MOODLE Information Sheet

There are certain functions and links in RW MOODLE which you will use often. An explanation of each of these functions is provided below, in alphabetical order:

1. **A**ssignment
   In section 2 of the center column you will see Submission of Assignments. Please click on the right link for each of your assignment submission. There is another assignment button on the left hand activity column. If you click on that it will show your assignment submission progress on one page. As soon as you have uploaded your assignment, your tutor will be notified. When your tutor has marked your assignment and upload her feedback to MOODLE, you will be notified by e-mail.

2. **B**ulletin Board
   The Bulletin Board is the location where Commonwealth of Learning (COL) posts important, course-related information. When COL posts a message on the bulletin board, you will receive it in your e-mail inbox and the message will be captured in the Latest News which is on the right hand column below E-mail List.

3. **C**ourse Information
   COL has posted four PDF files (Key Dates, Course Regulations and Guidelines, Frequently Asked Questions, and Guidelines for Studying at a Distance) there. Before the course begins, please read each PDF file carefully. They are important documents to guide your online learning.

4. **E**-Learning Forum
   The e-Learning Forum is a group chat room for you, your tutor and your fellow group participants. You can post general discussion questions here and read what other learners and tutors have posted. Messages post there will be visible to the whole group and are archived according to subject heading.

5. **E**-mail function in MOODLE
   MOODLE e-mail operates like any email account, with one difference that you can only e-mail people registered in RW MOODLE, i.e. your personal tutor, your group participants, the COL learning manager and program assistant. When someone sends you an e-mail through MOODLE, you will get a notification in your World Bank e-mail. To open the e-mail, you need to log into the COL MOODLE site using your own username and password.

6. **G**rades
   Click on Grades to keep track of your assignment results (i.e. satisfactory, in progress and incomplete) and your overall course grade (successfully complete, not successfully complete – charge, and not successfully complete – no charge). Your grades are only visible to you, your personal tutor, and COL administration.

7. MOODLE How To Guide
   There is a Guide to Upload your Assignment on MOODLE to help you submit assignments on MOODLE. Please refer to it on a need basis. If you still have questions, please consult your personal tutor.