



Student Guide to Navigating Moodle

Unique to this course, you can navigate through the course in the sequence it was intended by checking on the button on the bottom of each page. It is possible to navigate between pages by using the Back and Forward navigation buttons on your web browser. This is not recommended; you will obtain more consistent results by using the navigation options within the website and course pages.

Note that if you navigate to another area of the course while writing a forum entry, your input may not be saved. To avoid this, always ensure that you complete what you are doing within the activity first, e.g., post to a forum, save changes. Or, you can open a new window as described below, so you can look at another part of the course (or external website) while you continue to work on your posting to a forum, or some other activity.

Tips on opening multiple windows:

You can have two web browser windows open at the same time in the course website, or the course website and any other web site. For example, if you are posting a comment about something you saw in the text, if you leave the page, you are writing in to go review another part of the course, when you come back what you had written will be gone. To avoid this, open another window or tab, press ctrl-T in most browsers, and a new tab will open. Then you can have one window open to write in, and with the other you can go to another part of the course or another web site, to recheck on some detail of what you are writing about, for example.

Course Structure

The main course page is divided into three areas called blocks that you will encounter often.

Home Page.

There are 3 blocks on the home page.

- Left hand block – Navigation, Administration, Mentor
- Center Block – the courses enrolled in, or course Modules
- Right Hand Blocks – Activities relative to you.

Navigation Block

Dashboard – will show all the classes to which you are enrolled

Site Pages – This feature is not utilized

My Course – lists all the classes to which you are enrolled

- Dutchess will see: DC22MGVC1
- Putnam will see: PutnamMGVLL

Courses – lists all the classes available in Cornell

Administration – For the student, the Administration block is the link to the Grade Book where you can monitor your achievement against each graded activity.

Mentors - If you are a Mentor, the left block will list the mentees assigned to you. When you click on the name you will be able to see the progress the mentee is making in the class, where they are, what activities they have completed, quizzes taken, Knowledge checks.

Students -When you click on My Course, the left block will now show Participants (classmates) in alphabetical order) and Badges (we are not using badges at this time)

Center Block - shows your class content. Take the classes in the order shown as many classes build on prior content.

News and Updates – Teachers can post information – check here when you log on to the class to see if there is any news from the teachers.

Class Resources -A course can contain various resources that you will need to assist you in your study. These can be identified as Modules which contain lessons. The lessons are made up of various readings, videos, activities, and Knowledge Checks. Quizzes may also be available. Zoom session, Chat Rooms are also part of the Course Resources.

Do the contents in the order shown. Topics arrange classes. It is a self-paced online class so you may find that you are on a different module than your classmates. You can use the zoom Q&A, the dedicated Chat rooms, or the Moodle chat capability to post any questions. Remember to always identify in the post who you are so we know who is posting the questions. Teachers and Mentors will be monitoring these areas as the classes progress.

Right Hand Block contains:

- Search Forum – Finds the specific forum you need to go to when a DO page instructs you to join a specific forum.
- Latest News – Teacher may post notes to the class
- Upcoming events- taken from the course curriculum – it is a heads up for things that have due dates
- Recent Activity – will show you what you have recently done
- Assignments – as defined by the curriculum
- Calendar – highlights events, zoom sessions, Saturday dates or specific things due
- Chats – there are chat rooms set up for each lesson Module. This is an area dedicated to your questions about that topic. When you have a question, you can post it in the designated Chat. Teachers and Mentors will be monitoring the Chat rooms and will respond. Make sure you identify yourself when you enter a chat room so that your mentor can find you. Please do not post questions into the chat room before you have reviewed the session material. Usual questions may be promoted to the Tuesday Zoom Q&A sessions.
- Forums –There are 2 kinds of forums used through the class.
 - Discussion Forums are open forums focused on a specific topic, i.e., Systems Thinking, Garden Planning, IPM, Herbaceous Plants. Anyone from any class can enter a Discussion Forum to discuss a topic with your peers – not just your classmates.
 - Direct Activity Forums are County specific and is limited to you and your classmates, Mentors, and Instructors.
 - Journal Entries – are items between you and your instructors. When you post the entry, the instructor will review and grade the item.

NOTE: It is important to identify yourself when you post anything in a forum.

- Lessons – lists all the lesson modules. **NOTE: the deadline for the MGV training is all class work is to be completed by November 30 and you must be ready with your action project presentation by November 30.**
- Quizzes – there are 2 types of quizzes. Topic quizzes and Knowledge Check Quizzes.
 - **Topic Quizzes** – unless specifically assigned as homework, or part of a DO activity of a lesson, quizzes are optional. They serve to reinforce your knowledge of a particular topic. You may take the quiz as often as you want. It is not part of your grade.
 - **Knowledge Check Quizzes** – are Mandatory unless otherwise stated. All Knowledge Check Quizzes are **open book** quizzes. You can find Knowledge Check Worksheets which contain the questions about the

content in a folder under each FYI label in the topic. These are they so that if you choose, you can print out the worksheet, do the research as prep for the quiz and take the quiz when you are ready. If you have already done the research and filled in your worksheet, you should have no problem with the actual Knowledge Check Quizzes). You make take each quiz up to 4 times, with the highest mark the one that is recorded as your grade.

NOTE: Dutchess and Putnam Course content is the same. When you click on the My Course button for your class the center block now shows the course content

What to Expect

Here is what to expect prior to the official course opening. A few days before the course orientation meeting, you will have been invited to self-enroll in the class through the Moodle interface. The course official start date will be sent to you by your coordinator as well as the meeting place. You will have access to the course content before that official kick-off meeting. There is some pre-session work that will need to be done, prior to the actual class start.

You will find this course to be highly supportive and self-directed. In each unit or module, you will find readings, videos, assignments that you are to complete; in some modules, there are discussions that you will be invited to join where you can interact with your peers. There are reflective journals and self-reflective assignments that you will submit to the Moodle interface. We find that students who really take the time to go through each reading during the first several days, are the most prepared and will get the most out of the course.

To help make your experience and transition to working with the Moodle course an easy one, we suggest:

- A recent version of an Internet browser, such as Firefox or Internet Explorer
- A current version of Acrobat reader, so that you can read pdfs
- You may need to turn off your pop-up blocker while in the course

If you have any questions, please do not hesitate to check in. We look forward to meeting you.

5 Tips for success in this online course

1. Be an active participant. Sense of community in an online course is just as important as in a face-to-face classroom. It is more important because we depend

on our written words to reflect, collaborate, and communicate. The discussion forums and group activities serve to enhance and advance the content we are learning. Sounds heavy, but studies support this. Follow the rules of “Netiquette” (referenced) for a positive and open environment. Be respectful of each other’s thoughts and opinions and if you are compelled to disagree, that is OK; we need to hear all perspectives. Keep the discussion forums focused on the topic, and feel free to share other items of interest in the “Place to Share News” forum found in the Introductions section on the Homepage of the course.

2. Keep up with the readings, discussions, and assignments, and adhere to the deadlines / checkpoints. Falling behind in an asynchronous online learning environment will cause you unnecessary frustration and stress. At first, it may seem like there is a lot of work to do, but by managing your time wisely and signing on every day and devoting 4 -5 hours a week, you should be able to keep up with ease. In the rare event of a personal issue or emergency, contact your coordinator so we can agree on a reasonable time extension if needed.
3. The official start date, kick-off meeting place and expected Graduation will have been communicated to you by your coordinator. All the modules will be opened to you and will remain open for the duration of the class.
4. Stay connected. Use your mentor for help and guidance. If you have questions, post them in any of the venues available (Zoom, Chat Rooms, Moodle).
5. Enjoy the flexibility of the course and all that we have to offer each other. Most importantly - have fun! We all share a common interest, a desire to maintain the connection we have to our environment, and to share our enthusiasm with others through garden-based learning. We are confident you will leave this course with a few new friends and a bundle of wonderful resources to use as a Master Gardener Volunteer Coordinator

NETIQUETTE

We should approach our online learning environment in the same way we would face to face classroom, being considerate of others and especially mindful of how the typewritten word can sometimes be misunderstood or interpreted as something other than what we intended. As with every other form of communication there is a code of proper behavior for talking on the internet, called “Netiquette.” Understanding and following proper “Netiquette” is important in the distance learning environment, due to the absence of the expression in non-verbal cues, body language and face-to-face communication. Misunderstandings happen and need to be clarified and sarcasm is easily misunderstood. When replying to discussion posts, always quote or paraphrase the part you are responding to so your classmate will know what you are talking about. Answer individual responses to your postings individually and submit only relevant responses of global interest to a discussion. To read more about “netiquette,” see Arlene

Rinaldi's User Guidelines and Netiquette and the Netiquette Home Page at:
<http://www.albion.com/netiquette/>

Revised: September 2022