

Quick Start Guide: CE Moodle

<https://roanokechowance.mrooms.net/>
(opens in a new window)

LOGIN

Click on **Moodle** in the top menu bar of the [college homepage](https://www.roanokechowan.edu), (<https://www.roanokechowan.edu>). Then, click on **Continuing Education Moodle Login**. Next, click the Log in button in the upper right-hand corner.



Enter your username and password.

Your username is your WebAdvisor username: first initial of first name + first initial of middle name (if on record) + last name + last 4 digits of student ID number as in **mmoodle1234** for **Mary Ann Moodle** whose ID is 000**1234**. Your password is your 8-digit birthdate as in 01012000 (January 1, 2000). Click on the **Log in** Button. **Do not share your account information with anyone.**

LAYOUT & NAVIGATION

Once logged in, the personal menu will display courses in which you are enrolled. Click the **My Courses** link (upper right side) to get to the personal menu (below).

Click the course you need to enter. By clicking the star (upper right of each course card), you can denote the course as a favorite, which will move it to the top and give quick access. Use the personal menu to log out.

Older courses are separated from current ones on the personal menu by year. Also, to the right, links are provided to access Deadlines, Feedback, Messages, and Forum posts.

Once you've entered a course, a table of contents will display on the left-hand side and content will be in the center, flowing top to bottom. Each section is a separate web page. Click on the table of contents links to navigate to each section.

As you explore your course, a list of "breadcrumbs" builds at the top left of the page. Each breadcrumb represents a level you moved through in the course.

[Home](#) / [My Courses](#) / [R-CCC Moodle Training](#) / [Resources](#)

Clicking on a **breadcrumb** returns you to that level. The sample above shows the **course name, R-CCC Moodle Training**; clicking it returns you to the course's main page.

Course tools are in one location—the **Course Dashboard**. Click on the dashboard link (left-hand side beneath the table of contents) to navigate to it. Here you will access your grades, any badges earned, and course participants. You can also access blocks.

ACTIVITIES & RESOURCES WITHIN A COURSE

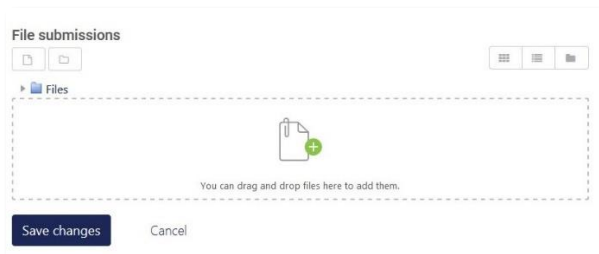
Each activity or resource is denoted by an icon and is titled. Resources may be links to Word documents, PDF handouts, PowerPoint slides, webpages, or books created by the instructor. Activities may include forums, assignments, quizzes, or a variety of other items that are graded.

SUBMITTING ASSIGNMENTS

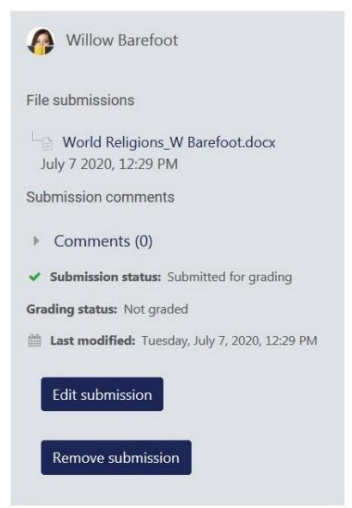
Assignment upload options *may vary* by course. The basic steps are covered below.

After you create and save a file (any type specified by the instructor), follow these steps:

1. To upload an assignment file, use the **Add Submission** button on the lower right-hand side.
2. Use the file picker or drag-and-drop the submission. To use the file picker, click **Add file** (first icon on left in the file submissions area), and then **Browse** to browse for your file.



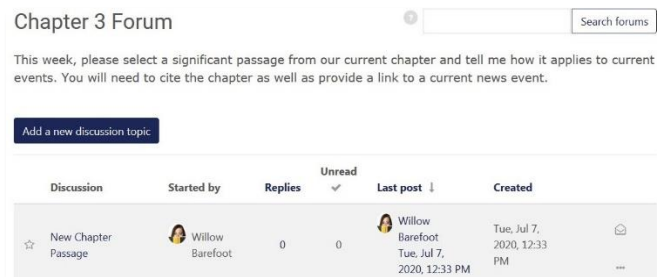
3. Double-click or highlight the file and click **Open**.
4. Then click **Upload this file**. You can also drag-and-drop your file on the File submissions page. Click **Save Changes**.
5. Depending on your instructor's preferences, you may have the option to edit or remove the submission as shown below:



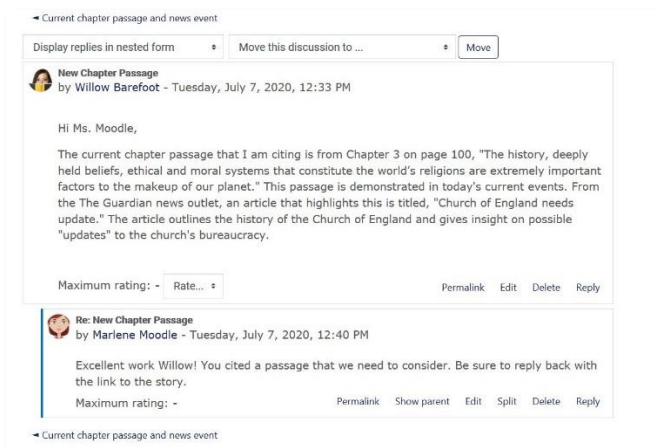
FORUM PARTICIPATION

Forum discussions are listed by time of entry. Messages are saved on the server and available for all other participants in the course. **You will have 5 minutes to delete or edit your post.**

Each topic ("thread") in the forum list contains its own conversation. By clicking on the subject of the topic, you see the conversation. To add your forum contribution, click **Add a new discussion topic**. Type your subject and message and click **Submit**.



Using nested format, replies appear indented from the message to which they reply. In order to reply to an existing conversation, use the **Reply** link at the bottom right of each post.



When participating in discussions, always use good Internet etiquette (Netiquette) including minimizing abbreviations or slang that can be misunderstood, and avoiding profanity or other inappropriate language. As a courtesy to others, include a brief descriptive subject line.

HELP AVAILABLE

For technical help with Moodle, call the **24/7 Technical Support** toll free phone number: **877-859-2661**. For on-campus help, contact the **Distance Learning Office** in the Library, Jernigan Building, **252-862-1250** or **252-862-1242**, online@roanokechowan.edu.