Reply”:



Once the response has been written, click on the “Send” button:



The response now appears below the initial message:



8 Exiting the course platform

Finally, to leave the online course, for security reasons, you must disconnect from the course platform.