

**Course Enrollment Procedure:** 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 Students who do NOT submit an assignment by the 10% date will be marked as **“NEVER ATTEND”** and **WITHDRAWN** from the course. **No Exceptions. No Refunds.**



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

## How do I login Moodle?

Students **MUST** activate their LancerLOGIN account to obtain their unique LancerLOGIN ID (username) and create their personal secure password to login Moodle.

### Activate Your LancerLOGIN Account

- Go to **LCC Homepage**
- Click **LancerLOGIN**(scroll to the bottom of the page)
- Click **Activate Account** (left pane)
- Click **Activate Account** (green button)
- Type in your **Student ID** number or SSN
- Type in your **last name**
- Type in your **birthdate** (mm/dd/yyyy)
- Create your personal secure **password**
- Retype your personal secure **password**
- Check the *I'm not a robot* box and complete the *picture challenge*
- Click **Submit**

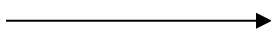
### Login Moodle

- Go to **LCC Homepage**
- Click **Moodle** (scroll to the bottom of the page)
- Enter your **LancerLOGIN ID** (username)
- Enter your **Password** (created during activation)
- Click **Sign in**
- Click on the **Course Title** to access course information and assignments

## Moodle Course Layout—The course page has **blocks** and a **main content** area.

**Blocks**—Each course will have *Navigation* and *Administration Blocks*, as well as other helpful blocks. Blocks allow quick access to items in a course.

### Navigation Tray



**Main Content**—The main content area (middle) contains course information including the syllabus, contact information, assignments, quizzes/tests, 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 topics (modules of learning).

### Main Content Area

## Moodle Browser Recommendation

Distance Education highly recommends that students use the browser [Mozilla Firefox](#) for their courses posted in Moodle. Other browsers such as Internet Explorer, Safari, and Google Chrome may be used, but they may not support all functionalities in Moodle, such as online quizzes and the HTML editor. All browsers should have Cookies, Java, and Pop-ups enabled (do not block pop-ups).

[Mozilla Firefox \(Opens in a new window\)](https://www.mozilla.org/en-US/firefox/new/), Direct Link: <https://www.mozilla.org/en-US/firefox/new/> (The download is FREE!)

## How do I turn off my Pop-up Blocker?

**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 Firefox is highly recommended. Other browsers such as Internet Explorer, Safari, and Google Chrome may be used, but they may not support all functionalities in Moodle, such as online quizzes and the HTML editor. All browsers should have Cookies, Java, and Pop-ups enabled (do not block Pop-ups).

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

- Click the menu ☰ and choose **Options**.
- Select the **Privacy & Security** panel.
- Under the **Permissions** section, **uncheck** the box next to **Block pop-up windows** to disable the pop-up blocker altogether.

## How do I post to a FORUM (discussion board)?

- **Click** the FORUM link
- **Read** the forum topic/question and directions posted
- **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)
- *Proofread* your post!
- **Click** the **Submit** or **Post to forum** button

## How do I take a QUIZ/TEST?

- **Click** Quiz/Test link
- **Read** the directions and information posted concerning the Quiz/Test
- **Click** the **Attempt Quiz Now** button
- Carefully **read** and **answer** each question
- After answering each question on the page, **click** the **Next** button
- **Click** the **Submit all and finish** button
- In the confirmation box, **click** the **Submit all and finish** button

## How do I submit ASSIGNMENT to my instructor?

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

### (1) Submitting an ONLINE TEXT ASSIGNMENT:

- Click the **link** for the Online Text Assignment
- **Read** the Online Text Assignment information and directions
- Click the **Add submission** button
- **Type** in your essay for the assignment(assignment)
- Click the **Save Changes** button

### (2) Submitting a FILE ASSIGNMENT:

- Click the **link** for the File Assignment
- Read the assignment information and directions
- Click the **Add Submission** button to locate your saved file to update for the assignment
- In the *File submissions* box, **click Add**
- **Click Upload a file** (located on the left in the *File picker* box)
- **Click the Browse** button (on the right in the *File picker* box) to locate your saved file (*Note: Your file will be located where you saved it.*)
- In the File Upload window, **select the file** and **click the Open button**
- **Click the Upload the File** button
- **Click the Save Changes** button
- **Click the Submit Assignment** button
- **Click the Continue** button

## Whom Do I Contact if I Need Help?

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

**LCC Distance Education Support:**

Shelia Graham, [sagraham62@lenoircc.edu](mailto:sagraham62@lenoircc.edu); (252)527-6223, ext. 505

Jo Wilson, [djwilson45@lenoircc.edu](mailto:djwilson45@lenoircc.edu); (252)527-6223, ext. 516

**LancerLOGIN Support:**

Robert Nobles, [rcnobles42@lenoircc.edu](mailto:rcnobles42@lenoircc.edu); (252)527-6223, ext. 512

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