



TAMWOOD



Student Manual



Student Guidelines

Using Moodle LMS

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1- Moodle Quick Overview

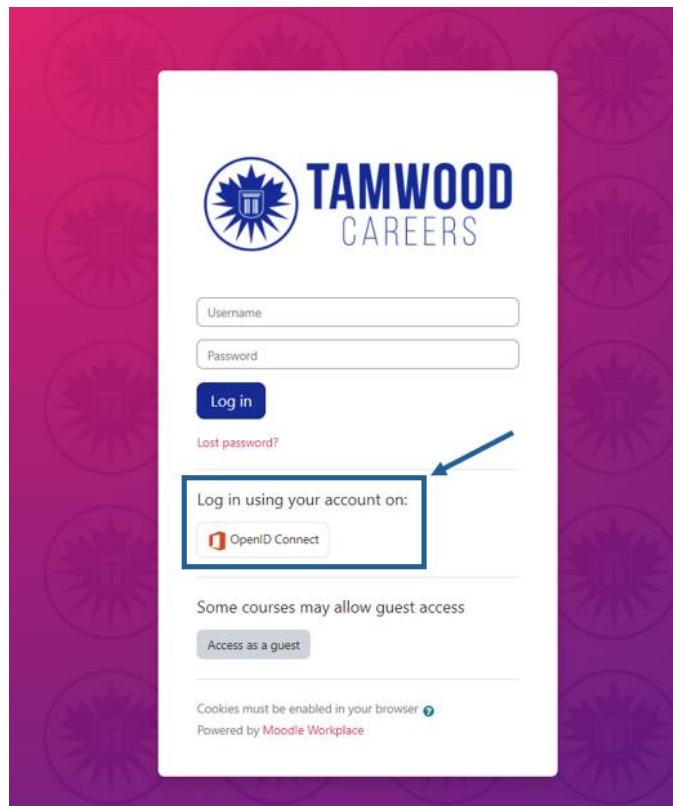
Moodle is a learning platform designed to provide educators, administrators, and learners with a single, robust, secure, and integrated system to create personalized learning environments. A course in Moodle is an area where you will find resources and complete activities added by teachers. It might be a simple page with downloadable documents or a complex set of tasks where learning progresses through interaction.

IMPORTANT:

If you are not enrolled in a course, please email the Student Service Support team immediately!

1.1 - How to log into Tamwood Moodle Account

- i. Sign in to **Tamwood Microsoft Office 365 using your Tamwood Credentials**
- ii. Follow the link: <https://learn.tamwood.com/>
- iii. Click on **OpenID Connect**



Done. You are all set!



2- Homepage

After successful login, you will see the following Homepage of your Moodle account:

The screenshot shows the Moodle student homepage. At the top, a navigation bar contains links for 'Dashboard', 'My courses', and 'Site administration'. Below this, the main content area is divided into two sections: 'Timetable' and 'Calendar'. The 'Timetable' section displays a weekly view of events, with 'WED' and 'THU' highlighted. The 'Calendar' section shows a monthly view for July 2024, with a 'New event' button. On the right side, a 'Block Drawer' contains 'Upcoming events' and 'Latest announcements'.

1. Navigation Bar

2. Timetable

3. Calendar

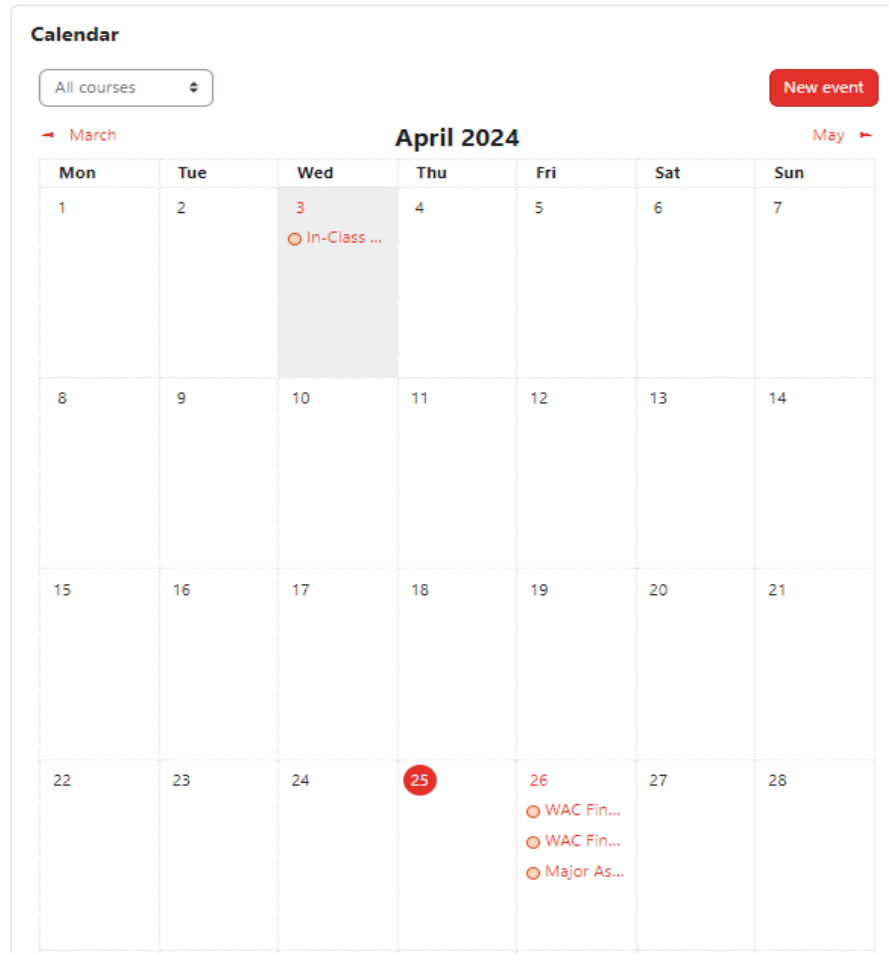
4. Block Drawer

1. **Navigation Bar:** At the top, you can easily navigate between your dashboard and the courses assigned to you.

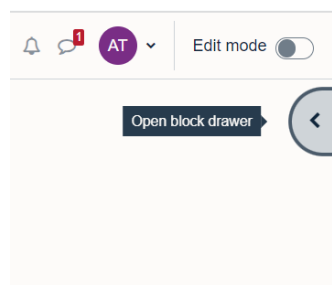
2. **Timetable:** The timetable displays upcoming events and activities for the week. You can select the weekday to check what is happening during the current week.

3. **Calendar:** Similarly to the timetable, you will have a calendar view of upcoming events and activities here.

The calendar displays all activities assigned by your instructor, such as in-class tasks, major assignments, tests, and quizzes, with their respective due dates. Additionally, you can make notes in this calendar as well as instructors by clicking on a specific day and choosing the time needed. More details on how to use the calendar and add events can be found here: [Using Calendar](#).



4. **Block Drawer:** The Block Drawer summarizes all the latest announcements. To view it, click the side arrow.






5. **Timeline:** The timeline is located at the bottom of the page. You can see the upcoming events, and you can also filter the Timeline to view the upcoming projects and tasks according to your desired timeframe or course name.

Timeline

Next 7 days ▾ Sort by dates ▾ Search by activity type or name

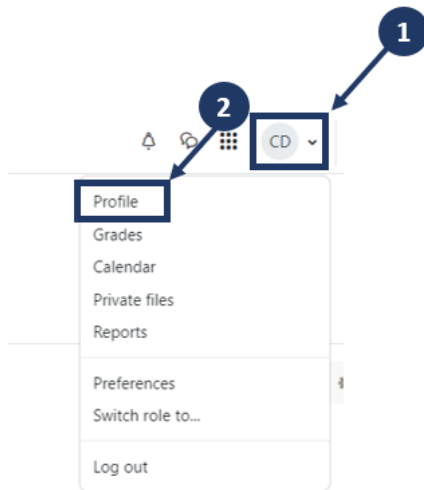
Thursday, 4 July 2024


16:30  **Quiz #1**

Quiz closes · Project Management Randy Macdonald (1)

3- Student Profile

You can access your profile page by clicking on the user menu with your initials at the top right and then selecting "**Profile**."



 **Camille Davis** Message

User details

Email address

Camille.Davis@ilac.com (Visible to other course participants)

Country

Canada

City/town

Toronto

Timezone

America/Toronto

Tenant

Fanshawe@Toronto

Privacy and policies

Data retention summary

Course details

Course profiles

Working Across Cultures

Professional Communication

Miscellaneous

Blog entries

Notes

My certificates

Forum posts

Forum discussions

My certificates

Learning plans

Reports

Today's logs

All logs

Outline report

Complete report

Browse sessions

Grades overview

Grades

Login activity

First access to site

Monday, 1 April 2024, 3:31 PM (24 days)

Last access to site

Thursday, 25 April 2024, 3:47 PM (now)

Last IP address

206.172.53.82

Mobile app

QR code for mobile app access

For security reasons login via QR code is not allowed for site administrators or if you are logged in as another user.

This site has mobile app access enabled.

Download the mobile app.

This page contains links to further pages, allowing you to [edit profile information](#) and preferences, view forum/blogposts, and check any reports you can access.

Here is a video on how to set up your [profile](#) with images and your notification preferences.



If you wish, you can access your profile to add your preferred name or English name, simply click "**Edit profile**," make the necessary changes to your name, and don't forget to press "**Update profile**" at the bottom of the page.

The screenshot shows the Moodle user profile page for Camille Davis. On the left, the 'User details' section includes fields for Email address, Country, City/town, Timezone, and Tenant. A red box highlights the 'Edit profile' button. An arrow points from this button to the 'Edit profile' form on the right. The form has a 'General' section with fields for Username, New password, First name, Last name, Email address, Email visibility, MoodleNet profile ID, City/town, and Select a country. A red box highlights the 'First name' field, and an arrow points to it from the number 2. The 'New password' field has a red box around it, and an arrow points to it from the number 1. The 'Email address' field has a red box around it, and an arrow points to it from the number 2. The 'City/town' field has a red box around it, and an arrow points to it from the number 2. The 'Select a country' field has a red box around it, and an arrow points to it from the number 2.

4- Courses

The **Dashboard** will list all courses assigned to you on the current intake by the Tamwood department. To get into a particular course, go to the Dashboard and then, on the **Navigation Bar**, click "**My courses**":

The screenshot shows the Moodle Dashboard. The 'My courses' link is highlighted with a red box and an arrow pointing to it from the number 1. Below the dashboard, the 'My courses' page is shown. It has a search bar (3) and a list of courses. The first course is 'Front End Programming with Javascript Thomas Ngo' with a 'Due in 1 day' badge. The second course is 'Project Management Randy Macdonald (1)'. The 'My courses' page title is highlighted with a red box and an arrow pointing to it from the number 2.

You will see the list of courses you are assigned to, and you can also use the **search bar (3)** to quickly find a particular course if you have many courses in your list.



Here is how you will find the course content:

Front End Programming with Javascript Thomas Ngo

Course Information Participants Grades Question bank More

TAMWOOD CAREERS

FRONT-END PROGRAMMING WITH JAVASCRIPT

Class Information

Class Schedule: Monday-Thursday
Times: 4pm - 9pm EST (Toronto)
Rooms: Annex
Holiday (No class): Monday, July 1 (Canada Day)

Instructor Details

Instructor Name: Thomas Ngo
Instructor's Email: T.Ngo@tamwood.com
Zoom Link:

Announcements 1 unread post

College Contact Information

Attendance

Overall progress % 0

Classroom Expectations Student Resources Assignments & Tests

1- On the top of the page:

2- On the middle of the page:

3- On the bottom of the page:

a. Course Information

a. Course Description

a. Announcements and Attendance

b. Course Participants

b. Course Plan

b. Additional Information and Contacts

c. Grades

c. Instructor and Class Information

c. Course Modules and tiles*

**Tiles may change depending on the courses you are taking.*

d. Materials and Assignments



5- How to submit an assignment

- I. Look for the '**Assignments & Tests**' tile on the desired course page.
- II. Find and select the Assignment Activity.
- III. Click '**Add submission**' and either **a)** upload your file or **b)** enter your assignment in the text box.
- IV. And then click '**Add submission**' to submit the assignment, e.g.:

The screenshot shows the Moodle course page with four tiles: Classroom Expectations, Student Resources, Tests & Assignments (labeled 1), and Online Discussion. The 'Tests & Assignments' tile is expanded, showing a list of assignments. 'Major Assignment 2' is selected (labeled 2). An arrow points from this assignment to the 'Add submission' button (labeled 3) on the 'Major Assignment 2' submission status page. The submission status page shows the due date (Friday, 26 April 2024, 8:00 PM) and a table with submission status, grading status, and time remaining.


Submission status	
Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	1 day 3 hours remaining

The screenshot shows the 'Add submission' page for 'Major Assignment 2'. It includes a 'Mark as done' button, the due date (Friday, 26 April 2024, 8:00 PM), and a section titled 'Add submission'. Under 'File submissions', there is a 'Files' section with a 'Maximum file size: 512 MB, maximum number of files: 20'. A dashed box contains a 'You can drag and drop files here to add them.' message and a download icon (labeled 1). Below the dashed box are 'Save changes' and 'Cancel' buttons. At the bottom, there is a 'Jump to...' dropdown menu and a 'WAC Final Exam' link.

You can add a document by dragging and dropping it into the box or by clicking the 'page' icon and uploading the file. Don't forget to click '**Save Changes**' to submit the file.



After the submission, you will see that the assignment was submitted for grading like this:

 **Major Assignment 2**


✓ Done

Due: Friday, 26 April 2024, 8:00 PM

Edit submission

Remove submission

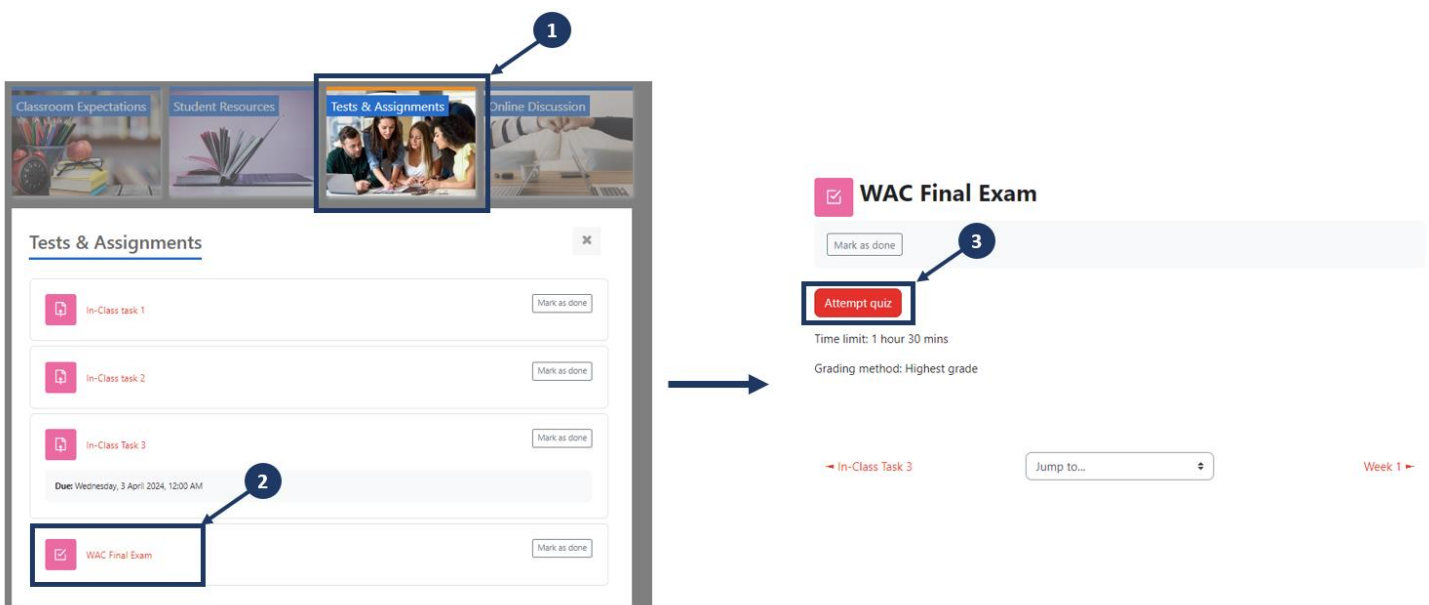
Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 1 day 3 hours early
Last modified	Thursday, 25 April 2024, 4:55 PM
File submissions	<div> Major Assignment 2.docx 25 April 2024, 4:55 PM</div>
Submission comments	<div>▶ Comments (0)</div>

Until the assignment's due date, you can always edit or remove the submission.

6- How to take a quiz

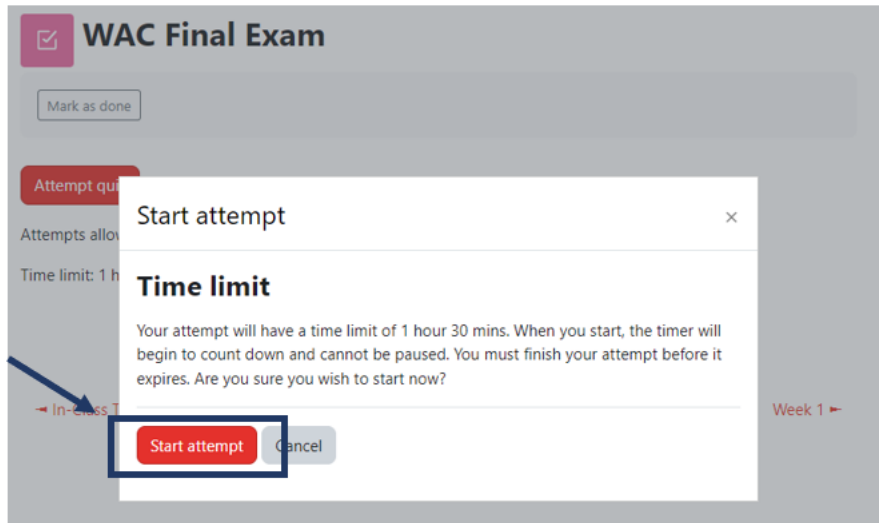
- I. Look for the **'Assignments & Tests'** tile on the desired course page.
- II. Find and select the Quiz Activity
- III. Click "Attempt quiz" when you are ready to start.



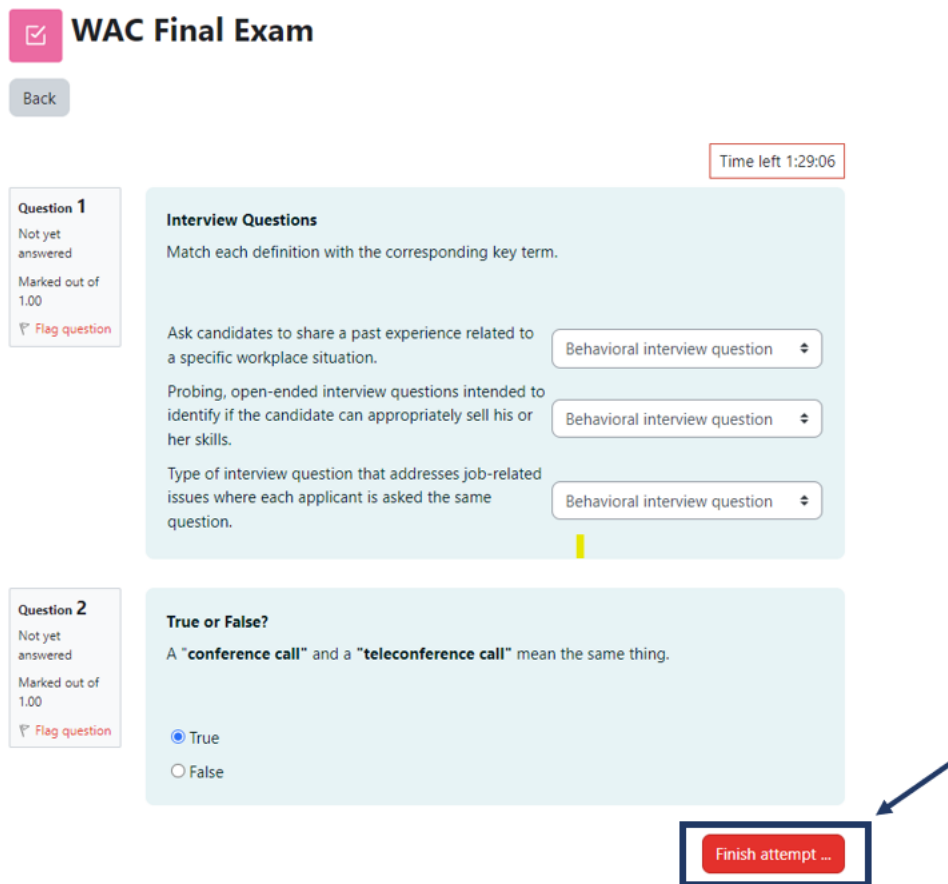
The image shows a sequence of steps to take a quiz in Moodle. On the left, a course page is shown with four tiles: 'Classroom Expectations', 'Student Resources', 'Tests & Assignments' (highlighted with a blue box and a circled '1'), and 'Online Discussion'. Below the 'Tests & Assignments' tile, a list of activities is shown: 'In-Class task 1', 'In-Class task 2', 'In-Class Task 3', and 'WAC Final Exam' (highlighted with a blue box and a circled '2'). The 'WAC Final Exam' has a due date of 'Wednesday, 3 April 2024, 12:00 AM'. An arrow points from the 'WAC Final Exam' to the right, where the quiz attempt page is shown. The page has a title 'WAC Final Exam' and a 'Mark as done' button. Below this is a red 'Attempt quiz' button (highlighted with a blue box and a circled '3'). Further down, it shows 'Time limit: 1 hour 30 mins' and 'Grading method: Highest grade'. At the bottom, there is a navigation bar with 'In-Class Task 3', a 'Jump to...' dropdown, and 'Week 1'.



- IV. Read the instructions on the pop-up menu and click **'Start attempt.'**



- V. Choose your answers to the questions and click **'Finish Attempt.'**





- VI. Then, click on “Submit all and finish” to end your test. Once you select this option, you cannot return to the questions or reopen the test.

WAC Final Exam

Back

WAC Final Exam

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

Return to attempt

This attempt must be submitted by Thursday, 25 April 2024, 7:09 PM.

Submit all and finish

Time left 1:26:44

7- How to reply to a forum

- I. Look for the ‘**Forum**’ activity on the desired course page. Usually, the forum activity has a “chat balloon” as an icon, as in the example below.

Classroom Expectations Student Resources Assignments & Tests

Assignments & Tests 1

Class Discussion To do: Post replies: 1

Assignment #1 Done: Make a submission

Opened: Wednesday, 5 June 2024, 12:00 AM
Due: Wednesday, 5 June 2024, 11:59 PM

- II. Find and select the discussion topic you want to reply to.

- I. Select the discussion topic.



- II. And then click on **'Reply.'**
- III. A box will appear, and this is where you will add your discussions, comments, or files.

The screenshot shows the Moodle 'Class Discussion' forum. At the top, there's a 'Forum' tab. Below it, a search bar and a 'Subscribe to forum' button are visible. A message states: 'You are not able to create a discussion because you are not a member of any grc'. Below this, it says 'Visible groups: All participants'. A table lists discussions, with 'Class #1' highlighted by a blue box and a blue arrow labeled '1'. To the right, a detailed view of 'Class #1' is shown, including the user 'Luana Velez' and the date 'Wednesday, 3 July 2024, 12:53 PM'. A 'Reply' button is highlighted with a blue box and a blue arrow labeled '2'.

The screenshot shows the 'Reply' form for 'Class #1'. It includes a 'Display replies in nested form' dropdown and a 'Settings' button. The form has a text area labeled 'Write your reply...' with a blue box and the text 'Write your reply here.' inside it. At the bottom left, there is a 'Post to forum' button highlighted with a blue box and a blue arrow, and a 'Cancel' button next to it. An 'Advanced' link is visible at the bottom right.

- Write your reply, and when you are done, don't forget to hit "Post to forum."
- At the bottom right of the page, you'll see **'Advanced.'** Clicking there will allow you to add images and other resources to your reply.



8- Gradebook

To view your grades, go to the desired course and click '**Grades**' at the top of the screen.

Project Management Randy Macdonald

Course Information Participants **Grades** Question bank More ▾



You can choose between '**Overview Report**' or '**User Report**'.

If you choose the '**Overview report**,' you will see a report of all your courses and the total grade for each of them, as shown below:

Project Management Randy Macdonald (1): View: Overview report

Course Information Participants **Grades** Question bank More ▾

1

2

Overview report ▾

View:

✓ Overview report

User report

1

Course name	Grade
Project Management Randy Macdonald (1)	80%
Front End Programming with Javascript Thomas Ngo	95%

2



Select the option 'User Report' in the desired course to view the detailed grades for a specific course.

Grade Item	Grade	Range	Percentage	Feedback
Course Total (100%)				
Participation (10%)				
MANUAL ITEM In-Class Participation	-	0-10	-	
FORUM Weekly Discussions whole forum	-	0-10	-	
AGGREGATION Participation (10%) total	-	0-20	-	
In-Class Task (15%)				
ASSIGNMENT In-Class Task 01	20 (100 %)	0-20	100 %	
ASSIGNMENT In-Class Task 02	20 (100 %)	0-20	100 %	
ASSIGNMENT In-Class Task 03	20 (100 %)	0-20	100 %	Great job!
AGGREGATION In-Class Task (15%) total	60 (100 %)	0-60	100 %	
Major Assignment (50%)				
ASSIGNMENT Major Assignment 01	-	0-25	-	
ASSIGNMENT Major Assignment 02	-	0-25	-	
AGGREGATION Major Assignment (50%) total	-	0-50	-	
AGGREGATION Course total	100 %	0-60	100 %	

- 1- In the highlighted area 1, you can see all the grade items assigned to you during your term.
- 2- In area 2, you can see the grade you received and, in parentheses, the percentage it represents.
- 3- The range shows you the possible grade you can achieve. For example, for “In-class participation,” the range for your grade is up to 10.
- 4- You can see the percentage you scored per grade item.
- 5- Finally, you can see your teacher’s feedback for your assignments.



9- How to Message in Moodle

You can send a message to all the course participants as follows:

- I. On the course main page, click on '**Participants.**'

Project Management Randy Macdonald

Course Information **Participants** Grades Question bank More ▾



- II. There, you will view the list of all the students and teachers of the course.
- III. Select the profile of the person you want to contact.

Enrolled users

Match

Any ▾

Select ▾

✕

+

Add condition

Clear filters

Apply filters

2 participants found

First name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name

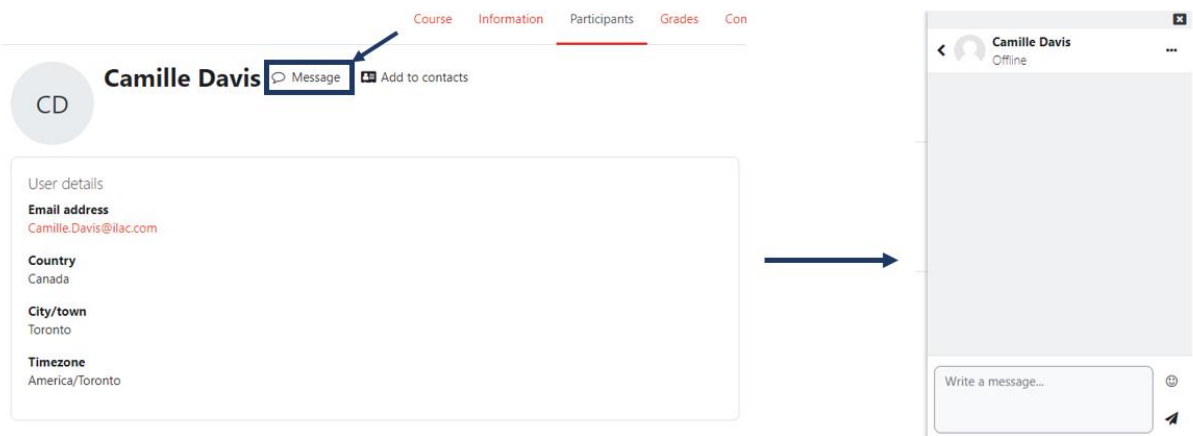
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Last name	Roles
<input type="checkbox"/>	-	-
<input type="checkbox"/>	CD Camille Davis	Learner
<input type="checkbox"/>	TS Test Student2	Learner

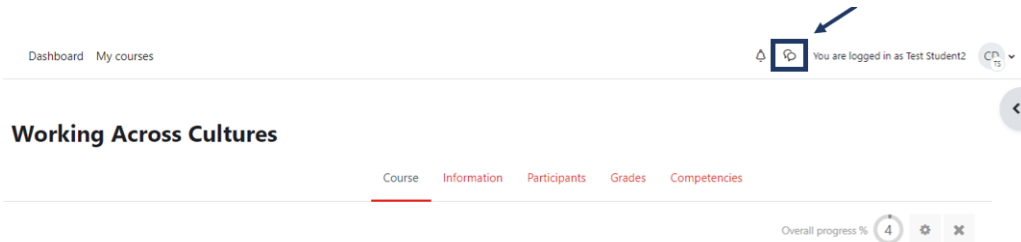
- IV. In their profile, select the 'Message' option.
- V. A chat box will appear on the right side of the page.



Working Across Cultures



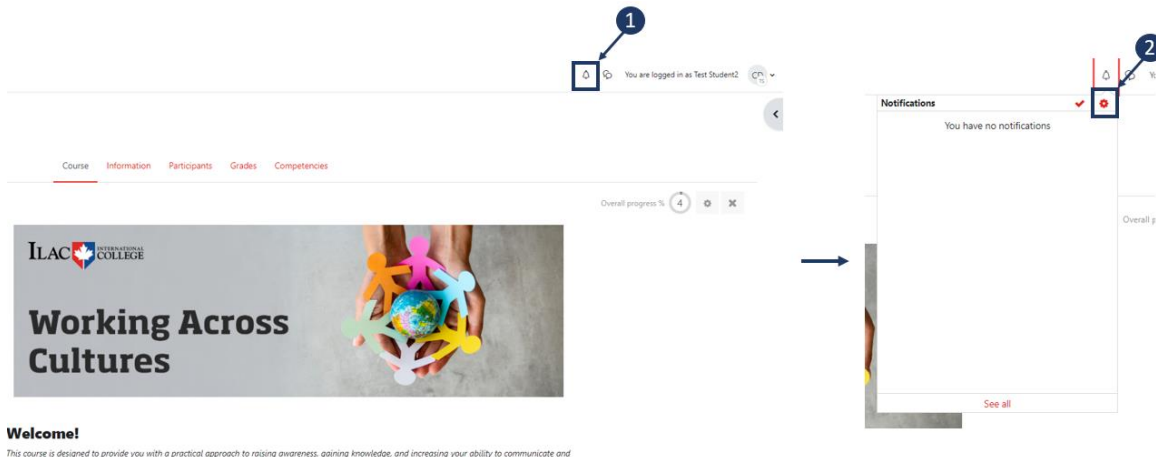
You can also click on the 'Toggle messaging drawer' icon in the upper right corner of your screen, choose the person you want to message, and the chat box will appear.



10- Notifications

You can adjust **notifications** sent to your Tamwood email from the Moodle system.

- I. Go to the notification symbol at the top of the page.
- II. Select the gear '**Notification Preferences**'
- III. You can choose which notification you would like to receive on the notification preferences page.





Notification Preferences page:

Preferences / Notification preferences

TS **Test Student2** Message

Notification preferences

☐ Disable notifications

	Web	Email
Assignment		
Assignment notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feedback		
Feedback notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feedback reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forum		
Subscribed forum posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribed forum digests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesson		
Lesson essay graded notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

11- How to check your attendance

You can check your attendance on your Moodle Course page by following the steps below:

- I. Click the “Attendance” link down “Announcements” on the homepage.
- II. You will see how many points your teacher has given you for your past attendance each day.
- III. At the bottom of the page, you will see your total points for all sessions.
- IV. You can see your teacher's comments at the ‘Remarks’ session.

Announcements

College Contact Information

College Calendar of Events and Workshops

Attendance

Next Term Class Delivery Preferences

Classroom Expectations

Student Resources

Tests & Assignments

Online Discussion

Attendance

Mark as done

This course All courses All sessions

April

All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Mon 1 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Tue 2 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Wed 3 Apr 2024 3PM - 6PM	Regular class session	Half-Day	1 / 2	
Thu 4 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	
Fri 5 Apr 2024 3PM - 6PM	Regular class session	Absent	0 / 2	
Mon 8 Apr 2024	Regular class session	Present	2 / 2	
			2 / 2	
			1 / 2	Arrived after break
Thu 11 Apr 2024 3PM - 6PM	Regular class session	Present	2 / 2	

Taken sessions: 19

Points over taken sessions: 30 / 38

Percentage over taken sessions: 78.9%



⚠ Important notes:

- You must achieve the 80% attendance requirement by the end of your term.
- If you have any questions about your attendance, please speak to your instructor first.
- If you have further questions, please speak with the Student Services Team or contact them by email at studentsupport@tamwood.com.

12- Moodle App

The [Moodle App](#) mirrors web features and provides a smooth, intuitive, and dynamic user experience.

To download the app, visit the App Store on iOS devices or the Google Play Store on Android devices, search for Moodle, and tap the 'Install' button.

