



Quick Start Guide

Students must wait until the first day of the semester to gain access to their online and hybrid course(s).

The following topics are covered in this guide:

- How to Login to Moodle
- Locating Important Course Information
- Navigating a Moodle course
- Viewing Grades
- Submitting Assignments
- Posting to a Discussion Forum
- Taking a Quiz
- Submitting a File to Moodle from Google Drive or OneDrive

How to Login to Moodle

Login to Moodle by going to the [Wilson Community College website](http://wilsoncc.edu) (wilsoncc.edu) and click **Login**, or go directly to [Moodle](http://moodle.wilsoncc.edu) (moodle.wilsoncc.edu).

Username

Password

Log in

Username Formula

- First letter of first name, first letter of last name, last 4 digits of WCC Student ID number.
- Example: **jd3456** for John Doe, Student ID# 0123456

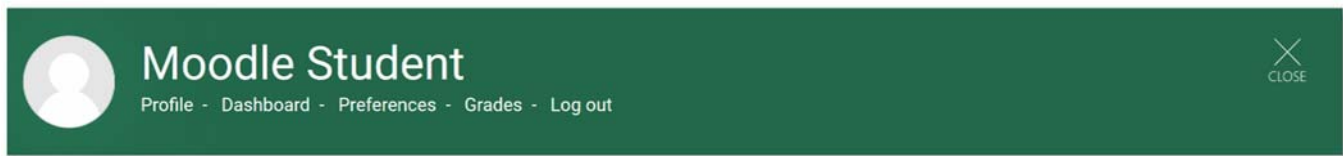
Password Formula

- Uppercase first letter of last name, lowercase second letter of last name, six-digit birth date.
- Example: **Do052478** for John Doe, birthdate May 24, 1978

*If you have trouble logging in, try resetting your password on the [Password Reset Portal](http://reset.wilsoncc.edu) (reset.wilsoncc.edu) or call or email the help desk at support@wilsoncc.edu, 252-246-1224 for assistance.

*Note that your Moodle, Student Email, and Student Planning passwords are synced. If you can access one system, you will need to use the same password to access the other systems. Passwords expire every 90 days.

To logout of Moodle, return to the **My Courses** page. Click on "Logout" next to your name in the top right corner.



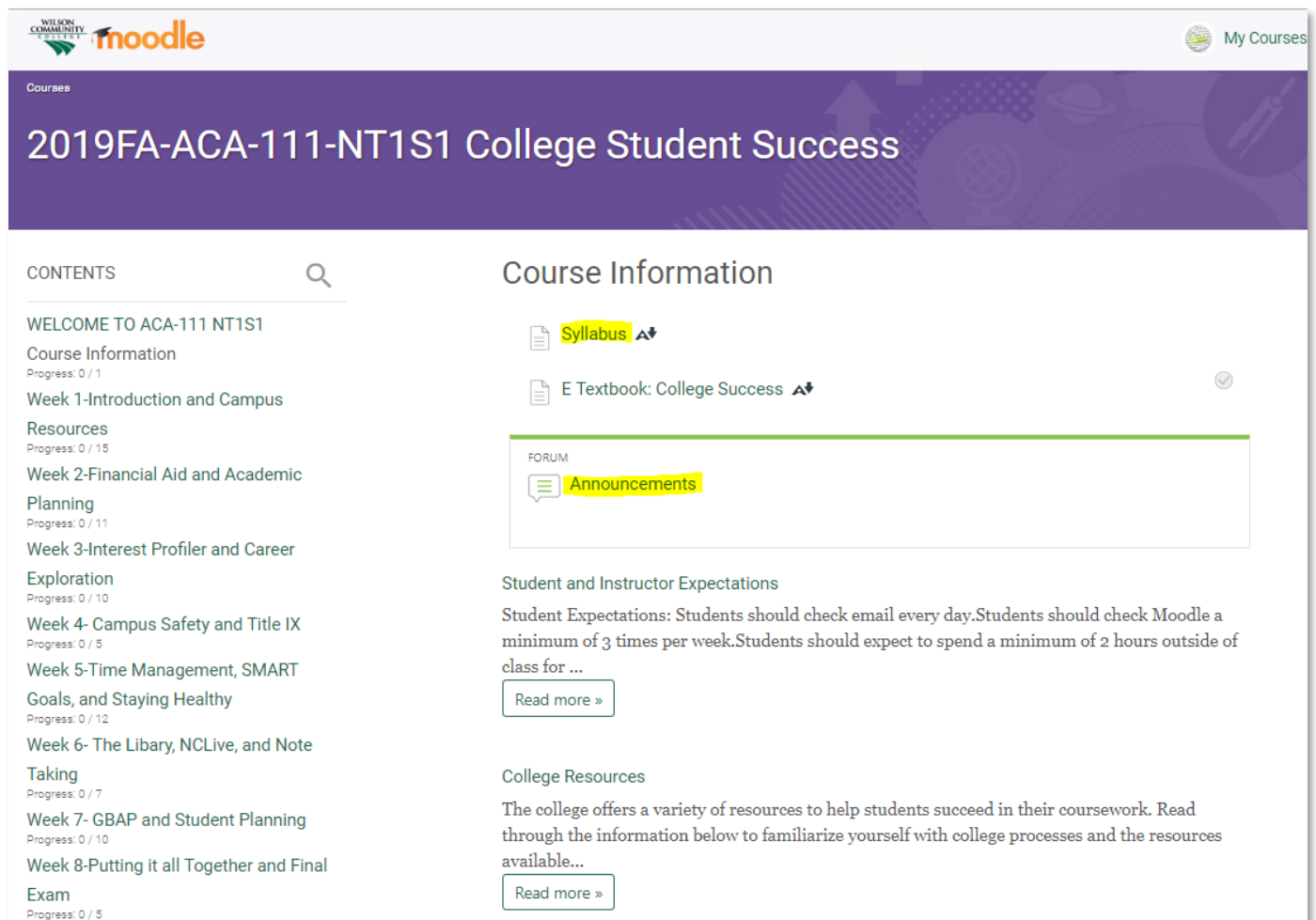
Moodle Student
Profile - Dashboard - Preferences - Grades - Log out

CLOSE

Locating Important Course Information

Once you are in your course, you will want to make sure you can locate the following information:

- Course Announcements
- Faculty Contact Information (including the instructor contact info and their office hours)
- Required Course Materials
- Course Syllabus
- Course Schedule



WILSON COMMUNITY COLLEGE moodle My Courses

2019FA-ACA-111-NT1S1 College Student Success

CONTENTS

- WELCOME TO ACA-111 NT1S1
- Course Information
Progress: 0 / 1
- Week 1-Introduction and Campus
- Resources
Progress: 0 / 15
- Week 2-Financial Aid and Academic Planning
Progress: 0 / 11
- Week 3-Interest Profiler and Career Exploration
Progress: 0 / 10
- Week 4- Campus Safety and Title IX
Progress: 0 / 5
- Week 5-Time Management, SMART Goals, and Staying Healthy
Progress: 0 / 12
- Week 6- The Libary, NCLive, and Note Taking
Progress: 0 / 7
- Week 7- GBAP and Student Planning
Progress: 0 / 10
- Week 8-Putting it all Together and Final Exam
Progress: 0 / 5

Course Information

- Syllabus **A+**
- E Textbook: College Success **A+**

FORUM

- Announcements

Student and Instructor Expectations

Student Expectations: Students should check email every day.Students should check Moodle a minimum of 3 times per week.Students should expect to spend a minimum of 2 hours outside of class for ...

[Read more »](#)

College Resources

The college offers a variety of resources to help students succeed in their coursework. Read through the information below to familiarize yourself with college processes and the resources available...

[Read more »](#)

Navigating a Moodle Course

The **Contents** (outlined in the image below) on the left side is main navigation for the course. When you click on a topic in the Contents, the information in that topic will be displayed on the right. It is important that you read the information in each topic and follow any instructions provided by your instructor. *Note that you may have to scroll to see all of the information provided.*

The screenshot shows the Moodle interface for a course titled "2019FA-Moodle-101-for-Students". On the left, a "CONTENTS" sidebar lists several topics: "Welcome to Moodle 101", "College Resources", "Getting Started", "Using Moodle", "Practice Activities", and "Course Completion". The main content area features a "Welcome to Moodle 101" heading, followed by introductory text and a "PLEASE NOTE" section. The "PLEASE NOTE" states: "PLEASE NOTE: This is not New Student Orientation, which must be completed separately. Contact Leigh Goroski at lg5564@wilsoncc.edu or 252-246-1386 to sign up for New Student Orientation." Below this, there is a section titled "About this course..." with further details.

Viewing Grades

You can view your current average in all of your courses from the My Courses Personal Menu by clicking the Grades link.

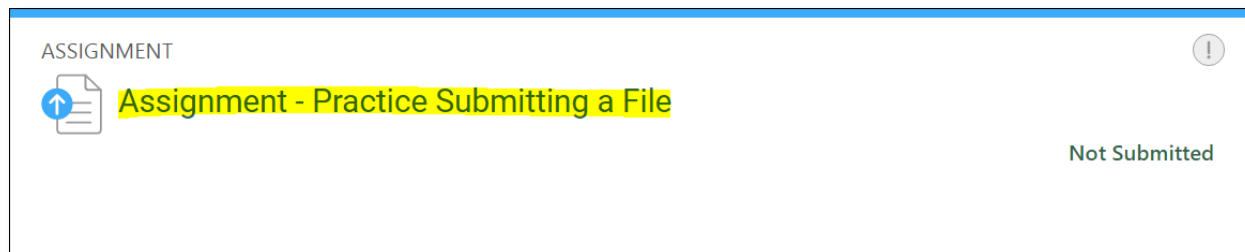
The screenshot shows the Moodle Student navigation bar. It features a user profile icon on the left, the text "Moodle Student" in the center, and a navigation menu with the following items: "Profile - Dashboard - Preferences - Grades - Log out". The CLUS logo is visible in the top right corner.

Each course you are currently enrolled in will be listed, along with your current average.

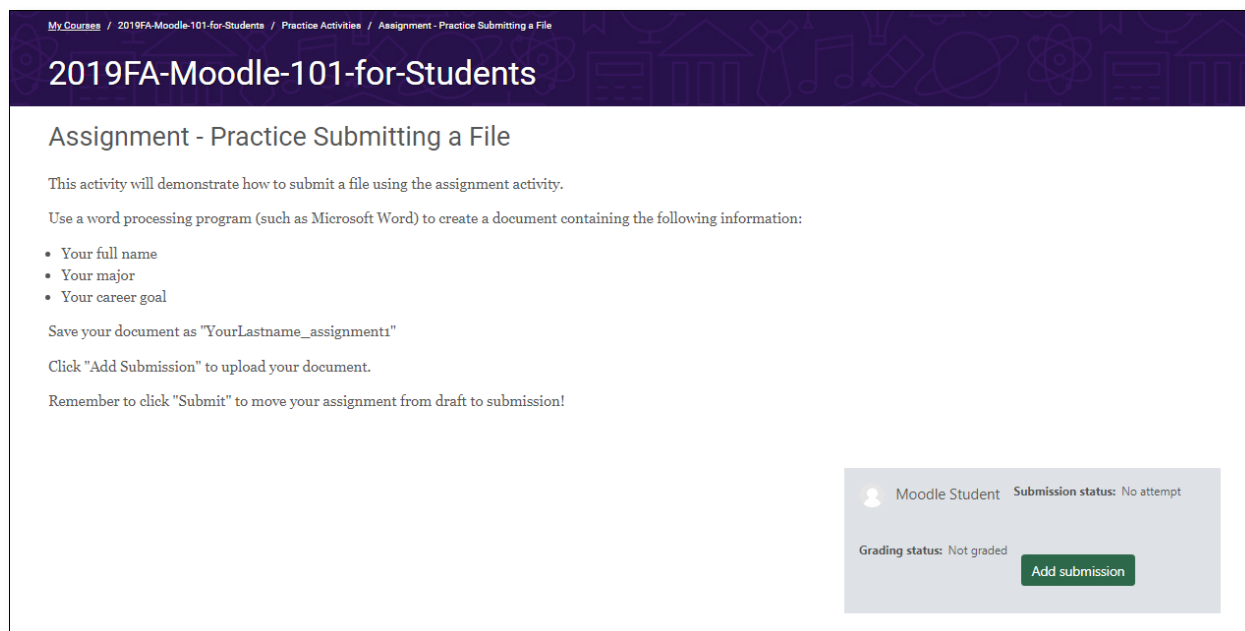
Courses I am taking	
Course name	Grade
2018SU-ACA-111-NT1 College Student Success	-
2018SU-CIS-110-NT1 Introduction to Computers	95
2018SU-ENG-111-NT1 Writing and Inquiry	84.29
2018SU Moodle-101-for-Students	-

Submitting an Assignment

To access assignment instructions and upload a file for submission click the assignment name link (example highlighted below).



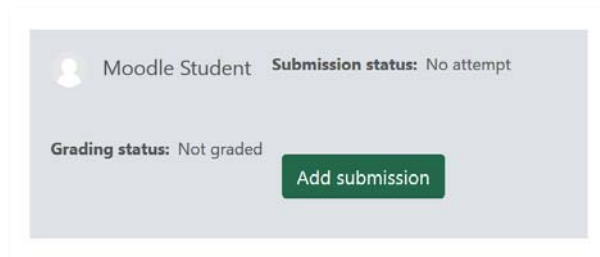
You will then see the assignment instructions, the current status of the assignment, and the **Add submission** button.



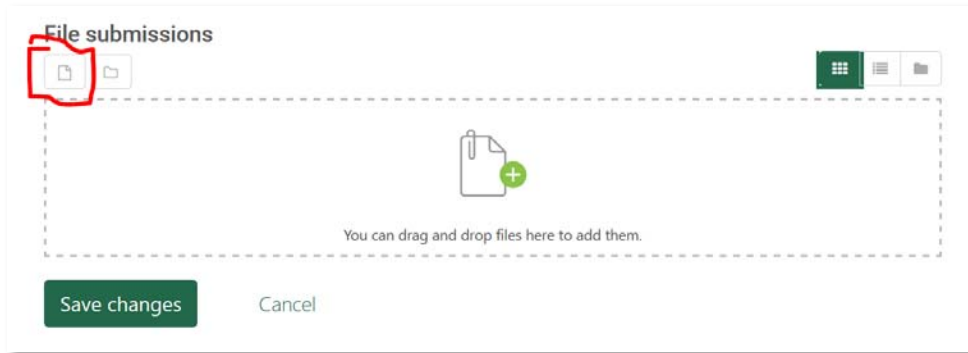
File Submission Assignments

A file submission assignment requires you to upload a file to Moodle.

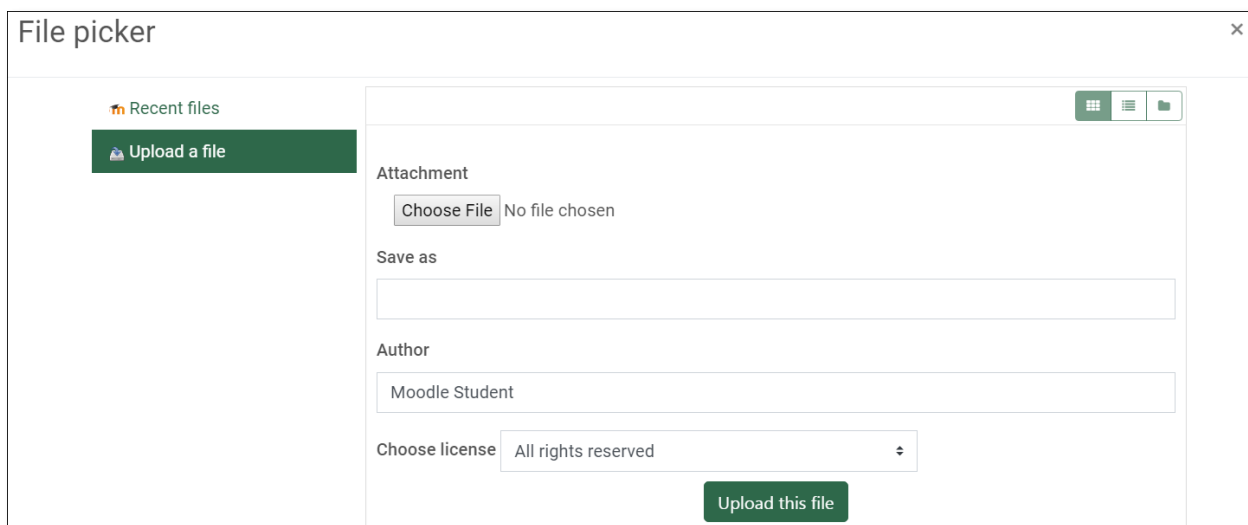
1. Click the **Add submission** button.



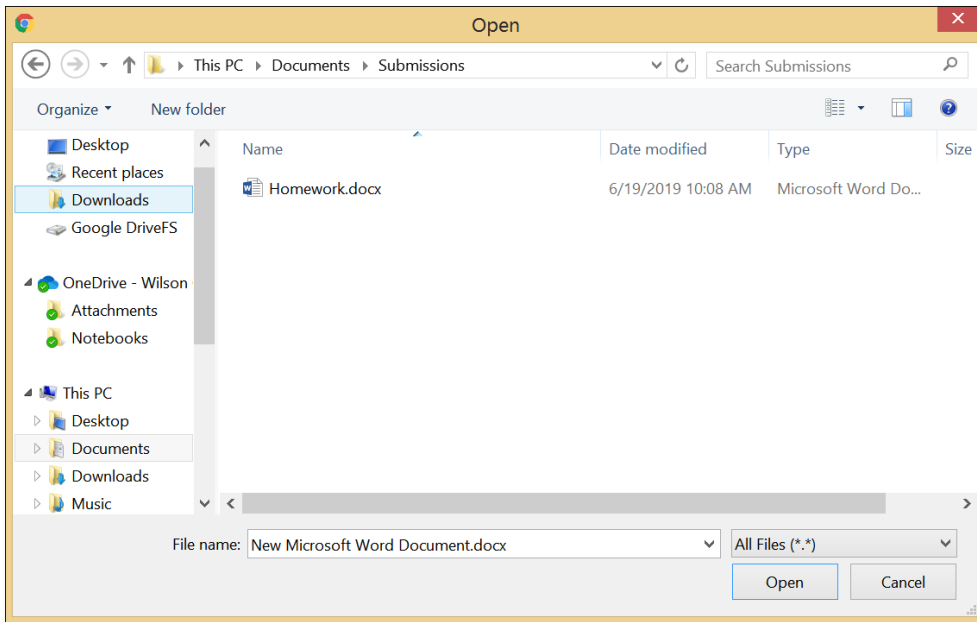
- In the **File Submissions** box, you can either “drag or drop” a file from your computer into the box, or Click on the **Add** icon (outlined below) under File Submissions. If you use the drag and drop method, skip to Step 6.



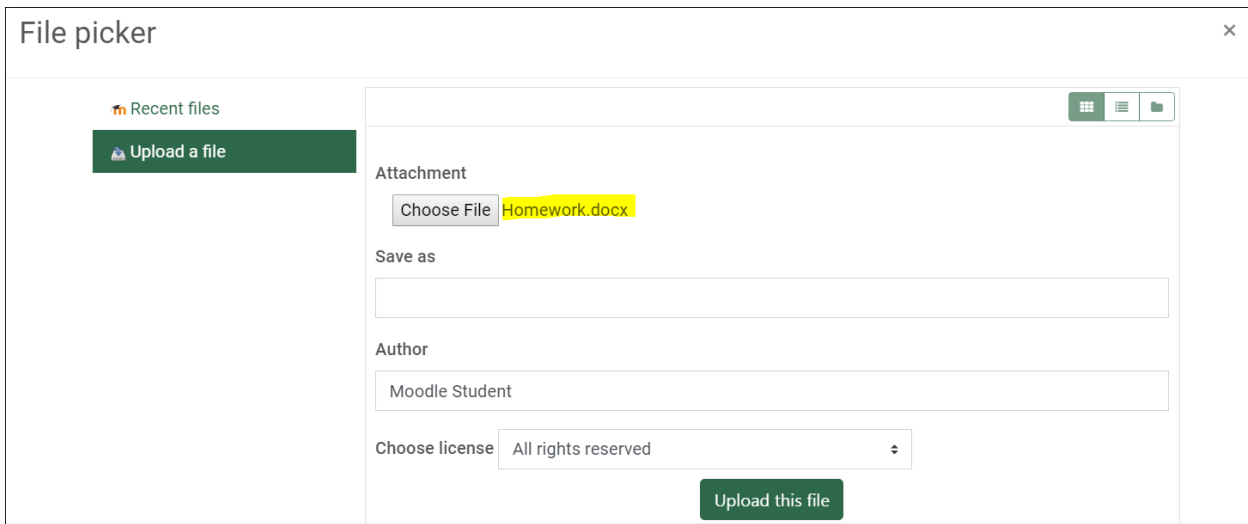
- If you use the Add File method, click on **Upload a file**. Then click on **Choose File**.



- Locate and select the file you want to attach and click the **Open button**.



5. Verify that your file appears next to the **Choose File** button, and then click **Upload this file**.



6. Next, verify that your file appears in the File submissions box (example file circled below) and then click **Save changes**.

Assignment - Practice Submitting a File

This activity will demonstrate how to submit a file using the assignment activity.

Use a word processing program (such as Microsoft Word) to create a document containing the following information:

- Your full name
- Your major
- Your career goal

Save your document as "YourLastname_assignment1"

Click "Add Submission" to upload your document.

Remember to click "Submit" to move your assignment from draft to submission!

File submissions



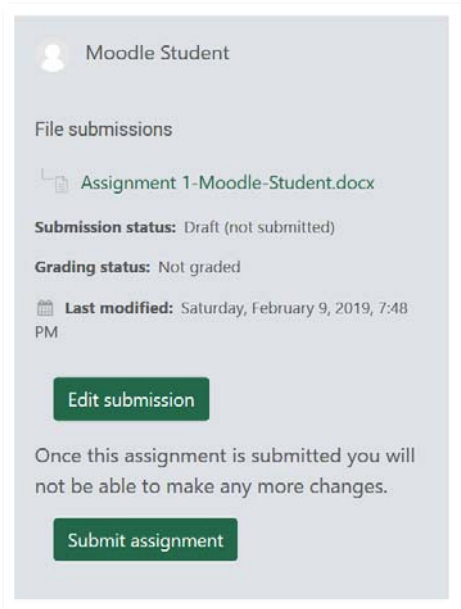
Assignment
1-Moodle-

Save changes

Cancel

7. You will then be presented with a **File Submission** box that will show you that status of your submission and your uploaded file. If allowed, you can edit this submission up until the due date. Once you are satisfied with your submission, click **Submit Assignment**.

Note that your file is not officially submitted until you click on the Submit Assignment button or until the due date is reached.



Online Text Assignments

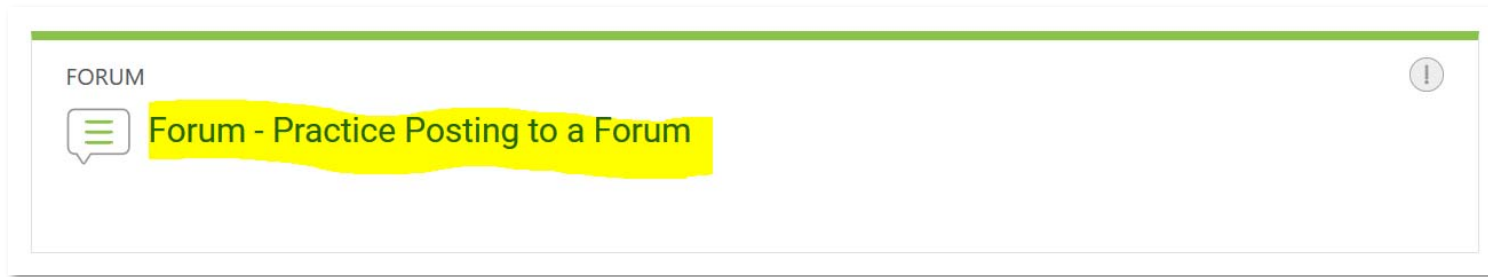
How to access and submit an online text assignment:

1. Click on the assignment link.
2. Read the instructions provided by your instructor.
3. Click the **Add submission** button.
4. Type your response in the Online Text box and click **Save Changes**.



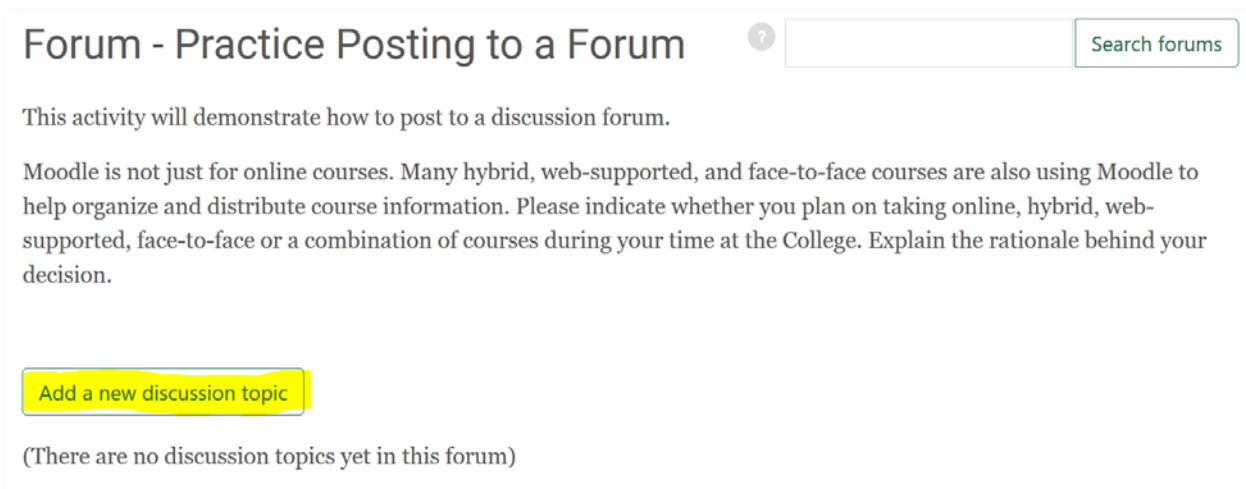
Posting to a Discussion Forum

Read the requirements and then click on the **discussion forum link** of the forum you want to post a response to.



You will be taken into the discussion forum, where further instructions will be displayed.

Click the **Add a New Discussion Topic** button to post your response.



Type a **meaningful subject** that describes the contents of your response. In some cases, your instructor will give specific instructions as to the content of your subject line.

Type your **message**.

Uncheck the **Discussion subscription** box if you do not want to receive an email each time another student posts to this forum.

Add a file under the **Attachment** area if this is something required in the discussion instructions.

Click the **Post to Forum** button to post your response.

Forum - Practice Posting to a Forum

This activity will demonstrate how to post to a discussion forum.

Moodle is not just for online courses. Many hybrid, web-supported, and face-to-face courses are also using Moodle to help organize and distribute course information. Please indicate whether you plan on taking online, hybrid, web-supported, face-to-face or a combination of courses during your time at the College. Explain the rationale behind your decision.

Subject

* Required

Message

* Required

↓ i B I ☰ ☷ 🔗 🌟 🖼️ 📎 📄



Discussion subscription

Attachment



You can drag and drop files here to add them.

Post to forum

Cancel

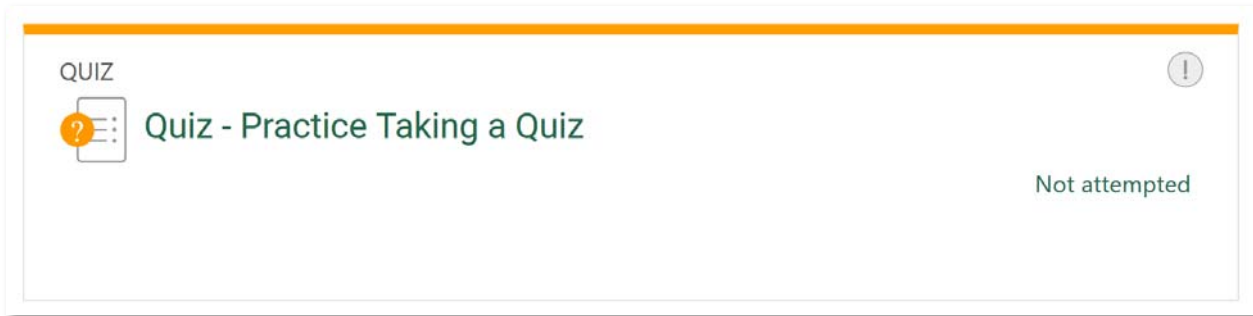
Posts from other students in the course will be listed beneath the discussion forum instructions.

To view a student post, click on the **title of the post** in the Discussion column.

Discussion	Started by	Replies	Last post
Moodle Student - Introduction	Moodle Student	0	Moodle Student Tue, Jul 3, 2018, 2:35 PM

Taking a Quiz

To open a quiz click on the name of the quiz.

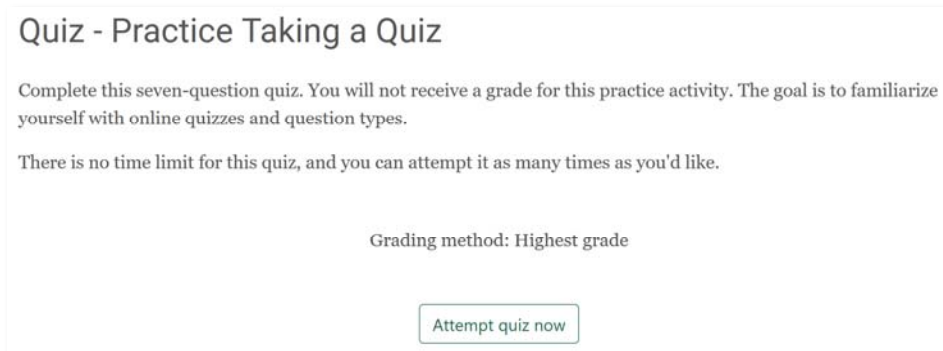


There are several screens associated with a quiz; below is a guide to interpreting these screens:

Instructions

When you first click on a quiz, you will be presented with any instructions your instructor has provided for taking the quiz.

To begin the quiz, review the instructions, and click the **Attempt quiz now** button.



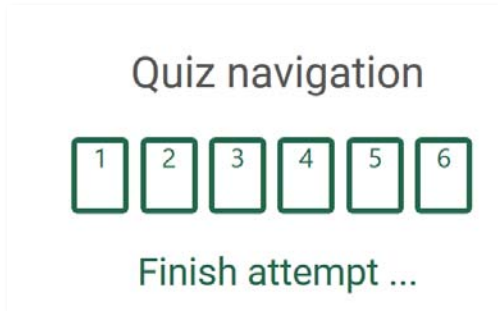
Quiz Attempt

This screen is where you answer quiz questions.

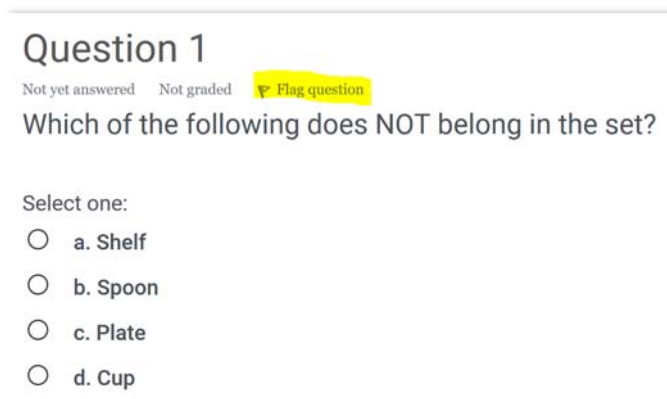
Some quizzes may only have one page of questions, while others may have several. At the bottom of each page there will be a button labeled either **Next Page** or **Finish Attempt**. The **Finish Attempt** button will always be found on the last page of the quiz. You can go back to previous questions using the **Previous Page** button.



There may be a quiz navigation box at the bottom of the screen where you can jump to specific quiz questions. This will allow you to go to different quiz questions at any time, instead of in sequential order. Not all quizzes offer this, settings are determined by the instructor.



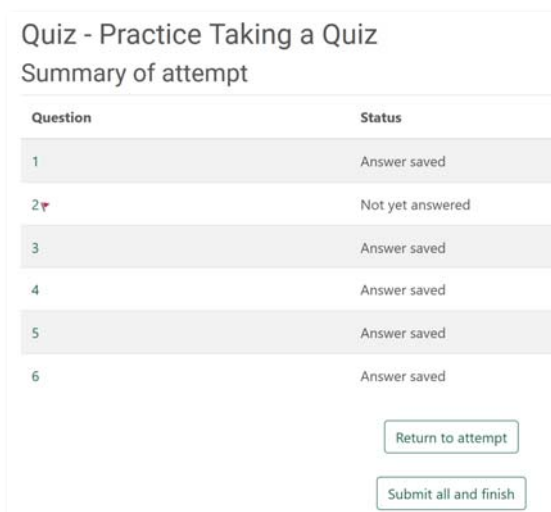
If you are unsure about a question, you can flag the quiz question to mark it as one you need to return to later. Once you have flagged a quiz question, you will see a red flag icon beside that question. This allows you to easily return to flagged quiz questions once you have responded to all remaining questions.



Summary of Attempt

Once you have clicked the **Finish Attempt** button, you will be taken to a screen which will give you a summary of your attempt. From this screen, you can easily see if you have left any questions unanswered. Any flagged questions will also show the flag icon as a reminder that you need to revisit the question.

If you need to revisit any questions, click the **Revisit attempt** button. Once you have reviewed the attempt and are satisfied with your answer choices, click the **Submit all and finish** button.



Grade

If the quiz does not contain short answer or essay questions, it will be graded automatically by Moodle. Otherwise you will have to wait for your instructor to manually grade the quiz.

You can see your grade on the next screen, as well as review your quiz attempt.

Started on	Sunday, February 10, 2019, 9:06 AM
State	Finished
Completed on	Sunday, February 10, 2019, 9:18 AM
Time taken	11 mins 38 secs

Question 1

Complete Not graded Flag question

Which of the following does NOT belong in the set?

Select one:

a. Shelf

b. Spoon

c. Plate

d. Cup

Your answer is correct.

The correct answer is: Shelf

Question 2

Not answered Not graded Remove flag

In at least one paragraph, describe three causes for the American Revolutionary War.

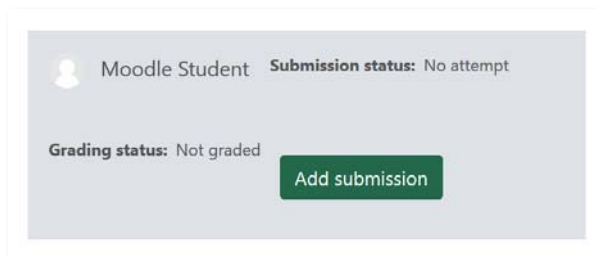
If you review the quiz attempt, depending upon quiz settings, you may see none, some or all of the following:

- Your quiz attempt
- If your answers were correct
- Your overall grade on the quiz
- Any feedback provided
- The correct answer to a question

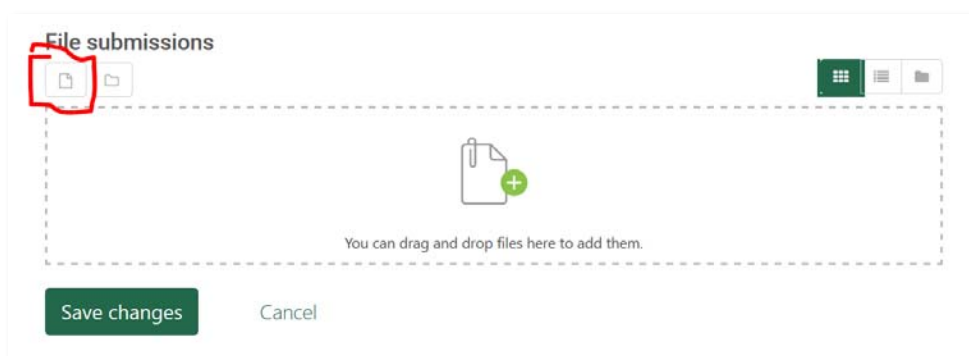
If you are allowed multiple attempts, and you have attempts remaining, you can retake the quiz at any time prior to the quiz due date.

Submitting a File to Moodle from Google Drive or OneDrive

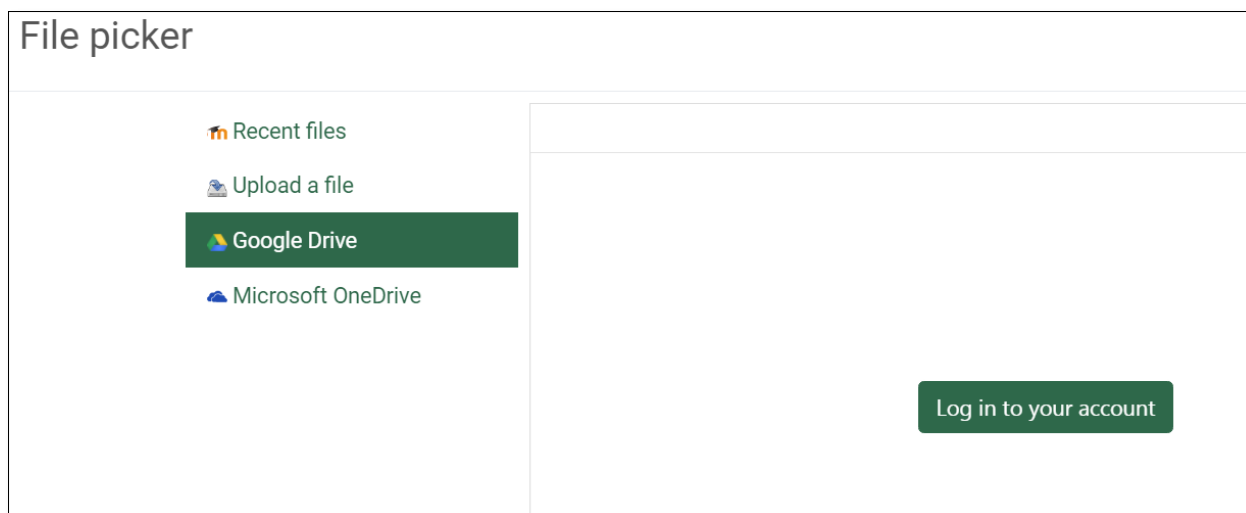
1. Go to your course in Moodle.
2. Click on the Assignment you want to submit.
3. Click the **Add submission** button.



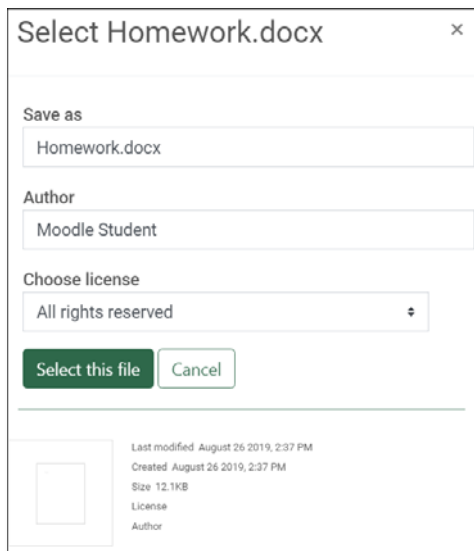
4. In the **File Submissions** box, click on the **Add** icon (circled below).



5. This brings up the **File Picker**, which allows you to choose the location you want to add the file from (see image below). The first time you use either "Google Drive" or OneDrive" you will be asked to login to that account.



6. Locate and select the file you want to attach, and then click the **Select this file button**.



7. Next, verify that your file appears in the File submissions box (example file circled below) and then click **Save changes**.

Assignment - Practice Submitting a File

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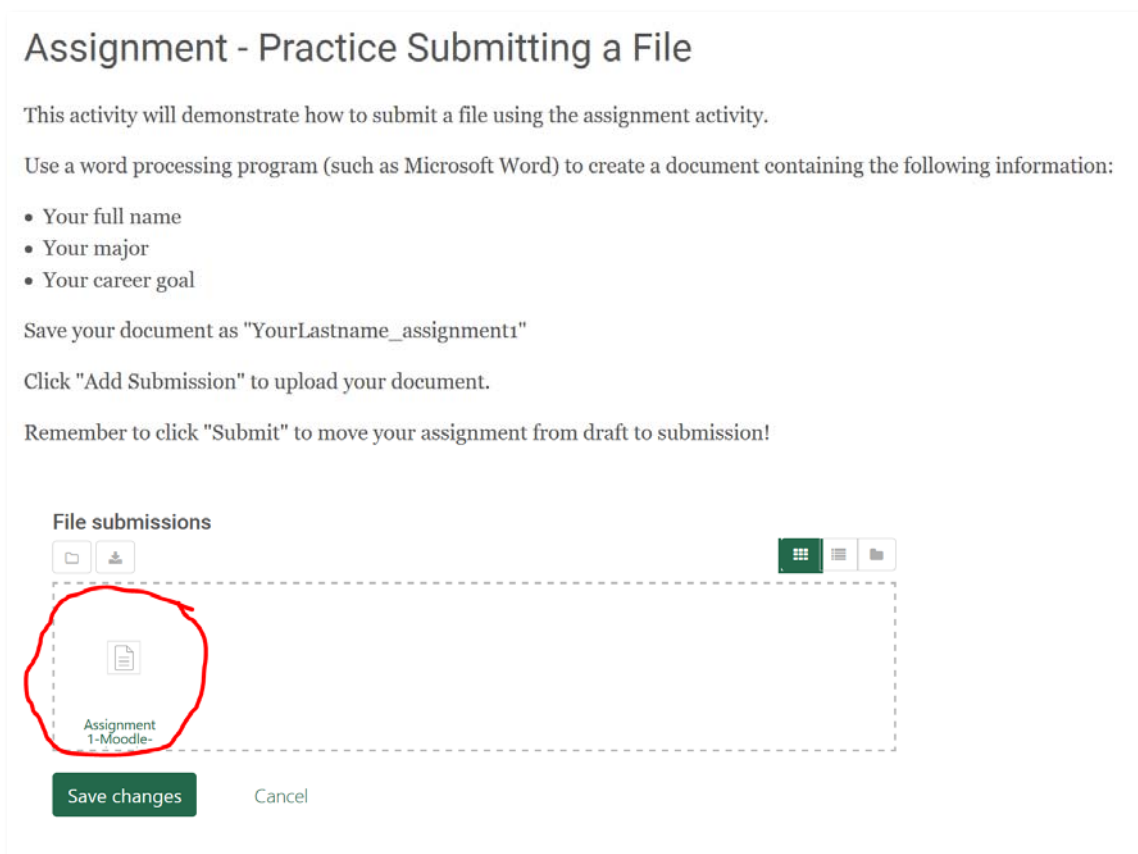
Click "Add Submission" to upload your document.

Remember to click "Submit" to move your assignment from draft to submission!

File submissions

Assignment 1-Moodle

Save changes Cancel



8. You will then be presented with a **File Submission** box that will show you the status of your submission and your uploaded file.
9. **If allowed**, you can edit this submission up until the due date. Once you are satisfied with your submission, click **Submit Assignment**.

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