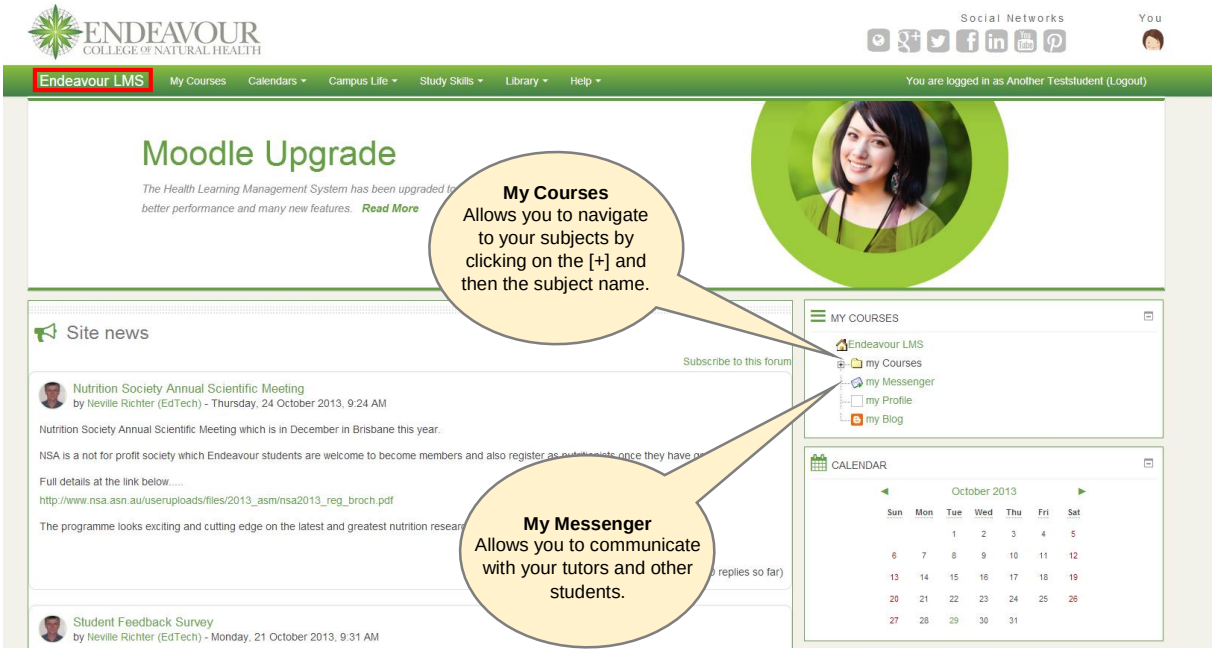
Endeavour Learning Management System (LMS) User Guide

The Endeavour LMS is a web based learning management system called Moodle, which allows you to remotely access your learning materials anytime, anywhere. It allows you to engage in online activities such as discussions, assessments and quizzes and is where you will access all of your online lecture materials.

This is the screen you will see whenever you log into the LMS. It is called the Home Page and contains Site News including important notices regarding the LMS. The LMS is simple to navigate and is broken down into a number of different sections that you can access using the green toolbar at the top of the LMS screen

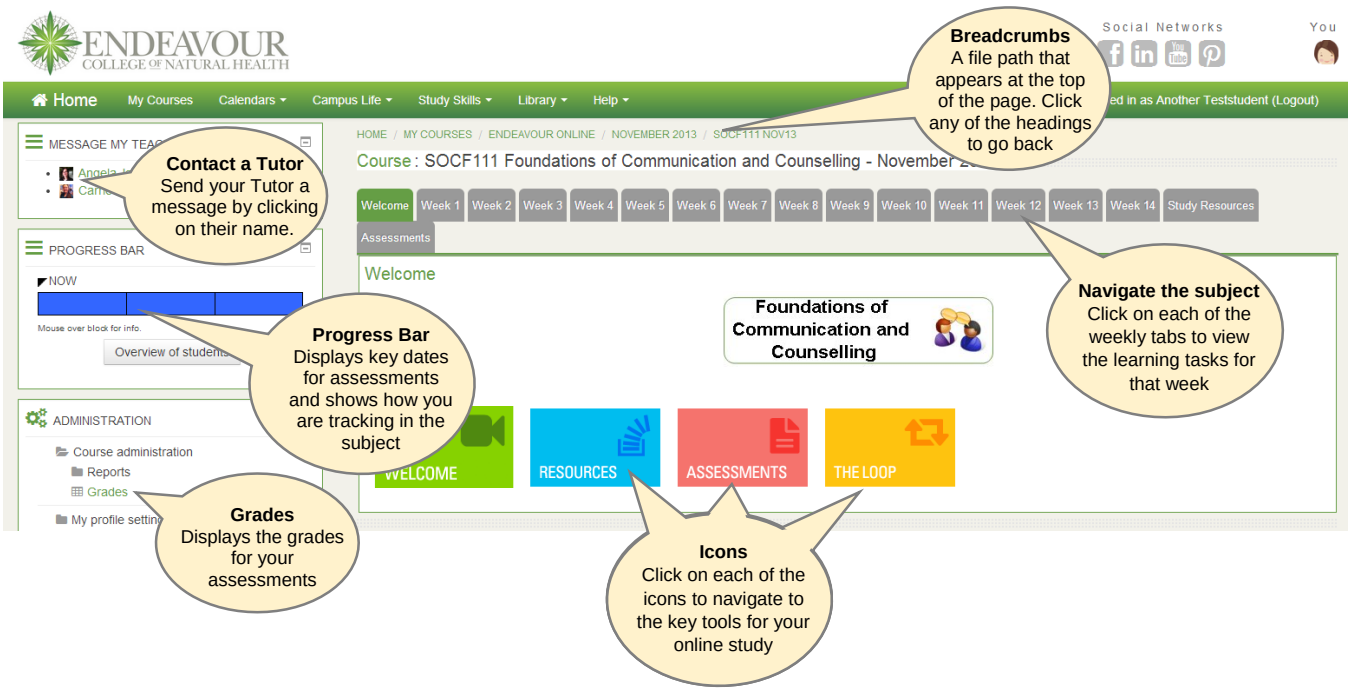


My Courses – How to access your subjects

When you click the My Courses tab you will see a list of the subjects you are enrolled in. Click on the subject title to navigate to the subject home page.

Subject home page

Each subject is broken down into weekly tasks. The key features of the subject page are highlighted.



The **Welcome** icon will direct you to the welcome video for the subject as well as the letter from the Subject Coordinator and the LMS User guide.

The **Resources** icon will direct you to all of the essential documents you will need to study for your subject including the **Subject Outline**. It also contains handouts or reference materials you may need. You can also access these materials by clicking on the **Study Resources** tab.

The **Assessment** icon will display a list of all of the assessments for the subject. Here you will find the links to online quizzes and for submitting your written assignments. You should refer to the Subject Outline (in Resources) for more detailed information regarding your assessments. Final exam dates are always posted on The Loop (see below). You can also access this information by clicking on the **Assessments** tab.

The Loop is a general online forum where you can interact with other students and your tutors. You should check the Loop for each of your subjects <u>every time you log into the LMS</u>. The types of info posted on the Loop include:

- Exam dates, assessment tips and other important info from your tutor
- Questions from other students and your tutors
- General discussion and sharing of ideas surrounding the subject

You can also access The Loop via the link in the Resources tab >

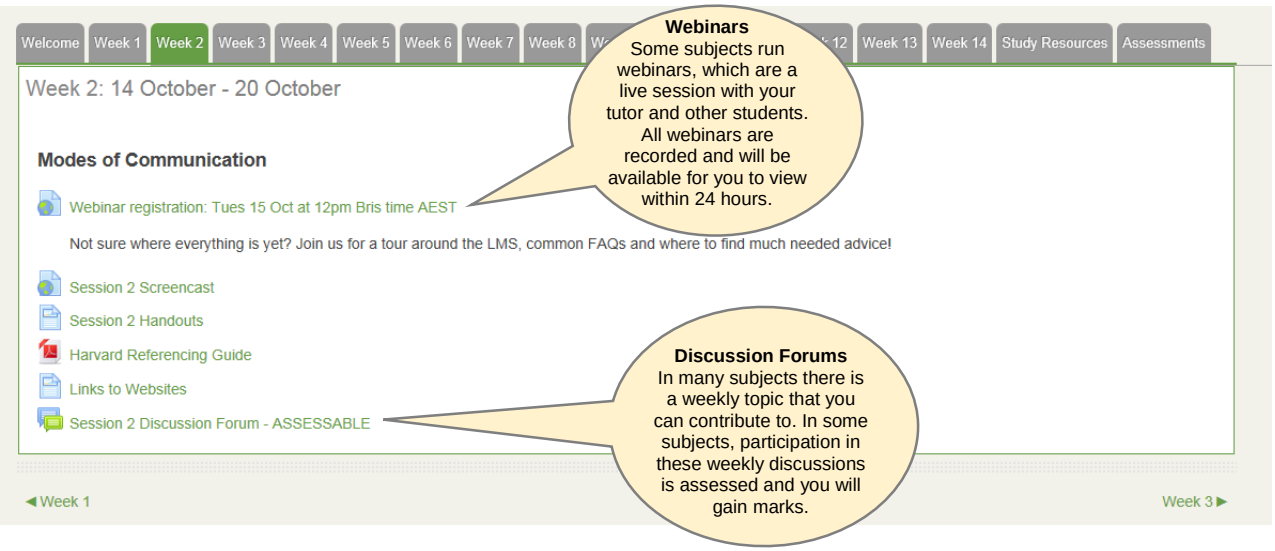
Using Forums in the LMS

There are three key types of forums used in the online courses; The Loop, Noticeboard and Discussion Forums.

The **Noticeboard** is a place where your Tutors will post important information such as exam dates. You cannot reply to posts on the Noticeboard and you should use the Loop instead for questions. A Discussion Forum is a weekly forums devoted to prescribed topics. The links to the discussion forums can be found in the weekly tabs > Session 1 Discussion Forum

Weekly Tabs

The outline of each week will differ slightly depending on the subject but there will always be a pre-recorded screencast for each week of study as well as an activity, suggested reading or even a discussion forum. You should refer to the Student Study Guide for guidance on what you need to learn each week and you can work through the weekly materials at your own pace. See the example:



Taking an online quiz - Quiz

From the **Assessment** tab, click on the link to the quiz. You should read the instructions and click "Attempt quiz now" to start the quiz.

Once you are finished click "Submit all and finish". Make sure you are completely finished before selecting this option as doing so ends your attempt. Further information and a practice quiz can be found in the Study Skills tab under **Pencil Case**.

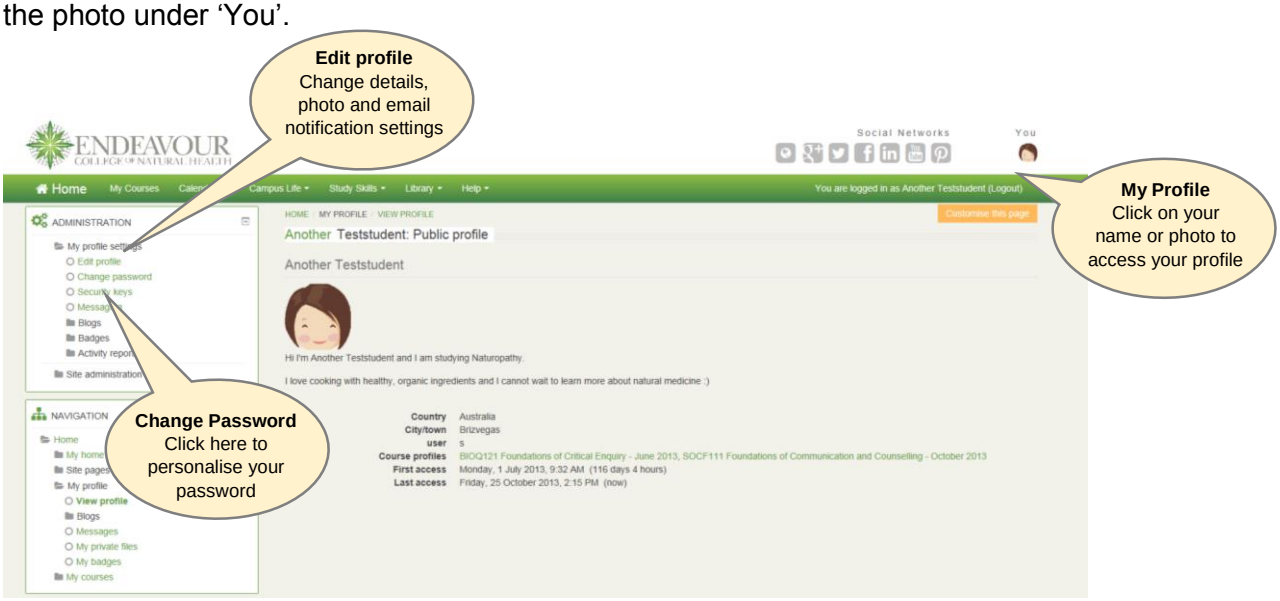
Submitting an assignment online - Submit Assignment

From the **Assessment** tab, click on the link to the assignment submission page. You should read the instructions and click "Add Submission". All assignments that are submitted online will require you to submit them to Turnitin® for originality checking and plagiarism detection before submitting for marking. Read the "Student Guide to uploading assignments to Turnitin" found under Turnitin® in the Help menu or

http://media.endeavour.edu.au/endeavour/EndeavourLMS_StudentGuide_SubmittingAssignmentsWithTurnitinv2.pdf

Your Profile

To view your profile click on your name in the top right corner of the LMS page. You can also click on the photo under 'You'.



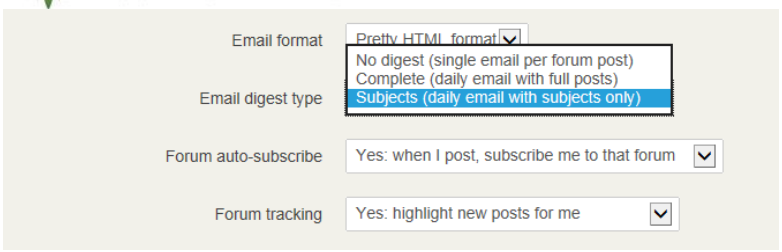
Editing your profile

By clicking on the Edit Profile link from the Administration block on the left of your screen you will be able to edit some of the details in your profile including;

- Your email preferences using Email digest type (frequency and type of emails you will receive)
- Your email address
- Changing your timezone
- Add a description or bio about yourself that other users will see
- Add a photo
- List your interests

Quick Tip: To reduce the number of emails you are receiving you can adjust your settings to combine all of your notifications into one email. From the Edit Profile page go to Email Digest type and select:

- Complete (daily with full posts) OR
- Subjects (daily with subjects only)



Other tabs in the LMS

Calendars

Here you will find calendars (Personal, Online and On-Campus) that contain key dates for you to be aware of. Your **Personal Calendar** displays all of the assignments and online quizzes for your subjects. Click on the links to navigate directly to the assignment submission page or quiz in the LMS.

Campus Life

This is where you can locate information regarding studying with Endeavour and important forms, policies and procedures. You can also access these documents from the Endeavour website.

Study Skills

This is where you access the **Learner's Discovery Quiz** and the FREE **Enabling Courses** (Chemistry, Human Biology, Maths and Study Skills) that are designed to assist in preparing you with the right knowledge to make studying a lot easier. It also has the **Pencil Case** which has guidance on the resources available on the LMS and tips on submitting assignments and taking an online quiz.

Library

This is the one-stop-shop for information on accessing the library resources, Harvard referencing and learning how to use the library facilities.

Help

This is a quick link to contacts such as Student Services and the Online helpdesk. It also links to information relating to studying online and LMS help. This is your first point of call for technical issues.

Frequently asked questions

Q. Every time I try to open a file the pop-up blocker kicks in.

A. In order to overcome this message, locate the trusted sites section within your browser, (for IE this is usually found in, Tools, Internet options, Security, Trusted sites, Sites, add then OK – by adding any trusted site to your home PC you do so at your own risk!)

Q. I am unable to view certain Microsoft Office files that appear in the LMS.

A. If you are having difficulty in viewing certain Office files types then try downloading the relevant application viewer. These can be found at the following site
http://www.microsoft.com/office/000/viewers.asp

Q. The Adobe pdfs aren't displaying in my browser.

Maybe it's time you updated your Adobe Reader. Although there are many free PDF readers available, we recommend Adobe Reader that can be downloaded from http://adobe.com/reader/

Q. If I leave my system for 60 minutes my LMS access times out.

A. A timeout setting has been activated to ensure that if your desktop is unattended for 60 minutes, users are prompted to log back in again. Whilst not a fool proof security safe guard, it does act as a further preventative measure against unwanted users misusing your Moodle account.

Q. If I am working on a forum post or quiz page for longer than 20 minutes my submission does not go through.

A. This is a time out of the page you are working on. This happens if you have not clicked on anything on the page for over 20 minutes. We recommend writing longer responses in a separate document (for example Word or Notepad) and copying that work into the LMS. This will prevent you losing your work.

Q. I have not received my Turnitin similarity report for my assignment.

A. Turnitin can take from 30 minutes to 24 hours to return a report. If you have not received one after that time, please contact the Online Helpdesk at online@endeavour.edu.au

Q. I have uploaded a new copy of my assignment but Turnitin has not updated.

A. You can only receive one Turnitin report per subject per 24 hours. If you have uploaded the second submission in that time, you will need to wait until 24 hours has passed before uploading the document again. Additionally, each submission needs to have a different name or it will not be checked. You can change your file name by adding v2 to the end.

Q. Help, I've forgotten my password!!!

A. There is a self-service password reset feature on the login page should you forget your login details. Click on Help, I've forgotten my password, and on the next page enter your username, and the LMS system will email you a new password.

Q. Where else can I get help?

A. Try reading the **Frequently Asked Questions** page on the front page of the Moodle site – under Information for Students – you'll find the answers to the most commonly asked questions.

If you still don't have an answer:

- If it's a question about the subject/course content or assessment information, then you should contact your tutor or lecturer. You can find your tutor's contact information on the front page of each subject site near the top left.
- If you need to know about enrolments issues, which subjects you need to take, deferring your course, etc, then contact your student adviser. You should have received an email with your student adviser's contact information on it.
- If it's a technical question, you can send your query to your online@endeavour.edu.au