

# 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:

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## 1 General information

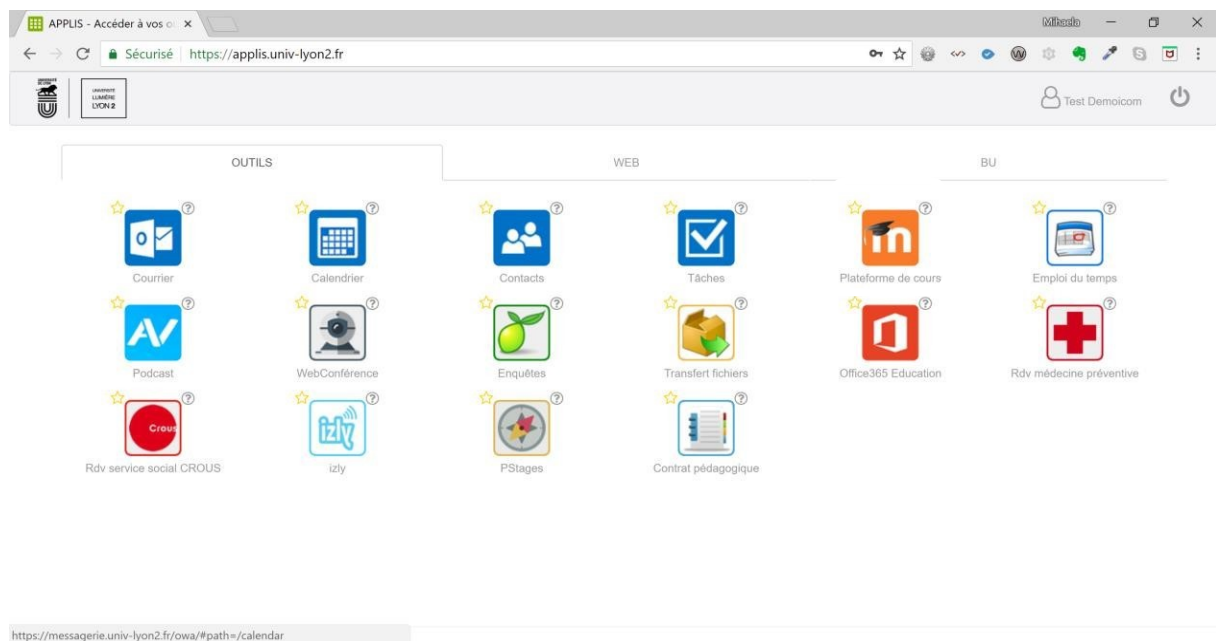
As a student at Université Lyon 2, you have access to the resources that your instructors share with you on the Moodle course platform. It is an online learning platform, but it can also complement teaching. **Moodle** is the abbreviation for **Modular Object Oriented Dynamic Learning Environment**: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

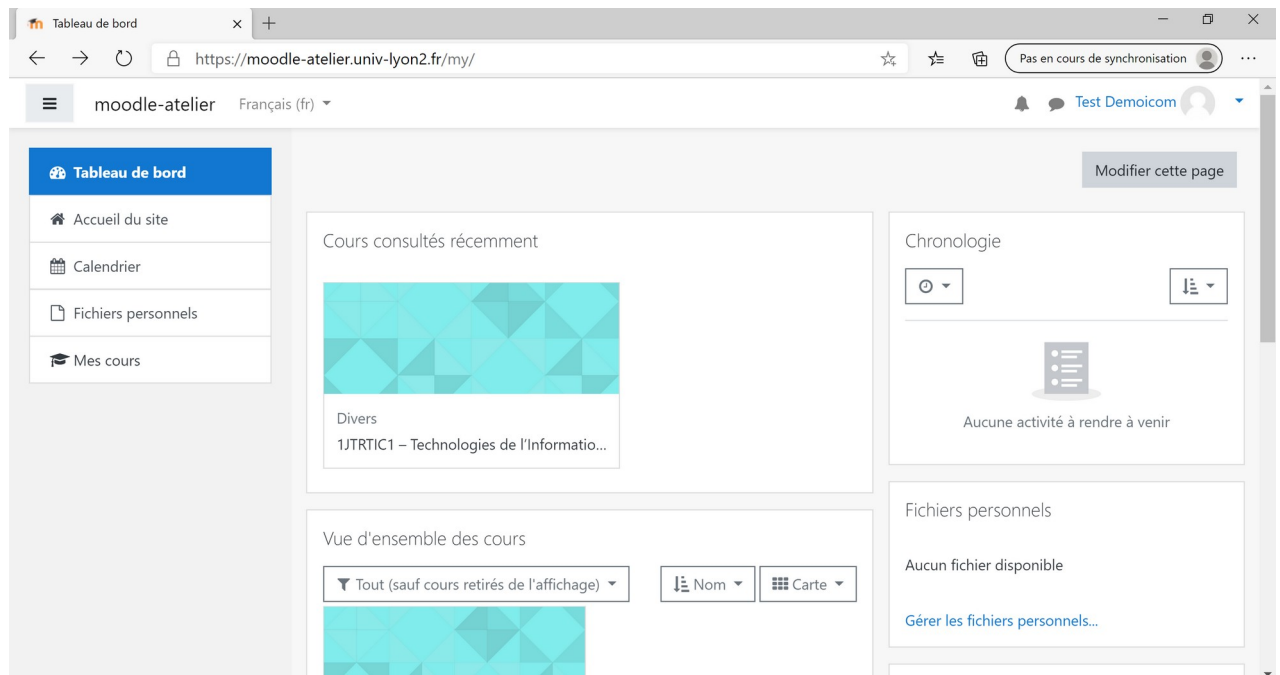
Among these services you will find the Moodle course platform:



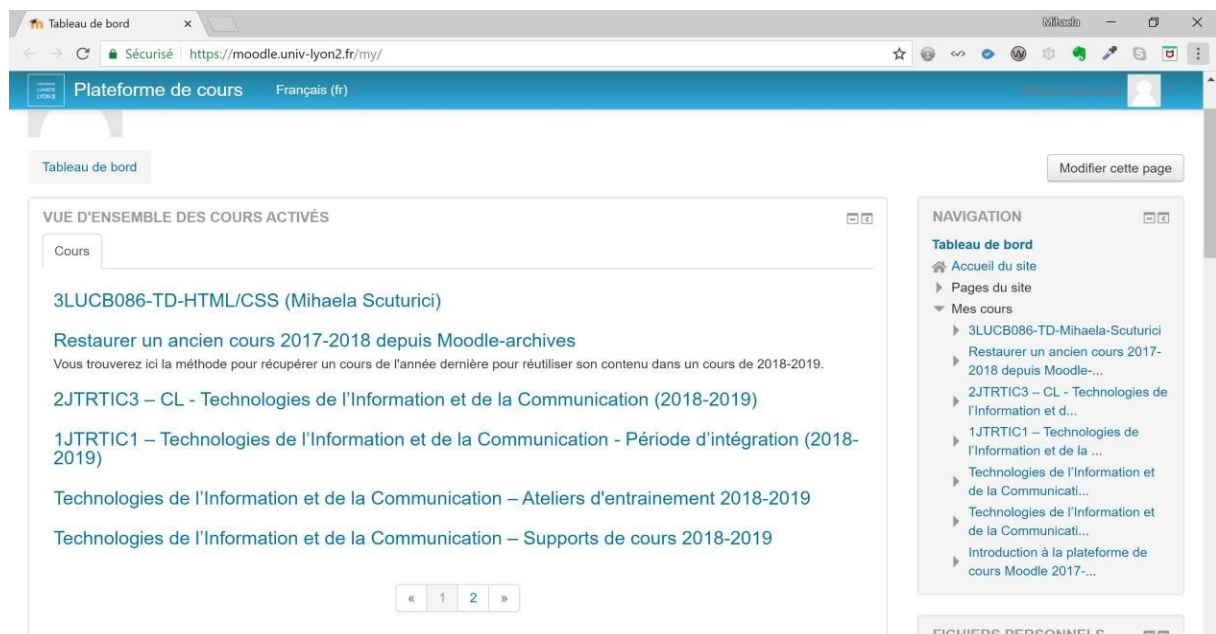
Another option for connecting to the course platform is to enter the address of the course platform directly in the address bar of the browser: <https://moodle.univ-lyon2.fr>. Then, log in by entering your Lyon 2 username and password.

### 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:

The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL: <https://moodle-atelier.univ-lyon2.fr/course/view.php?id=20>. The page title is "1JTRTIC1 – Technologies de l'Information et de la Communication (TIC) - Période d'intégration (2020-2021)". The sidebar on the left contains a menu with items: "1JTRTIC1 – TIC - Période d'intégration (2020-2021)", "Participants", "Badges", "Compétences", "Notes", "Généralités", "Période d'Intégration (PI)", "Section 2", "Section 3", and "Tableau de bord". The main content area has a header with the course title and a breadcrumb trail: "Tableau de bord / Mes cours / 1JTRTIC1 – TIC - Période d'intégration (2020-2021)". Below this, there is a section titled "Généralités" with a sub-section "Introduction". The introduction text states: "Durant votre scolarité, vous aurez l'occasion d'étudier des cours Technologies de l'Information et de la Communication (TIC). Ils se dérouleront à trois moments différents de votre cursus universitaire :". This is followed by a bulleted list:
 

- durant la période d'intégration,
- au second semestre de la première année de Licence,
- au premier semestre de la seconde année de Licence.

 Below the list is a section titled "Objectifs" with the text: "Ces cours ont pour but de vous faire acquérir une culture numérique de base et les compétences pratiques associées."

## 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.

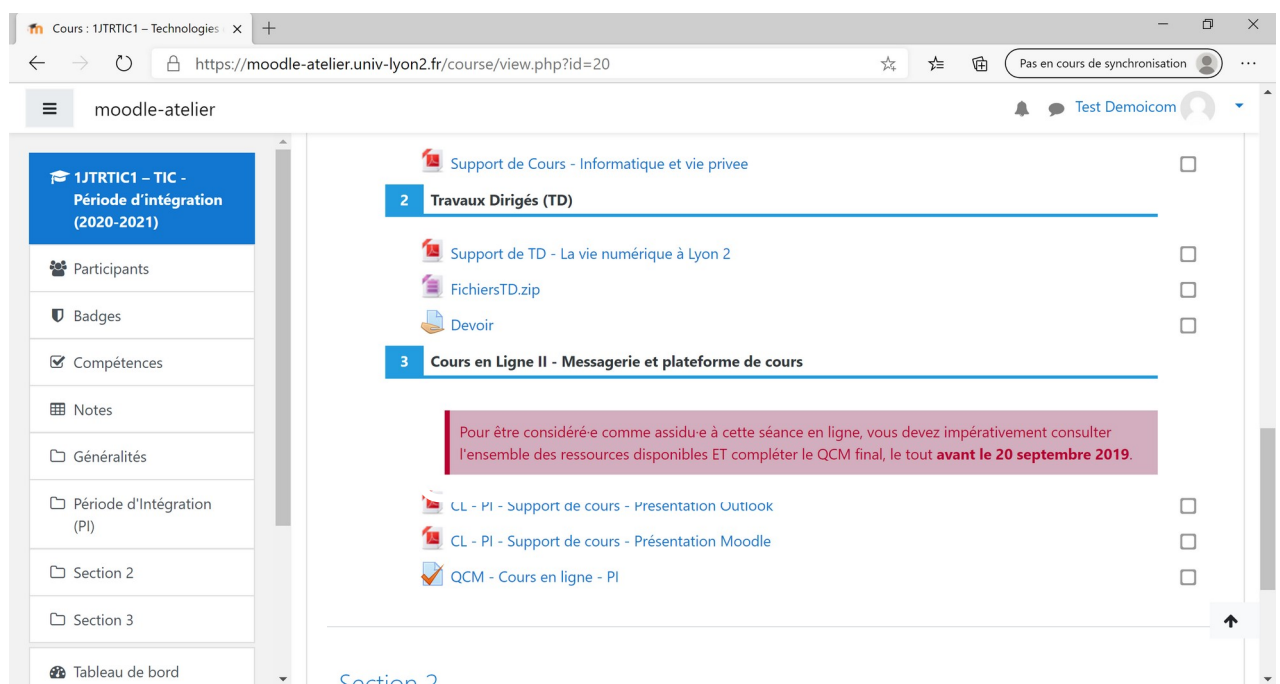
You can return to the list of your courses by clicking on “**Dashboard**” in the “**Navigation**” block.

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.



## 5 Submitting a homework

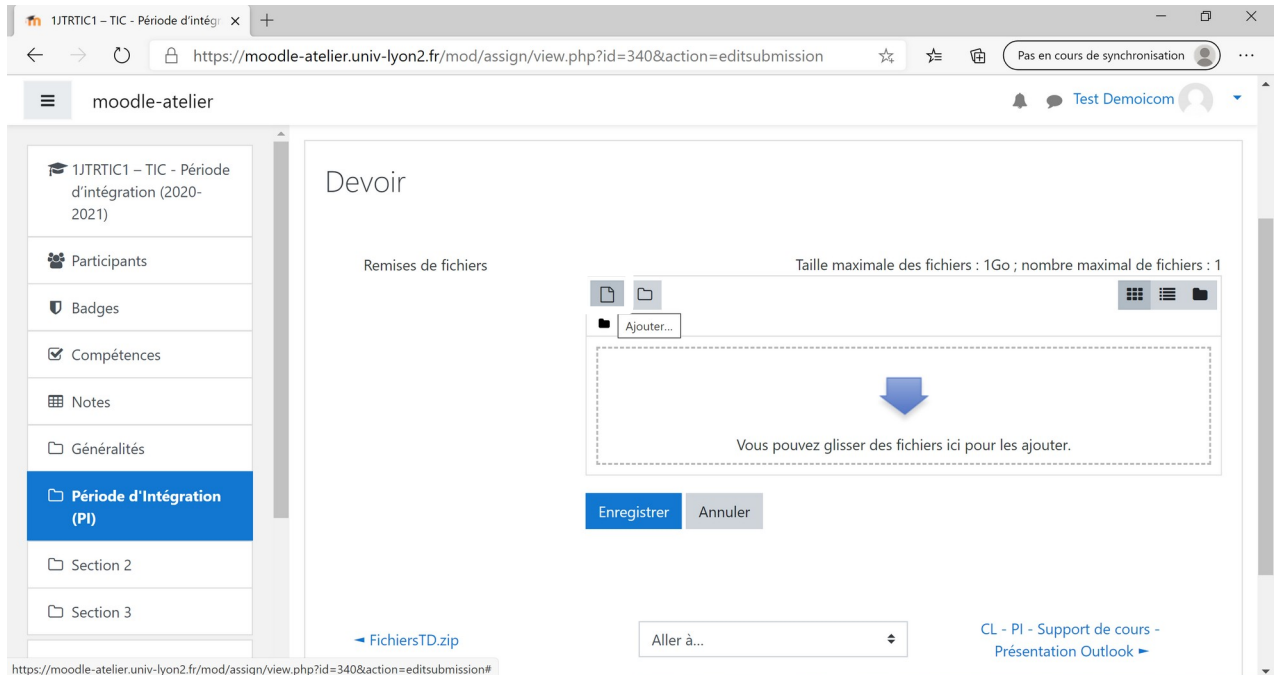
Instructors can allow or request to submit homework on the course platform:



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

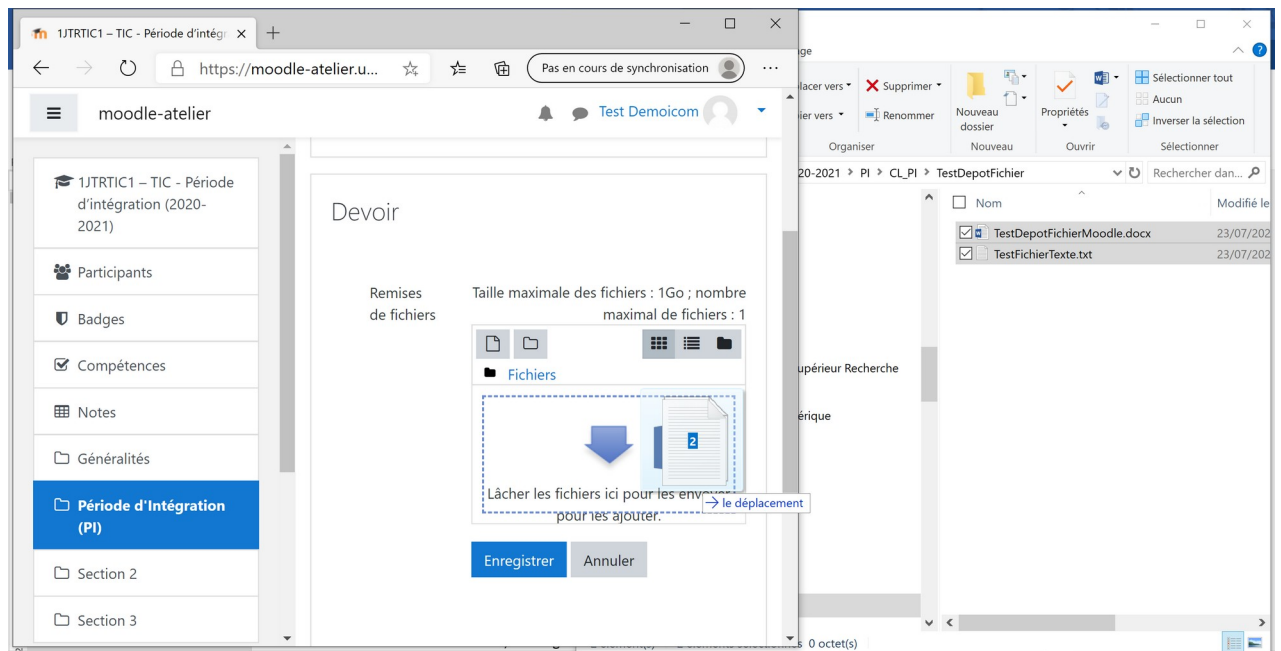
You then have two options:

- 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.



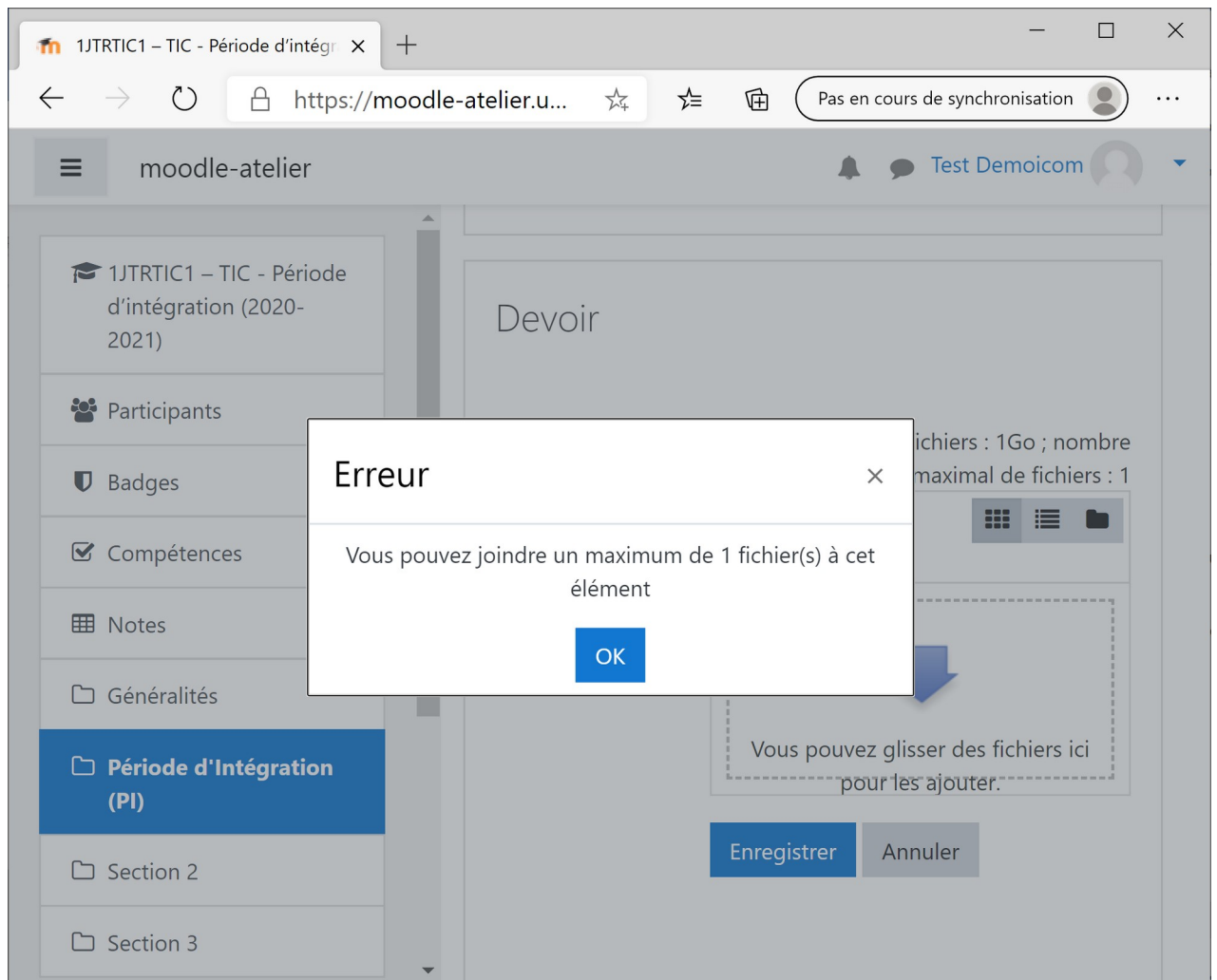
To drag and drop files:

- 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.



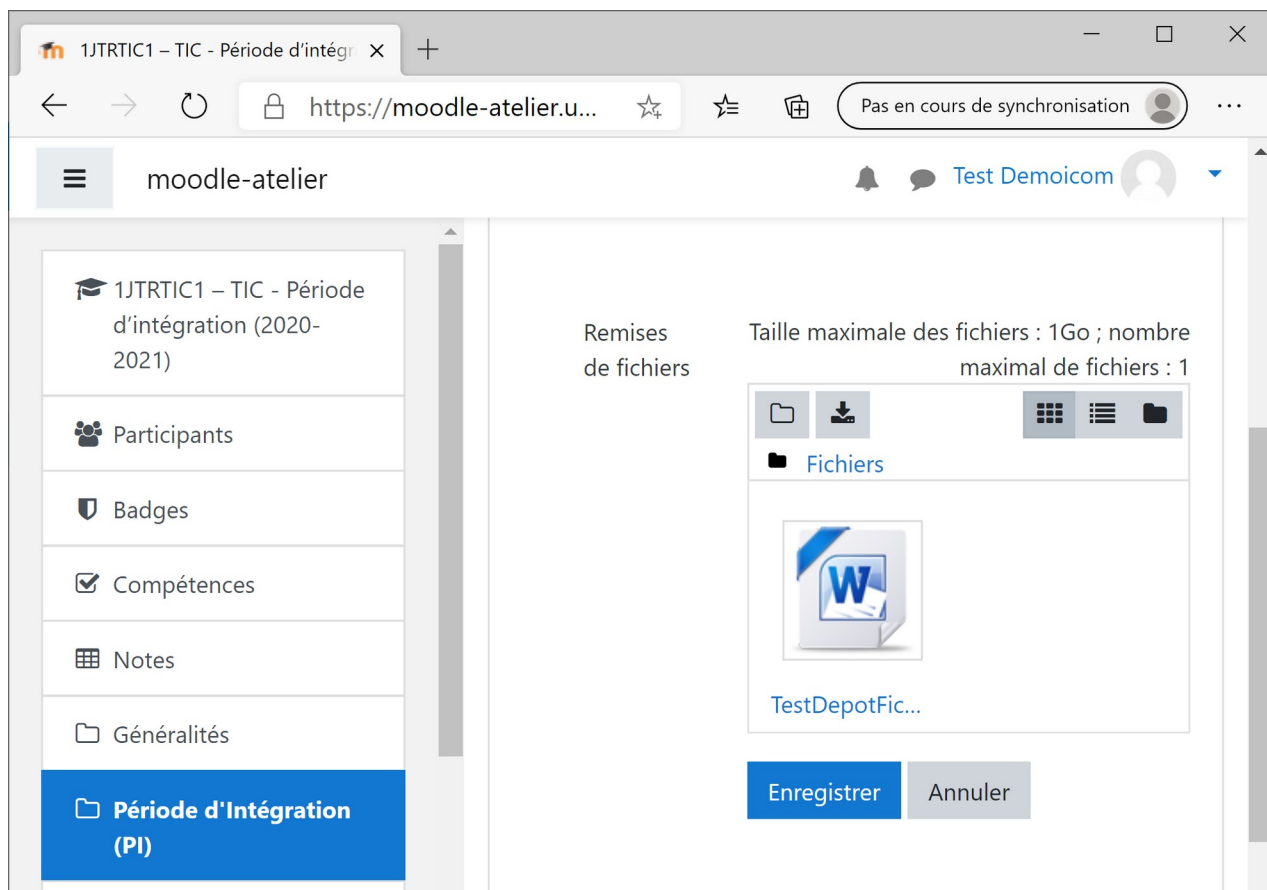
As part of a homework, the instructor can accept one or more files. If the instructor asks you to upload several files and you see that the limit is set at one file:



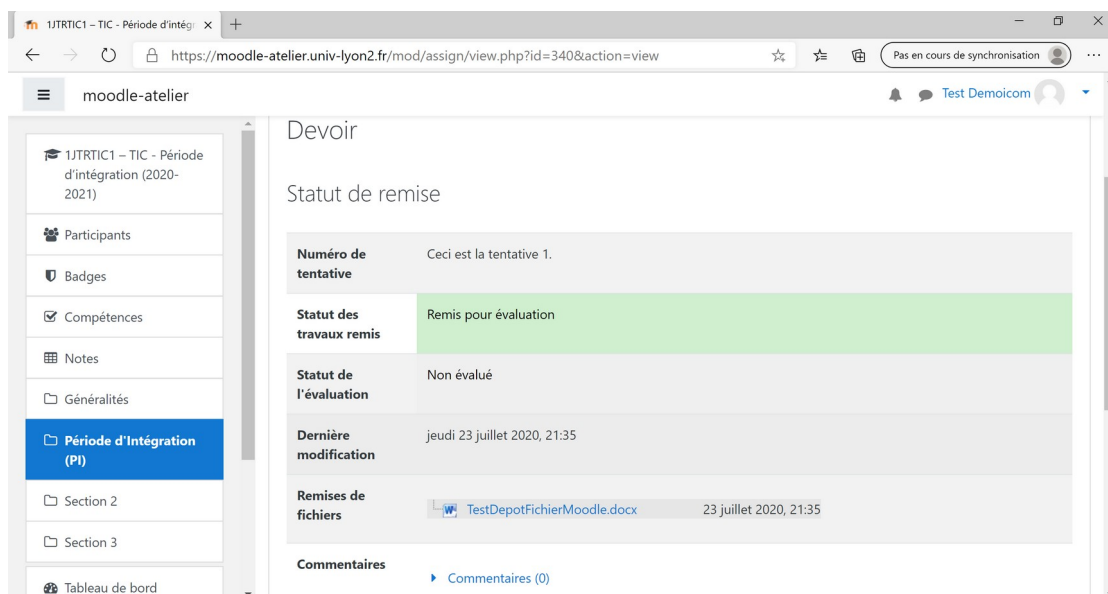


One possible solution is to compress the requested files into one in .zip format and then upload it to the course platform. Another solution is for the instructor to modify the settings of the course to accept several files.

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.

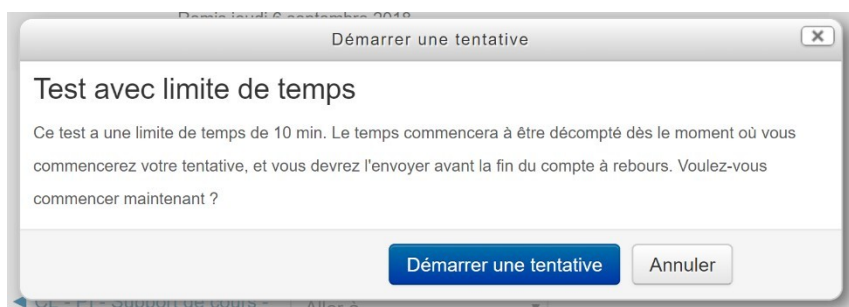
## 6 Tests (MCQ)

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 displays a Moodle quiz interface. At the top, the browser address bar shows the URL: <https://moodle.univ-lyon2.fr/mod/quiz/attempt.php?attempt=2198&cmid=1359>. The page title is "Plateforme de cours" in French. The quiz title is "Questions concernant le webmail Outlook".

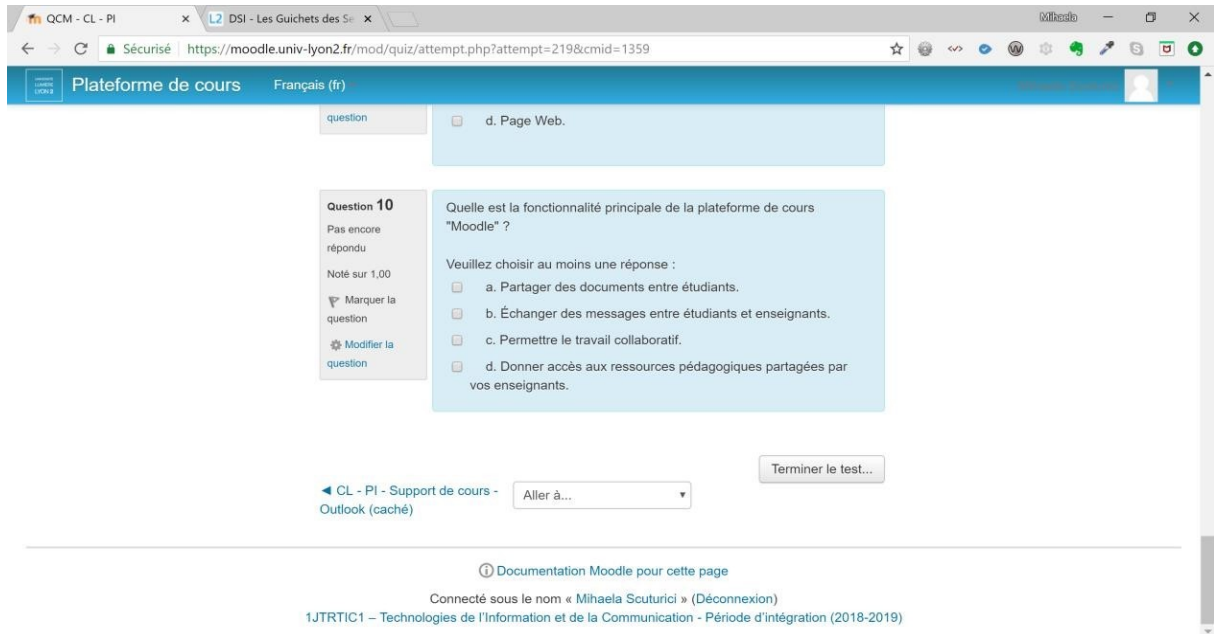
On the left, there is a sidebar with a timer showing "Temps restant 0:02:58" and a button "Prévisualiser à nouveau". Below it is a section "AJOUTER UN BLOC" with a dropdown menu "Ajouter...".

The main content area contains two questions:

- Question 1:** "Quel format de message électronique permet de mettre en forme du contenu ?" (Which email format allows formatting content?). It has four options: a. Le format Libre Office, b. Le format Microsoft Word, c. Le format HTML, and d. Le format texte brut. The status is "Pas encore répondu" (Not yet answered) with a score of "Noté sur 1,00".
- Question 2:** "Quelles sont les mises en forme possibles dans l'interface web de Outlook ?" (Which formatting options are possible in the Outlook web interface?). It has one visible option: a. Modifier la casse. The status is "Pas encore répondu" (Not yet answered) with a score of "Noté sur 1,00".

On the right, there is a sidebar menu with various course elements like "Participants", "Badges", "Compétences", "Notes", "Généralités", and "Période d'intégration (PI)".

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

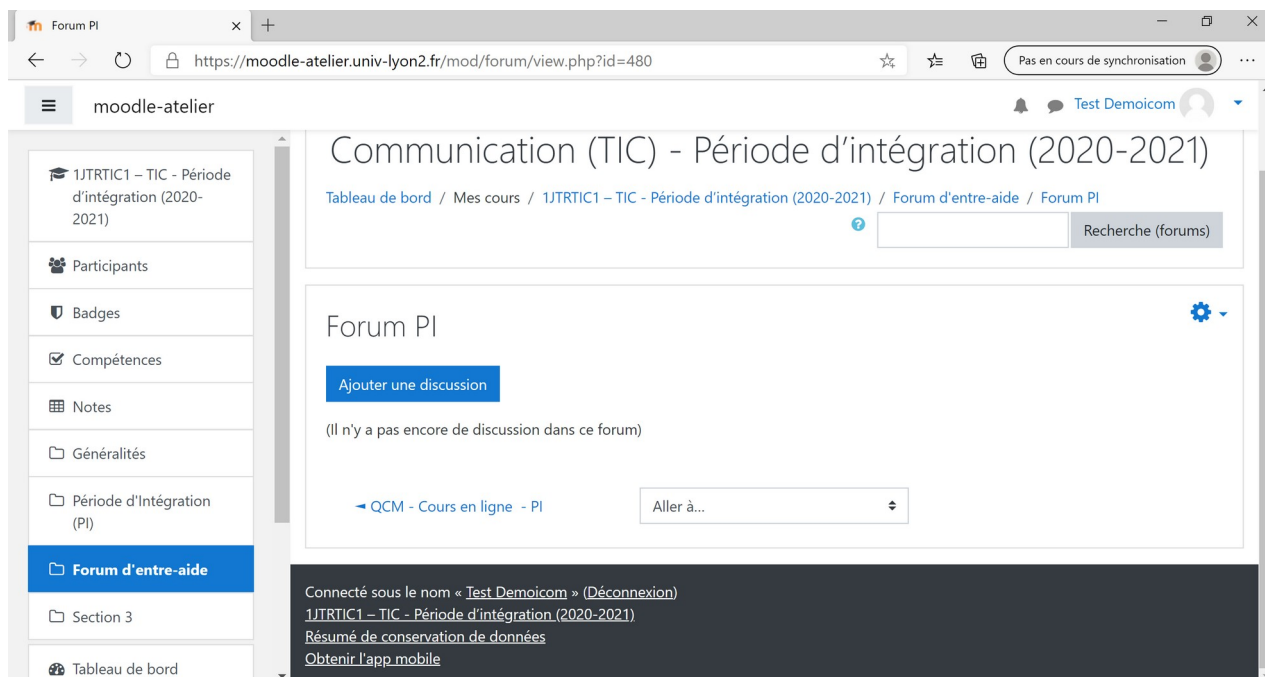
The “forum” activity allows you to have asynchronous communication with your instructor or your colleagues:



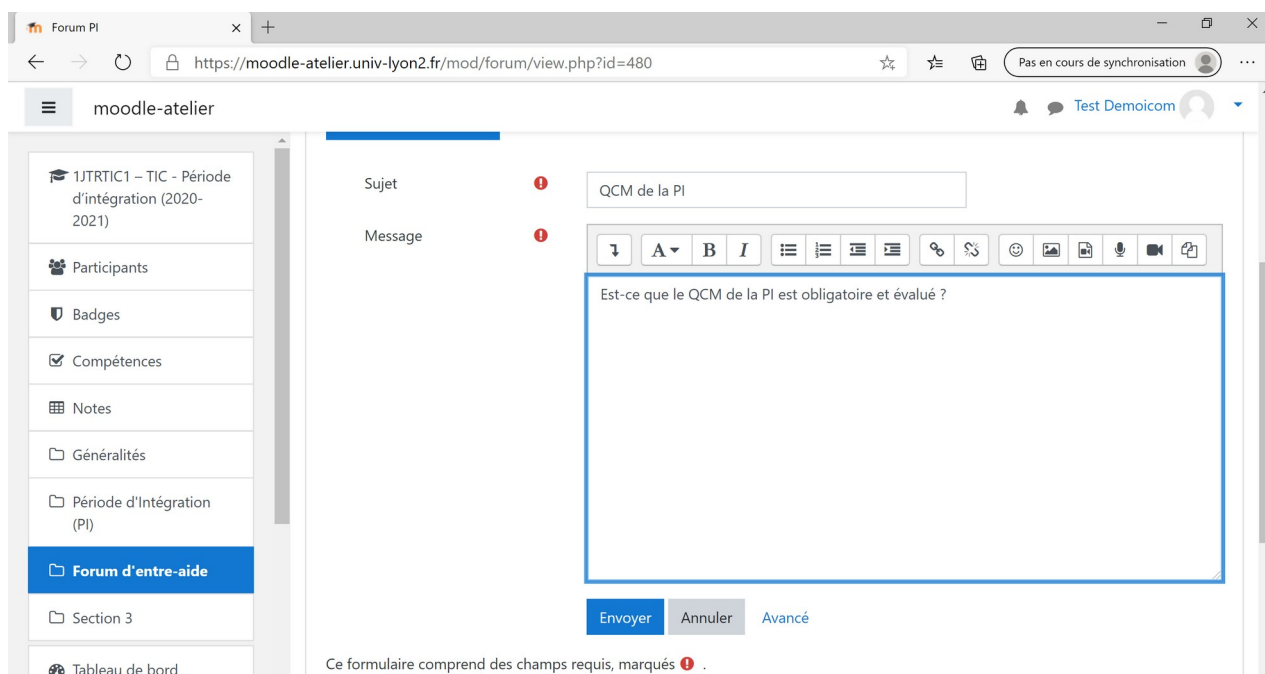
Forum PI

### 7.1 Adding a discussion on the forum

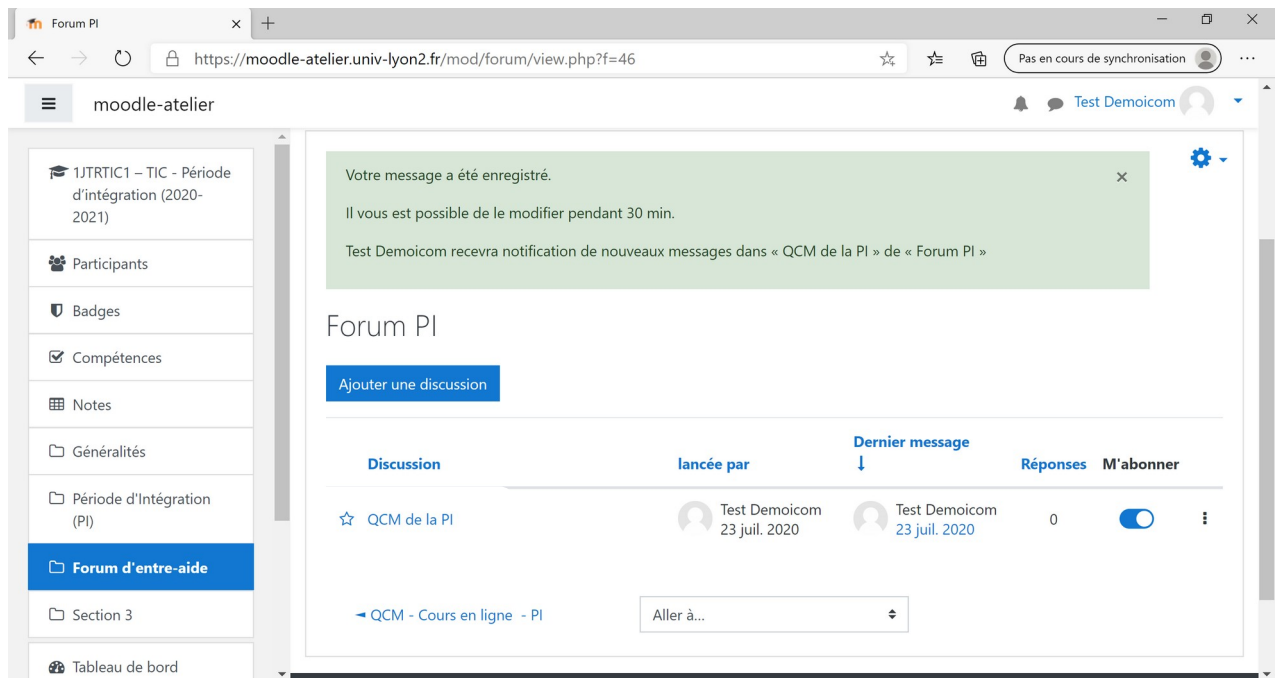
To add a discussion on a forum, all you have to do is click on the “Forum” activity offered in your course and click on the “Add a discussion” button:



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:

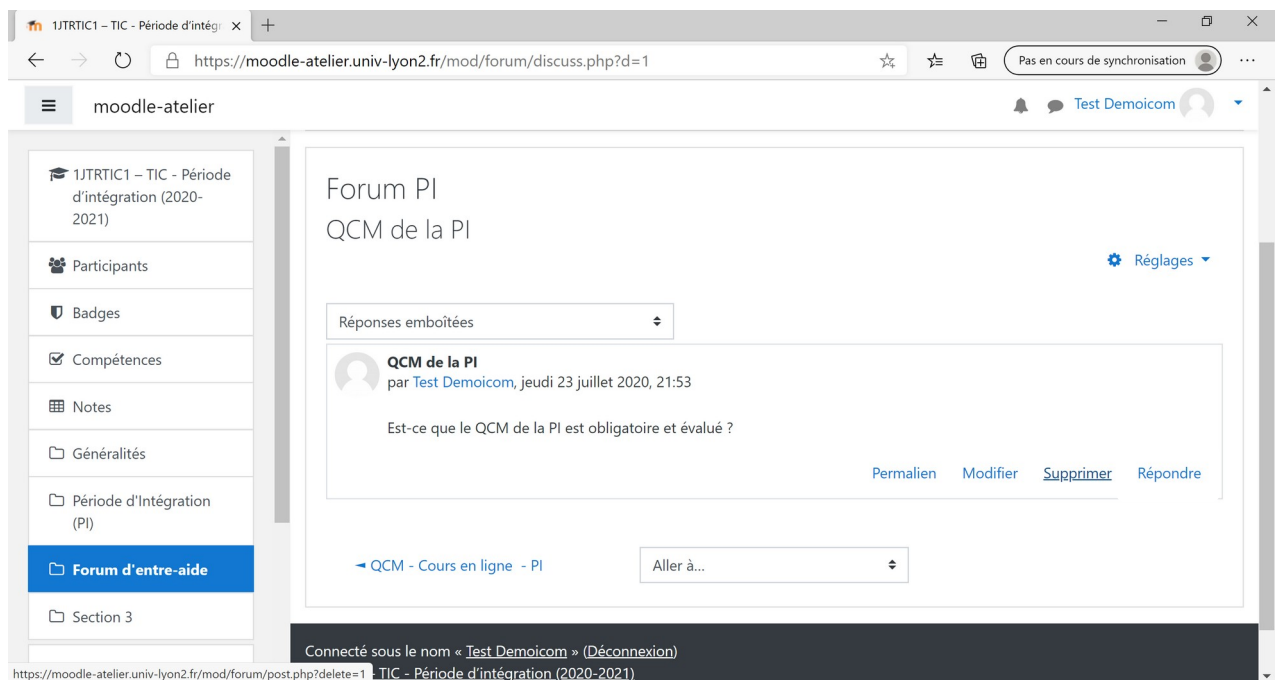


The new thread now appears in the forum threads list:

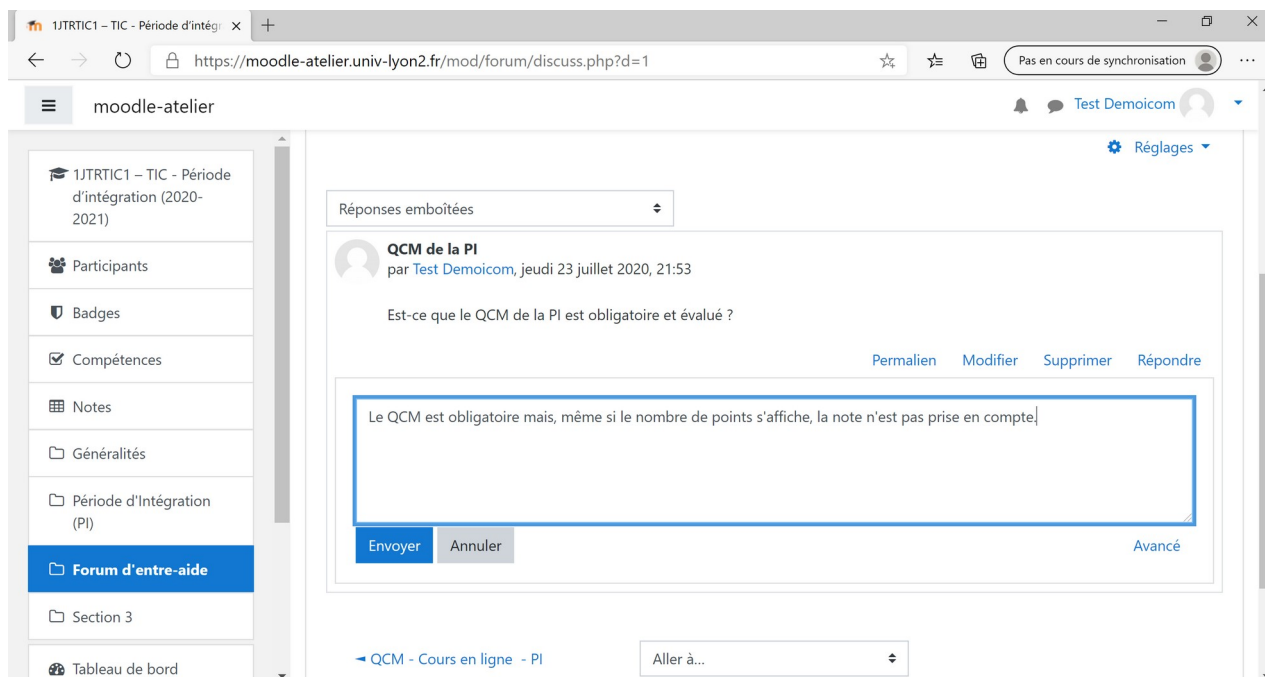


## 7.2 Replying to a message on the forum

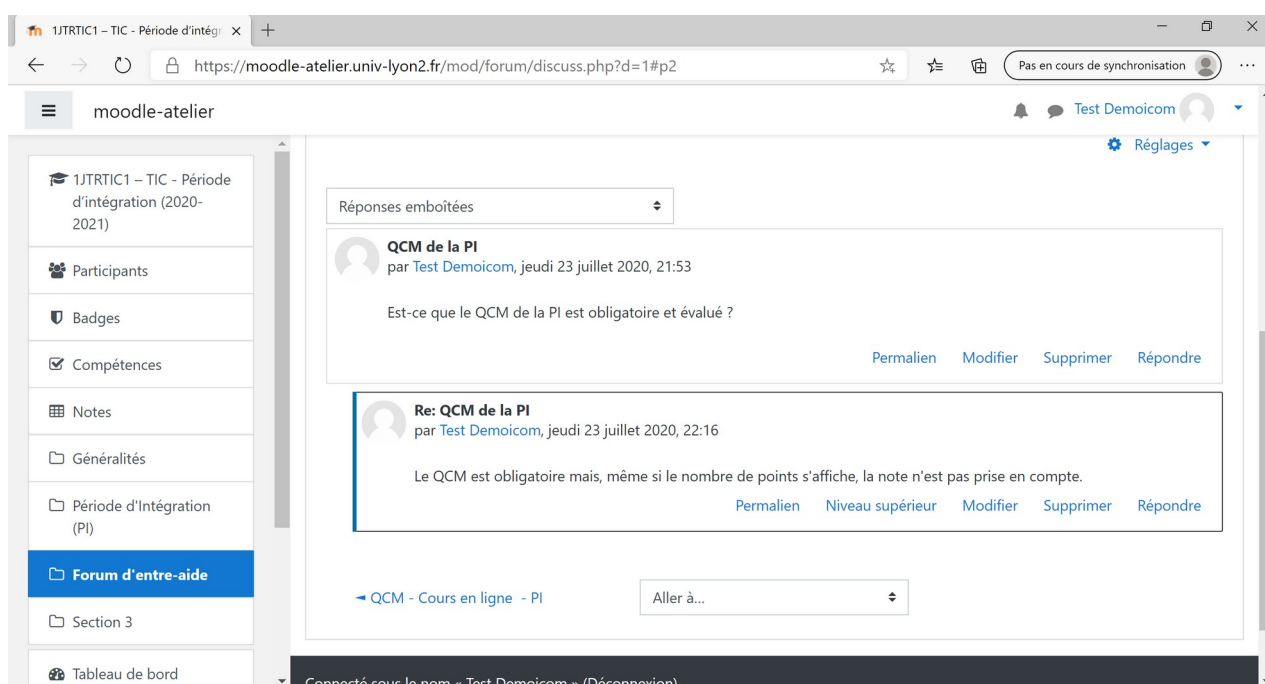
To answer a question or participate in a discussion on the forum, just click on the message concerned and then on “Reply”:



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.