

Effective Fall 2011: Students taking Internet (online) courses **MUST SUBMIT an ASSIGNMENT** by the 10% date in each Internet course in Moodle to be fully enrolled in the course. Students who do NOT submit an assignment by the 10% date will be marked as “**NEVER ATTEND**” and **WITHDRAWN** from the course.



Moodle is a Learning Management System designed to engage learners and promote collaborative, student-centered learning. Online, hybrid, and web-assisted courses are delivered in Moodle.

How do I login Moodle for my Continuing Education course?

To login Moodle:

- Go to the LCC homepage at **www.lenoircc.edu**
- Click **Moodle**
- Enter your **Username** *Contact your instructor for username information to login Moodle.*
- Enter your **Password** *Contact your instructor for password information to login Moodle.*
- Click **Login**
- Click on the **Course Title** to access the course

Moodle Course Layout—The course page has **blocks on both sides and the main content in the middle.**

Blocks -Each course will have an *Administration* block, *Activities* block, *People* block, *Technical Issues* block, as well as other helpful blocks. The blocks allow you to quickly access items in the course.

- **People Block**
 - Participants: instructor and students in the course
- **Activities Block**
 - Assignments
 - Forums (discussion boards)
 - Quizzes (Tests)
 - Resources
- **Administration Block**
 - Grades
 - Profile
- **Technical Issues Block** Contact the distance education 24 hour hot-line at 1-866-940-1929 or chat with a technician live.

Main Content —The main content area (middle) contains course information including the syllabus, staff information, contact information, assignments, quizzes/tests, due dates, lecture notes, PowerPoint presentations, as well as other items posted by the instructor. The main content area may be displayed by weeks (calendar dates) or modules (units of learning). It is vital that students carefully review each item posted in the main content (middle) area.

Pop-up Blocker—In order to take tests/quizzes and to make full use of Moodle, you must turn off the pop-up blocker in your web browser, Mozilla or Internet Explorer.

How do I turn off my Pop-up Blocker?

*To turn off your Pop-up Blocker in **Mozilla**:*


- Open Mozilla
- Click **Firefox** (Mozilla 5.0) **OR** Click **Tools** (Mozilla 3) on the upper left of your screen
- Click **Options**
- Click **Content**
- Check **Pop-up Windows**
- Click **OK**

*To turn off your Pop-up Blocker in **Internet Explorer**:*



- Open Internet Explorer
- Click **Tools** on the upper right of the screen.
- Click **Pop-up Blocker**
- Click **Turn Off Pop-up Blocker** (If you see Turn On Pop-up Blocker, the Pop-up Blocker is already turned off.)

How do I complete a forum (discussion board)?

There are TWO ways to access complete a forum (discussion board)

- **(1)** Click the  **link** of the forum (discussion board) posted in the main content (middle section) of the course page. The link will be the title of the forum
- Read the forum topic/question
- Click the **Add a new discussion topic** button
- Type in the **Subject** of your discussion (your new discussion topic)
- Type in your **Message** (your discussion board post)
- Click the **Post to forum** button



OR

- **(2)** In the Activities block, click  **Forums**
- A listing of all forums posted will display.
- In the forum column, click the  **link** (title) of the assigned forum
- Read the forum topic/question
- Click the **Add a new discussion topic** button
- In the add a new discussion topic, type in the **Subject** of your discussion (your new discussion topic)
- Type in your **Message** (your discussion board post)
- Click the **Post to forum** button



How do I submit an assignment to my instructor?

There are TWO types of assignments you can submit in Moodle.




(1) Submitting an Online Text Assignment:

- (a) In the Activities block, click Assignments
OR
- (b) Locate the  assignment link on main content (middle section) of the course page. The link will be the title of the assignment.
- Click the  link of the assignment.
- Read the assignment.
- Click the **Edit my submission** button
- In the Submission text box, type the text requested (assignment)
- Click the **Save Changes** button at the bottom of the Submission page

(2) Submitting a file in an Assignment:

- (a) In the Activities block, click **Assignments**
OR
- (b) Locate the  assignment link on main content (middle section) of the course page. The link will be the title of the assignment.
- Click the  link of the assignment
- Read the assignment and directions posted.
- Click the **Browse** button to locate your saved file to update for the assignment. (Note: Your file will be located where you saved it.)
- In the File Upload window, select the file and click the **Open** button
- The file path will show in the Browse field (by the Browse button).
- Click the **Upload the File** button.
- Click the **Submit for Marking** button
- Click **Yes** to continue

How do I take a quiz/test?

- (a) In the Activities block, click  Quizzes
OR
- (b) Locate the  quiz/test link on main content (middle section) of the course page. The link will be the title of the quiz/test.
- Click the  link of the quiz/test.
- Read the directions and information posted concerning the quiz/test
- Click the **Preview quiz now** button
- Carefully read and answer each question. Students may click the **Submit** button after each question
- After answering all questions, click the **Submit all and finish** button at the bottom of the quiz page
- A message box will appear asking you to verify that you are ready to close your attempt. Click the **OK** button.

How do I change my password?

To change your password:

- **Go into a course in Moodle**
- In the Administration box on the upper left of the course page, click **Profile**
- Click the **Change Password** button
- Type in your **Current Password**
- Type in your **New Password**
- Type in your **New Password** (again)
- Click the **Save Changes** button

Whom Do I Contact if I Need Help?

24-hour Technical Support: 1-866-940-1929

LCC Distance Education Support: Jo Wilson, jwilson@lenoircc.edu (252)527-6223, ext. 516

Eric Brown, elbrown@lenoircc.edu (252)527-6223, ext. 509 ~ Shelia Graham, sgraham@lenoircc.edu (252)527-6223, ext. 505