Moodle Quick Start Guide
for Students

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Getting Started in Moodle

1.1 Getting to Moodle

You can get to the Workforce Continuing Education Moodle site three ways:

- Go to WTCC Moodle page directly at https://moodle.waketech.edu
- Go to the WTCC home page at https://www.waketech.edu/ and click on the upper right hand box labeled Logins. This is a drop down menu where you will find the Moodle link.
- Go to the WTCC homepage https://www.waketech.edu/ and click on the link Current Students at the bottom left of the homepage under the Quick Links for: menu list. On the right side of the bottom of the screen you will see a link for Moodle under the Online Services menu list.

1.2 Logging in to Moodle

You will use your Wake Tech Key Account to login to Moodle and all other Wake Tech sites and resources. You must activate your key account and create a password before attempting to login to Moodle.

To activate your Key Account:

- Visit http://my.waketech.edu and click the red ‘Activate Account’ button on the left-hand side.
- Collect the information requested on the site
- Click the red ‘Proceed to Activate Account’ button at the bottom of the page.

Note: you must wait at least 2.5 hours after submitting your application before attempting to activate your account.

To login to Moodle:

- Click the Log in link in the upper right corner of the Moodle homepage.
- Enter your key account username and password

For further instructions or help logging in, please visit the ITS Help Center page at the link below.

https://www.waketech.edu/help-center/its/topics

ITS Helpdesk 919-866-7000
Mon-Fri, 7:00 a.m. - 5:00 p.m. EST
1.3 Finding Your Courses

Once you are logged into Moodle, you will be taken to the **Dashboard** where you will have three ways to access your course(s).

- On the left side of the screen there is a menu block that will have a section within the **Navigation drawer** labeled My courses where you will see your course(s) listed. If you don’t see your courses, click the 3 horizontal lines hamburger icon to expand the navigation drawer (fig 1).

- Underneath the announcements area located in the middle of the page (fig 2).

- In the same menu block there is a link labeled Dashboard. Clicking this link will pull up your course overview in the middle of the screen where all of your classes will be listed (fig 3).

★ Watch the video: Finding your way around by Learn Moodle Basics 3.6
1.4 Understanding your Dashboard

- Star, or bookmark, courses by clicking the 3 ellipses icon next to the title of a course. You may also hide courses from the same dropdown menu (fig 4).

- To filter and view courses, click the All button under Course overview and make a selection from the dropdown menu (fig 5).

- Organize the contents of your Dashboard by clicking the Customize this page button in the upper right corner of the screen underneath your name (fig 6) and dragging and dropping content blocks around the page (fig 7).

- When you are finished, click the Stop customizing this page button, or Reset page to default button in the upper right hand corner of the screen (fig 7).

- For more information about the Dashboard and its features, click the video link below.

★ Watch the video:Dashboard by Learn Moodle Basics 3.6
Taking a Course in Moodle

2.1 The Course Layout

Each course that is offered in Moodle will look slightly different from one another depending on how the instructors setup the features, but all courses function in the same way. Click on the link to the course you want to access. Once you are in your course, you will see there are three sections to each course page:

- The Navigation drawer on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 8).

- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 9).

- The right side of the page are blocks that the instructors can customize to contain various types of information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums (fig 10).

![Fig 8. Navigation drawer](image)

![Fig 9. Topic section of a course](image)

![Fig 10. A block containing links to course features](image)
2.2 Taking a Quiz or Exam

- Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon with a piece of paper with a red check mark on top.

- Click on the **Attempt quiz now** button.

- Answer the quiz question and click the **Next page** button in the lower right corner to continue to the next question, or the **Previous page** button to return to previous questions.

- If you aren’t sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 11).

- In the **Quiz navigation** block, questions that have been answered will be filled halfway with gray shading and Flagged questions will have a red triangle in the upper right corner (fig 11).

- Once you have completed the quiz click the **Finish attempt** button.

- Click the **Submit all and finish** button or **Return to attempt**

- Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.

- Review your answers on the Summary screen and click **Finish review** to receive your grade.

- Click **Re-attempt quiz** button if this option is available and you would like another attempt.

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Fig 11. Flag question button and Quiz navigation block showing flagged and completed questions.
2.3 Using Forums

- To start a post in a discussion forum, click the link to the discussion topic (fig 12).
- Click the **Add a new discussion topic** button (fig 13).
- Write your post and scroll down to click the **Post to forum** button.
- Click the envelope icons to subscribe to individual threads and receive notifications when a new thread is posted (fig 13).
- Alternatively, you can click the gear menu icon in the upper right corner of the screen to adjust form subscription settings (fig 13).

Fig 12. Link to a Discussion forum

Assignment: Practice Using a Forum

The activity completion box will be automatically marked after this activity has been completed. You will not be able to mark this assignment manually.

If you have questions about either of these activities you may review the instructions in Topic 6: Viewing and Adding to a Forum.

1. Practice posting to a forum by writing a brief sentence or two about the class or classes you are taking.
2. Upload a file to the forum. It may be a small image file, PDF, or Word document of your choosing.

Fig 13. Add a new discussion topic button, envelope subscription icons, and dropdown menu subscription options.

★ Watch the video: Forum by Learn Moodle Basics 3.6
2.4 Submitting an Assignment

There are two ways to submit written assignments in Moodle depending on how your instructor has setup the assignment:

- **Online text**: You can type your assignment directly into the Atto editor and submit for grading.

- **File submissions**: You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

To begin an assignment submission, click the link to the assignment, then click the **Add submission** button. To submit a text assignment, simply type in the text box and click the **Save changes** button when you are finished.

To submit a file click the **Add submission** button:

- Click the **Add File icon** in the upper left corner of the file submissions box or drag and drop the file into File submission box (fig 14).

- Click the **Upload a file** link in the File picker box then click the **Choose file** button (fig 15) and select the file to upload, click **Open**, then click the **Upload this file** button (fig 15).

- You then have the option to **Edit submission** or **Submit the assignment** (fig 16).

- Click the **Continue** button for final submission or **Cancel** to start over (fig 17).

![Fig 14. Click the Add file icon or drag and drop a file to upload.](image)

![Fig 15. Click Upload a file link and then the Choose File button.](image)

![Fig 16. Edit and Submit assignment buttons.](image)

![Fig 17. Continue for final submission or Cancel to start over.](image)
2.5 Viewing your Grades

In order to check your grades you will need to locate the Navigation drawer on the left side of the screen. If you are unable to view your Navigation drawer see page 3 for instructions.

- Click on the name of the course link in the Navigation drawer under My courses (fig 18).
- Click on the Grades link (fig 19).
- Click the User report link which lists individual assignments and their grades (fig 20).

Note: Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it will be listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.
2.6 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of the box are dashed, then the check mark will be added automatically once all parts of the activity are completed. If the box is a solid line, then a check mark can be added manually by clicking on the box (fig 21).

Note: Contact your instructor if you feel you have completed the activity requirements but do not have a check mark in the dashed box.

2.7 Updating your Email Address

At this time, Moodle does not allow students to update their email addresses in their student profiles. The default address that is used the Wake Tech email that is assigned to each student at time of initial registration. If you would like to update your email address, please send an email to Moodle Team and include the new email address and your full name.