Moodle 2 Quick Reference Guide for Students – Basic Features

Web: http://moodle.lattc.edu/
Logging in: Your username is your student ID number. Your password = 4 numbers representing MMDD of your date of birth.

Navigation: Click carrot next to Site Pages, Profile, My Courses to reveal/hide more options. You can also hide options within the block or “dock” the block.

When + appears, click to show more navigation
Click the – to the left of the bar to hide navigation details. Click the right box on right to dock/undock the block

My Courses: This area will show the courses to which you have access after you log in. You can click on the course name to go there or click on the carrot to reveal more menu options to go to specific areas.

Settings: My Profile: - you can click the carrot to reveal/hide options. You can change your password, see/edit message settings, and edit profile. Be sure to set forum auto-subscribe to NO to avoid emails.

Submitting Assignments
If you see the button that says “Edit My Submission” below the assignment description, then click on it and type your assignment into the box. [BEST PRACTICES: type your assignment in any word processing program and then copy and paste into the box.] Then click on “Save Changes” to submit your work. If you see the button that says “Browse” below the assignment, then click on the button and a browse window will open on your computer. Navigate to the location in the computer where the assignment is saved, double click or highlight the assignment and click “open” and then “Upload this file” to submit your work.

Quizzes – Before starting any quiz, log out and back in and be sure your web browser is accepting cookies. If in doubt, use Firefox as it defaults to accept cookies. There are timed, untimed, and practice quizzes. The quiz will indicate if there is a time limit and the date/time the quiz opens and closes. You can only access the quiz when it is available. If you have a timed test, it will submit your answers when the time runs out. Nothing stops the clock once you begin the test. If you have an untimed test, you can go in and out of the test as many times as you want until it closes. You must click the SUBMIT and FINISH button after entering all of your quiz answers or you will get no points in the untimed tests.

Tips to succeed as an online student:
1. Schedule time for an online class as if you were going to campus to take it.
2. Login every day and check your email and spam filter for any messages.
3. Check the Class Announcements/News Forum for messages from your instructor.
4. Keep a calendar of all due dates and try to submit your work no less than 3 hours ahead of the due date/time.
5. Keep copies of all work you submit.
6. Have a technology back-up plan which includes saving important work in your email account or on a back-up flash drive. Be sure you know at least one other location where you can use a computer and connect to the internet in the event your computer fails or gets a virus.
7. Ask your instructor or a peer if you do not understand how to do something or what is expected.
8. Review all details of an assignment/forum before you submit and be careful to include everything that is required of you.
9. Do not submit short answers when a longer response is expected.

More help available:
- In Person: K-203D Monday - Thurs from 7:30-11:30 am and by appointment.