

NMMU

FACULTY OF LAW

MOODLE EXPLANATORY DOCUMENT

STUDENTS

2016

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MOODLE EXPLANATORY DOCUMENT - STUDENTS

This document serves to help make using Moodle as an online learning/assessment aid a bit simpler. The document is divided into sections, each one dealing with a different online activity.

A. GENERAL

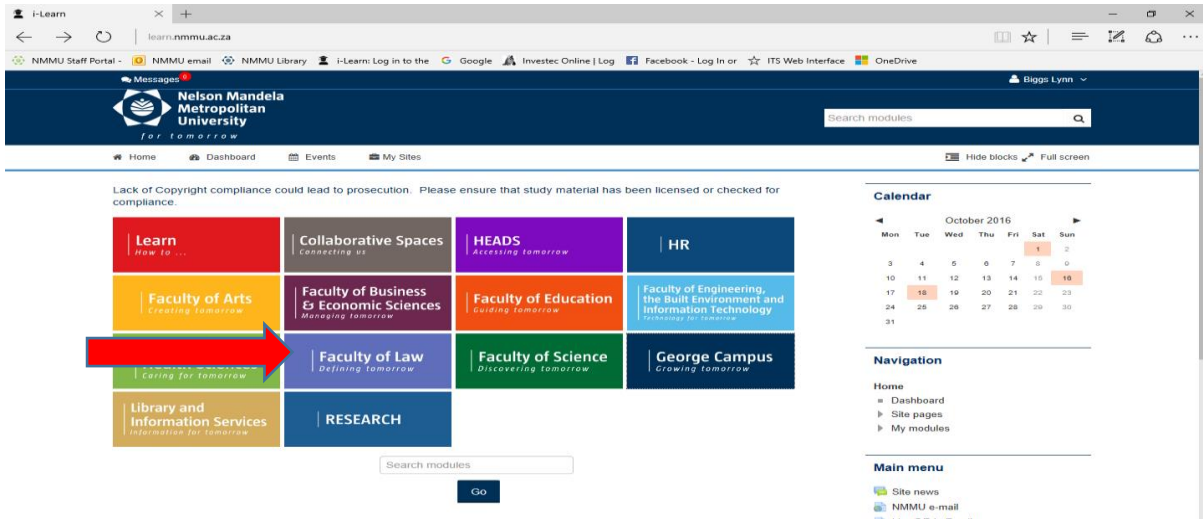
Moodle (Modular Object-Oriented Dynamic Learning Environment) is a free open-source learning management system or e-Learning platform that serves lecturers and students around the world. It is the most widely used online learning platform in the world and currently has over 68 million users world-wide!

Moodle can be accessed from anywhere using any smartphone, laptop or PC provided you have access to the Internet. An NMMU VPN connection is, therefore, not required.

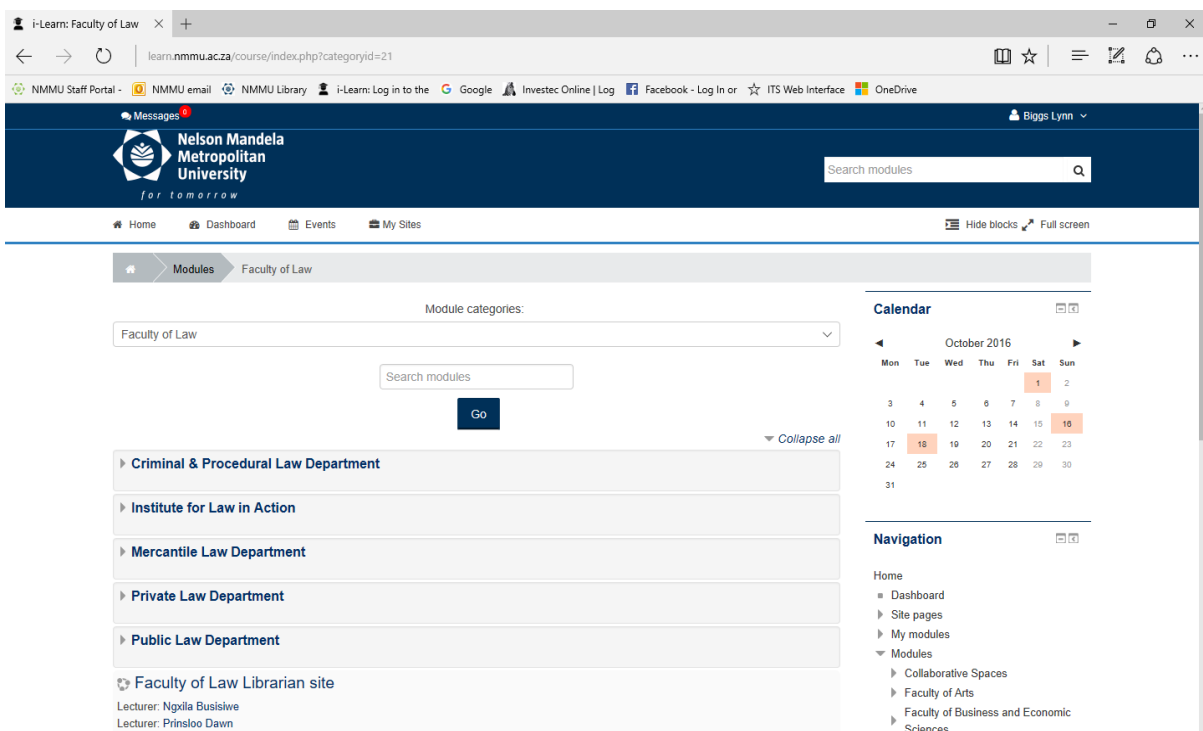
Each lecturer within the Faculty has set up their own module site on Moodle to which they will upload learning material, such as notes and slides, as well as online assessments. These can take the form of either a written assignment or an online test. You will, therefore, need to access the module site of each of the modules you still need to complete this semester and will need to complete the requirements of each of these in order to attain DP.

B. HOW TO ACCESS MOODLE

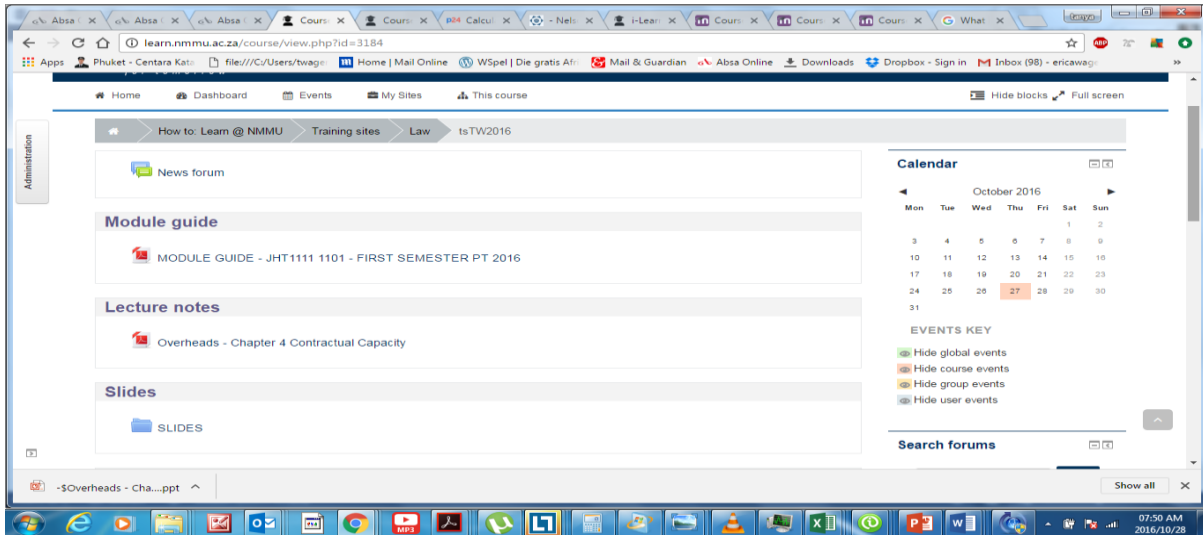
- Go to <http://learn.nmmu.ac.za> . Please note that there is no “www” or “@” in the address.
- Enter your username and password. This is the same as the login details you use to access your NMMU email and portal. Should you have difficulty logging in, please contact the ICT Helpdesk on 041 5043000 or helpdesk@nmmu.ac.za for assistance. If your difficulty is related to your registration status, please contact your lecturer who will arrange for you to be manually enrolled onto the site.
- Click on “Faculty of Law”.



- Click on the relevant department (Private Law, Public Law, Mercantile Law and Criminal & Procedural Law) and then on your module code. For a detailed list of all modules and the department they form a part of, please see addendum at the end of this document.
- Please note that all enrolment keys have been disabled. Should the site you are trying to access ask you for an enrolment key, please contact your lecturer who will arrange that you are manually enrolled.



You should then see something like this:



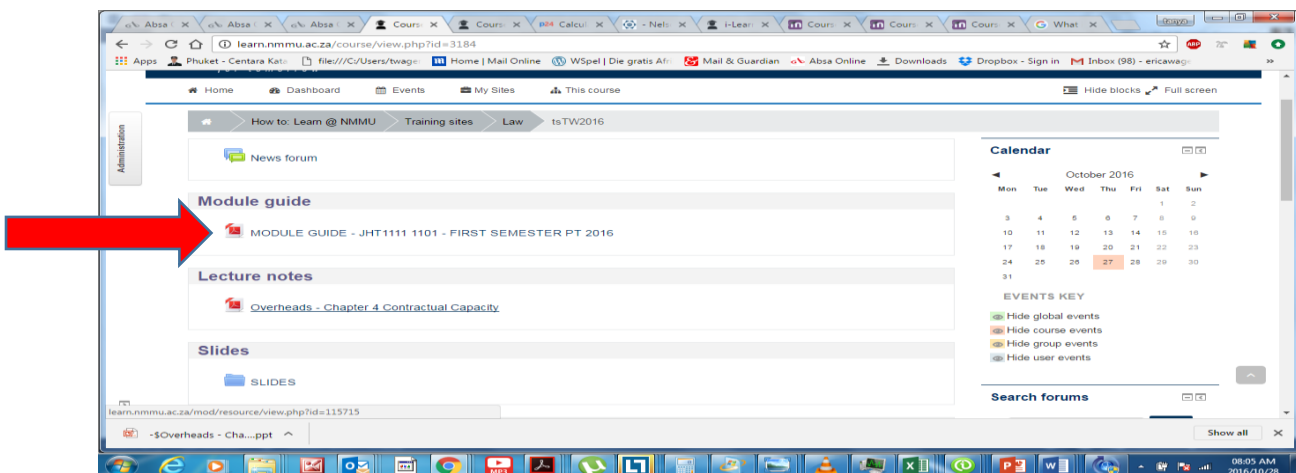
Your home page reflects everything that has been uploaded onto the site for the purposes of teaching the module. This can include module guides, lecture notes, slides, past papers as well as online assessments you will need to complete. You will not only use the site to download information, but will also use it to upload your written assignments and may be required to complete assessments on the site itself. Please remember that in addition to this, your lecture will also be available on email to deal with any queries you may have.

C. HOW TO USE MOODLE

This section serves to show you, step-by-step, how to perform certain activities on Moodle.

1. How to open documents

- Click on the selected attachment
- The attachment will open in a separate window.
- You can now save this document to your personal online documents.



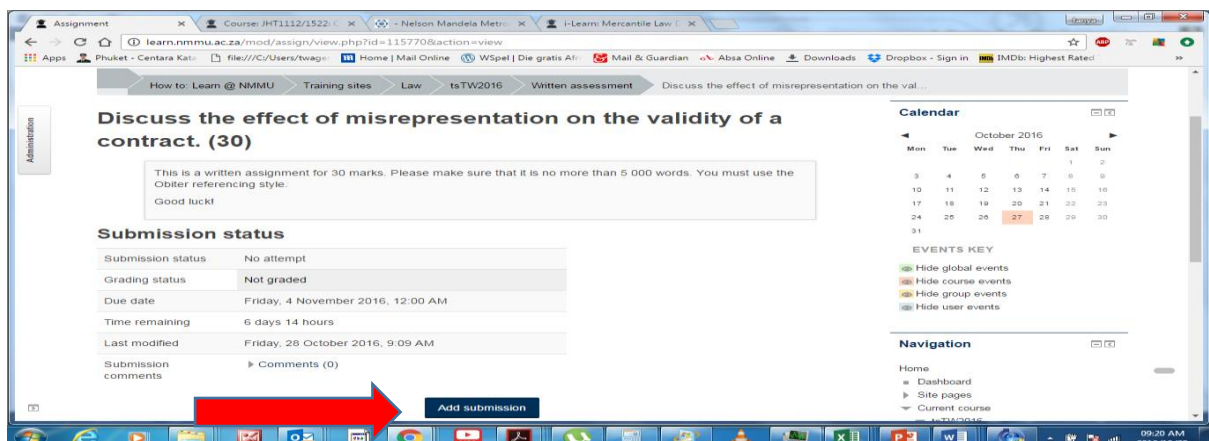
2. How to upload a completed written assignment

If your lecturer has uploaded a written assignment for you to do, you will need to complete the assignment on a word document and upload your submission back onto the site. In order to do this:

- From the home page, click on the assignment.
- Read the assignment topic and instructions at the top of the page. Make sure to take note of the submission deadline/due date.

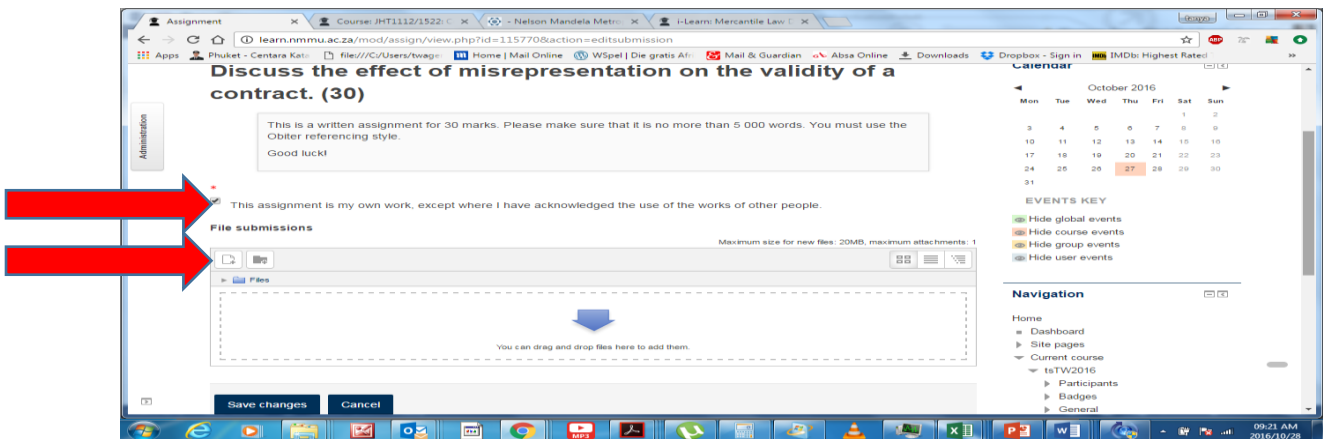


- You should work offline while you are completing the written assignment.
- It is advisable that you work in Word.
- Once the assignment is completed, you must upload your submission to the site. To do this:
- Click on “add submission”.

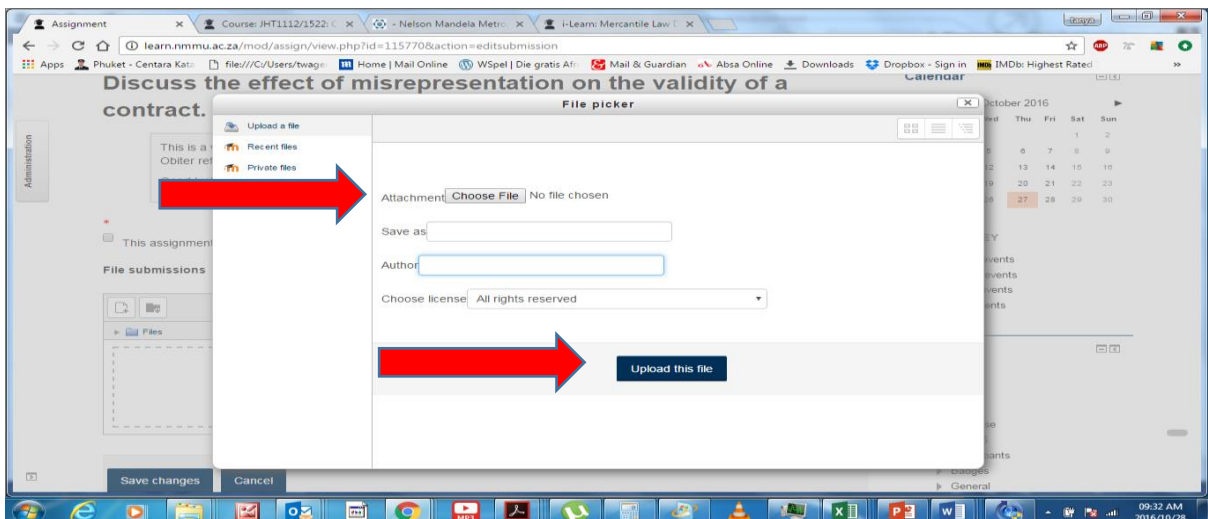


- You must click on “this assignment is my own work, except where I have acknowledged the use of the works of other people”.

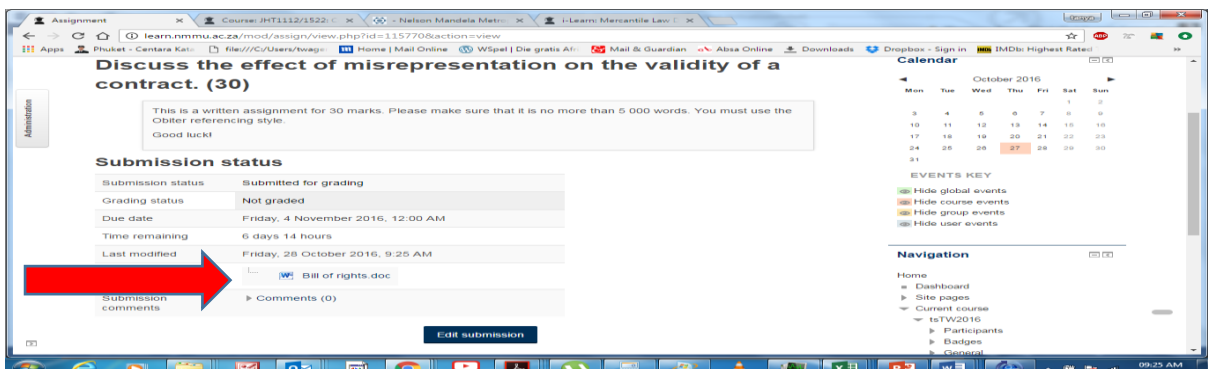
- Click on the white file icon on the top left of the window.



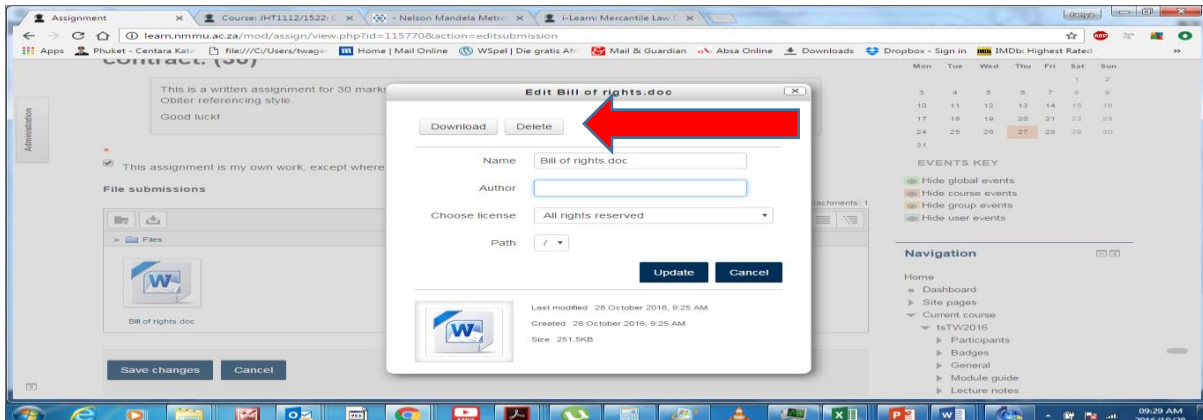
- Click on “choose file”. This will take you to your personal documents.
- Click on the Word file you wish to upload.
- Click “upload this file”.



- Click on “save changes”.
- If successfully uploaded, you should now see this:



- Note that should you upload your assignment before the submission deadline, you will be able to edit your submission. This means that you can delete your current submission and upload a new one. To do this:
- Click on “edit submission”. A popup window will appear.
- Select “delete” and click on “ok”.



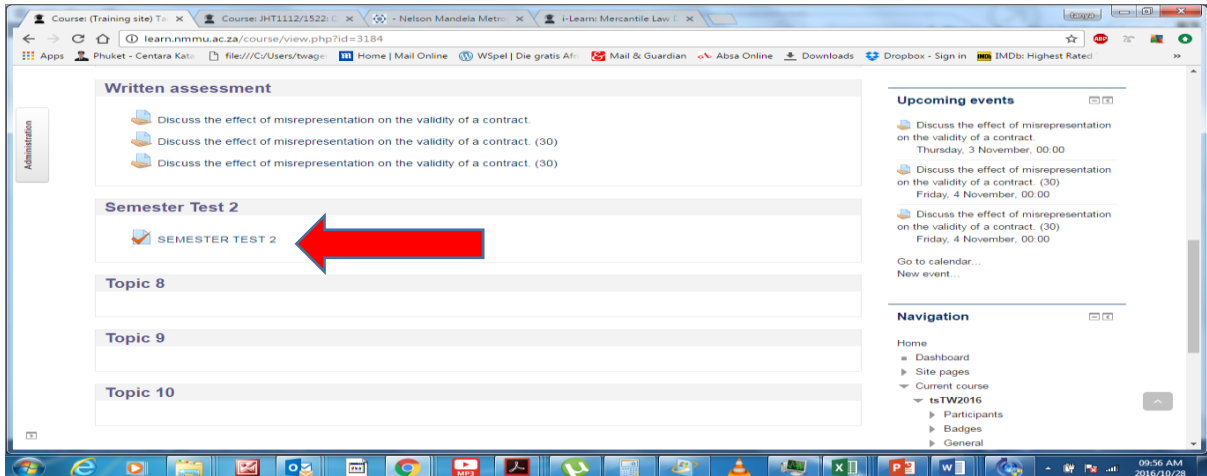
- Repeat the process above in order to upload a new submission.
- To avoid the possibility of uploading the wrong assignment, it is advisable that you only have one working document and only upload to the site once you are sure it is complete.
- Once you have successfully uploaded your assignment, your lecturer will get an email informing them of this.

3. How to complete an online assessment/test/quiz

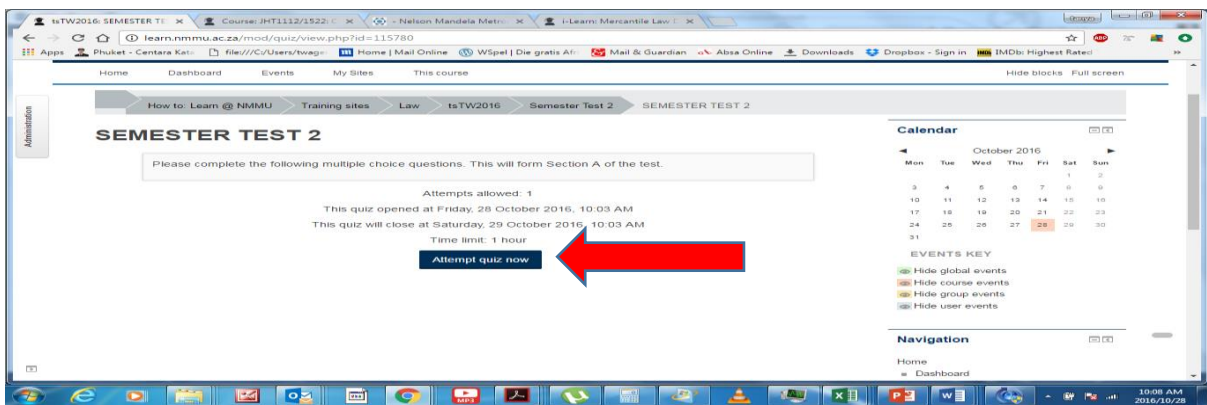
Please note the following very important information:

This will be an **open book** test. This means that you can use any material at your disposal in order to answer the questions. However, you are still required to **prepare/study** before the test. In addition, although a test may be open for two weeks, the test will have a **set time limit** that you are required to complete the test in, eg: 60 minutes. You are not able to pause the test, save your changes and return later. Once the time has run out the test is over. Therefore, please make sure you are ready to attempt the quiz before opening it. If you have not yet completed the test and submitted all your answers by the time the clock runs out, the site will automatically record the answers you have completed. You will also only be given **one attempt**. This means that once the test is over, you will not be able to go back and change any of your answers or redo the test. Please note further that the site will **randomly select** the questions that you get from a question bank. This means that no two students will get the same questions.

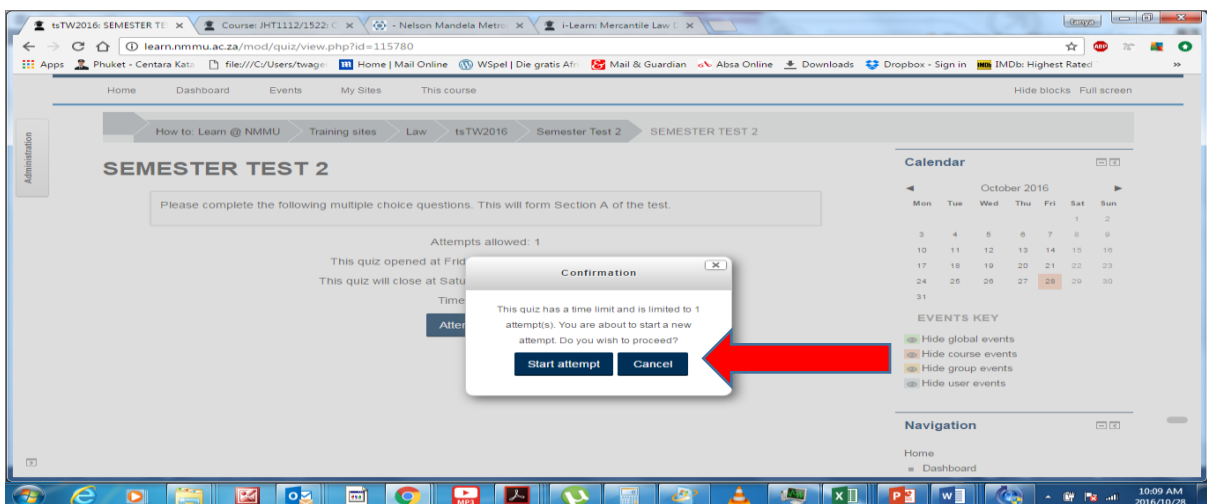
- From the home page, click on the test.



- Click on “attempt quiz now”.



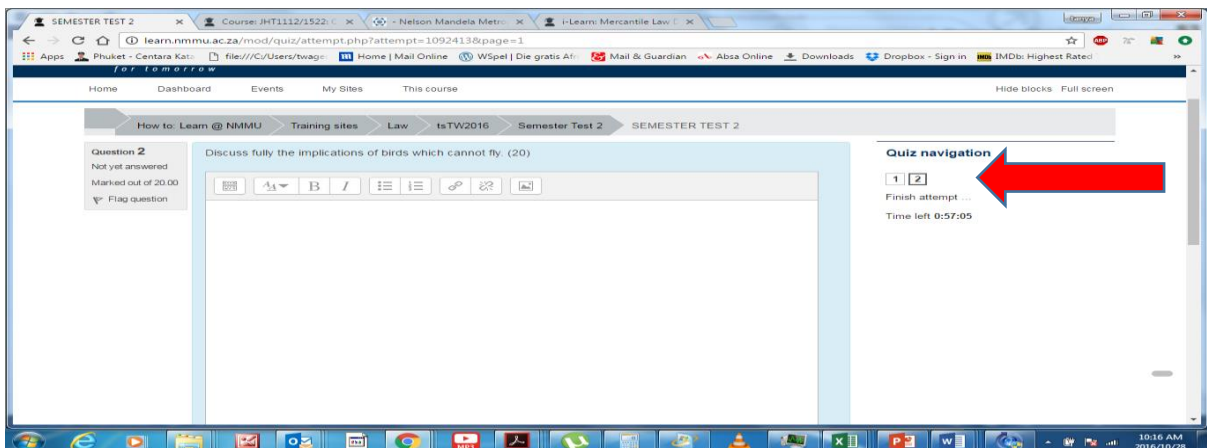
- If you would like to proceed, click on “start attempt”. Click on “cancel” if you are not yet ready.



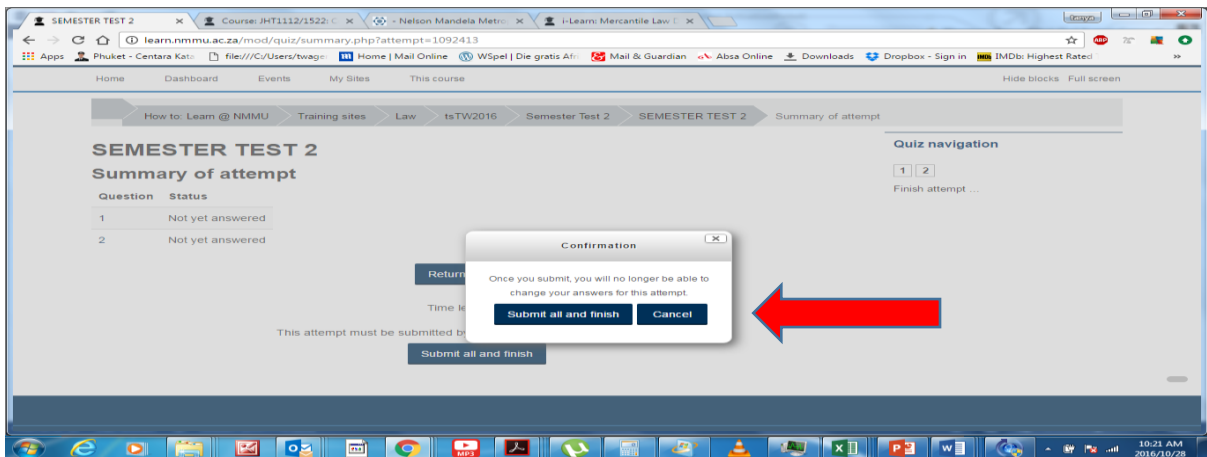
- You will see that each question will appear on a separate page. Click on “next” to proceed to the next question.



- Should you wish to go back to the previous question, click on the number of the question you wish to go back to in the “quiz navigation” panel on the right.



- Once you have completed the quiz, if you still have time left, you will be able to go back and check your answers by clicking on “return to attempt”. Please make sure you have enough time left to do so.
- If you are happy with your answers, click on “submit all and finish”.
- You will be asked to confirm that you are ready to submit. Click on “submit all and finish” again from the “confirmation” popup.



- Please note that you will not be able to see your results or what the correct answers are until after the test has closed on the indicated date. Once the test closes you will be able to access your marks for the multiple choice section and you will be able to see what the correct answers were. Should the test have a written component, your lecturer will communicate these results to you once they have been marked. All test results will also be communicated to students via email and will be uploaded onto ITS.

4. How to participate in a discussion forum

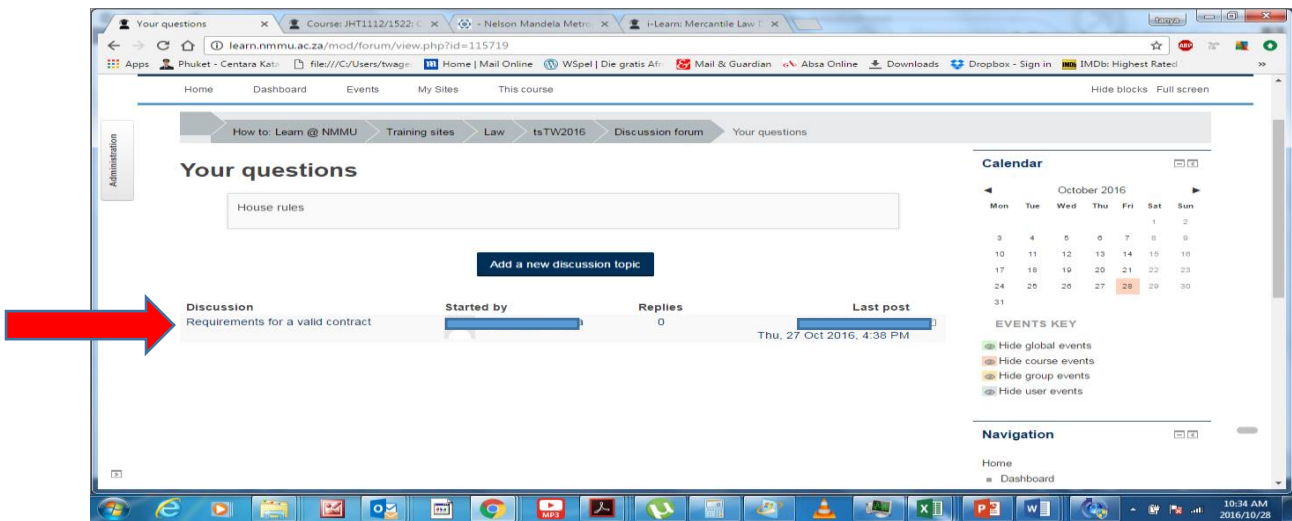
Please note the following important information:

Your lecturer may have set up an online discussion forum whereby you can engage with him/her. This is also useful for uploading answers to frequently asked questions. **Please note that no trolling, hate speech, defamatory remarks, cyberbullying or contravention of the student disciplinary code will be tolerated.** Should you engage in such behaviour, you will be reported to the legal office and your online privileges will be limited. In this case, you will still be allowed to access content and activities but you will not be allowed to post to the forum. Your lecturer also reserves the right to submit you to a disciplinary hearing.

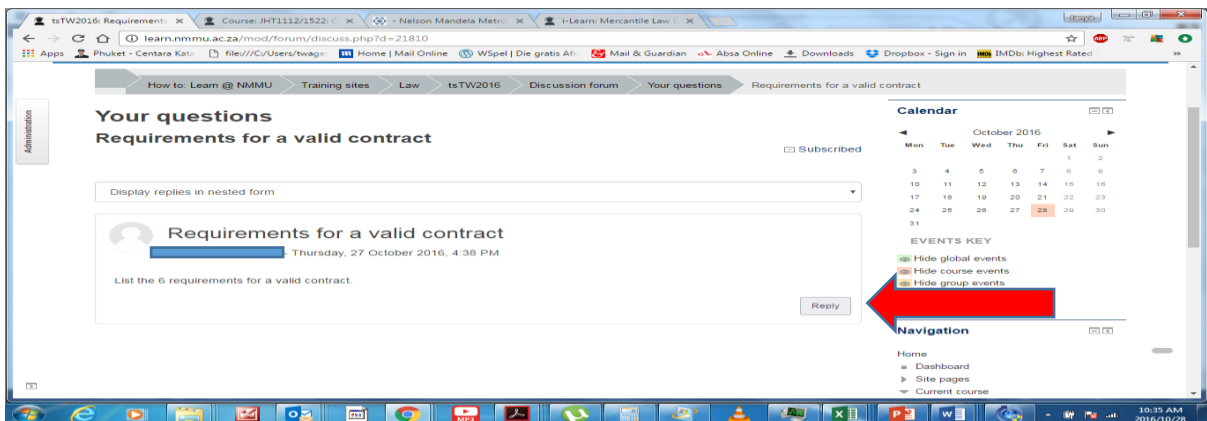
- Should you wish to participate in the online discussion, click on the discussion forum, eg: “Your Questions”.



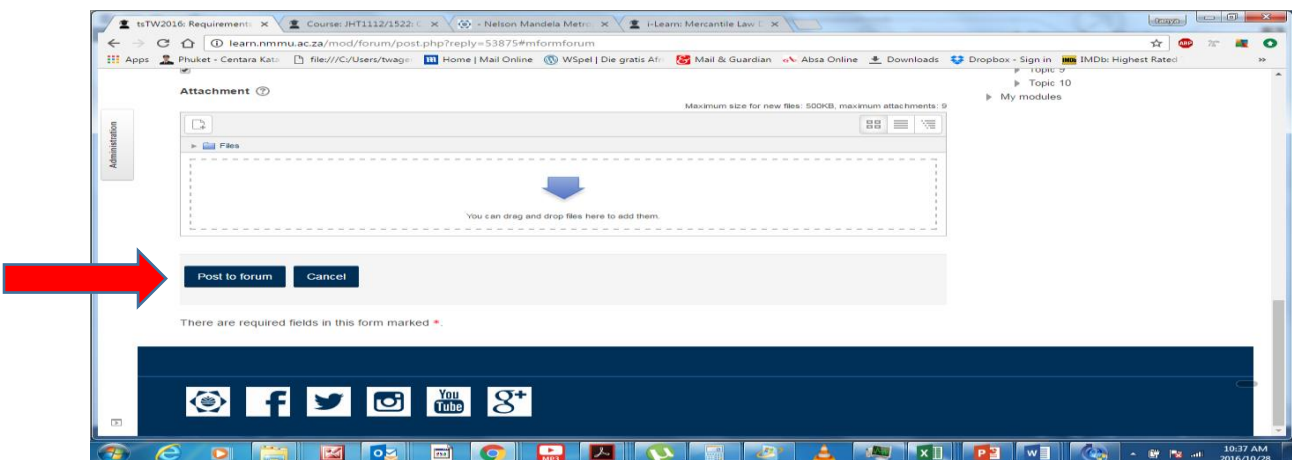
- Click on the discussion topic, eg: “Requirements for a valid contract”.



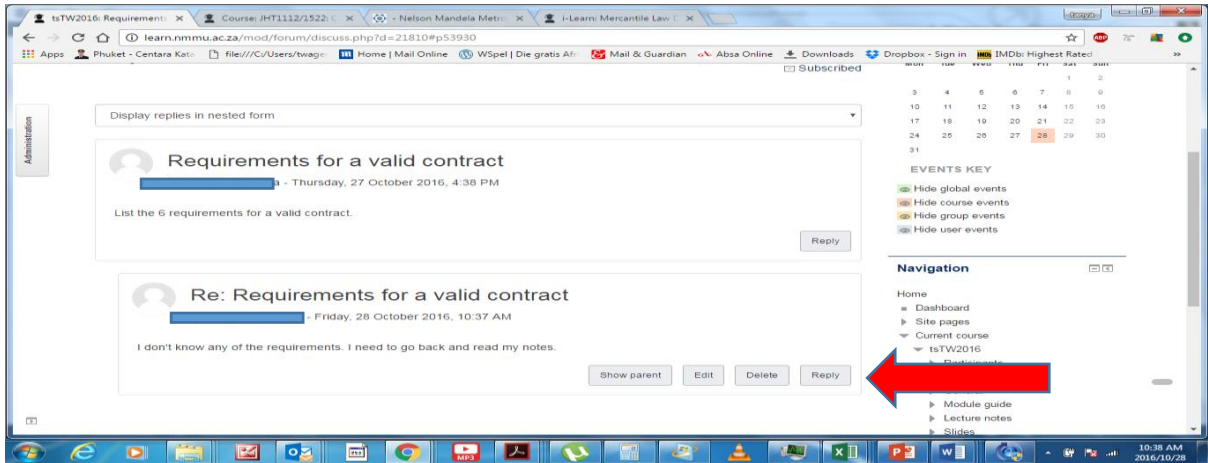
- This will then allow you to read the topic that is being discussed as well as the responses of your lecturer and fellow students. Should you wish to post a reply, click on “reply” in the bottom right hand corner.



- Once you have typed your reply, click “post to forum”.

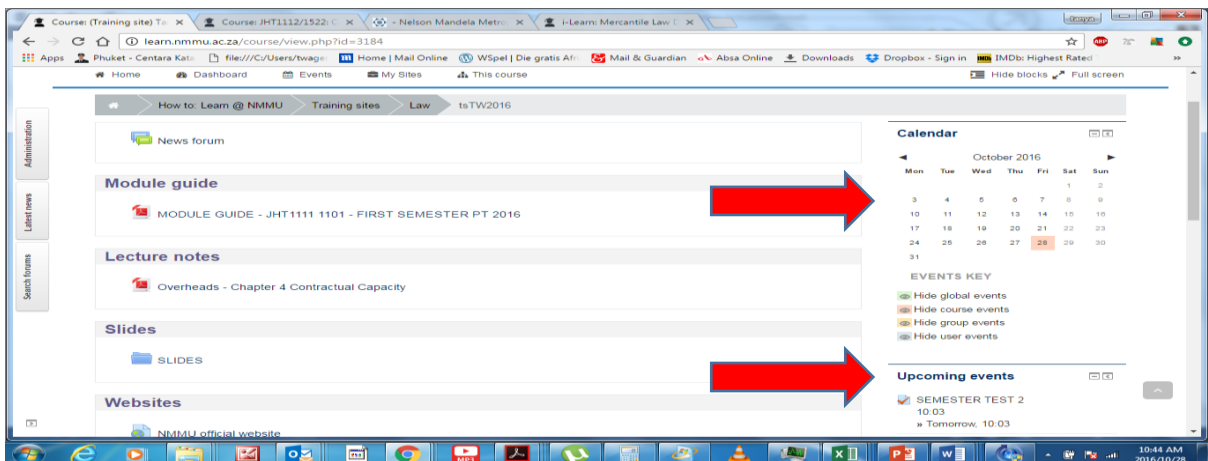


- Once your reply is posted, you will be able to edit or delete your reply.

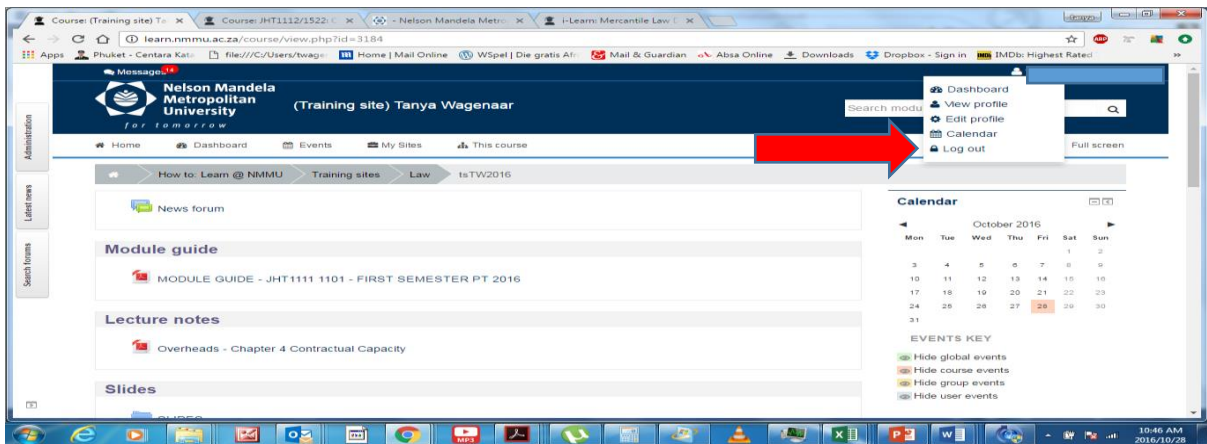


D. USEFUL HINTS

- Take note of the “calendar” on the right of your screen. Should you have any upcoming due dates for assignments or tests, these will be highlighted. Also take note of the “Upcoming Events” block. This details when the due dates referred to above are.



- Remember to always logout once you have completed working on Moodle. To do this, click on your name at the top of the screen and click on “logout” from the dropdown menu.



- Prof Foxcroft, the Dean of Teaching and Learning at NMMU, has drawn up the following to assist you with your online journey. Please read the following carefully.

SOME IDEAS FOR GETTING THE MOST OUT OF LEARNING ONLINE

In one sense learning online has the same requirements as learning in the traditional way. But, online learning requires greater emphasis on time management skills, self-discipline, and strong motivation to persevere and succeed. Below are a few ideas to get the most out of learning online.

1. Get an idea about how to study online, including:

- Accessing and downloading materials from your module site.
- Submitting assignments or tasks online.
- Accessing discussion/chat groups.
- Completing quizzes.
- Contacting your lecturer.
- Accessing library materials.

Getting to know how to do some of the important things on your module site will help you to relax and feel in more control and ready to focus on the work that needs to be done.

2. Manage your time, including:

To successfully learn online, you need to dedicate a significant amount of your **time** to do the work that is required. Time management involves:

- Developing a plan of how much work you are going to do on your module each day (see point 3).
- Set aside time for online learning just as you would for attending classes. Give yourself ample time to sit down and read through your materials, so you understand everything clearly.
- Identify the time of day you will devote to studying. Ask yourself: are you a morning person or a night owl? Then schedule in your online work and study at a time when you're performing at your peak.

- Trying to free yourself of distractions and getting into “work mode” when you are working online. Try to not check Facebook posts, put your phone on silent, etc.
- Take breaks from working online (at least every 90 minutes to 2 hours).
- Completing your learning tasks and assignments on time.
- Being self-disciplined.

3. **Develop a study plan:**

A study plan is critical to online learning. Here are some tips to help you develop your plan:

- **Plan ahead**
Do not wait until the day before an assignment due date to start working on it. It will stress you and stress will prevent you from effectively completing the online task. Furthermore, knowing when all of your assignments or assessments tasks are due, will help you to manage the time that you need to spend on each and when to prioritise working on one above the other.
- **Have an effective calendar system**
Online learning needs structure; create a study calendar that will help you remember all important dates, like exams, or deadlines for submitting your assignments. You can save your calendar in your computer or in your mobile device, or you can even create a wall planner, which you can mark off and check every time you study.
- **Create to-do lists**
At the start of each week, make a to-do list of the tasks you need to complete by the end of the week. This is an excellent way to prioritise your study plan and stay on track with your studying.
- **Set time limits**
Before you start studying, estimate how much time each task will take to complete, whether it is a specific assignment or simply reading a chapter/article. Try to stick to your time limits, as this will help you develop your self-discipline. Furthermore, when you realise that despite your best efforts you cannot concentrate, consider stopping for an hour or for the night; it is better to wait until you are able to start afresh than to waste your time trying to focus.
- **Stay on schedule**
Finally, stick to your study plan. Make sure that you stay organised and do not fall behind with your work. If you are having difficulties submitting your assignments on time, contact your lecturer and let them know, so that they can help you create a consistent study routine.

4. **Ask for help when you need it.**

While it may be useful to look for answers to your online module-related questions on your own, you should also contact your lecturer/online tutor if you are stuck. If you don't ask for help when necessary, you may end up falling

behind. Finally, due to the open nature of online learning spaces, by asking a question, you could be helping your virtual classmates at the same time as they may be having similar difficulties.

Students can also help each other via online chat rooms, forums and social media groups. Online learning doesn't necessarily mean learning in isolation. Connecting with your virtual classmates on social media or your online module's forum will enhance your learning experience. Participate actively in online discussions and group activities, share your input, and engage with new ideas. Take care to be mindful of your online tone; be respectful when you disagree with other members of your online group, and always write in complete and clear sentences to avoid misunderstandings and tone mishaps.

5. Review, revise, repeat.

Regular revisions of the things you have already studied will not only improve your memory, but they will also help you better understand what you are learning. Create your notes and quiz yourself on the key concepts. Furthermore, consider having one or more study partners; working in groups will offer you alternative views of difficult concepts, and motivate you to achieve better results. Share your study notes and habits with your virtual classmates and support each other throughout the online learning process.

6. Reward yourself for success

Online study requires discipline. So reward yourself every time you achieve a study goal – this will motivate you to keep going and complete your course. It can be as simple as enjoying a chocolate for completing a week's online work, or going for a walk on the beach after submitting an assignment. It's important to reflect on what you've completed and be proud of yourself.

E. WHO CAN I ASK FOR HELP?

Should you have any problems working on Moodle, please note that you can contact your lecturer via email. If they are not able to assist, you may also contact:

Furthermore, ITC Helpdesk is responsible for hosting of Moodle at NMMU. Should you have any queries regarding your access or you are having trouble with your login details, please contact them on 041 5043000 or helpdesk@nmmu.ac.za. You can also look for the "How to" information on the Moodle site on the Student Portal that will help you to do the things listed above.

Should you wish to set up a VPN on your device, please follow <http://wifi.nmmu.ac.za/Setting-up-a-VPN-connection>

ADDENDUM

FACULTY OF LAW – DEPARTMENTS – SECOND SEMESTER MODULES			
PRIVATE	PUBLIC	MERCANTILE	CRIM AND PROC
JLC212/JLCV201: Law Of Contract	JJV311/JJV301: Public International Law	ALA1222/JLA1002: Agricultural Law	BLL1110: Law Of Public Relations
JLE311: Unjustified Enrichment	JJH212/JJHV202: Human Rights	BAW3112: Advanced Law	BIL1110: Introduction To Law
JLF412: Advanced Family Law	JJT112/JJTV102: Constitutional Law	JCL411/JCLV402: Consumer Protection and Credit Law	JJC212/JJCV202: Criminal Law
JLG312: Law Of Damages	JJT112/JJTV102: Constitutional Law	JHA121/JHA131/JHC101/JHA1X1: Commercial Law A - George campus: JHA161/JHA171	JJW414/JJWV402: Legal Practice
JLT211/JLTV202: Law Of Things	JJJ411/JJJV402: Jurisprudence	JHA221/JHAV202: Commercial Law B - George campus: JHA262	JFL412/JFLV402: Forensic Legal Evidence
JLV111/JLVV102: Family Law	JJU211/JJUV202: Interpretation Of Statutes	JHL202/JHLV202: Introduction to Labour Law	JJS116/JJSV102: Advocacy Skills
JLV1X1/JLVV1X1: Family Law	JLK112/JLKV102: Introduction To Law	JHM121/JHMV102/JHM1X1/JH MV1X1: Company Law - George campus: JHM162/JHMV102	JJS1X6/JSSV1X1: Augmented Advocacy Skills
	JLK1X2/JLKV1X1: Augmented Introduction To Law	JHR1202/JHR1002: Individual Employment Law	JCI102: Introduction To Criminal Investigation
	JLJ311/JLJV302: Private International Law	JHT1112/JHT1222/JHT2111: Specific Contracts: Commercial Law - George campus: JHT1522	JCS102: Intro To Common Law & Statutory Crimes
	BLW1112: International Law	JHY101/JHYV102/JHZ101: Commercial Law (Building Disciplines)	JPT102: Pre-Trial Procedures
	JJA411/JJAV402: Administration Law	JMC411/JMVCV402: IT Law	JCC102: Conduct Of A Criminal Trial
	JSG101: Principles Of Administrative Law	JMJ301/JMJV302/JMC1250: Media Law	JIS102: Implementation Of A Law Enforcement Strategy
	JLG101: Local Government Law	JML313/JMLV302: Labour Law	JCJ507/JCJV507: Sentencing
		JMM311/JMMV302: Company Law	JEH102: Enforcement Of Municipal Health
		JMR413/JMRV402: Competition Law	JTM102: Enforcement Of By-Laws By Traffic Officials
		JMLL402: Conciliation Practice	
		JMLL412: Arbitration Practice	

		JMLL422: Practice in Labour Court JMLL432: Writing Skills in Labour Dispute Resolution JML502/JMLV502: Social Security Law JML506/JMLV506: Comparative and International Labour Law	
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HAPPY MOODLING!