



British Institute of Homeopathy Moodle Tutorial for Students

“The mission of the British Institute of Homeopathy is to provide a thorough and comprehensive classical homeopathic education to students and professionals, live and online, through distance education.”

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Introduction

Welcome to the BIH Learning Management System (LMS) Moodle.

This introduction is the gateway to all BIH distance learning courses. Moodle is used to deliver all BIH course content that includes: learning activities, discussions, assignments, tests and exams.

Logging in to Moodle

Step 1- Log in to Moodle by going to courses.bihint.com

Step 2- Click **Login** (The login button will show at the top-right corner of the computer screen; however, if using a cell phone or mobile device then scroll down to find the login info.) **The British Institute of Homeopathy Login** page will open.



Note: To bookmark Moodle, use courses.bihint.com. **Do not bookmark the Web Login page.**

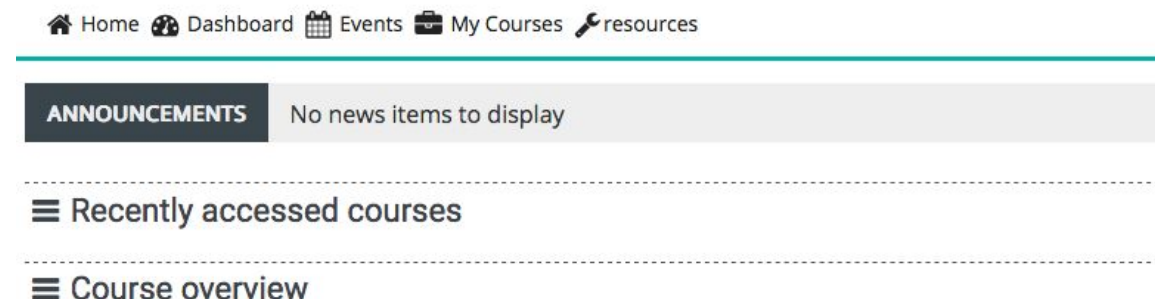
Step 3- **Once on the Login page** enter the **username** and **password** provided by the BIH and click login or press the Enter key on the keyboard. Your name should show up in the *user menu* at the top-right corner of the page.

Username

Password

Remember username

Once logged in to Moodle's home page it will look like this:



1. First time Access only

To access a course for the first time click on ***My courses***, the fourth tab from the left in the Navigation bar; all current registered courses will be listed there. Click on the appropriate course to access.

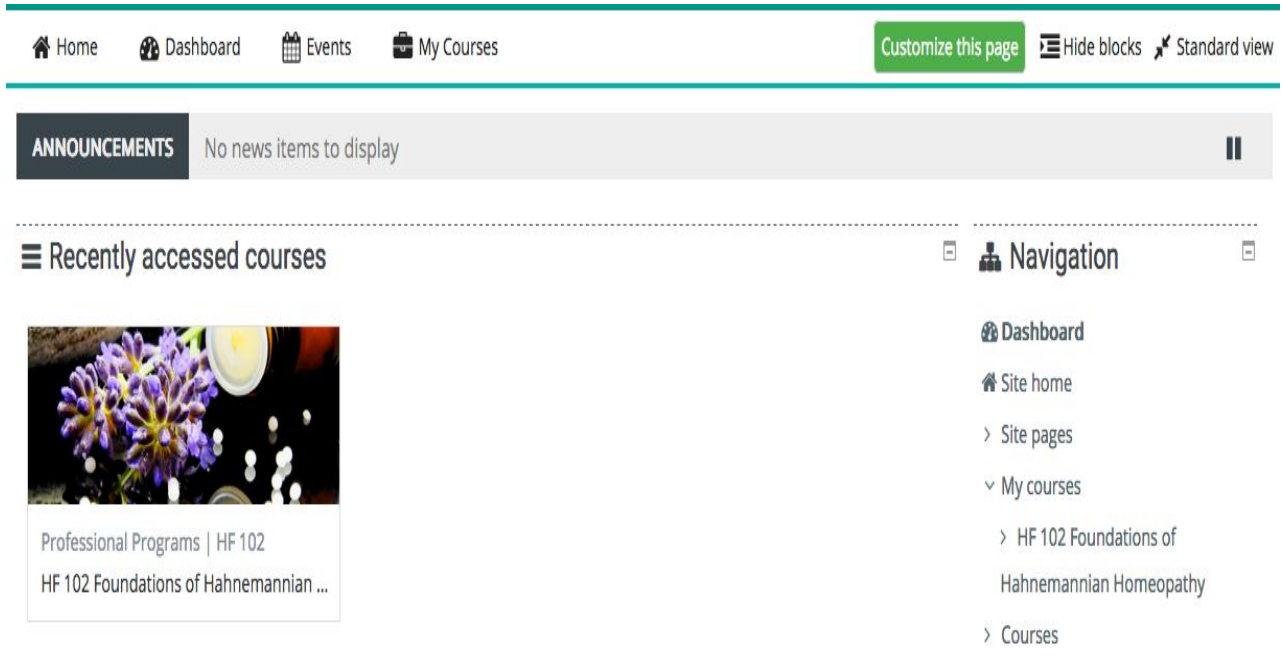


2. Find Your Course(s) (once previously accessed)

Once logged in to Moodle there are multiple ways to access course(s) :

1. In the **Navigation bar** select **Home** and locate the *course you want to access*.
2. Or in the **Navigation bar** select **Dashboard** (speedometer icon) to go to a personal homepage for all courses. Simply select any course title to open the course. This page also lists upcoming deadlines.

The screenshot below will be seen when re-entering the site once you have accessed the course for the first time. For subsequent courses the initial login process will have to be followed, then access can be gained as below.

A screenshot of the Moodle dashboard. At the top, there is a navigation bar with icons for Home, Dashboard, Events, and My Courses. To the right of these icons are buttons for 'Customize this page', 'Hide blocks', and 'Standard view'. Below the navigation bar is an 'ANNOUNCEMENTS' section with the text 'No news items to display'. The main content area is divided into two columns. The left column is titled 'Recently accessed courses' and features a course card with a purple flower image, the text 'Professional Programs | HF 102', and 'HF 102 Foundations of Hahnemannian ...'. The right column is titled 'Navigation' and contains a list of links: 'Dashboard', 'Site home', 'Site pages', 'My courses' (with a sub-link for 'HF 102 Foundations of Hahnemannian Homeopathy'), and 'Courses'.

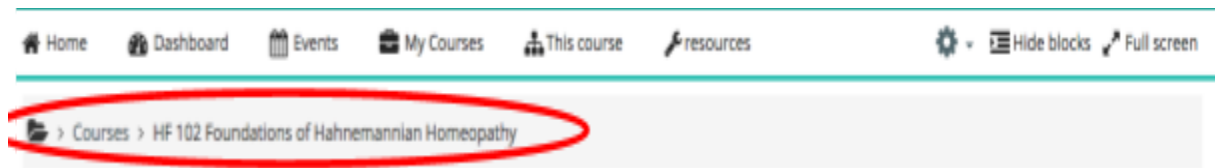
Navigation Bars

There are two ways to navigate BIH courses:

- The **Top Navigation Bar**

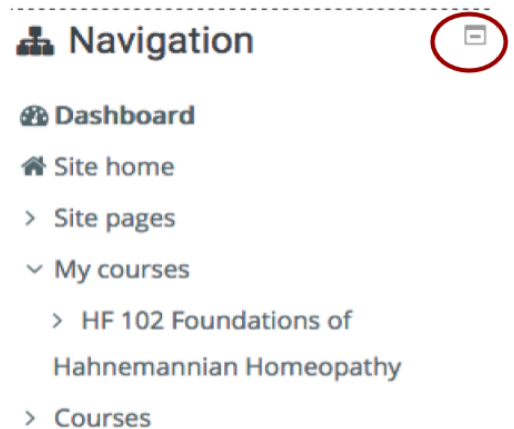


Your current location is listed directly below the Navigation bar to help determine where you are in the site. Select the course name to return to your course page from a sub-page.

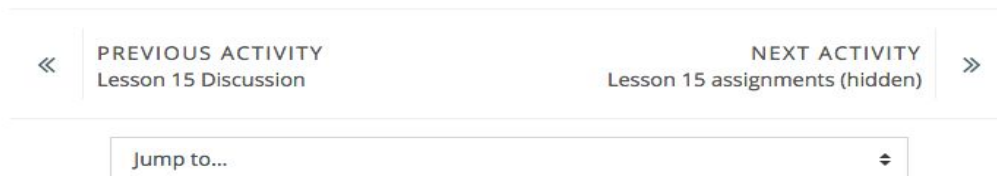


Right Side Navigation Bar

There is also a Navigation Bar on the right side of the screen (see screenshot on right). To expand the Navigation Bar the box in the upper right corner must be in the (-) position as shown.

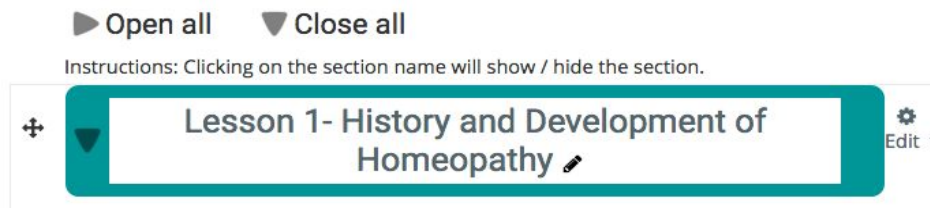


The following options can be accessed at the bottom of each screen from any page on the site.



Main Course Section

The main course section is where all the lessons can be found. There is an arrow (circled in red in the screenshot below) on the left side of each lesson to expand the lesson. Readings, Discussions, Assignments, Quizzes and/or Exams can be found within each lesson.



Checklist

Each lesson will contain a checklist that can be used to review what you have accomplished and what is left to be done to complete the lesson. The use of the checklist is optional and does not impact your grade or your ability to move to the next lesson. This checklist is for your perusal during each lesson to ensure you have completed all activities before moving on to the next lesson.



Here you will find a checklist for all required work for this lesson. This consists of: readings, discussions/forums, assignments, quizzes, exams, and any other required activities.

Use of this checklist is optional and does not impact your grade or your ability to move to the next lesson.

The blue boxes to the right of each item on the checklist can be clicked to bring you to that activity.

Lesson 1 Resources and Activities checklist

[View checklist](#) [View progress](#) [Edit checklist](#)

Here you will find a checklist for all required work for this lesson. This consists of: readings, discussions/forums, assignments, and any other required activities. Once completed the activity will be automatically checked off.

Make sure to complete this checklist in order of sequence.

All items: 0%

Lesson 1- History and Development of Homeopathy

- Lesson 1 Reading [🔗](#)
- Lesson 1 Reading Addendum [🔗](#)
- Homeopathic Historical Timeline [🔗](#)
- Discussion 1 L1 Introductions [🔗](#)
- Discussion 2 L1 Renewed Interest [🔗](#)
- Lesson 1 Assignments [🔗](#)

Discussions/Forum Posting

Discussion Forums

Discussions are an integral part of each BIH online course. Students and faculty are expected to contribute to discussion threads weekly. Students should submit work by the due date and time. These discussion forums require an initial response to instructor questions with at least one response to post by peers in the course. The following instructions explain how to access and post in the Discussion forum.

Posting a reply on a Laptop/desktop computer

1. Go to the course homepage.
2. Find the Discussion Forum in the current Lesson and click the link to post.

 [Homeopathic Historical Timeline](#) 

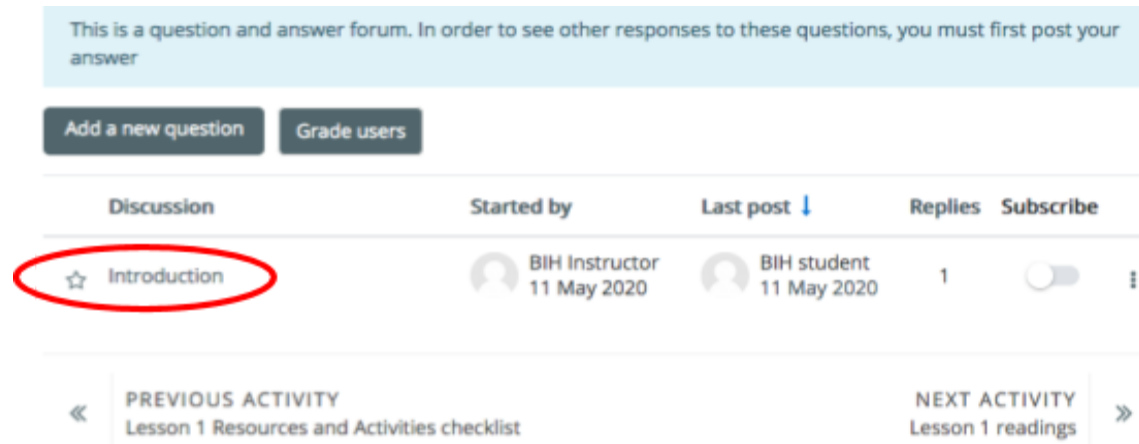
 [Discussion 2 L1 Renewed Interest](#) 

Instructions:

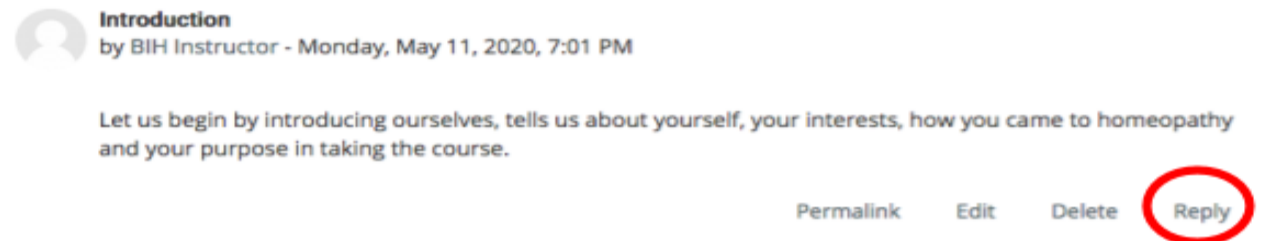
Write a **minimum** of 2-5 paragraphs to answer the question. **Make sure to fully answer the question(s) in your own words.** Refrain from cutting and pasting the reading material and/or any lesson content as this may result in point reduction. APA format must be followed for all assignment and discussion content used to support the points you are making in your responses.

Question:

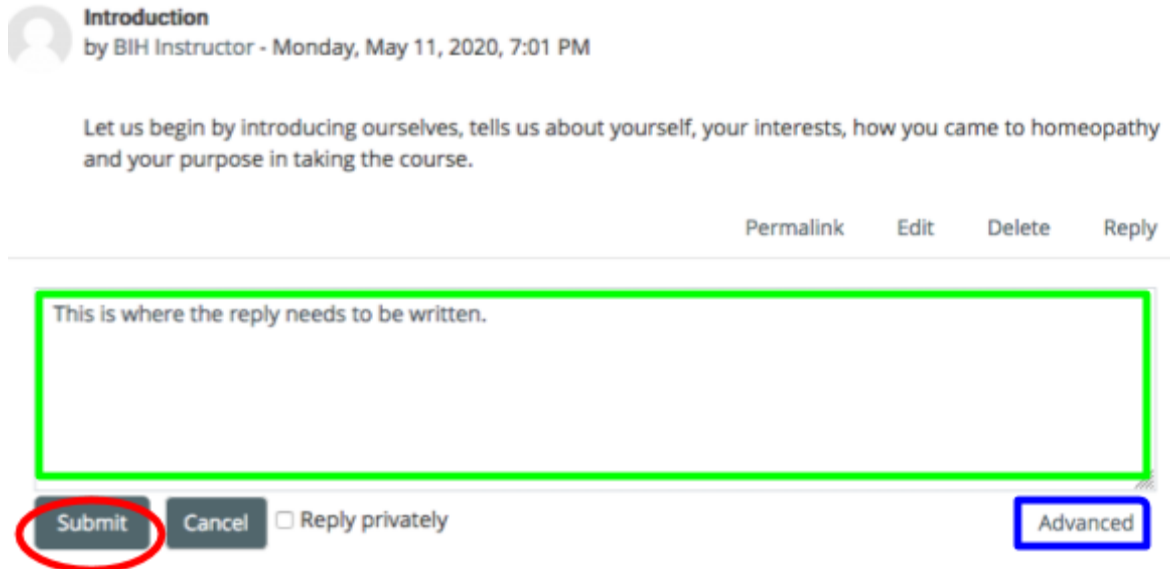
3. Click the discussion thread when ready to reply and it will open.
4. Click the discussion thread title, in this case “Introduction,” and it will open the window for that discussion thread.



5. Once the post can be viewed, click the Reply button in the lower right corner of the textbox to add your response.



- The response can be typed directly into the textbox or can be copied and pasted from a word document. (Green box area in screenshot below.)



- If you want to subscribe to receive notifications when others reply, then click advanced. The advanced is in the blue rectangle in the screenshot above. When choosing subscribe, click the checkbox next to the Discussion Subscription- as seen

here. Discussion subscription ?

- Click the Submit button as circled in red on the left in the screenshot above. **(Note: if you forget to click Submit, the text will not be uploaded to the Forum.) Please note: if the advanced button is clicked, then the submit button changes to 'post in forum', which achieves submission.**

Posting a Reply with Moodle Mobile- please see screenshots above

- From the My Courses view, select the course.
- Select the section you want to post in, then select the Forum.
- Select the discussion you want to reply to in order to open it.
- Select Reply in the lower right corner of the post.
- Edit the Subject, or leave it as is.
 - Changing the Subject does not start a new thread.
- Type in or copy and paste text in the message area.
- Click Post to Forum. **(Note: if you forget to click Post, the text will not be uploaded to the Forum.)**

Each Discussion response is required to be submitted by the stated timeline for posting; once the timeline has passed, no further work will be able to be submitted for that lesson.

Assignments

Assignments are also integral to each BIH online course. Students and faculty are expected to contribute to Assignments weekly. Students should research, write up responses to assignment questions and submit/post into the Lesson Assignment area by the due date and time. The following instructions explain how to access and post in the Lesson Assignment area.

1. Select the Lesson Assignments link as shown below.

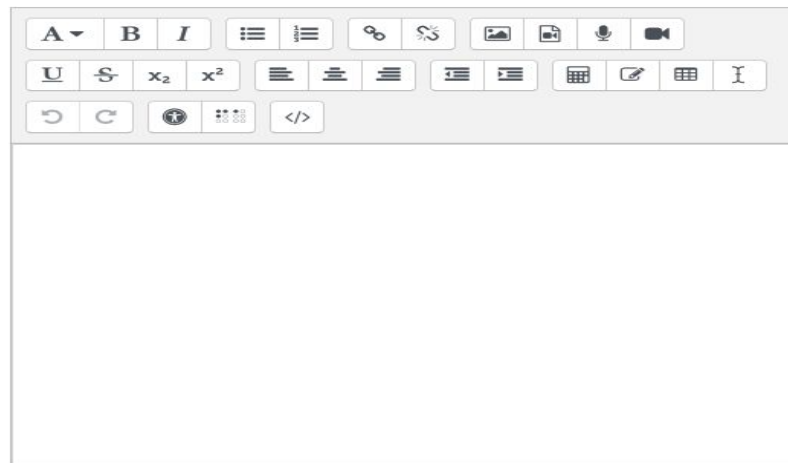
Lesson 1 Assignments

Answer all assignments in your own words using complete sentences. All answers should be minimum of 50 to 100 words long, well organized and thought out. Make sure to fully research the answers, support your answers from footnoted quotes from your required or suggested readings, do not quote, copy and paste, any websites as well as BIH materials.

Question

2. Below is the text box to write/copy and paste the answer to the assignment question.

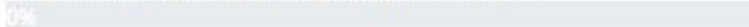
Your answer



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, insert image, insert video, insert table, insert link, and insert code. Below the toolbar is a large, empty text box for entering the answer.

Submit

You have completed 0% of the lesson



Quizzes and Exams

Quizzes and exams are taken in Moodle. **For a quiz:** Select the quiz button, answer each question in its navigation bar, click through to the next or the previous page. All responses can be reviewed prior to clicking the 'finish' button.

1. Select Quiz from the lesson



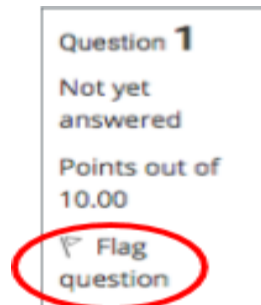
2. Select Attempt Quiz now. Note- only one attempt is allowed for each quiz

Lesson 2 Quiz

Attempts allowed: 1

Attempt quiz now

3. The quiz will begin and there are two aspects to focus on-
 - a. The first is the question number as in here there is a flag option- should you want to review the question/come back to the question before submitting the quiz/exam.



- b. The other is the quiz navigation (on the right side of the screen) as each question can be clicked on for review.

Quiz navigation



Previous page

Next page

Finish attempt ...

For multiple choice questions select the best possible answer(s).

Question **7**
Not yet answered
Points out of 3.00
Flag question

Select

- a.
- b.
- c.
- d.

The Midterm and Final Exams are taken similarly to the quizzes. These exams have multiple choice and essay format items. The essay responses are submitted similar to the lesson assignments.

There is a two-step process for submitting your exam, once you have finished answering all questions:

Step 1: Clicking the “Finish Attempt” button  brings you to a summary screen

Midterm.1

Summary of attempt

Question	Status
1	Not yet answered

[Return to attempt](#)

[Submit all and finish](#)

Step 2: The “Return to attempt” button allows for review and/or editing of the answer. When the exam answers are complete to your satisfaction, click the “Submit all and finish” button.

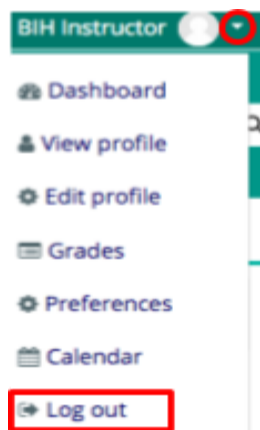
Please Note: If you fail to click the Submit button the exam will not be submitted and the exam will not be able to be graded.

Changing Password

1. Click on your username in the top right corner
2. Click preferences the fifth option down
3. Under user profile- the first grouping on the left, click change password
4. Type your current password in the first box and then the two boxes below enter your new password. When satisfied click save changes

Logging out of Moodle

To logout of Moodle, click the arrow next to the username in the *user menu* at the top-right corner of the page, then in the dropdown menu click **Logout**- as seen in the red square below.



Note: Be sure to **quit your browser** after logging out, especially if using a public or shared computer. This will ensure that no one else can access your Moodle account.

Moodle Support

This tutorial will be available on Dashboard 'Resources' tab. If you are experiencing a challenge with the LMS and the issue is not covered in this tutorial please contact:

Kyla Dewald the BIH Moodle support specialist at kdewald@bihint.com, Monday-Thursday between the hours of 10am-7pm EST

Wishing you success in your studies with BIH.