

CENTRE FOR TEACHING AND
LEARNING/STUDENT MOODLE
HANDBOOK

April 2018



Logging in to Moodle:

Welcome to the College of New Caledonia!

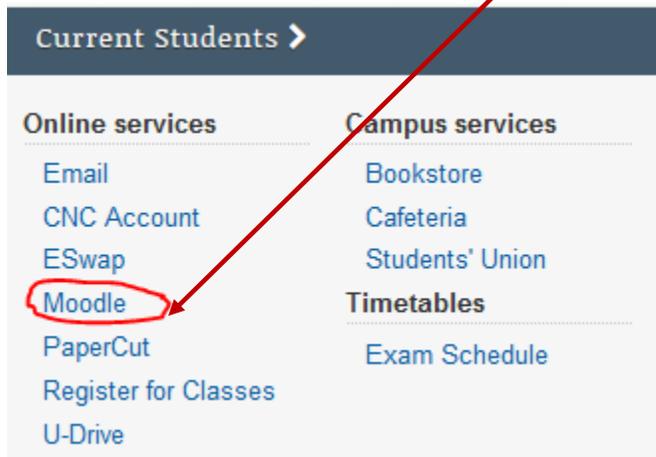
Logging in to Moodle is simple and easy!

First, determine if your instructor uses Moodle. If your instructor does, follow these steps:

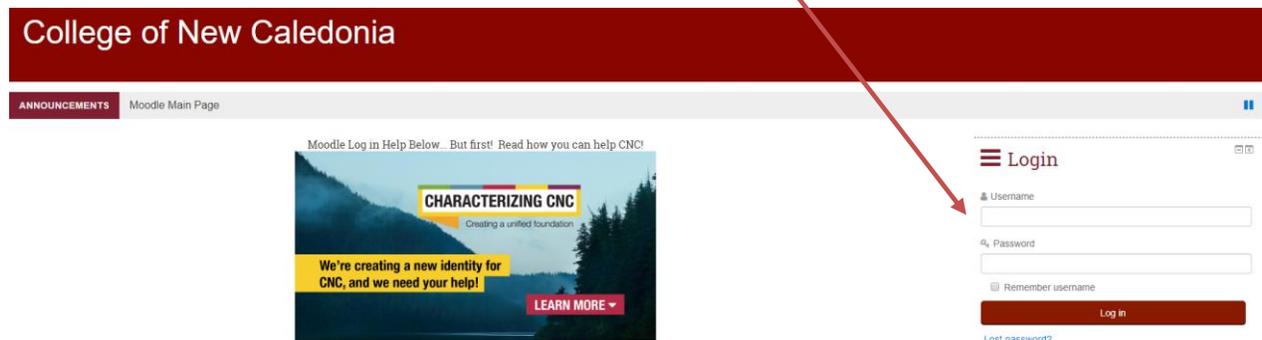
Locate your user name provided by CNC. You will have used this name to log onto CNC Connect. In that process you created your own password. We suggest you use the same password for Moodle.

On the College of New Caledonia's main page, www.cnc.bc.ca in the center section under the heading "Current Students" you will find the link to Moodle. It's the word "[Moodle](#)" underlined and blue to indicate an active link.

Click on [Moodle](#) to get to the Moodle site.



Clicking on [Moodle](#) will open the College of New Caledonia Moodle site. Click on Login, use your username given to you by Admissions and enter the password **changeme** click on the Log in button



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

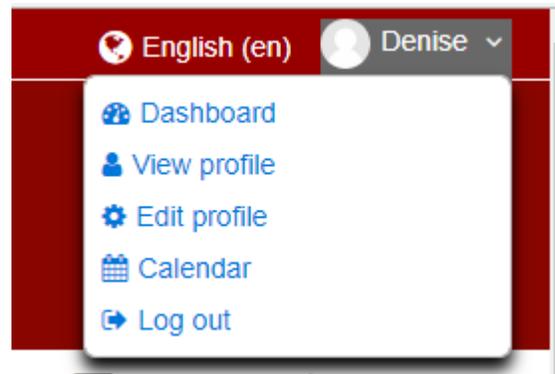


My courses

 [Denise Practice Course](#)

[All courses ...](#)

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.

ANNOUNCEMENTS

Hello

[Customise this page](#)

 [Hide blocks](#)  [Standard view](#)

Course overview

Denise Practice Course

 [You have assignments that need attention](#)

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 of the activities and resources posted in your course. Your course will also include blocks for a course calendar, upcoming events, recent announcements, etc.

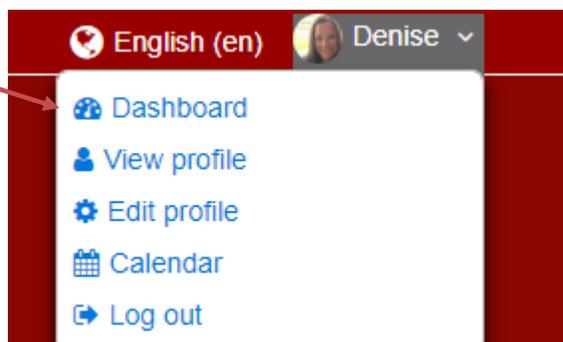
A so-called "**breadcrumb trail**" appears just below the quick links near the top of the Moodle page. Each time you open a new page, a link to the previous page appears on this trail.

- 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).

Updating Your Profile:

In your profile you can update your name, set how your email address is viewed, add a picture etc.

To begin editing your profile click on the dropdown arrow on your dashboard located on the top far right, **and click Edit profile**

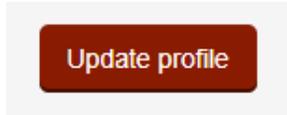


Fill in the city/town and as many other fields as desired. Click on the **Update profile** button at the bottom of the page when you are finished.

Update profile

Add a Picture:

Upload your photo by dragging and dropping it into the file selection box or by clicking on the **Files** link at the top of the box. Add a description of your picture for anyone using a screenreader or other adaptive technology to view your profile. Remember to click Update profile



▼ User picture

Current picture None

New picture  Maximum size for new files: 1000MB, maximum attachments: 1

A file selection interface showing a "Files" folder icon, a dashed box for file drop, and a blue arrow pointing down with the text "You can drag and drop files here to add them." There are also icons for grid, list, and search in the top right corner.

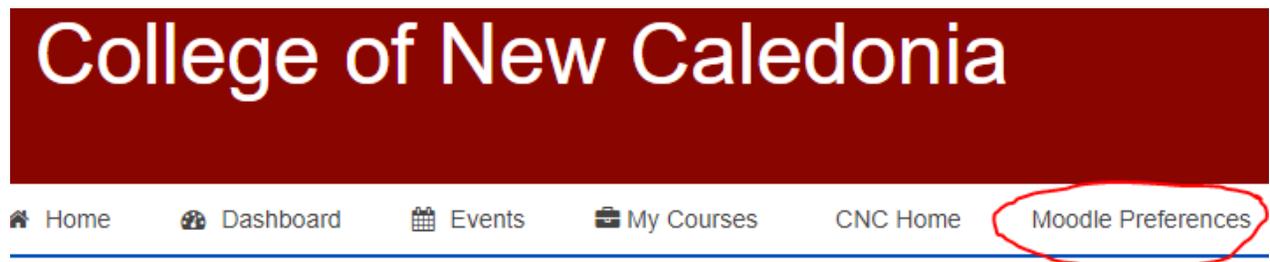
Picture description

Note: to return to your Moodle home page after updating your profile, click on **Home** in the upper left corner of the screen

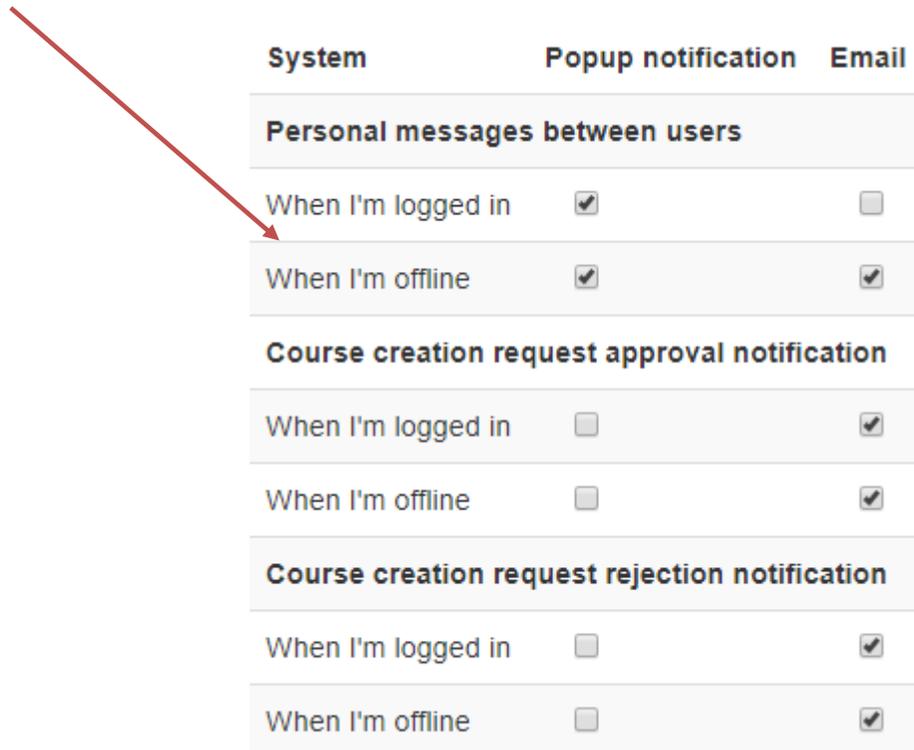
Messages in Moodle:

Choose when you'd like to receive messages from Moodle!

To customize your settings, click on the top menu your screen and choose **Moodle Preferences**.



From the list of options displayed, click on **Messaging**. You can configure notification methods for incoming messages



System	Popup notification	Email
Personal messages between users		
When I'm logged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course creation request approval notification		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course creation request rejection notification		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 of 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.



Administration

▼ Course administration

 **Grades**

▲ Competencies