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AVIATOR LMS - MOODLE HELP AND DOCUMENTATION

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Login to the Aviator College Learning Management System

1. Open a web browser and go to the Aviator College LMS home page (http://moodle.aviator.edu/).
2. Click on the login link on the upper right corner of the home page or when selecting one of the activities.
3. Type in your Username and Password
Enroll Yourself in a Moodle Course

If your instructor asks you to enroll yourself in his or her Moodle course, then follow the steps below.

1. Open a web browser and go to the Aviator College LMS home page (http://moodle.aviator.edu/).
2. Click on the login link on the upper right corner of the home page or when selecting one of the activities.
3. Type in your Usename and Password.
4. Click on the course in which you want to enroll.
5. If necessary, enter the enrollment key given to you by the instructor.

6. Click on the Enrol me in this course button.
Course Home Page Overview

Below is a picture of a typical course home page.

Navigation Bar

In the upper-left corner of the course home page is a navigation bar, which you use to access the main Moodle page and the course home page.

Course Content

The middle of the course home page contains the course content, which is usually organized in week or topic sections. The first week or topic appears at the top of the page.

Blocks and Profile Settings

On the right side of the course home page are blocks that contain information or provide access to different parts of the course. Your instructor determines which blocks display on the course home page. Profile settings are available at the bottom portion of the blocks and allow you to edit your profile information, change your password, etc.
Profiles

Overview

Your Moodle profile contains information about you that other people enrolled in your course may view. By default, your profile information includes your name and e-mail address, but you can add additional information to it, such as your phone number, personal web page address, or Aviator College ID. Your profile also contains settings that you can use to turn off your e-mail, select who may view your e-mail address, and select how you receive forum notifications.

You can view your profile information by clicking on your name in the upper-right corner of the page.

Edit Your Profile Information

1. Click on your name in the upper-right corner of the page.

2. Click on the Edit profile tab.

3. Make the desired changes. (For more information about the profile settings, click on the help button.)

4. Click on the Update profile button at the bottom of the page.
Change Your Profile Picture

**Note:** If you want to upload a new profile picture, then the picture must be a JPEG file, and it may not be larger than 100 KB. After you upload the picture file, it will be cropped to a square and resized to 100x100 pixels.

To upload a new picture:

1. Click on your name in the upper-right corner of the page.
2. Click on the **Edit profile** tab.
3. Across from the **New picture** field, click on the **Choose a file** button. The file picker dialog box will appear.

![File picker dialog box](image)

4. Select the picture file that you want to upload.
5. Click on the **Open** button.
6. Click on the **Update profile** button at the bottom of the page.

**Note:** If the new picture does not appear, then click on your browser’s **Refresh** button.
Upload a File for an Assignment

1. On the course home page, click on the assignment to open it.

2. On the assignment page, click on the Upload a file button.

3. On the Upload a file dialog box, click on the Choose a file button.


5. Select Upload a File and click on the Browse... button.

6. In your Computer, select the file that you want to upload.

7. Click on the Open button.
8. Click on the **Upload this File** button and then click on the **Save changes** button.

9. Click on the **Upload this file** button or click on the **Send for marking** button and then click on the **Yes** button.

10. Return to the course home page.
Forums

Overview

A forum is like an electronic bulletin board that may be used to post announcements or hold online threaded discussions. By default, all courses have a **News** forum, shown circled below, that your instructor may use to post class announcements.

![Weekly outline](image)

Your instructor may add other forums to the course. Typically, when you open one of these forums, you'll see a list of discussion topics. Clicking on a topic displays the initial post along with indented replies, as shown below.

![Discussion](image)

You can change how you view a discussion by clicking on the down arrow at the top of the page and selecting a different option.

![Discussion](image)

Once you post in a forum, you have 30 minutes to edit or delete the post, and a copy of your post will be e-mailed to your instructor and the other students in the course.

**Start a New Discussion**

1. On the course home page, click on the forum to open it.
2. Click on the **Add a new topic** button.
3. In the **Subject** field, enter a title for the discussion.
4. Enter and format your message.
5. Click on the **Post to forum** button.

**Reply to a Forum Post**

1. At the bottom of the forum post to which you want to reply, click on **Reply**.

2. Enter and format your message.
3. Click on the **Post to forum** button.

**Subscribe to or Unsubscribe from a Forum**

When you subscribe to a forum, you'll receive e-mail copies of every post in that forum. (Posts are sent about 30 minutes after they are first written.) If you don't want to receive an individual e-mail for every post, then you can choose to receive a daily digest e-mail that either contains all of the posts made that day or only the subjects of the posts that were made that day. To select a digest e-mail, change the **E-Mail digest** setting in your profile information. (For more information, see **Edit Your Moodle Profile**.) If you don't want to receive any e-mails at all, then you can usually unsubscribe from a forum.

To subscribe to or unsubscribe from a forum, open it and then click on **Subscribe to this forum** or **Unsubscribe from this forum** in the upper-right corner of the page.

**Note:** You also may subscribe to or unsubscribe from a forum each time that you post in it by clicking on the **Subscription** down arrow, shown circled below, at the bottom of the **Your reply** or **Your new discussion** topic page, and selecting the desired option.
**Messaging**

**Overview**

If your instructor is using Moodle’s messaging system, then you should see the **Messages** block, shown below, on the course home page.

You can have copies of Moodle messages sent to your Monmouth College (or other) e-mail account when you are not logged in to Moodle. (For more information, see [Configure Your Messaging Settings](#).)

**Open and Reply to a Message**

1. To open a new message, click on **Go to messages**.

2. You will be directed to the **Message** page, as shown below.
3. To view the message(s), click on the incoming contact. The message dialog box will appear in the Message page.

4. To reply to the message, type your message and then click on the Send message button.
Send a Message

1. In the Navigation block, click on the My profile link and then click on the Messages tab.

2. The Message page will appear on the left. You may use the drop/arrow down menu to select the recipient(s) from the various options (My contacts, Recent conversations, Recent notifications, or Courses). Or in the name field, enter the recipient's first and last name (e.g., Jane Doe), or various key words. Click on the Search people and messages button.

3. Click on the recipient's name in the appropriate section.

4. Type your message.

5. Click on the Send message button.
Configure Your Messaging Settings

Your Moodle messaging settings include:

- Automatically show Message window when I get new messages.
- Block all new messages from people who are not on my contact list.
- Beep when a new message comes in.
- Use HTML editor.
- Version without frames and JavaScript.
- Email messages when I am offline.

To configure your messaging settings:

1. In the **Settings** block, click on **My Profile Settings**, and then on the **Messaging** tab. The message configuration page will appear on the left side.

2. Configure your messaging settings as desired.

3. Click on the **Update profile** button.
View Your Grades

To view a grade for an assignment, click on the assignment on the course home page. Your grade will display along with any additional feedback from your instructor. If the course home page has the Course Administration block, shown below, then you also may view your grades by clicking on the Grades link. (Your instructor controls whether the Course Administration block displays on the course home page for students.)
**Troubleshooting**

PDFs Don't Display

If PDF files don't display in Moodle, then try resetting Internet Explorer's settings. Directions are below.

1. Click **Tools** in the upper-right corner of the window and select **Internet Options**.
2. On the **Advanced** tab, click the **Reset** button.

3. Select the **Delete personal settings** checkbox.

4. Click the **Reset** button.
5. Click the **Close** button.
6. Click the **OK** button on the message that says to restart Internet Explorer.
7. Close and re-open Internet Explorer.
8. Change the home page back to the Aviator College LMS home page. (To do this, click **Tools - Internet Options** and type **http://moodle.aviator.edu/** in the **Home page** area at the top of the **General** tab. Then, click the **OK** button.)

9. Close and re-open Internet Explorer.
Moodle Does Not Display Properly in Internet Explorer 8

If Moodle doesn’t display properly (e.g., Moodle is stretched out all the way across the browser and you have to scroll to access the right part of the page), then click on Internet Explorer’s **Compatibility** button to fix it.

![Compatibility button](image)

You Are Prompted to Log In When Opening an Office File

We are currently investigating this issue. Please check back again soon. In the meantime, click the **Cancel** button on the log on window and the file should open.

You Can't Print an Office File Opened from Moodle

If you can't print an Office file that you opened from Moodle, then try adding Moodle to the Trusted Sites list in Internet Explorer.

Directions are below.

1. Open Internet Explorer.
2. Click on the **Tools** down arrow and select **Internet Options**.

![Internet Options](image)

3. Click on the **Security** tab.
4. Click on **Trusted sites**.
5. Click on the Sites button.

6. In the Add this website to the zone field, enter http://moodle.aviator.edu/.

7. Click on the Add button.

8. Uncheck the Require server verification (https:) for all sites in this zone checkbox.
9. Click on the Close button.
10. Click on the OK button.
11. Close and reopen Internet Explorer.

Text Changes to Symbols When Copied and Pasted from Word

Due to a size limit, the HTML editor in Aviator College’s version of Moodle does not handle large amounts of text or text copied and pasted from Word very well when using CTRL+V directly (This is especially true of tables copied and pasted from Word.)
Instead try to click on the Paste from Word button of your HTML editor and then using CTRL+V paste it in the dialog box and press Insert button.

You Can't View .pdf Files

If you are using Internet Explorer 8 on an office or lab computer and nothing appears after you click on a .pdf file in Moodle, then follow the steps below to reset the Internet Explorer settings.

1. Open Internet Explorer.
2. Click on the Tools down arrow in the upper-right corner of the page and select Internet Options.
3. Click on the **Advanced** tab.
4. Click on the **Reset** button.

5. Put a check mark in the **Delete personal settings** checkbox.

6. Click on the **Reset** button.
7. When Internet Explorer is finished resetting, click on the **Close** button.
8. Click on the **OK** button.
9. Close and reopen Internet Explorer.
10. Change your home page back to the Aviator College LMS home page by clicking on the **Tools** down arrow, selecting **Internet Options**, entering **http://moodle.aviator.edu/** in the **Home page** field (shown below), and clicking the **OK** button.

Internet Explorer Blocks File Downloads from Moodle (Internet Explorer 7)

By default, when you attempt to download a file from Moodle, Internet Explorer will block it and display the Information bar, shown circled below.

To download the file, on the Information bar, click on Click here for options and select Download File.

If you want to turn off automatic blocking of file downloads from Moodle, then you can add the Aviator College LMS (http://moodle.aviator.edu) to your list of trusted web sites in Internet Explorer. (See previous section You Can't Print an Office File Opened from Moodle).

Additionally, you can adjust the security level and adjust it by clicking on the Custom Level button, then click on Reset to down arrow and select Medium-low. Close and re-open the internet explorer.

You Can't View Files from Off Campus

If you have trouble opening a PowerPoint, Word, or other Microsoft Office file in Moodle from off campus, then save it to your desktop first and open the file from there.

To save a file from Moodle to your desktop:

1. On the course home page, click on the file.
2. On the File Download window, click on the Save button.

Note: If you do not have the Microsoft Office program needed to open the file, then you'll need to download a free viewer from Microsoft. Links to the PowerPoint, Word, and Excel viewers are below.

- PowerPoint Viewer
- Word Viewer*
- Excel Viewer *