

Moodle Guide For Students



Prepared: March 2020
Centre for Teaching & Learning
College of New Caledonia

Logging in to Moodle:

First! Have your CNC Credentials ready – Your username and the password you created to log into CNC Connect! Don't have them? Go Here! <https://tools.cnc.bc.ca/cncaccount/> Have Them? Let's Go!

On the College of New Caledonia's main page, <https://cnc.bc.ca/> under the heading "LOGIN" as shown below, click on the word Moodle this will take you to the Moodle main page.

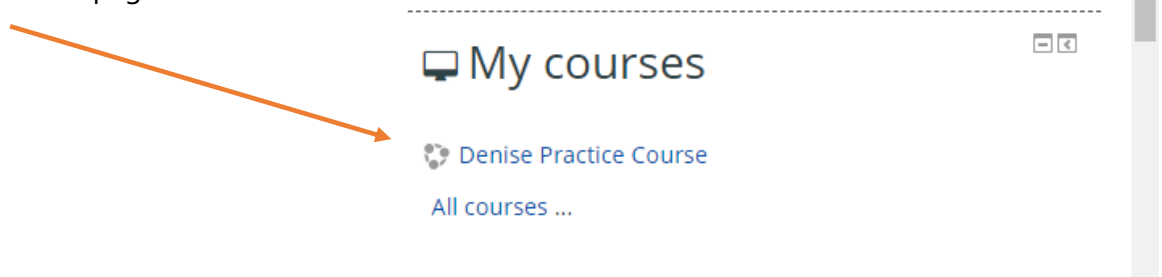


Clicking on [Moodle](#) will open the College of New Caledonia Moodle site. Click Here or Here (Login via SAML2)

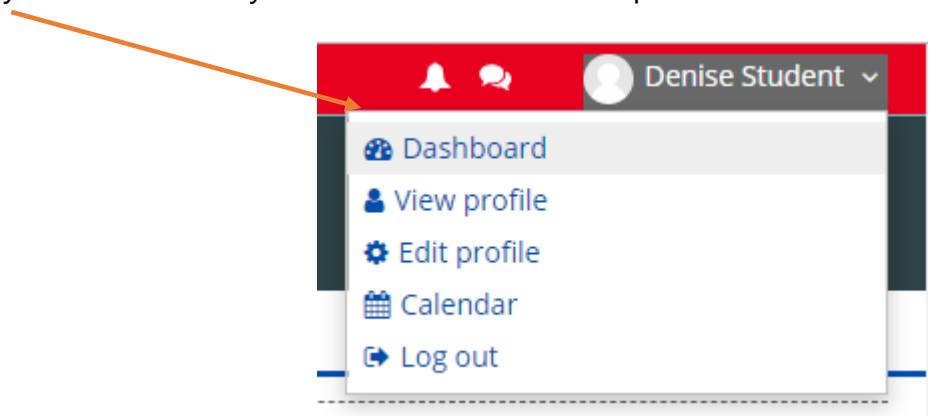
For log in instructions, [click here](#)

Accessing Your Courses:

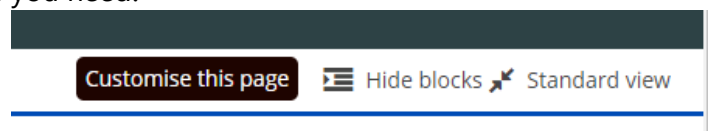
Be sure you are logged into Moodle before attempting to access your courses. You can access your courses a couple of ways 1.) My Courses – this block is located on the right side of the Moodle home page



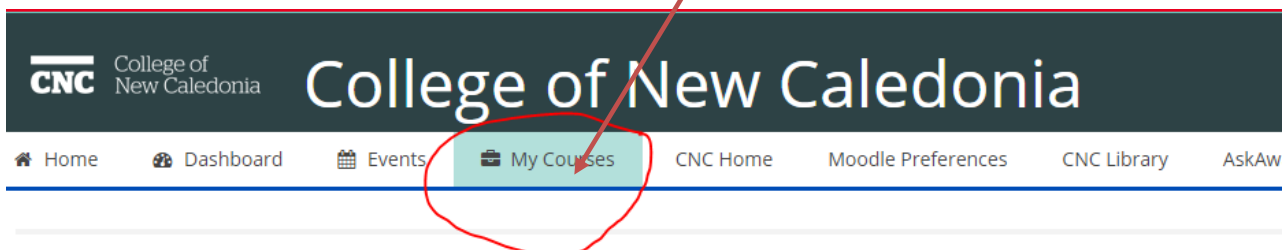
2.) **OR** on your Dashboard. Roll your mouse over your name to show the dropdown list.



Once in your **Dashboard** it is possible to customize your Dashboard to display the courses you want to see now and hide the rest. Once your page is customized, just click on Dashboard after you log in and you'll be ready to open the courses you need.

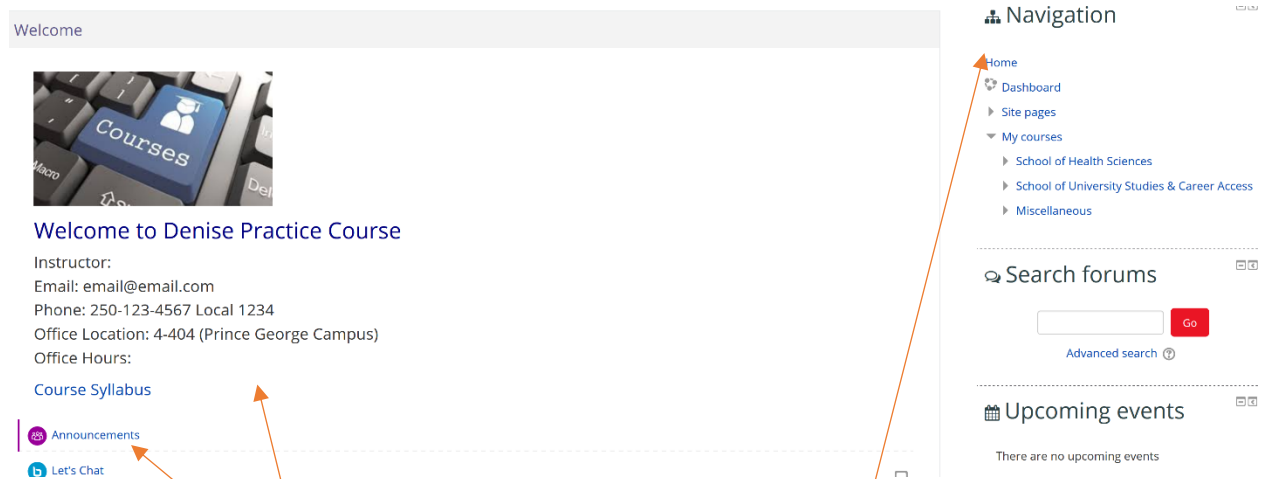
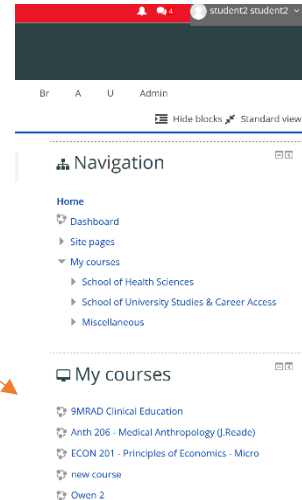


3.) **OR** on the top bar under "My Courses" (it will list all the courses you have access to).



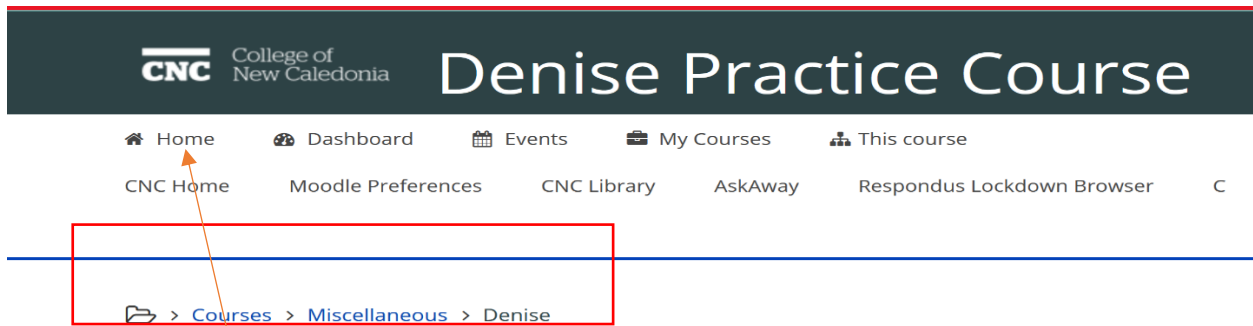
Navigating Your Course:

To open a course, click on its name.



The main course contents appear on the left side of the page. The top section is the course information area, where you will likely see an **Announcements** link, the course syllabus and other materials posted by your instructor.

Blocks labeled **Administration**, **Activities**, and **Navigation** etc., are on the right side of the page. The **Administration** block provides access to your course grades. The **Activities** block offers access to materials posted in the course. The **Navigation** block also provides access to a course participant list, and your dashboard. The **Activities** block offers quick links to all the activities and resources posted in your course. Your course will also include blocks for a course calendar, upcoming events, recent announcements, etc.

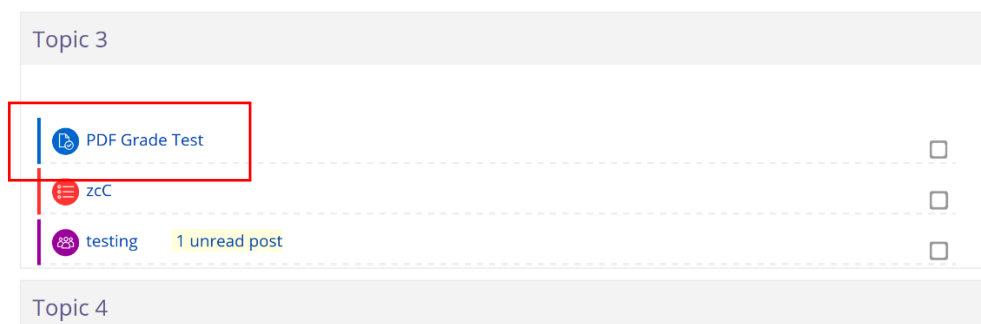


A so-called "**breadcrumb trail**" appears just below the quick links near the top of the Moodle page. Each time you open a new page, a link to the previous page appears on this trail.

- Click on "Home" to return to your Moodle home page (where you land after you log in).
- Click on the course name to return to the course home page (where you land when you first open the course).

Accessing the Content:

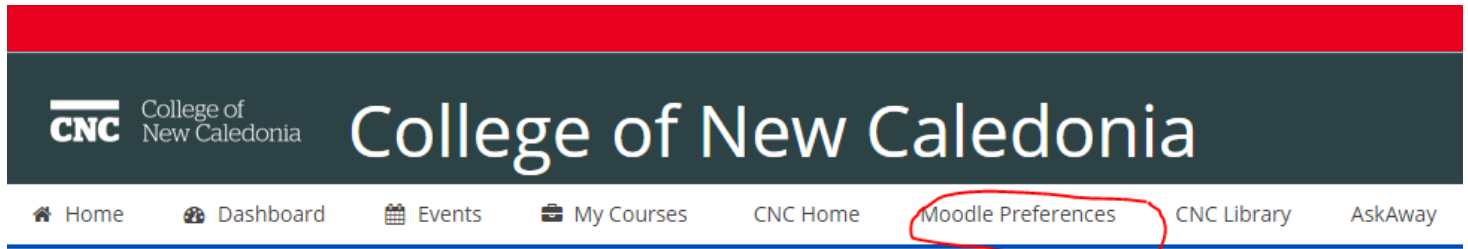
The "Content section" of Moodle can look different depending on your course. Some courses are set up in a "Grid," a series of squares, usually with pictures, click on the squares to get to your content. Some courses have collapsed sections that you will click on to open and close the section. Some may have a series of "Breadcrumbs" across the top of the main course contents section. And some will have a wide column separated by topic or date and you will scroll up or down to access content.



To access any of the content click on the blue links / text.

Messages in Moodle:

Unless disabled by the administrator teachers, students and other users may send and receive private messages via Moodle. This is in addition to receiving notifications about assignments, forum discussions etc. To customize your settings, click on the top menu your screen and choose **Moodle Preferences**.

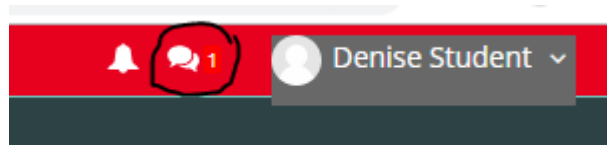


Message preferences

Prevent non-contacts from messaging me

Personal messages between users	Online	Offline
Email	Off	On

New messages are highlighted with a number in the messaging menu at the top of the screen; note that the number reflects the number of people who have sent new messages, and not the actual number of new messages.



Checking Your Grades:

Many instructors use Moodle's gradebook feature, **but not all of them do so**. Some instructors "weight" their grades, while others add up all the scores and compute your grade based on the percentage of the total possible points you earn.

Things to keep in mind:

- **Not all grades may be reflected in the grade book.** Some instructors use complex grading formulae that do not lend themselves to Moodle's gradebook. Be sure to ask your instructor any questions you have about the gradebook.

- **Your total points possible may not match someone else's.** In most cases, the total points possible in your gradebook will reflect only the items graded so far. Thus, if your instructor has entered a grade for the paper you turned in on time, but has not yet graded your friend's late paper, your total possible score will differ from your friend's.


To check your grades, click on the link labeled **Grades** in the **Administration** block found on the left side of your course home page.

- ▼ Denise
 - ▶ Participants
 - 🏆 Badges
 - ▶ Competencies
 - ▶ Grades
 - ▶ Welcome
 - ▶ Overview of Course
 - ▶ Topic 2

Assignments & Quizzes:

These will vary based on the course and your instructor, it is VERY important that you carefully read through all instructions, noting requirements and deadlines. In some cases, if you miss a deadline you will NOT be able to upload your assignment. Quizzes too are time limited and will in some cases cut off abruptly.

An assignment may look like this:

 [The BIG Essay](#) □

What are the reasons for the economic downturn in 2008?

Please submit a 2,000 word essay, lines double spaced, proper margins and citing of sources. Submit by the 9th week of class.

When your assignment is ready to be submitted ensure that it has been saved in the format (Word / PDF / other) your instructor has directed, usually a word document or a PDF. Click on the link, above it's the blue text "The BIG Essay."

This page will open.

The BIG Essay

What are the reasons for the economic downturn in 2008?

Please submit a 2,000 word essay, lines double spaced, proper margins and citing of sources. Submit by the 9th week of class.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 3 April 2020, 12:00 AM
Time remaining	6 days 10 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet

The most important part of this page is the "Add submission" button. Click on it.

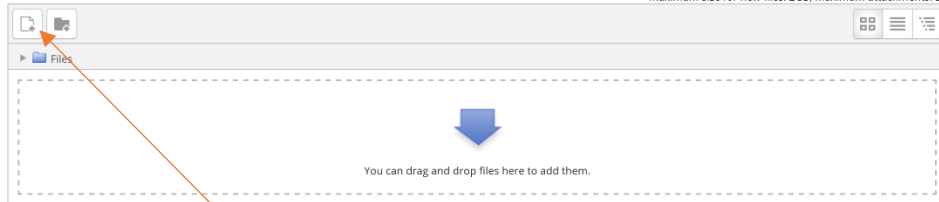
The BIG Essay

What are the reasons for the economic downturn in 2008?

Please submit a 2,000 word essay, lines double spaced, proper margins and citing of sources. Submit by the 9th week of class.

File submissions

Maximum size for new files: 2GB, maximum attachments: 20




Save changes

Cancel

Drag and drop or navigate to (click on the white document icon) your document to load it in the drop box field. Then click "Save changes."

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 3 April 2020, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Friday, 27 March 2020, 2:29 PM
File submissions	 CHEF tony psd.docx
Submission comments	▶ Comments (0)

Edit submission

You can still make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

This screen will open. There are two buttons "Edit Submission" and "Submit Assignment." "Edit submission" allows you to "claw back" the assignment if you need to change anything... UNTIL you click on "Submit assignment" your assignment has NOT been submitted. " When you are sure everything is ready to submit, click "Submit assignment"

NOTE: Some instructors will have set Moodle to require you to click additional buttons to confirm that the submitted assignment is your own work. Make sure to check for this variation.

Quizzes are accessed from the content section of your course; some instructors use them some don't. Quizzes in Moodle can contain any form of question from True/False to Essay. Click on the blue text in the content section that designates your quiz. This page will open.

[Home](#) > [Courses](#) > [Miscellaneous](#) > [Denise](#) > [Overview of Course](#) > [Mid Term](#)

Mid Term

This Quiz is available all this week. However you have a time limit of 1 hour

Time limit: 1 hour

Grading method: Highest grade

Attempt quiz now

Click on "Attempt quiz now"

A page that looks like this will open, your test has begun, if timed, the timer starts counting down.

Question 6
Not yet answered
Marked out of 3.00
Flag question

Touch Operations with Dollars and Cents. Constant Multiplication.
Set the decimal point selector at the appropriate setting.

$\$8.16 \times 35 =$

$\$8.16 \times 37.5 =$

$\$8.16 \times 40 =$

Question 7
Not yet answered
Marked out of 1.00
Flag question

Touch Operations with Dollars and Cents. Constant Multiplication.
Set the decimal point selector at the appropriate setting.

$\$8.16 \times 35 =$ [\\$285.60]

$\$8.16 \times 37.5 =$ [\\$306.00]

$\$8.16 \times 40 =$ [\\$326.40]

Answer:

Question 8
Not yet answered
Marked out of 1.00
Flag question

Filter

Select one:

- a. perform religious ceremony
- b. isolate
- c. attribute
- d. modify

Previous page

Finish attempt ...

Note the two red buttons, as this is the last page one is "Finish attempt" and one allows you to go back a page.

Each question indicates its mark value so that you plan how to attempt the test.

Also you can "flag" the question to mark it if you wish to leave it to move ahead in the quiz and return later.

When you have completed the exam click "Finish attempt"

This final page opens.

Note that missed or "flagged" questions are indicated so you can return to "fix" them.

When you have completed the exam. Click "Submit all and finish."

My courses > Miscellaneous > Denise > Overview of Course > Mid Term > Summary of attempt

Mid Term

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Not yet answered
4	Answer saved
5	Answer saved
6	Not yet answered
7	Incomplete answer
8	Not yet answered

Return to attempt

Time left 0:41:59

This attempt must be submitted by Friday, 27 March 2020, 3:56 PM.

Submit all and finish

Quiz navigation: 1 2 3 4 5 6 7 8

Finish attempt ...

This completes our student guide. If you have questions, please ask your instructor.