

# Learning2.uta.fi - Instructions for students

## Login

- Go to the Moodle website: <https://learning2.uta.fi/>
- In the top right corner of the page you will find the **Log in** link. Click the link and you will see three alternative ways to log into Moodle.
  - If you have the Tampere University *Basic User Account* (BUA), then choose **Single Sign-On with UTA Account**.
  - If your home organization belongs to Haka federation, which is a joint user authentication venture by the Finnish higher education institutions, you can log into Moodle by using your home organization's account. In this case choose *Haka* – **Login with Other University Account**.
  - If you have received a special username for Moodle, then choose **Login with Moodle Account**.
- The main page of Moodle will now appear.
- Log out: When you are leaving Moodle, click **Log out** in the top right corner.

## Changing the language

- You can change the language of Moodle by using the drop-down menu of language selection in the top left corner. Choose a language from the list. If you want to change your default language permanently, you can do it in **My profile settings** (see below).

## Entering the course

- If you are using Moodle for the first time, you will find the **Course categories** list on the main page. Choose a category from the list.
- Next you will find the list of courses in that category. Find the course in which you wish to enrol and click its name.
- To enrol yourself into the course, type the **enrolment key** you have received from the teacher and click **Enrol me in this course**.
- If you are already participating some other courses in the Moodle, you will have a list of your courses on the main page (*My courses*). Below the list you will find **All courses** button. By clicking the button you will see a list of course categories. Choose a category and then the course in which you wish to enrol. Type the enrolment key.

## Editing your profile

- In the **Administration** box you will find a link **My profile settings**. You can change your own information here by selecting **Edit profile**.
- Note that you can also change your preferred language here.

- Remember to save your changes by clicking **Update profile** after editing your profile.

## Docking blocks

- By default, there are **blocks** on the left and right side of course areas in Moodle. You can **dock** them to the side bar on the left by clicking on the small arrow button in the upper right corner of each block. You can see the contents of the docked blocks by taking the mouse over the block name. Return the block to the course area by clicking the similar arrow button in the docked block. Note that docking the blocks is a personal setting that affects all your course areas in Moodle but nowhere for other users.

## Forums

- There can be different kinds of forums in the course:
  - Standard forums for general use: everybody can post to forums and reply to discussions sent by other students or teachers.
  - Each person posts one discussion: everybody can post only one discussion but can reply to discussions without limitations.
  - A single simple discussion: a single discussion about one topic.
  - A forum displayed in a blog-like format.

## Reading the discussions

- You can read the discussions by clicking the name of the forum.
- In the table you will see the name of the discussion topic, by whom the topic was started, the number of replies and the sender of the last post.
- By clicking the name of the discussion topic you will see the original post and all replies to it.

## Unread messages

- You can separate unread messages from the read ones. Click **My Profile Settings** in the **Administration** box, then **Edit profile** and choose from the **Forum tracking** menu the alternative **Yes: highlight new posts for me**.

## Sending a post to a forum

- Click the name of the forum on the main page of the course.
- Click the button **Add a new discussion topic**.
- Write the subject and the message in the respective fields. When you have finished, click the button **Post to forum**.
- After sending a post you will have 30 minutes to edit it by using the **Edit** link.
- **Note: If you are in the editor writing a post more than two hours, the system will log you out automatically and the post you are writing will be lost.**

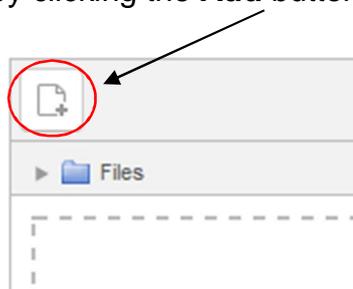
## Replying to a post

- At the end of each post you will see a **Reply** link. By clicking the link you can write a reply to the post. Note that the reply is not a personal reply to the sender of the original post; instead it will be public and available to everybody on the course.
- You will also have the possibility to edit your reply 30 minutes after you have sent it to the forum.
- If the teacher has divided the students into groups, it may not be possible to reply to posts sent by students of the other groups.

## Sending an attachment to a forum

- When you are posting to a forum or replying to someone else's post, you can attach a file to the post by clicking the **Add** button.

Attachment ?



## Subscribing to a forum

- You will have the possibility to subscribe to a forum. You can either select to subscribe to the forum by changing the setting when you send message to the forum, or you can click on the **Subscribe to this forum** link which is displayed in the **Administration** box when you are in that forum. You can also change settings of **Forum auto-subscribe** in **My Profile Settings**. By choosing **Yes, when I post, subscribe me to that forum** you will receive email copies of all new messages in forums you have posted in.
- If you subscribe to a forum, you will receive an e-mail copy from each post sent to that forum.
- You will have the possibility to cancel the subscription by clicking **Unsubscribe from this forum** at any time.
- Note that the teacher may also have forced everyone to be subscribed to a forum.