# Using Moodle:
## A Student Guide

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Accessing Moodle:

To connect to Moodle, Login to the myMILLIKIN portal and then click the **Moodle link** from the fast access menu:

This will bring you to your Moodle Dashboard. You will see a list of your current courses. Click the **name of the course** you want to enter.
Participating in Discussions:

To participate in class discussions, first click the **title of the forum**. Forum titles will vary based on how your professor has set up the course. Look for the blue and green talk bubbles icon.

When the forum opens, you will usually see a question, theme, or guideline posted at the top. Read these first.

To post a response, you can either start a new discussion thread by clicking **Add a new discussion topic**, or you can reply to an existing post by clicking the **thread title**.
If you are replying to an existing post, you will need to click **Reply**.

Give your post a title, enter the text of your post, and decide whether you want e-mail copies of responses. Click **Post to forum** when you are finished.

Once you have made a post, you have 30 minutes to edit or delete it. After 30 minutes, it becomes permanent.
Uploading Files (Turning in Assignments):

When you complete this process, you should receive an e-mail letting you know your submission was successful. You should keep these e-mails until the semester has concluded and you have received a course grade.

Click on the name of the assignment. Look for an icon that looks like a hand holding a piece of paper.

You should now see a description of the assignment and the date and time the project is due. Review your professor's instructions before doing anything else.
Click **Add submission** to begin.

Click **Add**. The add icon looks like a sheet of paper with a plus sign in the corner.
(Alternatively, if you are comfortable with drag and drop and you know where to find your file on your computer, you can drag it into the outlined box and then skip ahead to the Save changes step).
When the File picker window opens, click **Browse**. NOTE: You may need to click on **Upload a file** in the left column before you can click browse.
Locate your file on your computer, click the **file name** in order to select the file, then click **Open**.
Make sure your file name appears in the attachment line, and then click **Upload this file**.
If you are finished and ready to submit your assignment, click **Save changes**.
If you have uploaded the wrong item, right-click the icon on the above screen and choose delete. Then repeat the previous steps beginning with clicking Add.

If you need to upload additional assignment components, click Add and repeat the previous steps.

Otherwise, go on to the next page.
This will return you to the initial assignment screen. If you see your file at the bottom of the page and submission status of “Submitted for grading”, you are finished.
However, if the submission status line says “Draft (not submitted),” you need to click **Submit assignment** in order to complete your submission and follow the steps listed until you see “submitted for grading” as shown above.
Downloading a file:

Your professors will often place files -- such as a copy of the course syllabus, assignment guidelines, and readings -- for you to download on your Moodle page. To download them, start by clicking the item you wish to download.

When the dialog box appears, select **Open With**, and then make sure the correct program is selected. For example, if you are downloading a Word Document, make sure Word is selected. If you are downloading a PDF, make sure you have a PDF reader such as Adobe Acrobat selected. Click **OK** to begin the download process.
Once the file opens, save a copy for yourself immediately. We recommend saving items to your H drive or to a flash drive so that you can access the item anywhere on campus. If you are having difficulty printing a file in a campus computer lab, try saving it to the computer’s desktop first, rather than printing it directly from Moodle.

**Taking a Quiz or Test:**

To take a quiz or test on Moodle, begin by clicking the **name of the quiz/test**. Look for the red checkmark icon.

Review the instructions your Professor has written carefully. You should make note of how many attempts you have (probably just one) and how much time you have to complete the quiz/test. When you are ready to begin, click **Preview quiz now**.

Note any warnings and click **Start attempt** to confirm you are ready to begin.
The quiz will begin. Throughout the quiz, you can monitor which page you are on and how much time you have remaining by checking the upper right-hand corner of your screen. You can also return to previous questions by clicking on the question number.

To answer a multiple choice question, simply click the radio button (empty circle) next to the answer choice you believe to be correct.
Note: Do NOT use your arrow keys to navigate through a quiz, particularly one with lots of multiple choice questions. Pressing the up and down arrows on your keyboard will change your answers. Use your mouse to scroll down if there are more questions on the page.

To answer a short answer question, type your response in the space provided. Short answer questions are computer graded, so spelling DOES matter!
After completing a page, click **Next page** at the bottom right corner of the page. (If you need to return to an earlier question, click on the question number in the upper right-hand corner of your screen).

To answer an essay question, type your response in the box provided. For security purposes, you will NOT be able to cut and paste a response from a word processing program.
Once you have completed the final quiz question, you can either click Finish Attempt at the bottom right of the last page OR click Finish attempt at the top right of any page.

Make sure that quiz summary says “Answer saved” for each of your questions. If you missed questions, click on the question number to return to that question and complete it.

When you are certain you have answered every question, click Submit all and finish.
You will be asked to confirm that you are finished. Click **Submit all and finish**.
Your quiz is now complete. You will be taken to the final summary page. If the quiz was entirely multiple choice (i.e. self-grading), you *may* be able to view your score immediately. If there are essays or other questions your professor must review, you will see the message that your quiz has not yet been graded. In either case, click **Back to the course** to return to the class homepage.
Viewing your Grades:

Professors have the option of posting assignment grades in Moodle during the course of the semester so that students may track their progress. These grades are unofficial and are for informational purposes only. Official, final grades are available after the completion of each term in MU Online.

To view your grades, click Grades in the administration section on the left-hand menu.

This will display your grades in the course thus far.

You will see only your own grades. If you have questions about your grades, contact your professor.

Additional Questions:

If you have additional questions about using Moodle, please contact your professor. They will direct you to further information.

Last update: 1/19/18 E. McKinney