

# Getting Started in Moodle

*CNC Learners*

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## **Contact Us**

If you find any errors, omissions, or corrections; or require additional support, find us in Room 2-908 (900 Block next to mail Campus)



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## Conventions

When you see	You should
<b>Bolded words</b>	Click the bolded item
<i>Italicized words</i>	Refer to other resources
[Square Brackets]	Press the [key] on your keyboard
<u>Underlined words</u>	Set the underlined field to the value indicated

## Terminology

Word/Acronym	Meaning
<b>Activities</b>	General name for a group of features in a Moodle course.
<b>Assignments</b>	Allow learners to submit their work for grading.
<b>Block Drawer</b>	A small arrow in a semi-circle on the right side of every Moodle screen.
<b>Dashboard</b>	A customizable page with details of your course progress and upcoming deadlines.
<b>Home Page</b>	The first page someone will see when they log into Moodle.
<b>Menu Icon</b>	Three horizontal lines in the top left corner of every Moodle screen.
<b>Moodle</b>	Modular Object-Oriented Dynamic Learning Environment.
<b>Top Ribbon</b>	The red horizontal line across the top of every Moodle screen.

Icon	Meaning
	Warning
	More information
	Path/screen

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## Contents

1. How to Edit Settings in Moodle.....	1
1.1. How to Edit your Profile? .....	1
1.2. How to Edit Additional Settings? .....	1
2. How to Navigate to Courses in Moodle?.....	2
3. How to Submit Course Work.....	3
3.1. How to Submit Assignments .....	3
3.2. Completing a Quiz/Test/Exam on Moodle.....	4
4. Messages and Other Notifications .....	6
4.1. How to Send Messages in Moodle.....	6
4.2. Notifications in Moodle .....	7

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# Getting Started in Moodle

CNC Learners

The purpose of this document is to give students the information to get started using Moodle effectively in their learning journey.

## 1. How to Edit Settings in Moodle

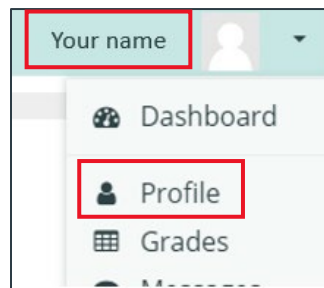


### Any Moodle Screen

In your Moodle profile, you can add a profile picture, choose how you would like to receive emails, subscribe to forums and much more!

#### 1.1. How to Edit your Profile?

1. Click on your name in the top right corner → Click profile

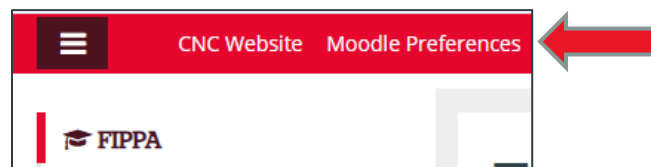


2. In this screen information is divided into multiple blocks, such as:
  - a. User details – Update your profile by clicking **edit profile**.
  - b. Privacy and policies – Moodle’s policy about confidentiality, terms of use, etc.
  - c. Miscellaneous – Review your activity on blogs, notes, forums and learning plans.
  - d. Reports – See everywhere your login activity, and grades overview report.
  - e. Mobile App – A QR code is available to download the mobile app.

#### 1.2. How to Edit Additional Settings?



### Any Moodle Screen



1. Click Moodle Preferences in the top ribbon
2. In Preferences you can change the following:
  - a. Preferred Language
  - b. Forum Preferences
  - c. Portfolios – where portfolios have been enabled, their visibility can be set here on an individual basis.
  - d. Blogs

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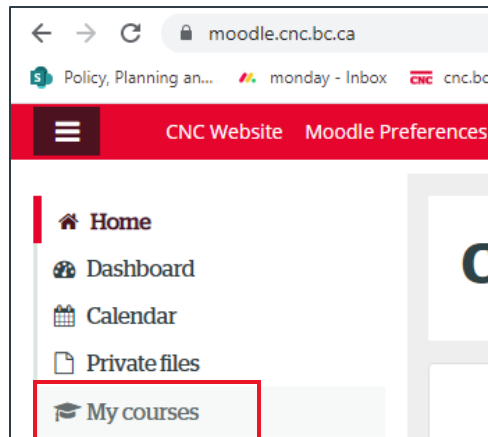
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## 2. How to Navigate to Courses in Moodle?



### Any Moodle Screen

There are multiple ways to navigate to your course in Moodle. The simplest way is to click



My Courses in the left-hand menu



If you cannot see the menu, click the menu  icon in the top left corner

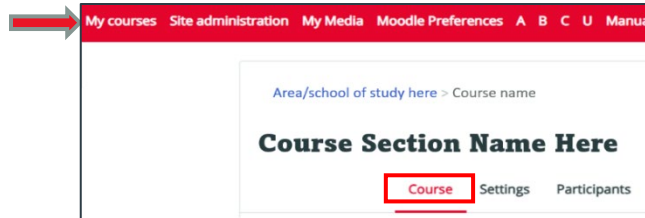
**Courses are split into sections. Sections can contain different media (text, weblinks, activities, etc.). Depending on the course they layout and sections may differ.**

### 3. How to Submit Course Work

#### 3.1. How to Submit Assignments



My Courses → Select the Course → Course Tab



1. Scroll down to course screen to the assignment you would like to submit.



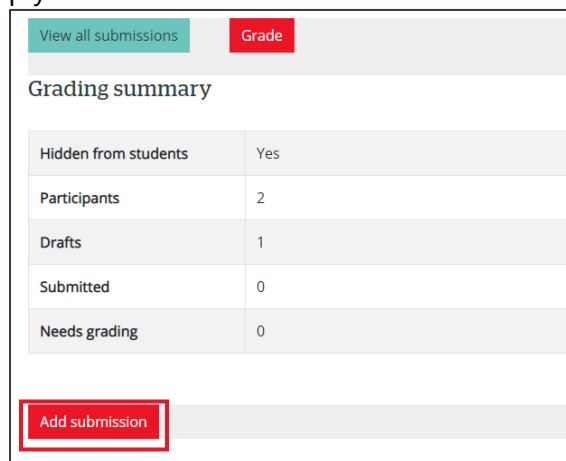
Assignments are marked with...



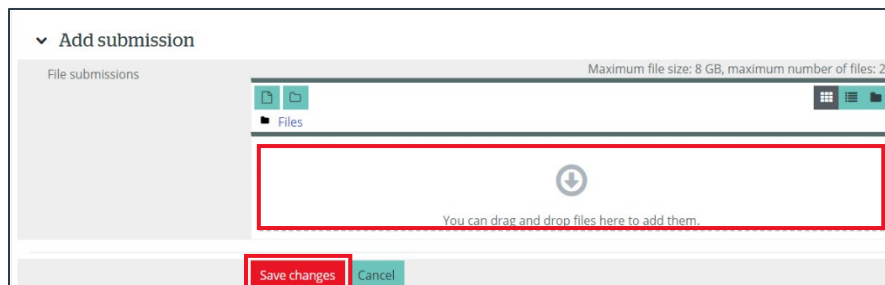
2. Click on the assignment name.



3. Click **Add Submission**
4. Then drag and drop your work into the File submission section



5. Click **Save changes**



**Faculty may limit the types of files that can be submitted for a specific assignment. Ensure your document is the correct type of file.**

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### 3.2. Completing a Quiz/Test/Exam on Moodle

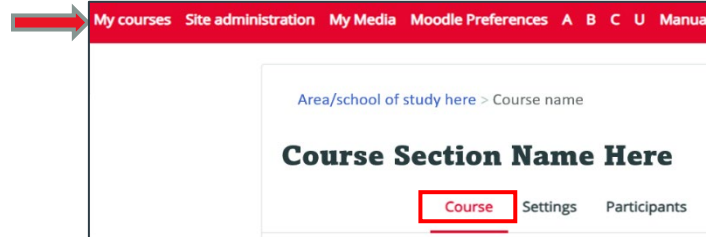


To avoid any technical issues the recommended browser is Google Chrome. DO NOT USE Internet Explorer

During the quiz, do not open other windows or programs and do not use the browser back button to return to the previous page



My Courses → Select the Course → Course Tab



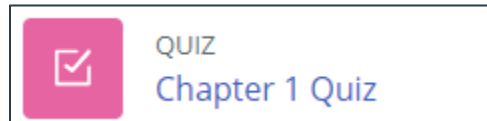
1. Scroll down to course screen to the quiz/test/exam you need to complete



Quizzes/Tests/Exams are marked with...



2. Click on the quiz name at the start of the allotted time for the quiz.



3. Click **Start attempt**
4. Use the quiz navigation to move between courses and pages.
5. When you have answered the last question, click **Finish attempt**
6. In the quiz you will be taken to the Summary of Attempt window.
  - a. In this screen, you can confirm you have answered all the questions. You can go back to any question by clicking on the question number.
7. Click **Submit all and finish**.
8. Click **Submit all and finish again**, in the pop-up.

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## 4. How to View your Grades and Feedback



My Courses → Select the Course → Grades Tab



1. An overview of your grades and feedback will appear.

### 4.1. To View Feedback on a Specific Assignment

1. Scroll down to the assignment section
2. Click the assignment name

▼ Assignments					
ASSIGNMENT	Bird Assignment	0.00 % ( Empty )	-	C--A+	0.00 %
ASSIGNMENT	Dogs - Collaborative Project	100.00 %	91.50	0-100	Great job! 91.50 %
AGGREGATION					
✕	Assignments total	-	91.50	0-100	-
Simple weighted mean of grades.					

3. Scroll down to the Feedback section

Feedback	
Grade	91.50 / 100.00
Graded on	Tuesday, 18 July 2023, 12:54 PM
Graded by	SJ Sarah Johnson
Feedback comments	Great job!

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## 5. Messages and Other Notifications

In addition to receiving notifications for assignments, Faculty, Learners, and other users may send and receive private messages.

1. New messages are highlighted with a number in the messaging menu on the top right of the screen.



4.

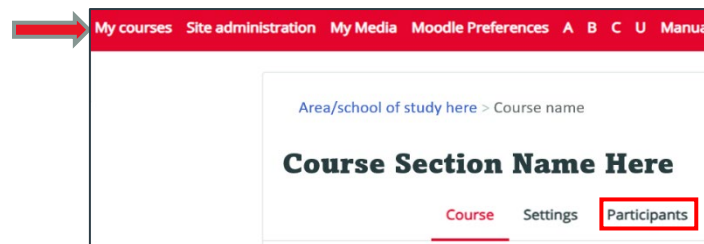


The number represents the number of people who have sent a message, not the total number of messages received.

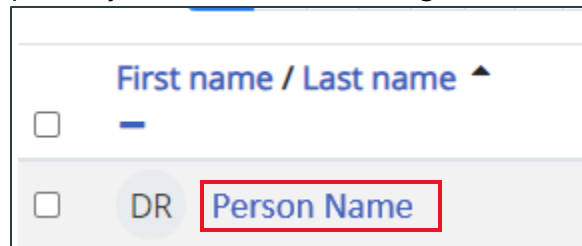
### 5.1. How to Send Messages in Moodle



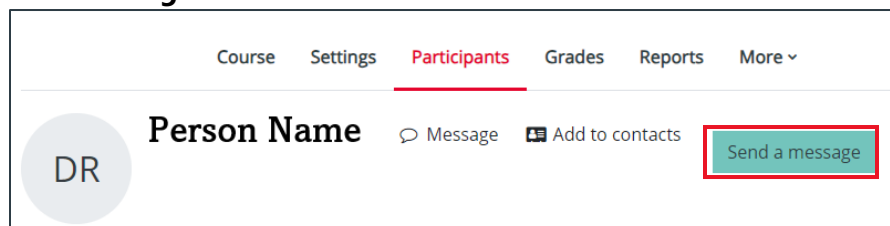
My Courses → Select the Course → Participants Tab



1. Click the name of the person you would like to message



2. Click **Send Message**



3. Optional: Click **Add recipients** if you would like to send the message to multiple people
4. Enter Subject
5. Enter Message
6. Optional: Attach files
7. Click **Send**

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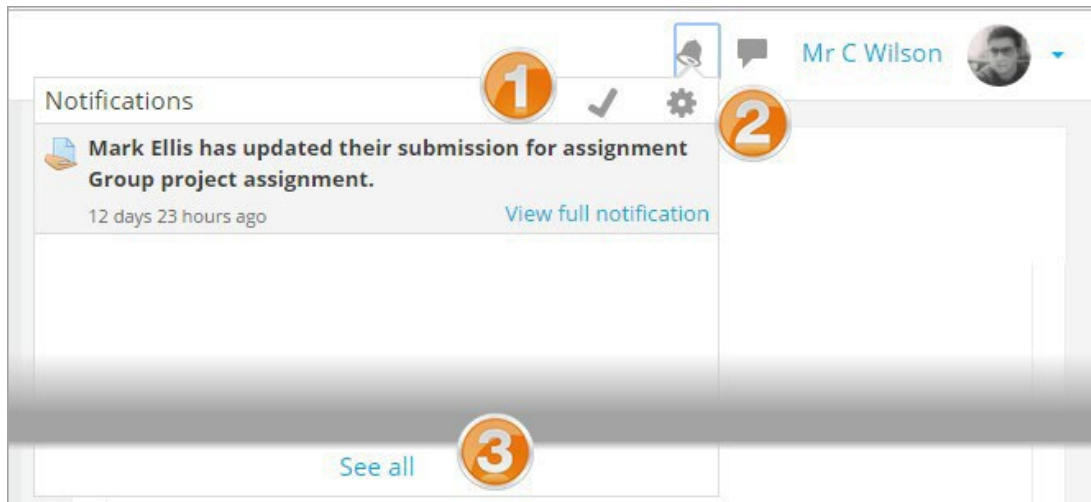
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## 5.2. Notifications in Moodle

Notifications alert Moodle Users about events in Moodle such as new forum posts, and assignment grading. New notifications are highlighted with a number at the top right of the screen.



1. Click on the notification icon to display the notifications.
  - a. Click on the check mark (1) to mark all as read.
  - b. Click on the gear (2) to change your notification preferences.
  - c. Click **See all** (3) to see all notifications.



- 5.
- 6.
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- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

## Version History

Version	Date	Description
1.1	June 2, 2023	Reformat legacy document
1.0		Legacy Document