



moodle for Students

USING PCC'S LEARNING MANAGEMENT SYSTEM

moodle.pamlicocc.edu

This manual will prepare students to use Moodle, PCC's online Learning Management System. Students can use Moodle to read lecture notes, participate in discussion forums, turn in assignments, take quizzes, view grades, and communicate with instructors, classmates, or anyone in our academic community. The material presented in this manual is generic and applies to fully online, hybrid, and on-campus courses, as well as in all PCC programs.

Portions of this document were taken verbatim from <http://docs.moodle.org>. Moodle documentation is Copyright ©2005 onwards by the individual authors as noted. It is provided to all under the terms of the GNU Public License. The manual is intended for internal training purposes, pursuant to any licensing or copyright issues.

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INTRODUCTION

WELCOME TO MOODLE!

Moodle is PCC's online Learning Management System. You will be using Moodle for fully online courses and partial Internet courses; you may also use Moodle for on-campus courses but only if your instructor chooses to post material on Moodle.

Distance Learning:

Distance learning courses are conducted completely online through Moodle.

Partial Internet Courses:

Partial Internet courses have both an on-campus portion as well as an online component of instruction delivered online through Moodle.

On-campus Courses:

Instructors of on-campus courses may use Moodle to extend the learning experience outside the classroom or as a course-management tool.

YOU MAY NEED TO DO THE FOLLOWING THROUGH MOODLE

- *Download a course syllabus or some other file*
- *Follow a hyperlink to visit some external website*
- *Submit an assignment to a drop-box*
- *Post a comment on an online discussion forum*
- *View your current grades as the course progresses*
- *Watch a video that is embedded in Moodle*
- *Take a quiz or some other assessment of your progress*

Moodle is similar to Blackboard, Angel, Canvas, Schoology, Web CT, Sakai, and other systems that you may have also used at other schools. You may learn more about Moodle at www.moodle.org

TECHNICAL REQUIREMENTS AND EXPECTATIONS

In order to use Moodle, you will need basic computer and internet navigation skills, plus an **Internet connection**. Your interaction via Moodle is very similar to your daily participation in the Social Media: you post comments, read the comments of others, reply to their posts, view pictures, watch videos, etc.

While Moodle may be accessed by any web-enabled, handheld device such as a tablet or a smartphone, the coursework requires a **desktop or laptop computer**. PCC has desktop computers in the library for student use. Please be aware that third-party Moodle apps may be particularly unreliable.

UP-TO-DATE INTERNET BROWSER AND RELATED PLUG-INS

Supported browser versions include:

- Firefox 4+
- Internet Explorer 8+ (IE 10 required for drag-and-drop of files from outside the browser into Moodle)
- Safari 5+
- Google Chrome 11

Google Chrome is one of the recommended browsers for working in Moodle. Google Chrome has the added benefit of a built-in spellcheck function. You can download and install Chrome by going to the following link:

<https://support.google.com/chrome/answer/95346?hl=en>

Certain functions in Moodle depend on browser plug-ins. You must have the following plug-ins/add-ons, and they must be up to date:

- Java
- Adobe Flash Player
- Adobe Reader
- Apple QuickTime

Firefox is another compatible browser recommended for working in Moodle. You can download and install Firefox by going to the following link: <http://www.mozilla.org/en-US/firefox/new/>.

INTERNET CONNECTION SPEED

Since many online courses make use of video content and may offer students webinar style online sessions, PCC recommends reliable internet service with speeds at least 3-5 Mbps, but around 25 Mbps or greater would be ideal. You can read more about internet speed and check your internet service at the following web site:

<https://www.highspeedinternet.com/how-much-internet-speed-do-i-need>

WORD PROCESSING SOFTWARE

You will need word processing software such as Microsoft Word for most assignments and exams. Certain courses will also require submissions in Excel and/or PowerPoint. Computers with Microsoft Office installed are available for your use on campus. If you want to have Office on your own device, you may download Microsoft Office software from your Office 365 account which is licensed for your use while you are enrolled at PCC.

Please bear in mind that PCC faculty and staff cannot open documents created on Pages or other such Apple-specific applications. If you create your assignments in such a format, please convert them to PDF or DOCX before submitting them for grading. There are also various other types of files that are incompatible with our systems at PCC. Using Microsoft file types facilitates the review and grading process so it is always best to do and submit your work in a format that can be easily read by your instructors.

ACCESSING MOODLE

All current PCC students, faculty and staff have Moodle accounts. Moodle is our online community; we can all reach out to each other without even needing to know each other's email address!

MOODLE ACCOUNTS (USERNAME AND PASSWORD)

- New student accounts are automatically generated as part of the application process.
- Moodle uses the following format for username and password. Username: **firstname_lastname** (all lower case). Example: if your name is Jane Doe, your username is **jane_doe**. Initial password has been set to your **six-digit birth date**. Example: if your birthday is **December 5, 1986**, your password will be **120586**.

MOODLE LOCATION ON THE WEB

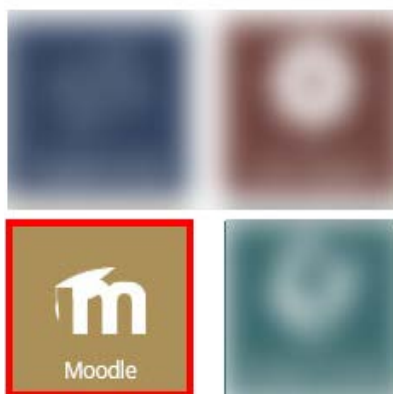
PCC's Moodle environment is accessible 24 hours a day at the following web address or URL:

moodle.pamlicocc.edu

We recommend you simply bookmark **moodle.pamlicocc.edu** on all your devices.

There is also a link to Moodle on the main College website (pamlicocc.edu). Use the Moodle icon located under the Student Portal. This link is for indirect access to Moodle, via the College website; even in the rare event that PCC's site is down for whatever reason, you still have direct access to Moodle at **moodle.pcc.edu**.

Student Portal



GETTING AROUND IN MOODLE

After you log in, Moodle will display all of your courses plus various other useful functions and resources for students. Layout may vary, but this is the general geography of a Moodle homepage:

The screenshot shows a Moodle course homepage for Pamlico Community College. The page is divided into several sections:

- Navigation:** A sidebar menu on the left with options like Home, Dashboard, My courses, 2019FA, General Studies and Allied Health, CIS-110-PI1-2019FA, Resources, Sandboxes, and Courses.
- Main Menu:** A section below navigation with a link for "Course Evaluations - Spring 2019".
- Latest Announcements:** A section with recent posts from Bruce Baginski, including assignments and class information.
- Course Modules:** A central column of boxes listing course topics and due dates, such as "STUDENT INTRODUCTION AND SIMNET - DUE PRIOR TO CLASS ON AUG 29TH", "INTRODUCTION TO COMPUTER CONCEPTS - DUE PRIOR TO CLASS ON AUG 29TH", "SOFTWARE AND WINDOWS 10 - DUE PRIOR TO CLASS ON SEPT 5TH", "THE INTERNET AND ONEDRIVE - DUE PRIOR TO CLASS ON SEPT 12TH", "SECURITY, PRIVACY AND ETHICS - DUE PRIOR TO CLASS ON SEPT 19TH", "WORD CHAPTER 1 AND 2 - DUE PRIOR TO CLASS ON SEPT 26", "WORD CHAPTER 3 - DUE PRIOR TO CLASS ON OCT 3RD", "WORD CHAPTER 4 - DUE PRIOR TO CLASS ON OCT 10TH", and "WORD CHAPTER 5 - DUE PRIOR TO CLASS ON OCT 17TH".
- Course Description:** A section on the right with a heading "Course Description" and a paragraph describing the course content.
- Student Learning Outcomes:** A section on the right with a heading "Student Learning Outcomes" and a list of skills students will gain.
- Resources:** A section on the right with a heading "Links to Resources" and a list of links including "Syllabus", "Forum Rubric", "WEEK ONE SIMNET VIDEO AND SYNC", "PROJECT DOWNLOAD, COMPLETE, AND UPLOAD HELP", and "Announcements".

Red arrows point to specific areas: "Links to Resources" points to the top right navigation bar; "Weekly Modules" points to the central column of course modules; "Documents, Links and Assignments" points to the "Syllabus" link in the resources section.

KEY MOODLE FEATURES

MY COURSES

Each course has a dedicated Moodle site or “shell” as it is commonly called. A Moodle shell is simply a website reserved exclusively for its members, namely the instructor and the students enrolled in a course. All courses you are registered for will appear under **My Courses** on the first day of the course.

FINDING YOUR WAY BACK HOME OR TO A PREVIOUS PAGE


If you want to work your way back in Moodle, use the links at the top of the page, right under the course code and title, to find your way around the site. These “breadcrumbs,” as they are known, will lead you back to where you came from. That is always more efficient than hitting the “Back” button time after time.

PROFILES

Every Moodle user has a public profile that is visible to anyone enrolled in Moodle at PCC.

Username and pictures (including your own) are all hyperlinked to each user's profile page. Click on any name to view the profile page.

MCNYSample Student




I'm a typical MCNY student. I balance a personal life, work life, and school life. Sometimes it gets messy and stressful, but I'm committed to being my best self by earning an MCNY degree.

Country: United States
 City/town: New York
 Course profiles: BUS 351 SEL/LECT/MDA1-2014/SPRING/01 - Organization Theory and Behavior, PSC CC 140/LECT/MHD1-2014/SPRING/01 - Political & Economic Philosophy, Introduction to Moodle at MCNY, Claire's Workshop Sandbox

First access: Thursday, April 29, 2010, 2:45 PM (3 years 318 days)
 Last access: Thursday, March 13, 2014, 1:35 PM (now)
 Interests: [studying, going to class](#)

MESSAGES

Moodle users such as your instructors or your classmates may send you messages through Moodle. You can always retrieve these in Moodle but they may also be forwarded to your Office 365 email account.

To enter Moodle's messenger, click on the  icon next to your name on the top right corner of the page. Select [New message](#) if you want to write a message to some fellow Moodle user.

Type the name of the person you wish to message in the "Search for a user or course" box. You may also search by course code if you are looking for a classmate whose name you are not sure about.

Click on [Messages](#) to view and/or respond to messages that may have been sent to you. Depending on the recipients' own settings, they may get those messages only while they are logged in Moodle.

To check or alter your message-to-email settings, follow the drop-down menu that appears under your name on the top right corner of the page, choose **Preferences**, and click on the [Message preferences](#) link.

If this function is enabled, a copy of any message sent to you via Moodle will also be forwarded to your email inbox while you are online, offline, or both. That is entirely up to you.

Please note, however, that you will not be able to reply to the messages that are forwarded as emails from inside your Office 365 email account; for that, you will have to reply directly in Moodle.

You can reach *any* Moodle user you want to with Moodle's Messenger simply by clicking on his/her profile icon; you don't need to know their email address or any other contact information.

INSIDE A COURSE

A course page will usually have three columns: the column on the left will contain the Navigation block as well as other blocks the instructor may choose. The middle column is laid out in weekly “boxes” or modules designed for quick and easy reference and navigation. The right column is where all of the course material will be located. Layout may vary from one course to another. Links to various Student Resources and a Quick Links menu are available at the top of the page.

Links to Resources → **STUDENT RESOURCES** - **QUICK LINKS** - **MY C**

Weekly Modules

Course Description

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Know the fundamentals of Microsoft Windows, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Access
- Use practical examples of the computer as a useful tool
- Follow the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
- Discover the underlying functionality of Microsoft Office so they can become more productive
- Develop an exercise-oriented approach that allows learning by doing

Documents, Links and Assignments

- Syllabus
- Forum Rubric
- WEEK ONE SIMNET VIDEO AND SYNC
- PROJECT DOWNLOAD, COMPLETE, AND UPLOAD HELP
- Announcements

Weekly vs. Topic Format: A course site may have the material arranged in either weekly or topic format. In the weekly format, the sessions of the course appear in boxes with dates, while in the topic format these boxes have week numbers. Most courses follow the weekly format, although some may be organized in topics instead; that choice is up to the instructor or the course designer.

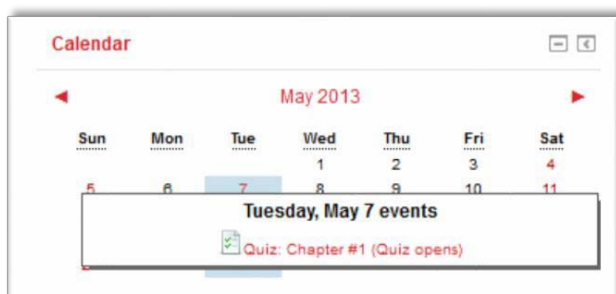
BLOCKS & LINKS

There may be several blocks and helpful links on your course page. Their exact location may vary from one course to another but their general function and purpose is outlined below:

The **Activities** block is a convenient way for you to sort the various activities in a course by type such as Assignments, your own Attendance record, Forums, Resources, etc.

The **Calendar** block is common and very helpful because it highlights important dates for you. Whenever an instructor sets an opening and due date for an assignment, those dates will appear highlighted in blue.

As you hover over a highlighted date with your mouse, you will notice how it pops up and shows when a quiz or assignment opens and closes so as to help you keep track of availability and deadlines.



You can export the calendar in Moodle to any calendar app you may have on your computer or handheld device. To view an entire month for a course at a glance, click on the name of the month at the top.



The **Participants** link on the left side makes it easy for you to search for the instructor of your course or for your classmates so you can send them a message if you want to, simply by clicking on their profile.

Note about Messaging

Remember that messaging occurs *within* Moodle only, unless the users have made their settings so as to *also* receive a copy in their Office 365 mailbox.

The **Dashboard** link is useful as it sorts out your courses among the ones that are currently in progress, those that you may have registered for in the coming term, or those that you have taken in the past.

The **Private files** area is a good place for you to store documents that you may need, for example drafts of projects that are due later in the term or other notes that you may want to save there for later use.

Perhaps the most important of all such links is **Grades**. That is where you should be able to review your grades in detail as well as whatever feedback your instructor may have given you along with the grades.

It is crucial that you stay on top of your progress and always in touch with your instructors. If there is some assignment that you submitted but your instructor has not yet graded, contact your instructor.

An overview of all that appears under **Grades** is also the best way for you to predict your final grade and gauge your overall progress in a course. If you encounter any discrepancies, contact your instructor.


DIRECTIONS FOR COMMON TASKS

HOW TO EDIT YOUR PROFILE & PREFERENCES

All students, faculty and staff have their own Moodle profile. This is a page that everyone in the PCC community can see, so please exercise professional discretion in choosing an appropriate text and image that will appear on your profile. It is advisable that you upload a photo of yourself so that others can identify you in class and around the campus, and that you also add a few words about yourself.

To access and edit your profile, open the drop-down menu that appears next to your name on the top right corner of the page and select either **Profile** or **Preferences**. Once on the next page, select **Edit profile**. There you will be able to add some biographical information and/or upload a picture of yourself.

- Biographical information can be typed in the **Description** text-box.
- You can upload a photo using the drag-and-drop function to place an image file (such as jpg or png) into the upload drop-box. Even if the drag-and-drop function does not work because of the browser you are using, you can always upload a photo by clicking on the “Add” icon.

New picture 



You can then select “Upload a file” from the **File Picker** and browse in your computer to find an appropriate image. This photo or avatar will be visible next to all your forum posts.

REMEMBER to click the **Update Profile** button to save any changes.

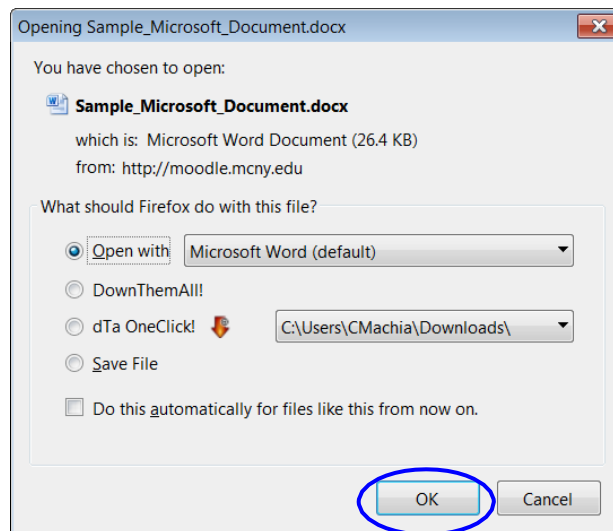
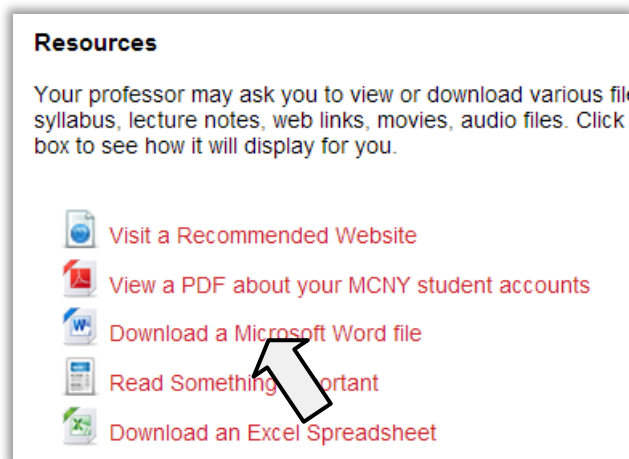
While you are under Preferences, you may also want to adjust your **Forum preferences** as follows:

Email digest type	Subjects (daily email with subjects only) ▼
Forum auto-subscribe	No: don't automatically subscribe me to forums ▼
Forum tracking	Yes: highlight new posts for me ▼

Using these settings will prevent forum posts from crowding your email inbox, whose capacity is limited. It is recommended that you highlight new/unread posts when you visit the page. Whenever you post to a discussion forum in a course, you can choose whether or not you want email copies by changing the **Subscription** setting there. You are free to decide how many or how few emails you receive via Moodle.

HOW TO DOWNLOAD A FILE

- Click the link next to the file icon; it may be almost any kind of file, for example a Word document, a PowerPoint presentation, or an Excel spreadsheet.
- If prompted by your browser, accept the download on your own computer and then click on the file to open it.



HOW TO PARTICIPATE IN A FORUM

Forums are a main component of online education. Your instructor may ask you to post your opinion on a given topic, respond to a course reading, or introduce yourself to the class. Forums will probably be *the* most interactive aspect of your course on Moodle so you should participate in them regularly.

Some forum discussions occur all on one screen, while others function as threaded discussions with posts appearing on various threads. Depending on how the discussion forum was set up by your instructor, you can either start a new thread yourself or enter an existing one and reply to previous statements.

- To enter a forum, click on the link next to the forum icon.



Discussion Forum



POSTING YOUR ENTRY:

- If you are the first one to post, you may click the button [Add a new discussion topic](#).

Home ► My courses ► Student Resources ► MCNY_Moodle Intro ► Forums ► Share your Opinion

Navigation

- Home
 - My home
 - Site pages
 - My profile
- Current course
 - MCNY_Moodle Intro
 - Participants
 - Reports
 - Welcome to Moodle @ MCNY
 - Getting Started
 - Resources
 - Forums

Student activity and input is essential to learning. Forums can help students learn more about their classmates and all the various perspectives present in one class.

Notice how you can "subscribe" by email to this discussion forum via the Settings block on the right. When you compose your post, you will also see a drop-down menu where you can change your subscription setting.

Practice making a post by choosing one of the threads below to reply to, or click the "Add a new discussion topic" button.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Unread	Last post
How do you stay on top of your school work?	☺ MCNYSample Student	13	0	Claire Machia Thu, Mar 13, 2014, 4:37 PM

NOTE: If the "Add a new discussion topic" button does not appear, follow the instructions below.

- If you want to join an existing discussion thread, click on its **subject line**.
- When the discussion is displayed, click the **Reply** link.

Home ► My courses ► Student Resources ► MCNY_Moodle Intro ► Forums ► Share your Opinion

Navigation

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[Add a new discussion topic](#)

Discussion	Started by	Replies	Unread	Last post
How do you stay on top of your school work?	☺ MCNYSample Student	13	0	Claire Machia Thu, Mar 13, 2014, 4:37 PM

Display replies in nested form

☺ How do you stay on top of your school work?
by MCNYSample Student - Saturday, May 1, 2010, 10:50 AM

Balancing life, work and school all at the same time is overwhelming for me. It seems I've tried everything, but I always fall behind.

Does anyone have any ideas?

[Reply](#)

Click on the Reply link to respond to the discussion thread.

- A text-box will open.
- Type your response into the text-box.
 - Optional: If you use the icons, the view may include images, links and HTML code.



- Click **Post to forum**.

HOW TO SUBMIT AN ASSIGNMENT

You may be required to turn in assignments through Moodle. There are two ways an instructor might set this up.

You may be asked to:

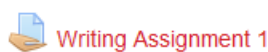
Upload your assignment from your computer or flash drive

Or

Type your response directly into Moodle

UPLOADING YOUR ASSIGNMENT TO MOODLE

- Click on an assignment “drop-box” link with this icon to turn in your assignment.



- Click the [Add submission](#) button.

Writing Assignment 1

Please upload your first writing assignment here prior to coming to class.

Submission status

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Thursday, March 20, 2014, 4:55 PM
Time remaining	6 days 23 hours

[Add submission](#)

- You can either drag-drop files from your computer or flash drive into the upload drop-box with the blue, downward arrow, or click the [Add](#) link to browse your computer for the file.

Writing Assignment 1

Please upload your first writing assignment here prior to coming to class.

File submissions

Maximum size for new files: 50MB, maximum attachments: 1

Add... Create folder

File

↓

You can drag and drop files here to add them.

[Save changes](#) [Cancel](#)

- Once you have successfully attached the file you want to upload, the icon of the file will appear in the submission drop-box. Click the **Save changes** button to continue.

Writing Assignment 1

Please upload your first writing assignment here prior to coming to class.

File submissions

Maximum size for new files: 50MB, maximum attachments: 1

Create folder Download all

Files

JDoe_Assignment1.docx

Save changes Cancel

- You may also have to check the box next to **“I certify”** to show that you understand PCC’s Academic Integrity Policy and then click the **Continue** button to submit your assignment.

Submit assignment

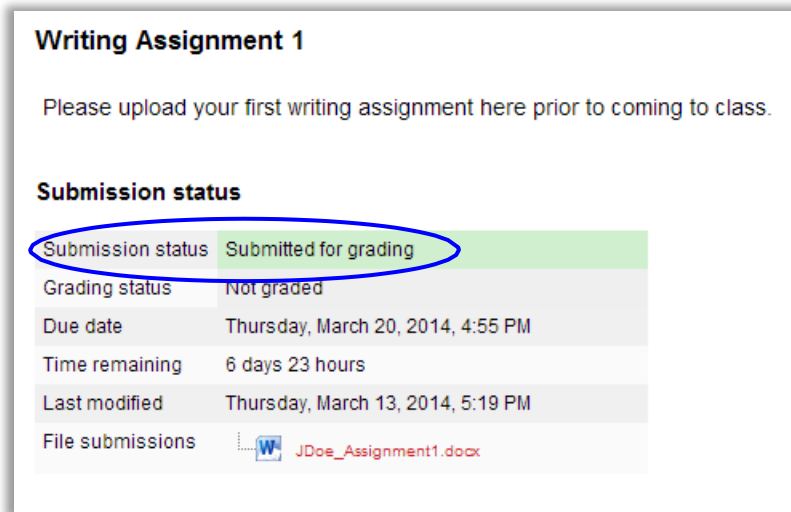
I certify: • that this assignment is my own work • that any copying or paraphrasing of the words or ideas of others in any way or form is properly acknowledged through full and accurate referencing • that I have not received credit for material in this assessment in a different paper. • I confirm that I have not cheated in any way in the creation and submission of this assignment. The College takes academic integrity seriously and expects its students to uphold this ideal. Assignments are checked for evidence of plagiarism and this may include submitting assignments to web-based plagiarism detection tools where a copy may be stored. I give my permission for the assignment to be processed in any of these ways.

Are you sure you want to submit your work for grading? You will not be able to make any more changes

Continue Cancel

There are required fields in this form marked *.


- Once you have successfully submitted your work, you will see this window on the assignment screen. If the **Submission status** shows “Submitted for grading”, you are all set.



Writing Assignment 1

Please upload your first writing assignment here prior to coming to class.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, March 20, 2014, 4:55 PM
Time remaining	6 days 23 hours
Last modified	Thursday, March 13, 2014, 5:19 PM
File submissions	 JDoe_Assignment1.docx

- If you wish to make any changes *after* you have submitted an assignment (provided the deadline has not yet expired and your instructor allows resubmissions), click on the **Edit submission** button (which will have replaced the **Add submission** button).

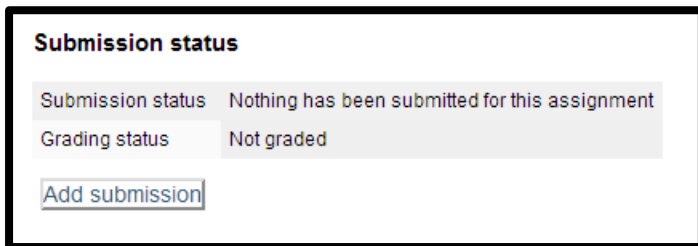
Once there, click on your previous assignment that you want to replace. You will get two options, “Download” and “Delete”. Choose “Delete” (assuming you have saved the content elsewhere on your computer) and then resubmit the latest version for grading instead.

TYPING IN YOUR RESPONSE DIRECTLY

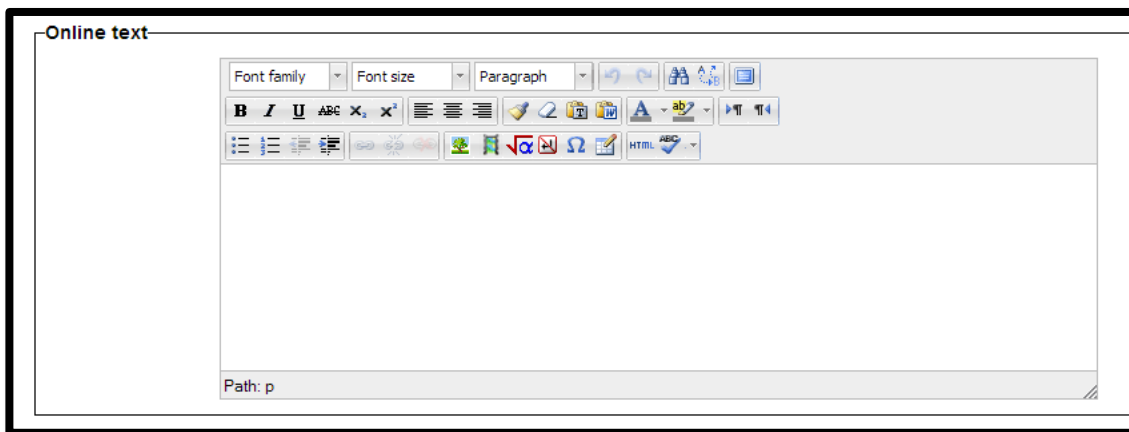
Click on the link to open assignment.



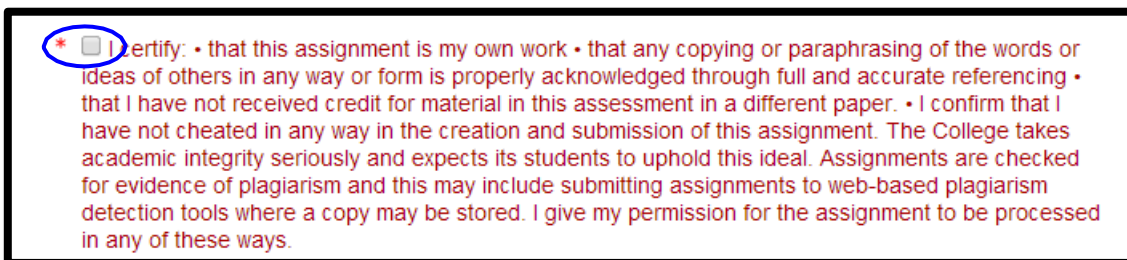
- Click on [Add submission](#).



- Type your entry into the text box.

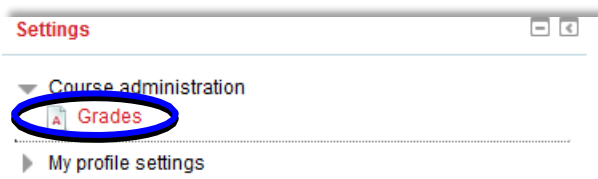


- Check the box next to **"I certify"** to show that you understand PCC's Academic Honesty Policy, and click the [Save changes](#) button to submit your assignment.



HOW TO CHECK YOUR GRADES

To view grades and feedback on your assignments, click on the **Grades** link.



You will see the grade you received next to the name of each graded activity (assignment, forum, quiz, etc.) Any comments given by your instructor on an assignment will appear in the **Feedback** column.

User report - Student Test

Grade item	Grade	Range	Feedback
MBA 735 INT/LECT/MHV1-2013/SUMMER/01 - Global Business and International Practi			
Group Presentations			
Individual Case Analysis Memo	Pass	Pass-Fail	
Upload Group Presentation PowerPoint File Here	21.00	0-24	
Category total	84.00	0-100	
Quizzes and Discussion Forums			
Quiz: Chapter #1	9.00	0-10	
Discussion - Presentations for Managers	2.00	0-3	

Click on the name of the activity to view your submission or the summary of your previous attempt(s).

Quiz: Chapter #1

You can submit up to 3 attempts, and the highest grade will count.

Attempts allowed: 3

This quiz closed on Sunday, July 28, 2013, 11:59 PM

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 10.00	Review
1	Finished Submitted Wednesday, May 8, 2013, 10:41 AM	4.00	Review
2	Finished Submitted Wednesday, May 8, 2013, 11:04 AM	8.00	Review

No more attempts are allowed

Your final grade for this quiz is 8.00/10.00.

[Back to the course](#)

If there is no feedback in your **Grades** view for a quiz (as shown above), click **Review** to see your attempt and any comments from your instructor. If the quiz is still open, grades may not yet be visible.

KEEPING TRACK OF DEADLINES

- Be sure to refer first to the Course Syllabus posted by your instructor! Your instructor may post all due dates as a tentative schedule, reading schedule, etc.
- You can also refer to the Calendar block found in your dashboard or look to the Upcoming events block.
- Most importantly, log in frequently, checking for updates, and communicate clearly with your instructor if you have any questions about due dates and assigned tasks.

FREQUENTLY ASKED QUESTIONS

WHY CAN'T I SEE ALL MY COURSES IN MOODLE?

Once you register for a course, you are automatically enrolled in the corresponding Moodle shell. You do not need to do anything more on your end. Please just verify that all courses you intend to take appear on your schedule; if not, contact Student Services.

Your courses will appear in Moodle on the first day of class. Do not worry if you do not see all your courses on Moodle before that time; We have preset all courses to open automatically on the first day of class.

WHY CAN'T I SIGN INTO MOODLE?

First, make sure you are using the correct username and password.

Please refer to the [Accessing Moodle](#) section. Please also note:

- Passwords are case-sensitive, usernames are not.
- It takes about 48 hours before new student accounts are set up.

If you cannot resolve the problem, send an email to:

dl@pamlico.edu from your Office 365 address.

Include your birthday and student ID number.

HOW DO I CHANGE OR MANAGE MY EMAIL SETTINGS?

You may receive more emails than you can manage through Moodle, especially if you are subscribed to

numerous active discussion forums. That can become overwhelming at times but it's up to you to adjust.

To change or manage these settings, open the drop-down menu next to your own profile picture on the top right corner of the screen and choose **Preferences**. Under **User account**, select **Forum preferences**.

Once on the **Forum Preferences** page, open the drop-down menu under **Email digest type** and change your email settings so that you get all your forum activity in a daily digest or by subject, as you prefer.

Forum preferences

Email digest type ?	No digest (single email per forum post) ▼
Forum auto-subscribe	Yes: when I post, subscribe me to that forum discussion ▼
Forum tracking	Yes: highlight new posts for me ▼

WHAT BROWSER SHOULD I USE?

Google Chrome and **Mozilla Firefox** are the two recommended internet browsers for Moodle. You may encounter a variety of problems if you are using Internet Explorer or Safari. In any browser, you may occasionally notice problems such as embedded videos not loading. This could be due to an outdated browser version or a plug-in that needs to be updated.

You can download and install Firefox by visiting this link: <http://www.mozilla.org/en-US/firefox/new/>

Google Chrome is another compatible browser that has the added benefit of a built-in spellcheck function. You can download and install Chrome by going to the following link: <https://support.google.com/chrome/answer/95346?hl=en>

I TURNED IN MY ASSIGNMENT BUT I CAN'T TELL IF MY INSTRUCTOR RECEIVED IT.

When you successfully submit an assignment into Moodle, you will see "Submitted for grading":

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Monday, March 17, 2014, 3:49 PM

If you submitted a file, a link to the file you uploaded will appear next to **File submissions**.

HOW DO I CHECK MY GRADES?

Click on the [Grades](#) link. From there, you can click on the name of any assignment completed in Moodle and review your attempts, grades and/or feedback comments.

THE TEXT BOX I AM COMPOSING MY ASSIGNMENT/POST IN IS TOO SMALL. WHAT CAN I DO?

The size of the main column in Moodle where the text-box appears depends on the size of your monitor, your screen resolution, and the general configuration of your browser. If the text-box runs off the screen or gets cut off, you can dock the blocks on the left of the page so as to give the main column more room to expand. Simply click



on the icon in the top left corner to dock those blocks.

I CANNOT PASTE TEXT INTO MOODLE. WHAT CAN I DO?

If you are unable to copy and paste into Moodle using the right-click menu, you can use the shortcut keys on your keyboard. On a Windows computer, Press **Ctrl + C** to copy the highlighted text, and **Ctrl + V** to paste it into the text box in Moodle. On a Mac, Press **Command + C** to copy and **Command + V** to paste.

HOW DO I HIGHLIGHT UNREAD FORUM POSTS?

Open the drop-down menu next to your profile picture on the top right corner of the screen and choose **Preferences**. Under **User account**, select **Forum preferences** and then, from **Forum tracking** under **Forum preferences**, choose "Yes: highlight new posts for me".

THERE IS NO "Reply" LINK OR AN "Add a new discussion topic" BUTTON IN MY DISCUSSION FORUM.

This depends on how the forum was set up by your instructor. You should always be able to reply but you may not always be able to start a new discussion forum. If you cannot post at all, let your instructor know that you are unable to post to the forum so that he/she can adjust the settings.

WHAT IS THE DIFFERENCE BETWEEN A FORUM AND AN ASSIGNMENT DROP-BOX?

A discussion forum is public; whatever is posted is visible to the *entire* class. This is where you will respond to questions posed by your instructor and/or comment on the posts made by your classmates. If you ever wish to send a private message to your instructor or any of your classmates, do not post it on a public forum! (Please see: **MESSAGES**) Please use professional discretion about *what* you post and *where*.

An assignment drop-box, on the contrary, is private; the content remains between you and your instructor *only*. This is where you will submit your work by clicking an assignment link just as you would hand in a paper in class. Depending on how the assignment is set up by the instructor, you may be asked to either upload a file or type your work directly into a text-box.

SHOULD I BACK-UP MY WORK?

Yes! It is *always* a good habit to keep copies of your work. Make sure you save all your work on your own computer *in addition* to entering or submitting it on Moodle. You may also need to work on it off-line, so it's always a good idea to complete your work on your own hard drive and *then* submit it to Moodle.

First, compose your assignments in Word, Excel, PowerPoint etc. as needed and then upload to Moodle. That is the only way to never lose your work, *even* if you lose connection to the internet temporarily. It is terribly unfortunate when a student loses many hours' worth of work by not backing up. Be wise!