



Workforce Continuing Education
Online Learning

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 scroll to the bottom left of the homepage and click **Current Students** 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 (do not include @waketech.edu) 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 blue **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).
- Scroll down the page until you see **My courses** (fig 2).
- In the same blue 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).

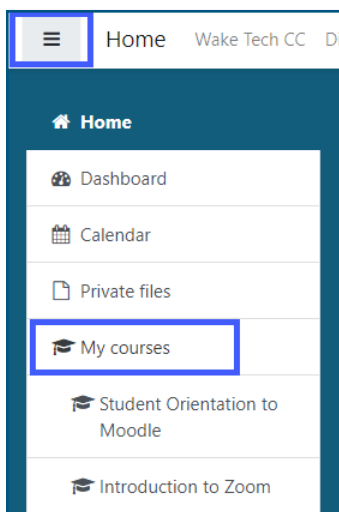


Fig 1. Course links in Navigation Drawer and Hamburger icon.

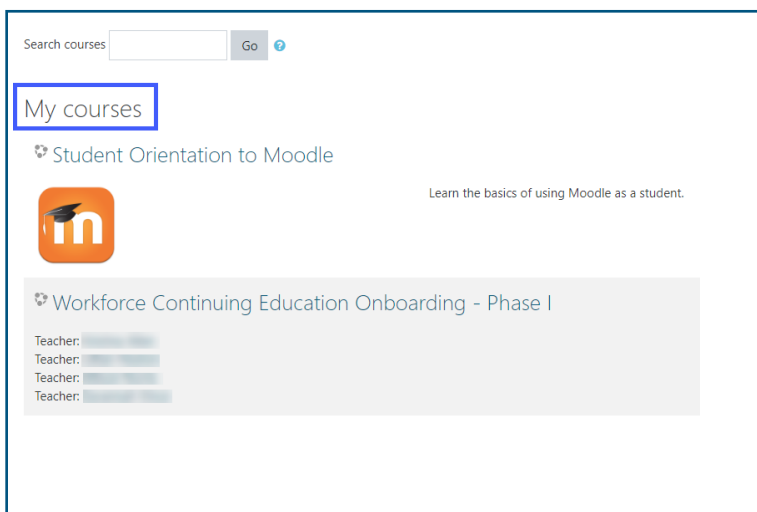


Fig 2. Course links below Announcements.

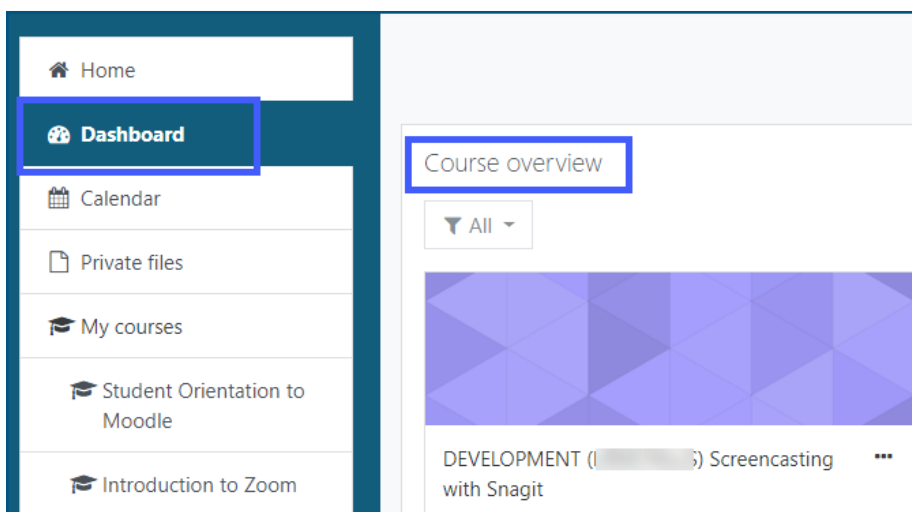


Fig 3. Click Dashboard link to view your course list.

★ Watch the video: [Finding your way around](#) by Learn Moodle 3.9 Basics

1.4 Understanding your Dashboard

- In Course Overview, you may view your courses as a *Card*, *List*, or *Summary* (fig 4).
- Star, or bookmark, courses by clicking the **3 ellipses icon** next to the title of a course. You may also remove courses from view from the same drop-down menu (fig 5).
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 6).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in the upper right corner of the screen underneath your name and then drag and drop the content blocks around the page using the double arrow icons (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).

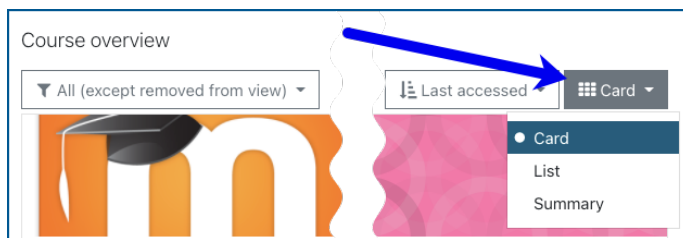


Fig 4. Card, List, and Summary view options.

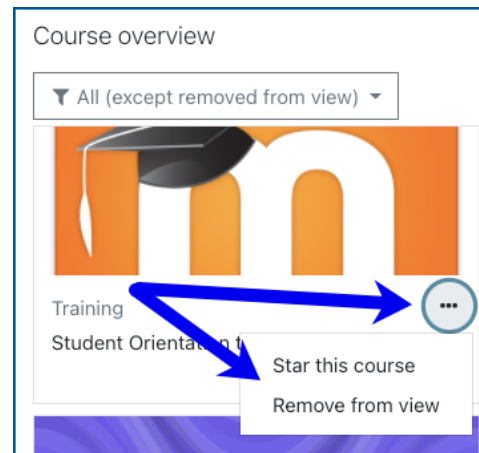


Fig 5. Star or remove from view.

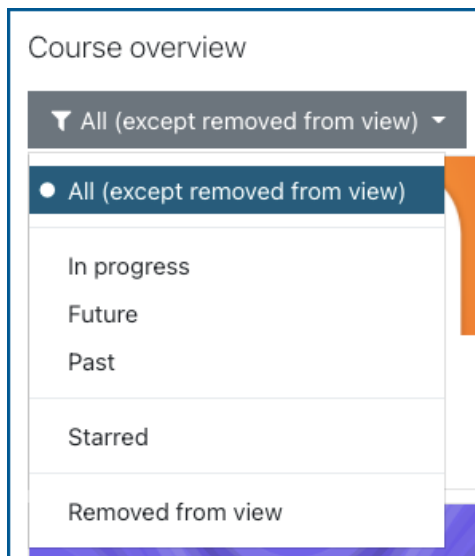


Fig 6. Filter and view your courses.

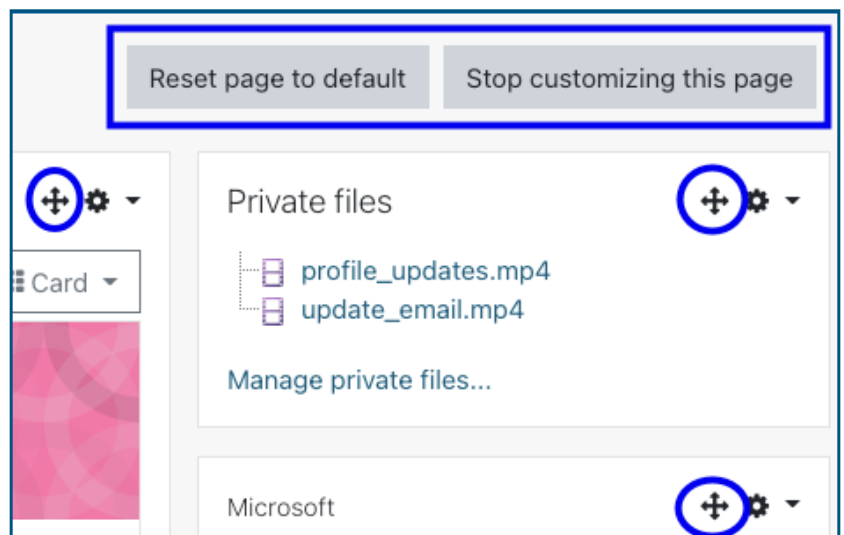


Fig 7. Use the double arrow icons to drag and drop sections around the page.

★ Watch the video: [Dashboard](#) by Learn Moodle 3.9 Basics

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 set up 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).

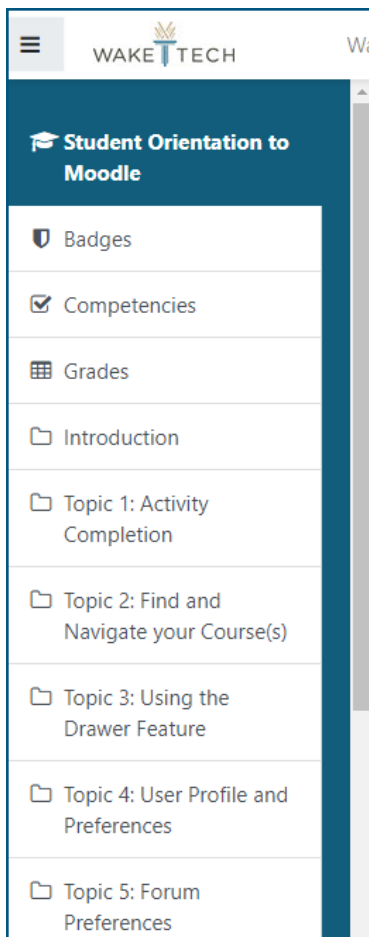


Fig 8. Navigation drawer

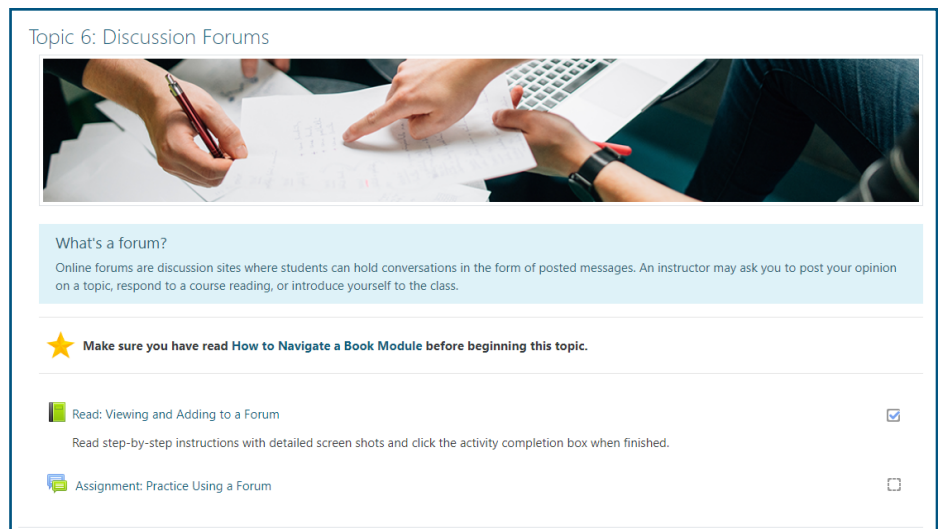


Fig 9. Topic section of a course

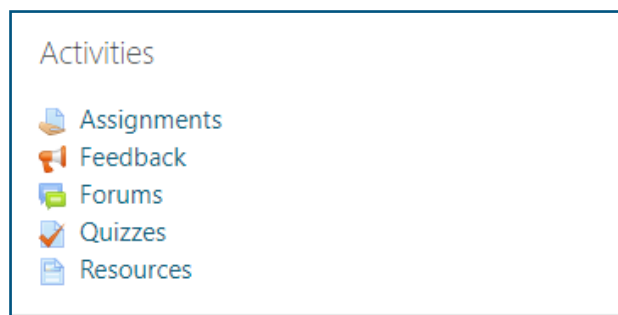
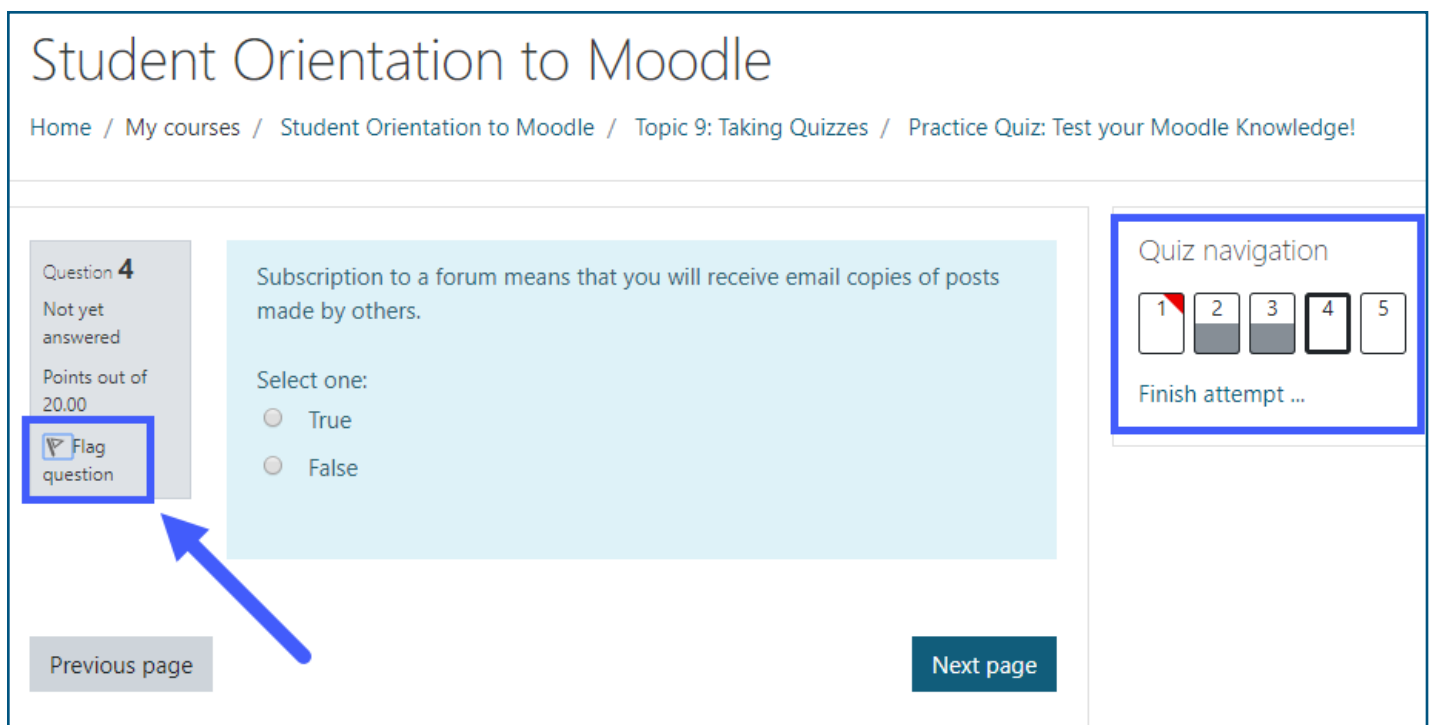


Fig 10. A block containing links to course features

2.2 Taking a Quiz or Exam

1. 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.
2. Click on the **Attempt quiz now** button.
3. 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.
4. 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).
5. 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).



The screenshot shows a Moodle quiz interface. At the top, the title is "Student Orientation to Moodle". Below the title is a breadcrumb trail: "Home / My courses / Student Orientation to Moodle / Topic 9: Taking Quizzes / Practice Quiz: Test your Moodle Knowledge!". The main content area is divided into three sections. On the left, there is a sidebar for "Question 4" which includes the text "Not yet answered" and "Points out of 20.00". A blue box highlights the "Flag question" button in this sidebar, with a blue arrow pointing to it. The main content area contains a question: "Subscription to a forum means that you will receive email copies of posts made by others." Below the question is a "Select one:" prompt with two radio button options: "True" and "False". On the right side, there is a "Quiz navigation" block. It shows five question indicators numbered 1 through 5. Indicator 1 has a red triangle in the top right corner, indicating it is flagged. Indicators 2 and 3 are half-filled with gray, indicating they are completed. Indicators 4 and 5 are empty, indicating they are not yet attempted. Below the indicators is a "Finish attempt ..." button. At the bottom of the main content area, there are two buttons: "Previous page" on the left and "Next page" on the right.

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

6. Once you have completed the quiz click the **Finish attempt** button.
7. Click the **Submit all and finish** button or **Return to attempt**
8. Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
9. Review your answers on the Summary screen and click **Finish review** to receive your grade.
10. Click **Re-attempt quiz** button if this option is available and you would like another attempt.

2.3 Using Forums

1. To start a post in a discussion forum, click the link to the discussion topic (fig 12).
2. Click the **Add a new discussion topic** button (fig 13).
3. Write your post and scroll down to click the **Post to forum** button.
4. Click the **Subscribe** radio icons to unsubscribe to individual threads and turn off notifications when a new thread is posted (fig 13).
5. Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust forum subscription settings (fig 13).
6. To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the Subscribe icon (fig 13).
7. To reply to a post click the title of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.

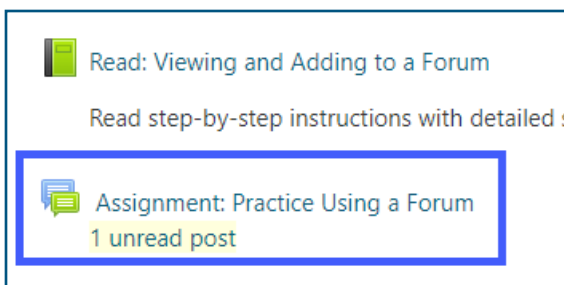
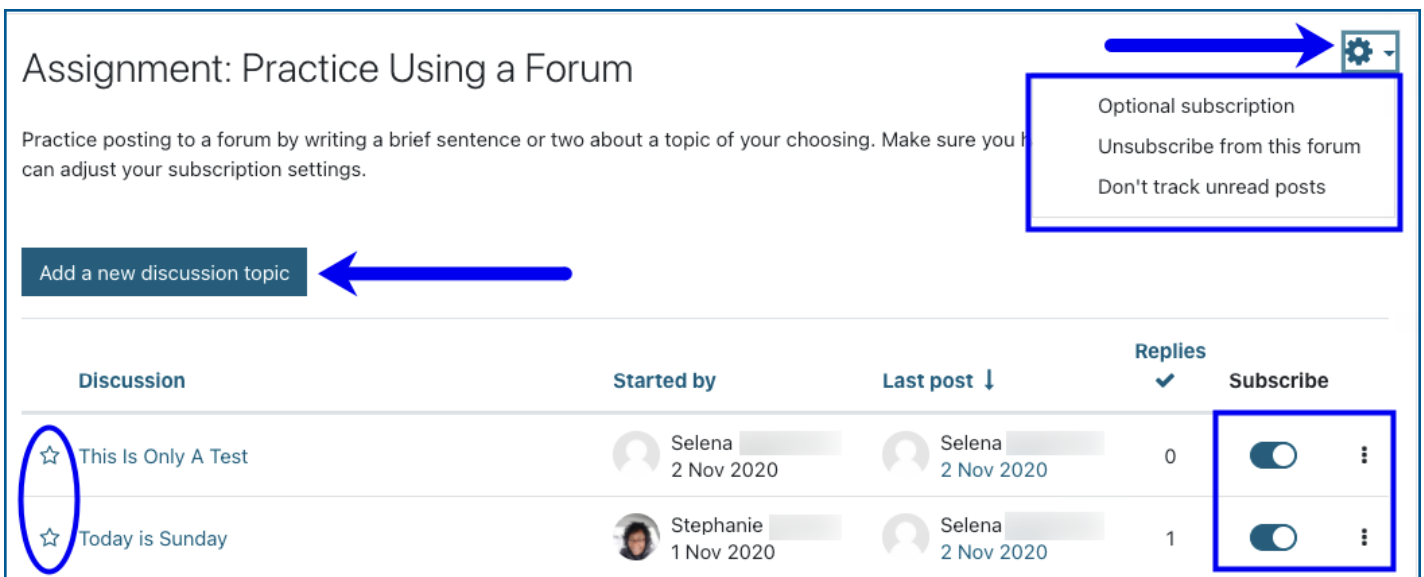


Fig 12. Link to a Discussion forum



The image shows a forum page for "Assignment: Practice Using a Forum". The page includes a "Practice posting to a forum by writing a brief sentence or two about a topic of your choosing. Make sure you can adjust your subscription settings." instruction. A blue arrow points to a gear icon in the top right corner, which opens a dropdown menu with options: "Optional subscription", "Unsubscribe from this forum", and "Don't track unread posts". Another blue arrow points to a button labeled "Add a new discussion topic". Below the instruction is a table of discussions:









Discussion	Started by	Last post ↓	Replies ✓	Subscribe
 This Is Only A Test	 Selena 2 Nov 2020	 Selena 2 Nov 2020	0	<input type="checkbox"/> 
 Today is Sunday	 Stephanie 1 Nov 2020	 Selena 2 Nov 2020	1	<input type="checkbox"/> 

Fig 13. Add a new discussion topic button, Subscribe icons, Star a post, and Gear menu dropdown subscription options.

2.4 Submitting an Assignment

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

- **Online text:** You can type your assignment directly into the Text 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:

1. 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).
2. 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 and click **Save changes** (fig 15).
3. You then have the option to **Edit submission**, **Remove submission** or **Submit the assignment** (fig 16).
4. Click the **Continue** button for final submission or Cancel to start over (fig 17).

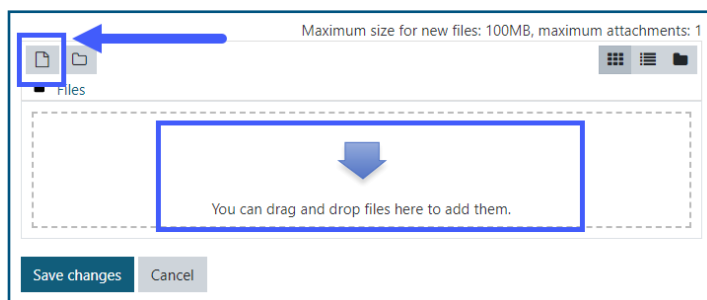


Fig 14. Click the Add file icon or drag and drop a file to upload.

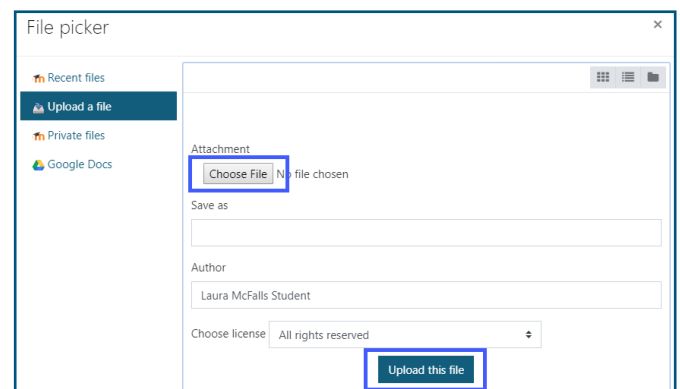


Fig 15. Click Upload a file link and then the Choose File button.

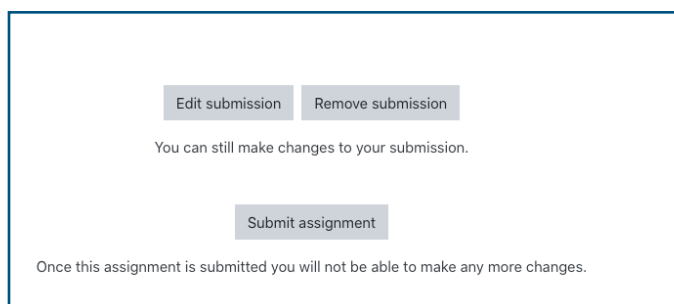


Fig 16. Edit, Remove, and Submit assignment buttons.

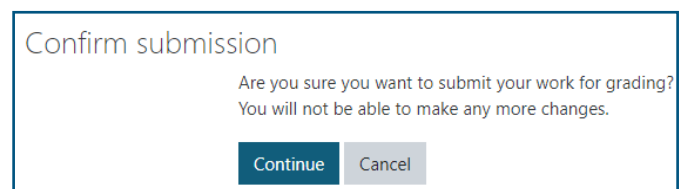


Fig 17. Continue for final submission or Cancel to start over.

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.

1. Click on the name of the course link in the Navigation drawer under My courses (fig 18).
2. Click on the **Grades** link (fig 19).
3. 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.

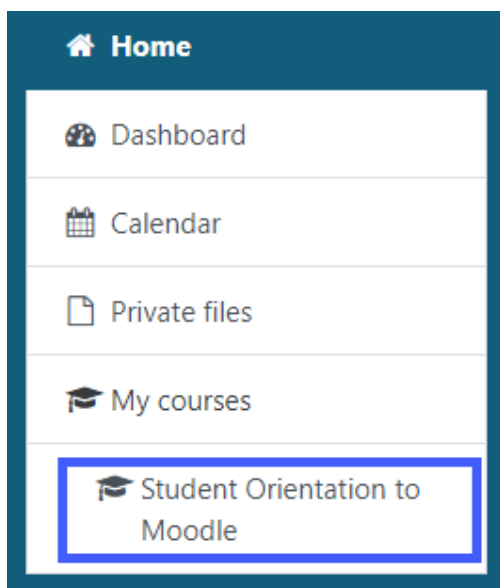


Fig 18. Choose course to view grades

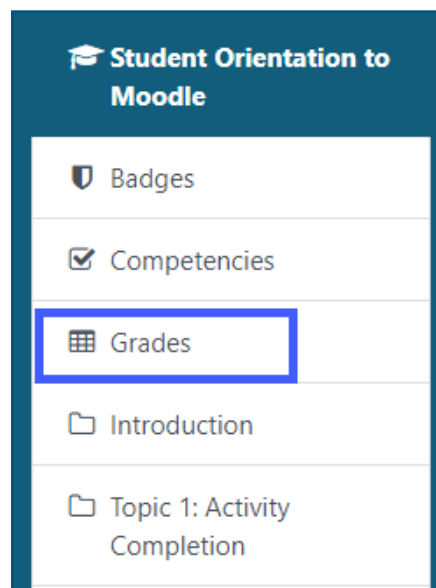
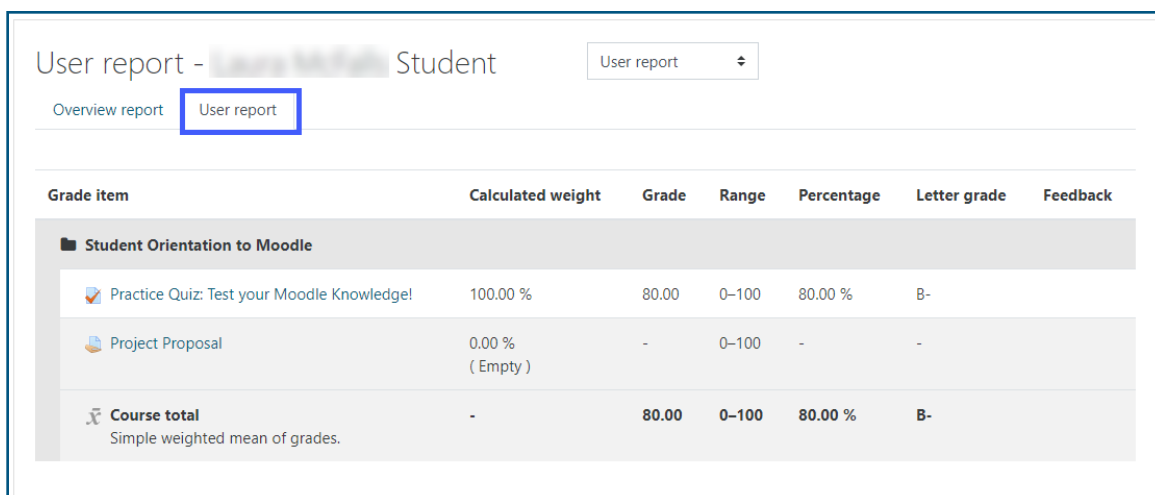


Fig 19. Click Grades link



User report - **Student Orientation to Moodle** Student

Overview report **User report**

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback
Student Orientation to Moodle						
Practice Quiz: Test your Moodle Knowledge!	100.00 %	80.00	0-100	80.00 %	B-	
Project Proposal	0.00 % (Empty)	-	0-100	-	-	
Course total Simple weighted mean of grades.	-	80.00	0-100	80.00 %	B-	

Fig 20. Click User report link to view grade details.

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.

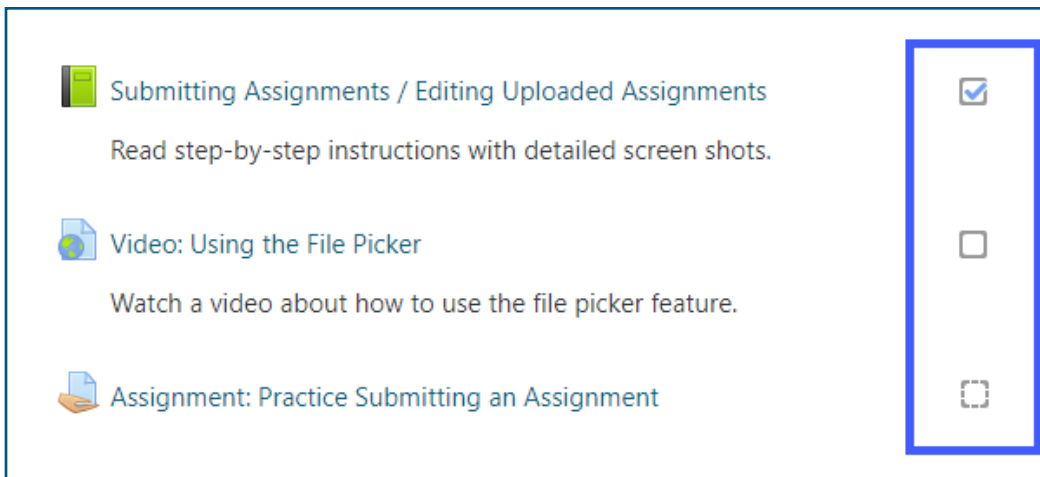


Fig 21. Automatic and manual activity boxes shown with solid and dashed lines next to activities and resources in a course.

2.8 Using Moodle Messaging

This feature allows teachers and students to send and receive private messages in Moodle. To access messaging click the **message cloud icon** in the upper right corner of the Moodle screen next to your name.

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, group messages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A star may be added by clicking the ellipses icon when viewing a message.
- You may update your notification preferences by clicking the **gear menu icon** in the messaging drawer next to the search box.

★**Watch the video:** [Messaging](#) by Learn Moodle Basics 3.7

2.9 Logging into Microsoft Office in Moodle

Moodle now has Office 365 integration that will appear in a block on the right side of your Dashboard

1. Click the **Connect to Office 365** link (fig 22).
2. Click the **Manage Connection** link on the right side of the Office 365 / Moodle Control Panel section (fig 23).
3. Click the **Link your Moodle account to an Office 365 account** (fig 24).
4. Enter your Wake Tech email address to connect to the WTCC login page (fig 25).
5. Enter your WTCC email address and password to login and finish connecting Office 365. You should only need to login in once (fig 26).

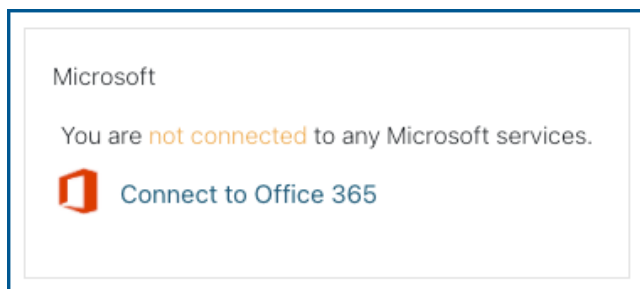


Fig 22. Connect to Office 365 link

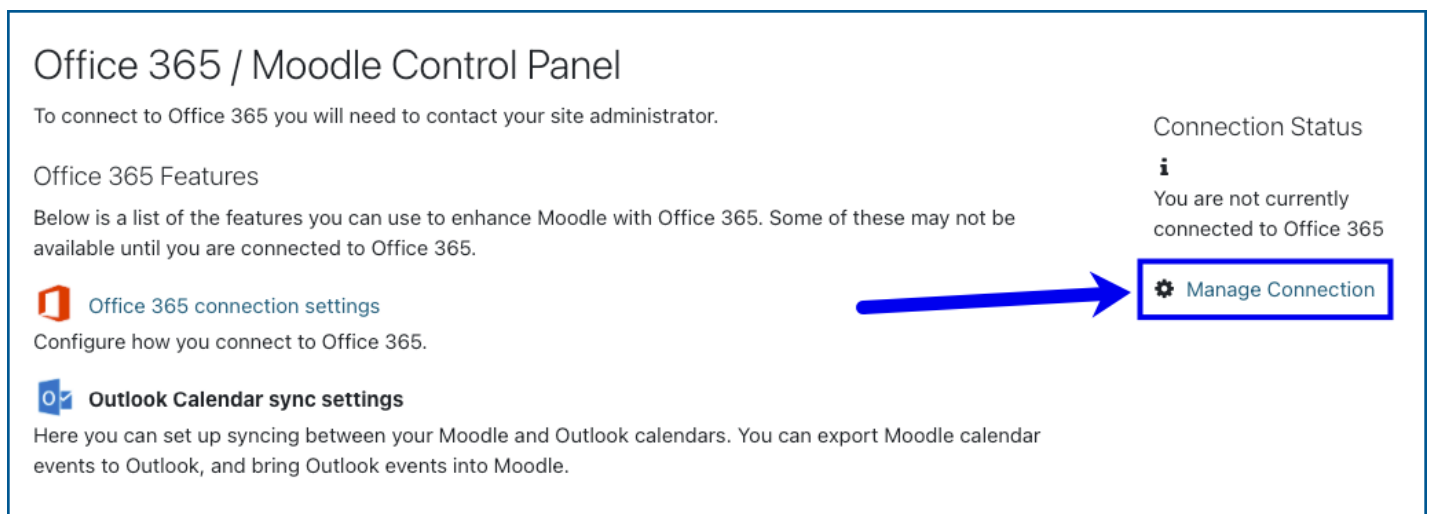


Fig 23. Manage Connection link

Office 365 connection settings

Here you can configure how you connect to Office 365. To use Office 365 features, you must be connected to an Office 365 account. This can be accomplished as outlined below.

You are not connected to Office 365.

Connection Options:

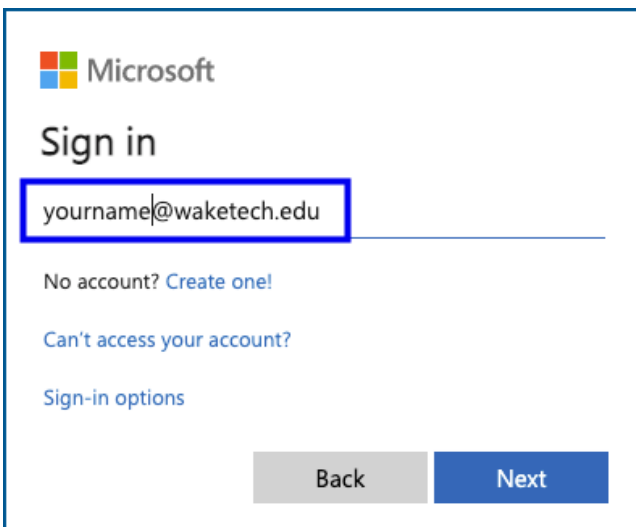
Link your Moodle and Office 365 accounts

Linking your Moodle and Office 365 accounts allows you to use Office 365 Moodle features without changing how you log in to Moodle.

Clicking the link below will send you to Office 365 to perform a one-time login, after which you will be returned here. You will be able to use all the Office 365 features without making any other changes to your Moodle account - you will log in to Moodle as you always have.

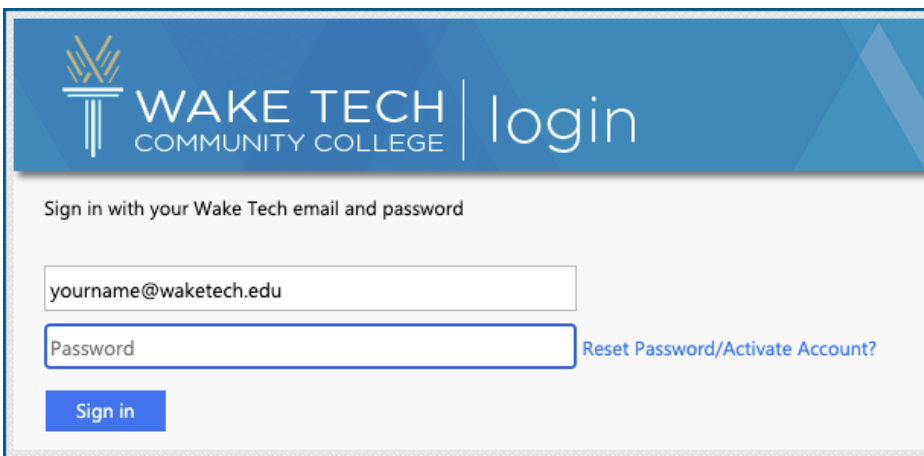
[Link your Moodle account to an Office 365 account.](#)

Fig 24. Link your Moodle account to an Office 365 account



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "yourname@waketech.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

Fig 25. Enter your Wake Tech email to connect to Microsoft



The image shows the Wake Tech login page. At the top is the Wake Tech logo and the text "WAKE TECH | login" and "COMMUNITY COLLEGE". Below this is the text "Sign in with your Wake Tech email and password". There are two input fields: one for the email address "yourname@waketech.edu" and one for the password. To the right of the password field is a link "Reset Password/Activate Account?". Below the input fields is a blue "Sign in" button.

Fig 26. Enter your WTCC email and password to finish connection