

Quick Start Guide

Moodle (CU)

The Curriculum Moodle site opens in a new window.
<https://moodle.roanokechowan.edu>

LOGIN

Click on **Current Students, Curriculum Moodle login link** on the college homepage, www.roanokechowan.edu. Once you click on the link, you will see your login status at the top right as shown below:

You are not logged in. (Log in)

Click on (Log in).

Your username is your WebAdvisor username: first initial of first name + first initial of middle name + last name + last 4 digits of student ID number as in **sasmith4509** for **Susan Anne Smith** whose ID is **0234509**. Your password is your 8 digit birthdate as in 01011995 (January 1, 1995). Click on the **Log in** Button. Do not share your account information with anyone.

COURSE LAYOUT

Your course may include a two- or three-column layout. **The large middle column** is where most of the course materials and activities are located. This content column is divided into “sections” and can include several different kinds of activities, resources, and links set up by your instructor. **Right column blocks may be docked to the far left.**

USING BLOCKS


The rectangles on the left and right side of the course


page are “blocks.” Blocks vary by course and may include:


- **People block** links to a list of all the Participants in the course, including your instructor.
- **Activities block** contains all the forums, assignments, quizzes, and other activities within the course, organized by type. This can be an easy way to move around in your course.


ACTIVITIES AND RESOURCES WITHIN A COURSE

Each activity or resource has a different icon.

 **Resources.** These might be links to Word documents, PDF handouts, PowerPoint slides, web pages or books created by your instructor.

 **Forum.** Compose and reply to threaded discussions and share documents or links. Participation in forums may be graded.

 **Assignment.** Submit an assignment as either online text or an uploaded file. Usually graded.

 **Quiz.** Tests as provided by your instructor.

NAVIGATING WITHIN A COURSE

As you explore your course, a list of “breadcrumbs” builds at the top left of the page. Each breadcrumb represents a level you moved through.

Home ► My courses ► **EDU-153-HN1-2013SU**

Clicking on a **breadcrumb** returns you to that level. The sample above shows the **course name**; clicking it returns you to the course’s main page.

CHECKING GRADES

You can check your grades on scored assignments at any time by clicking on the “Grades” link in the Administration block (may be located in the left column or docked left).



SUBMITTING ASSIGNMENTS

Assignment upload options *may vary* by course. The basic steps are covered below.

STEPS TO SUBMITTING AN ASSIGNMENT

After you create and save a file (any type specified by the instructor), follow these steps:

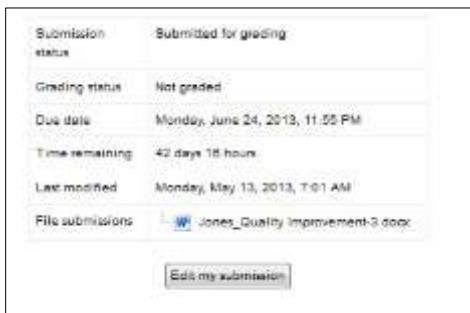
1. To upload an assignment file, use the **Add Submission** button near the bottom of the page.
2. Scroll to the bottom again, and click **Add, Upload a File**, and then **Browse** to browse for your file from your computer's file list.



3. Double-click or highlight the assignment file and click **Open**.
4. Then click **Upload this file**.
5. Click **Save Changes**.



6. Depending on your instructor's preferences, you may have the option to edit the submission as shown below:



FORUM PARTICIPATION

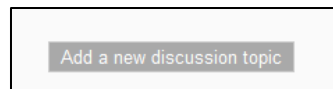
Forum discussions are listed by time of entry. Messages are saved on the server and available for all other Participants in the course. **You will have 1 minute to delete or edit your post.**

Each topic ("thread") in the forum list contains its own conversation. By clicking on the subject of the topic, you see the conversation.



Using nested format, replies appear indented from the message to which they reply.

Click "Add a new discussion topic" to begin your forum contribution. This will present your message as its own topic.



Don't create a new topic to reply to an existing discussion—use Reply (bottom right corner under discussion post) as shown below.



When participating in discussions, always use good manners, minimize abbreviations or slang that can be misunderstood, and avoid profanity or other inappropriate language. As a courtesy to others, include a brief descriptive subject line.

HELP AVAILABLE

For technical help with Moodle, call our **24/7 Technical Support** toll free phone number: **877-859-2661**.

For on-campus help, contact the **Distance Learning Director** in the LRC, JER09, JER Building, **252-862-1242**, **metemple7181@roanokechowan.edu**.