

WELCOME to the Course "moodle for e-tridem moodlers"

In this course you can make yourself familiar with most of the possibilities [moodle](#) offers. Go to the different steps, read the explanations and instructions and try it out!

Help movies (like a "Bilderbuch"): [Login](#) | [Lost Passwort](#) | [Create a new Account](#) | [Messages](#)

Below the e-tridem logo you can see a path and so you can always find out where you are. For example you are now in [e-tridem.net](#) >> moodleformoodle

*** Please put your skype names in your profile! ***

1



PROFILE / Introduce yourself



Wer bin ich? Wer bist du?

 **The profile** contains general information about yourself so that the other students / participants get to know you better

Click on your name! You will find it top right or at the bottom of each page, next to the LOG-OUT button. Choose **Edit profile**.

Here you can change your password, give information about yourself (a short description), upload your photo and **insert your skype name**.

After the changes click on **Update profile** and come back to this course page.

Individual arrangement of the learning platform

You can open and close them with the +/- symbol in each block corner as it suits you. Try it out!

There are permanent blocks with different titles on the side(s), such as **People**, **Recent Activities**, **Online Users**, **Messages**, **Calendar**, **My courses** ...

When you are ready "**Jump to ...**" the next part 😊

2



COMMUNICATION part I



Messages

You can send 1-to-1 messages to all who are inscribed on the platform, see also the "help movies" in the upper part of the page.

Click on the link **Messages**. Search for contacts or click open the **settings**. Here choose "Automatically show message window when I get new messages". Don't forget to save your settings! To send a message, just click on a name of your course partners and add him/her to your contact list. Write a short message to one of your tutors/trainers!

Calendar

You can add a new event (**User Event**) or see global events, group events or course events in moodle.

Browse the calendar << January 2007 >> to check out new events. You can add your own private events (**user event**) or see global events, group events or course events.

When you are ready "**Jump to ...**" the next part 😊

3



COMMUNICATION part II



Forum (asynchronous communication)

Go to the forum and answer to the "welcome" thread. Click on **Answer** and write a few lines about the book you have recently read or tell about your favourite music. Or do you have any hobbies?

Hint: in each forum post you have a "**subject line**" - change it to make clear what you are writing about, otherwise it will be e.g. "Re: Welcome in the Forum!" - replace it by a better title!

Always click on the "**Answer**" button of the post you intend to answer!

NEW HINT: in some forums you are free to decide whether you will be notified by emails about new posts! Choose:

"Subscribe to this forum / Inscribirse a este foro / Ich will Beiträge dieses Forums als E-Mail erhalten"

[E-Mail Notifincation on/off - E-Mail-Benachrichtigung an/aus](#)

[Moodle-Café](#)

Chat (synchronous communication)

Click on "chat" and open the room. Probably nobody is there but write a word or two in the line at the bottom, click enter and see how it works. Chats are only saved when there are two or more chatters communicating.

[Chat](#)

Wiki (shared working)

The wiki enables documents to be written collectively in a very simple way.

Go to the wiki, have a look at the text which is already there. You will find three beginnings of a short story (one in each language) Choose one in your favourite language and click on **edit** and continue the text. Save your changes!

[Wiki for warming up](#)

When you are ready "**Jump to ...**" the next part 😊

4



LEARNING ACTIVITIES part A



Glossary (FAQ)

You can search for words and expressions, you can add your own and you can comment on all.

Go to the glossary and try it out by adding new words. Use also the search function.

[Glossar / glossary /glosario](#)

When you are ready "Jump to ... " the next part 😊

5



LEARNING ACTIVITIES part B



When you are ready "Jump to ... " the next part 😊

8



SKYPE - Tipps und Tricks

- Download Skype 3.0 from www.skype.com
- Create an account
- Add your contacts
- Click on the button "messages" (Sofortnachrichten) of one of your contacts in skype to announce your call - "send message to ..."
- Press the telephon button and "Call ..." your contact(s)

By using the right mouse button and clicking on your contact you can also choose between "start chat" or "start call"

Some important points in the skype menu:

File - View - Contacts - Tools - Call - Help
Archivo - Ver - contactos - Herramientas - Llama - Ayuda
Datei - Ansicht - Kontakte - Aktionen - Anruf - Hilfe

File ...: Profil bearbeiten, Abmelden

Contacts ...: nach Kontakten suchen, Kontakte verwalten

Tools ...: Sprachen: Benutzersprache einstellen / Optionen: Auswirkung des Doppelklicks einstellen, Video testen usw

 [Skype-Konto erstellen](#)

 [Hinweise zu Skype](#)

When you are ready "**Jump to ...**" the next part 😊