

# Moodle Guide For Students



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

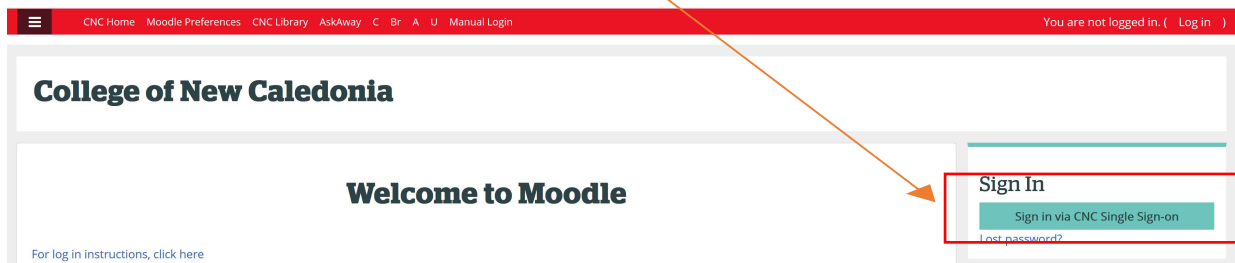
## Logging in to Moodle:

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.

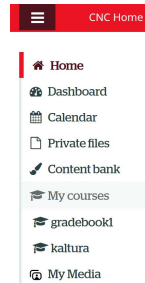


Clicking on [Moodle](#) will open the College of New Caledonia Moodle site. Click Here

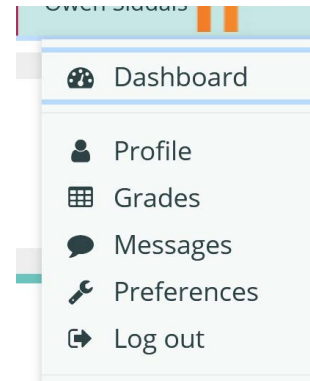


## Accessing Your Courses:

**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 left side of the Moodle home page



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

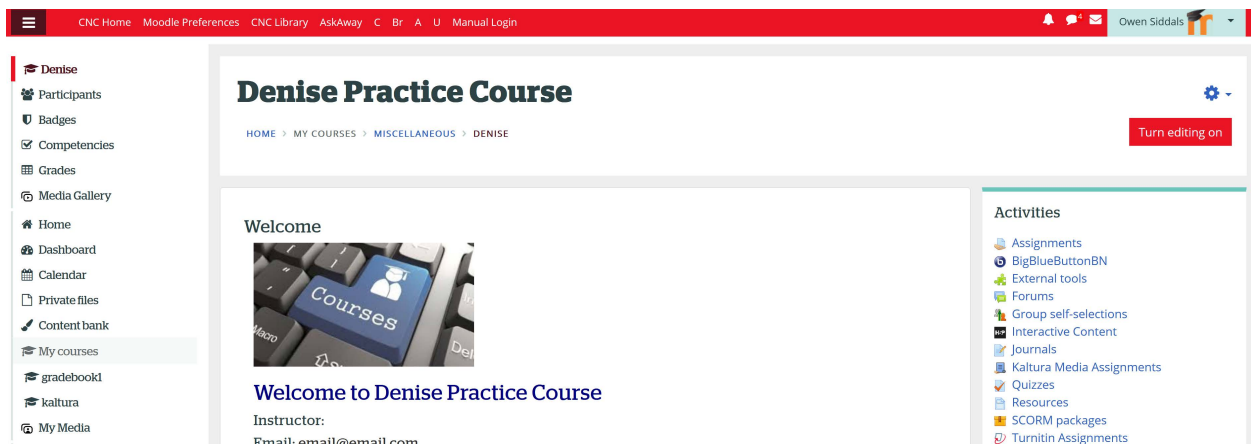
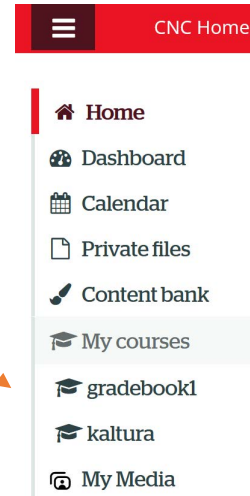


Once in your **Dashboard** it is possible to customize your Dashboard to display the courses you want to see now and hide the rest. Once your page is customized, just click on Dashboard after you log in and you'll be ready to open the courses you need.

A screenshot of a button labeled 'Customise this page'. The button is teal with white text. It is located at the bottom of the page, below the text 'Once your page is customized, just click on Dashboard after you log in and you'll be ready to open the courses you need.'

## Navigating Your Course:

To open a course, click on its name.



Moodle courses may differ in appearance but they will have similar components. 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.  
\* this may be the only section visible depending on the course configuration.

**In the left column** (Don't see a column? Click the on the square with three stripes to hide/show the column) are links to your Grades, Dashboard, Calendar, Courses Media Gallery etc.



**On the right** your course may or may not have blocks named; Activities, Announcements, Events etc.

# Denise Practice Course

[HOME](#) > [MY COURSES](#) > [MISCELLANEOUS](#) > [DENISE](#)

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.

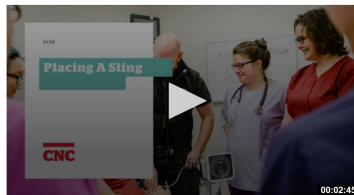
- Click on "Home" to return to your Moodle home page (where you land after you log in).
- Click on the course name to return to the course home page (where you land when you first open the course).

## 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.

Topic 2

 PDF test



 Better Together  
 Math Quiz  
 Microsoft Teams Video Training

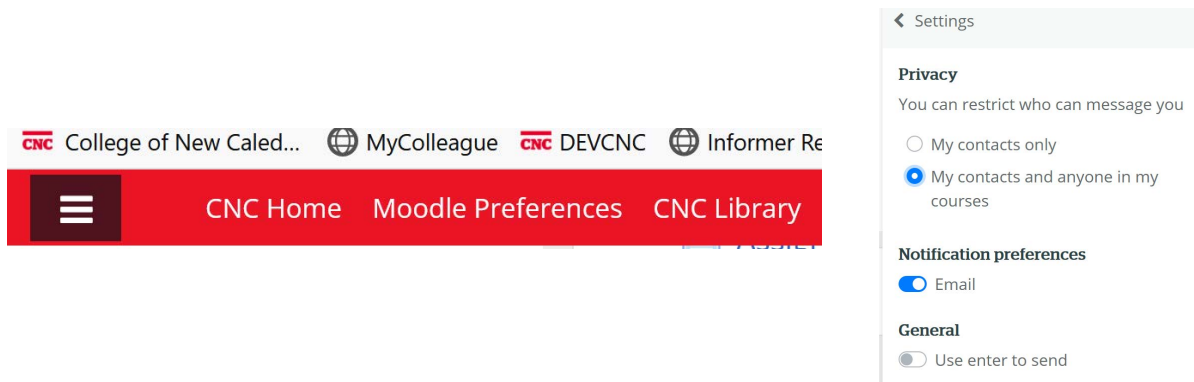


The College has licensed Teams for students, so they can use it's fully

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**.



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.

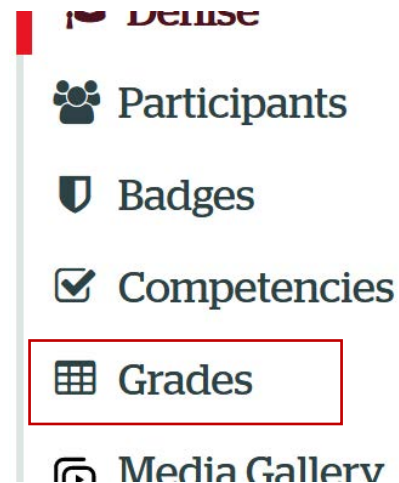
Things to keep in mind:

- ***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 block found on the **left side** of your course home page.

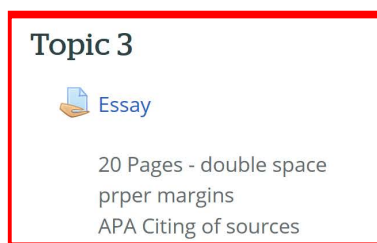
Note: You can also access grades by rolling over your name (top right of Moodle page) and choosing **Grades** from the drop down menu.



## 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:



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 "Essay." Note the icon.

This page will open.

## Essay

20 Pages - double space  
proper margins  
APA Citing of sources

### Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 21 October 2020, 12:31 PM
Time remaining	1 day 23 hours
Last modified	-
Submission comments	<a href="#">▶ Comments (0)</a>

Add submission

You have not made a submission yet.

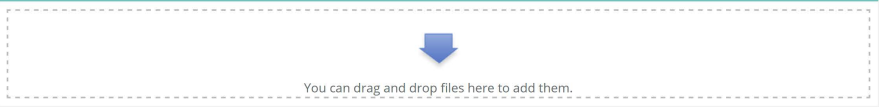
The most important part of this page is the "Add submission" button. Click on it.

## Essay

20 Pages - double space  
proper margins  
APA Citing of sources

File submissions Maximum file size: 2GB, maximum number of files: 5

Files




Accepted file types:  
PDF document .pdf

[Save changes](#) [Cancel](#)

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



Attempt number	This is attempt 1.	
Submission status	Draft (not submitted)	
Grading status	Not graded	
Due date	Wednesday, 21 October 2020, 12:31 PM	
Time remaining	1 day 1 hour	
Last modified	Tuesday, 20 October 2020, 11:05 AM	
File submissions	 <a href="#">The One Pager.pdf</a> 20 October 2020, 11:05 AM	
Submission comments	<a href="#">▶ Comments (0)</a>	

[Edit submission](#)
[Remove 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 three buttons; "Edit Submission" allows you to "claw back" the assignment, "Remove submission" is self explanatory as is "Submit assignment."

**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.

## Mid Term

Time limit: 50 mins

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 2

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 x 35 =

\$8.16 x 37.5 =

\$8.16 x 40 =

Previous page

Finish attempt ...

Quiz navigation

1 2

Finish attempt ...

Time left 0:49:31

Note the two 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."

Mid Term

Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered

Return to attempt

Time left 0:46:37

This attempt must be submitted by Monday, 19 October 2020, 1:40 PM.

Submit all and finish

Quiz navigation

1 2

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