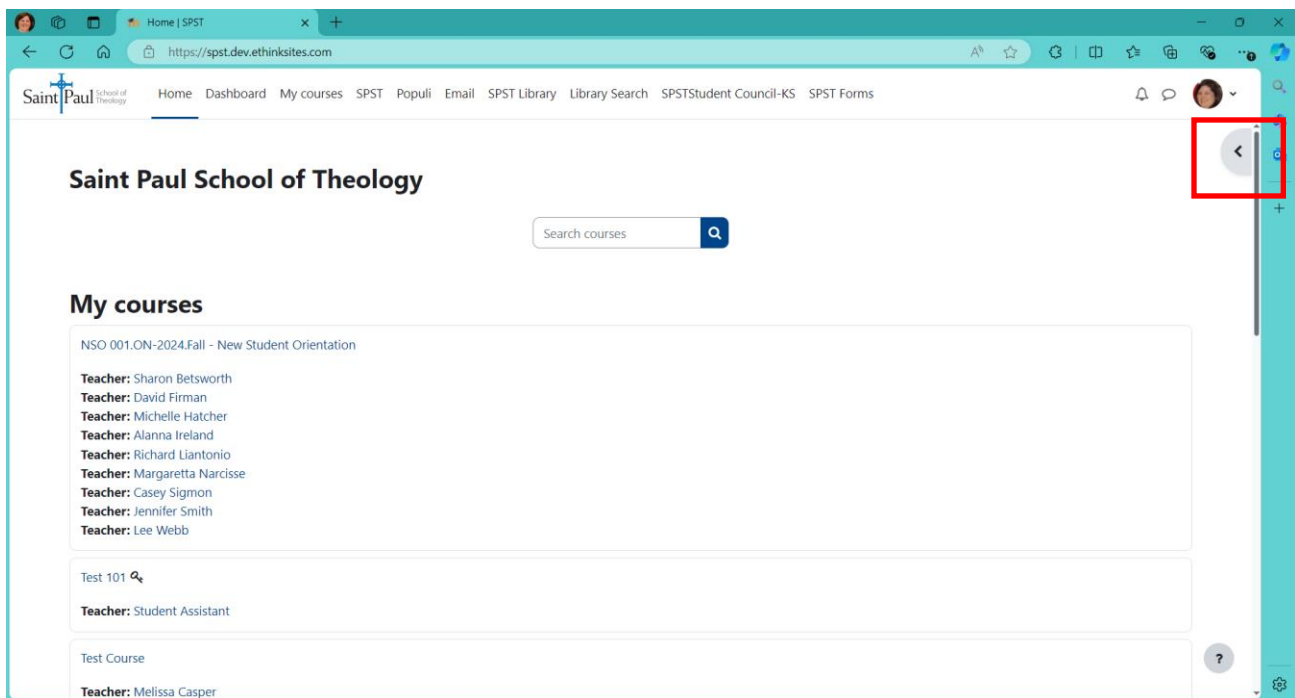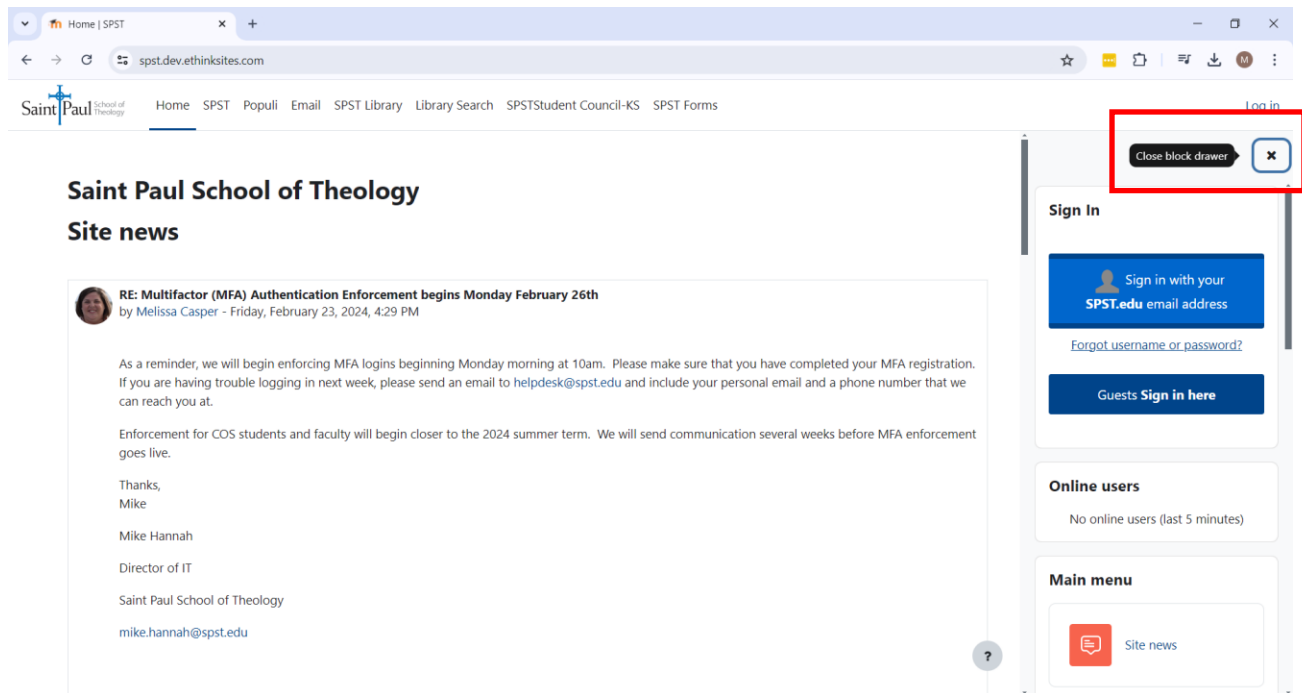# Moodle Handout for Students

Moodle Navigation

1. Click on the Open Block Drawer tab to see the sign in buttons, as well as Moodle Main Menu
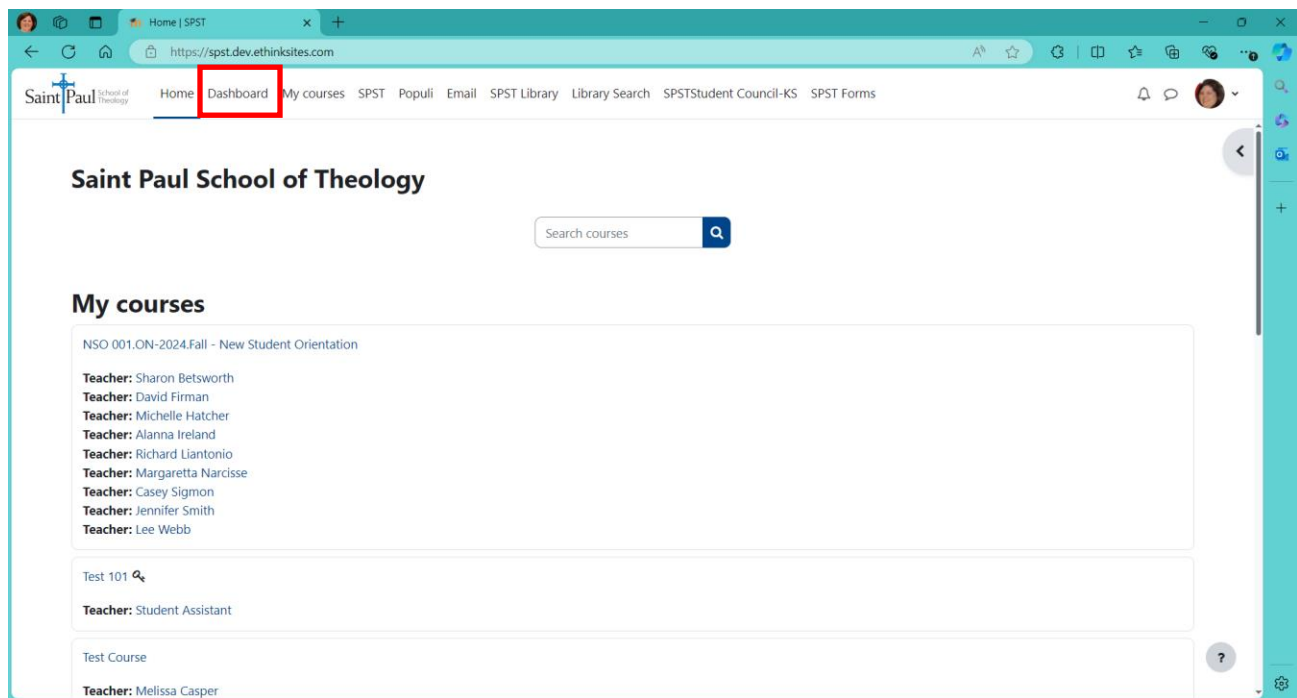
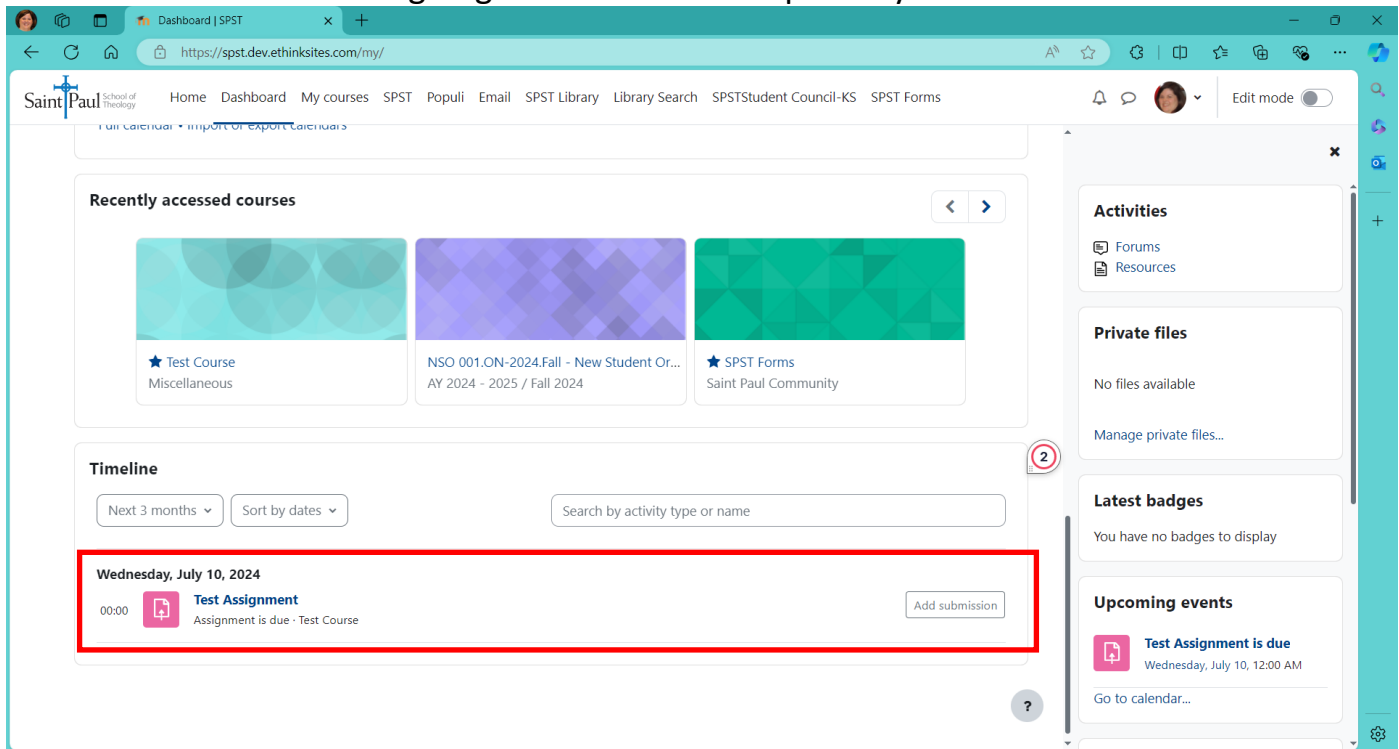2. Close the Block Drawer tab by clicking on the X for more screen real estate.

Timeline

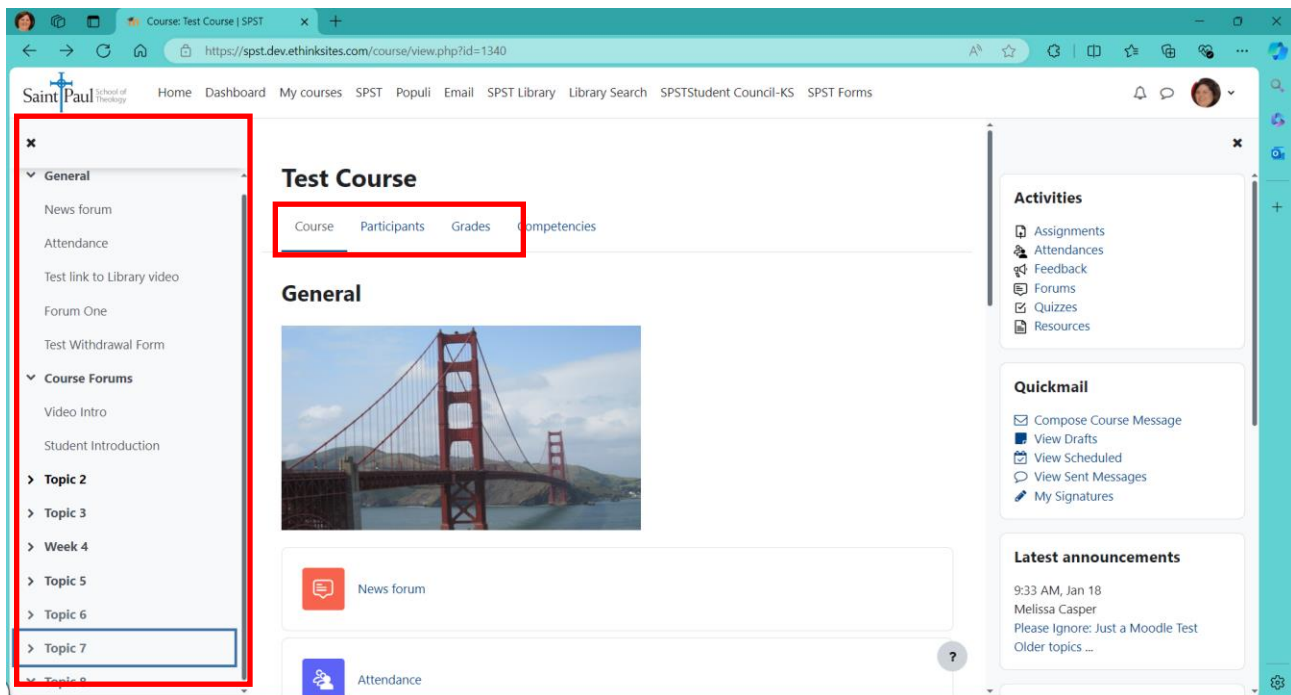1. Click on the Dashboard link at the top of the Moodle page

2. Scroll to the bottom of the page to view your Timeline
   a. You can directly access course activities that are coming due from this page without having to go to each course separately.
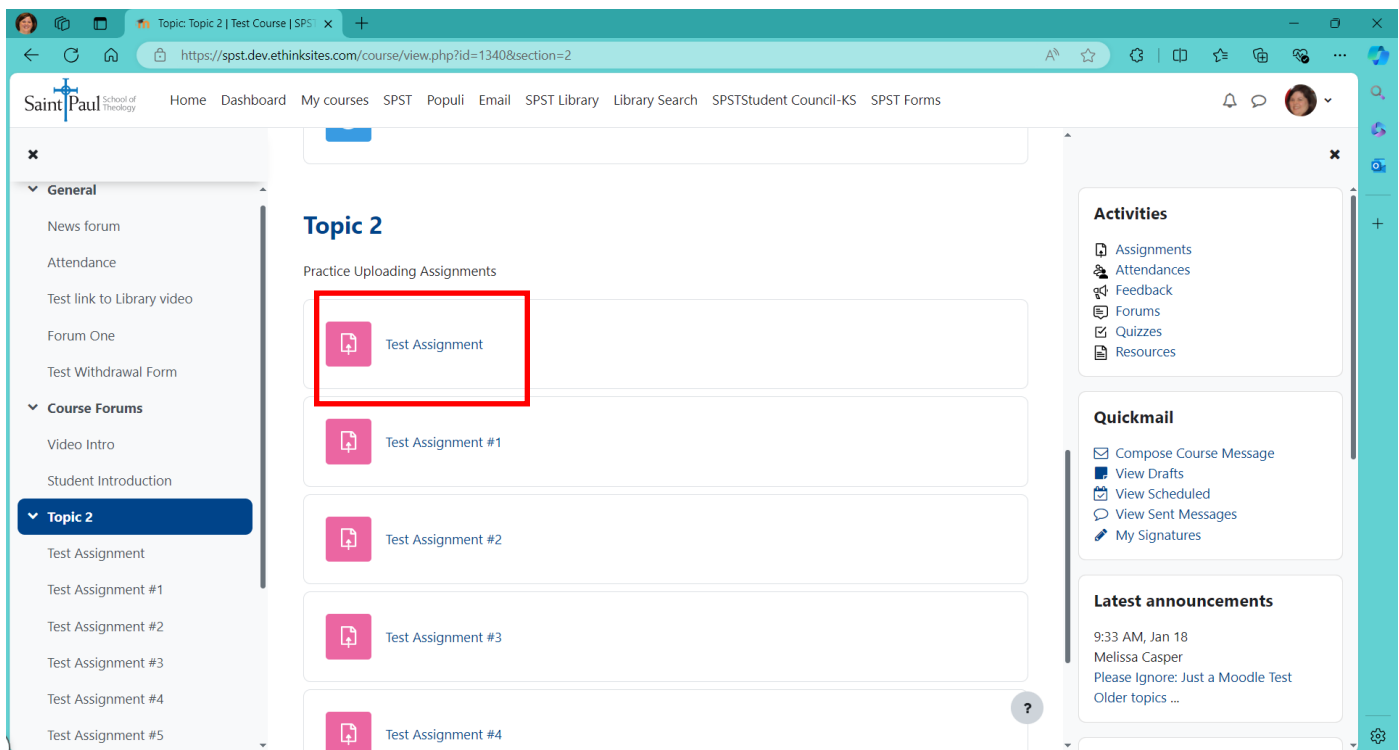

Course Navigation

1. The *Course Index* is available on the left-hand side of the page on your course homepage. Use this to navigate quickly to the Week or Topic of your choice.
2. Use the navigation at the top center of the course to browse to the course participant list, your grades, or back to the course home page.

Submitting Assignments

1. Click on the Assignment

2. Click on Add Submission

3. Click on Add or Drag and drop your file from your computer to Moodle

If you clicked Add:

      a. Click on Upload a File

      b. Click Choose File

File picker

×

Upload a file

Attachment

Choose File   No file chosen

Save as

Author

Student Melissa Casper

Choose license

All rights reserved

Upload this file

4. Highlight the File
5. Click Open
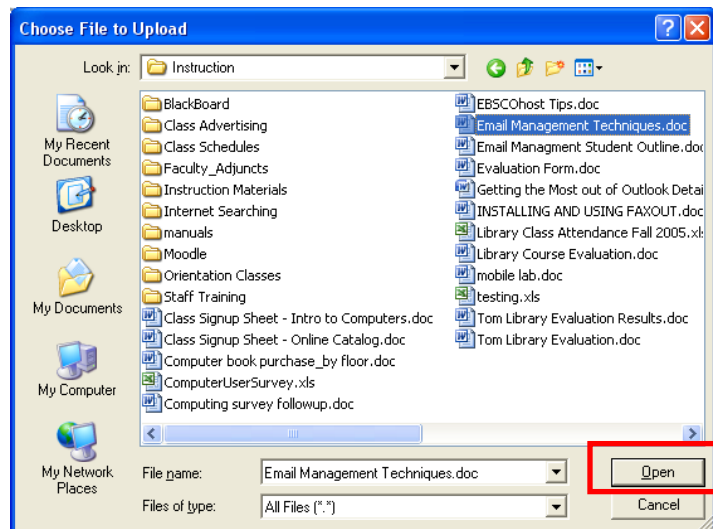
6. Click Upload This File
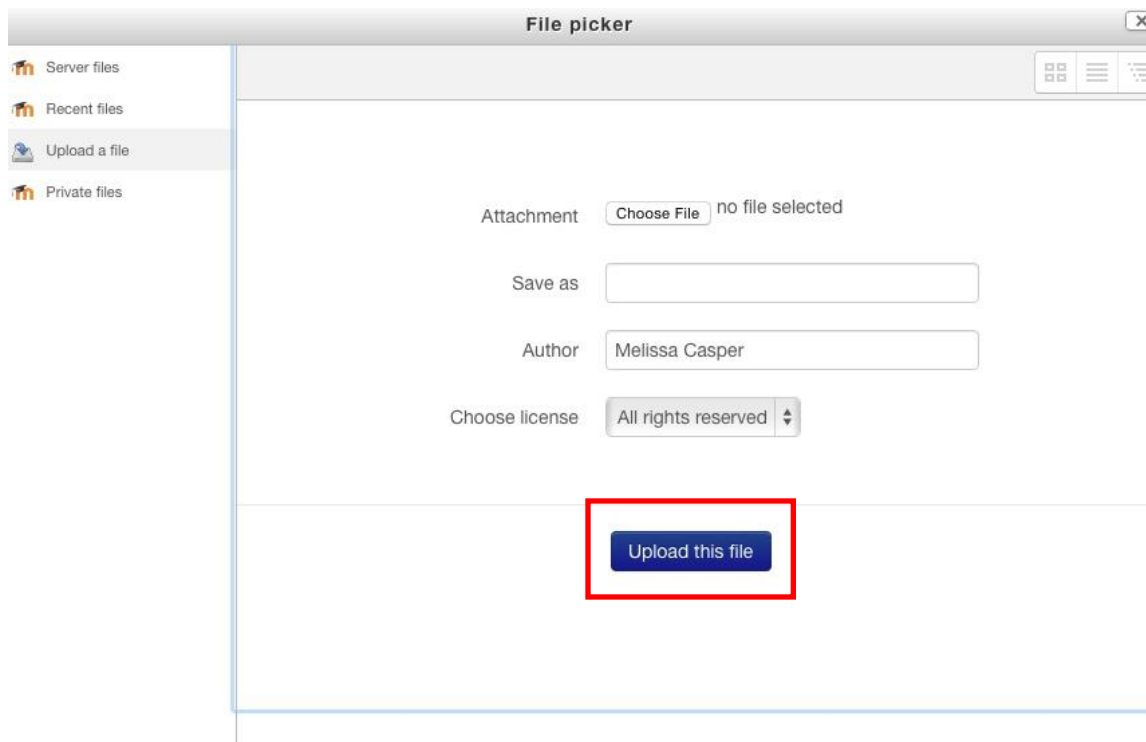
7. Click Save Changes

If you need to add additional files, edit the file submitted, or delete the file and re-upload:

8. Click Edit Assignment or Remove the Submission and select the correct file to upload
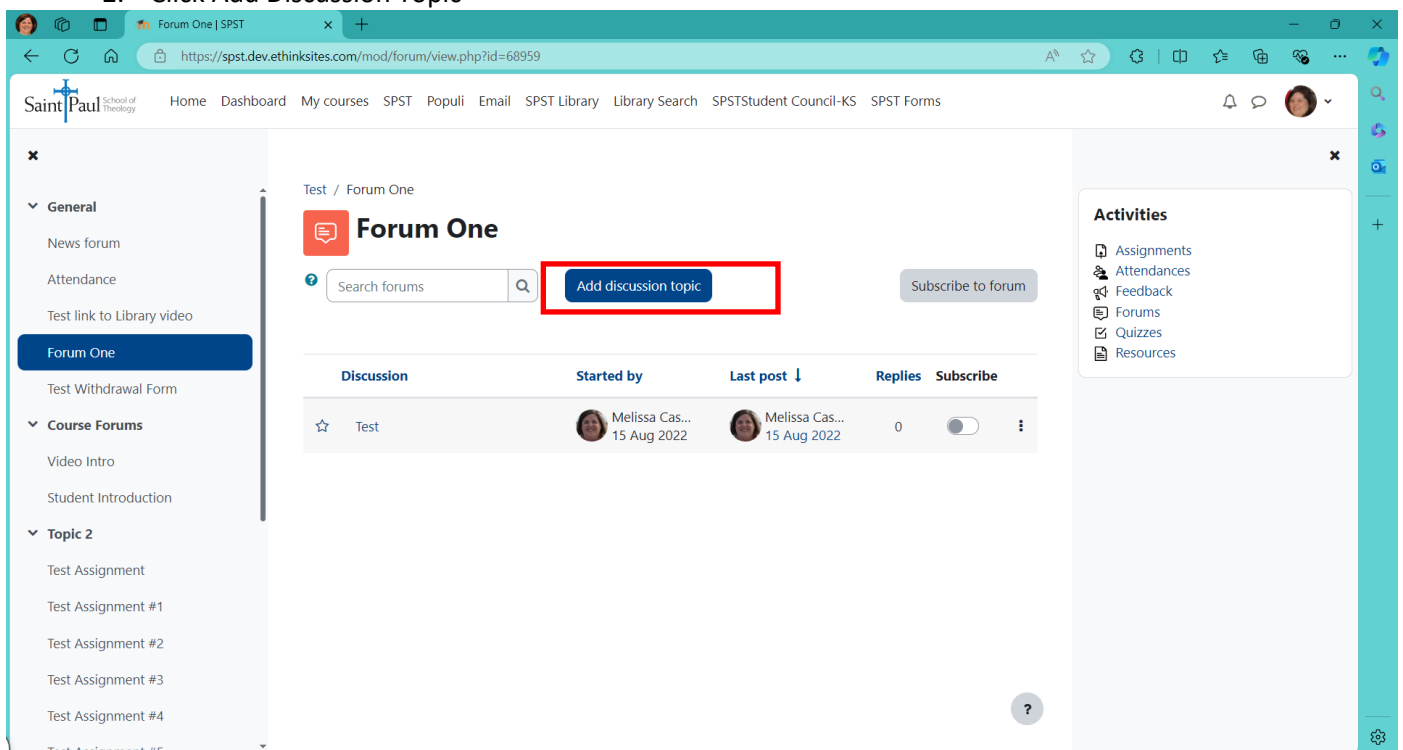
Forums

A. Post a Message

   1. Click on the Forum
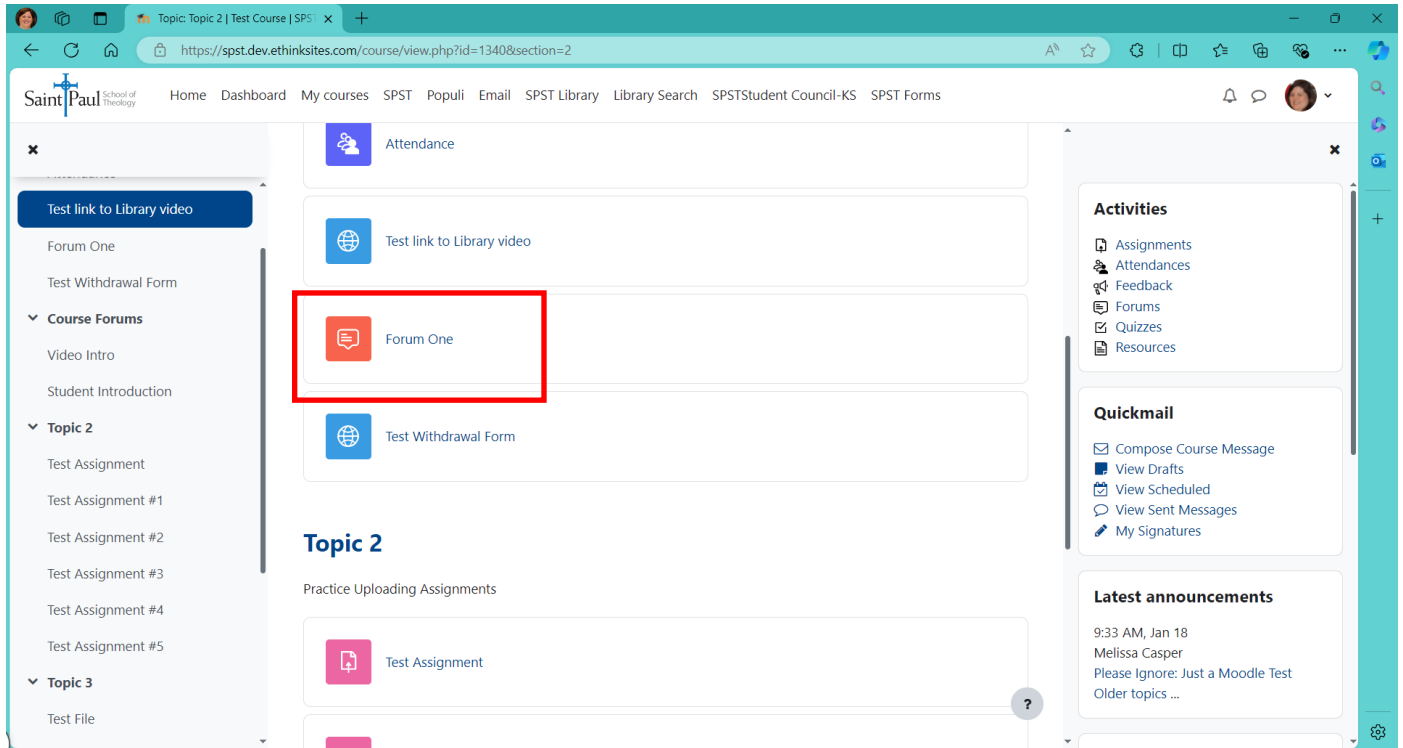
   2. Click Add Discussion Topic

3. Give the post a title, subject
4. Type or record your message
5. Click Advanced to see the Attach File window
6. Click Post to Forum when you are finished

B. Read and Reply to a Post
1. Click on the Title of a Discussion you want to read

2. Click on Reply

3. Type your message
4. Click Post to Forum

GRADES

Course Grades

Click on the Grades link in the top center of the course home page
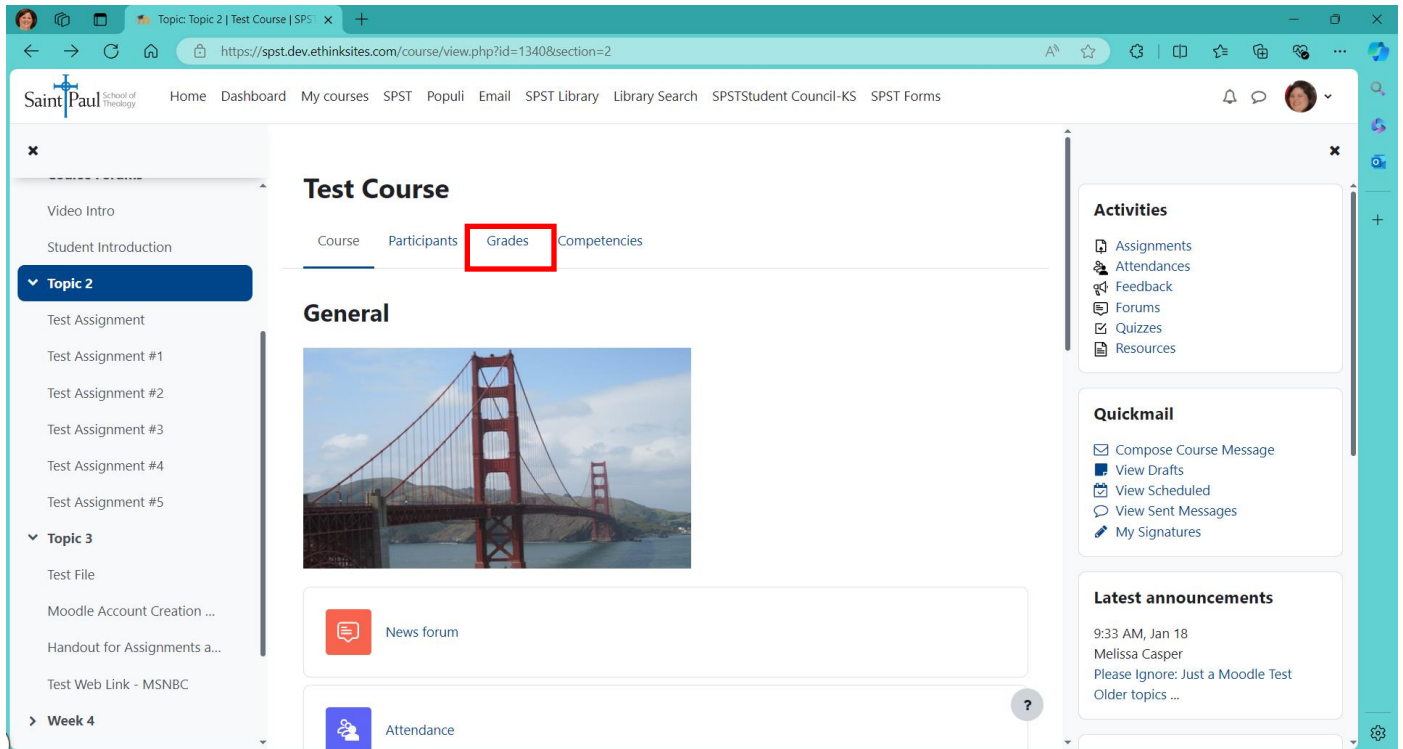
You'll see your grade book for the course: