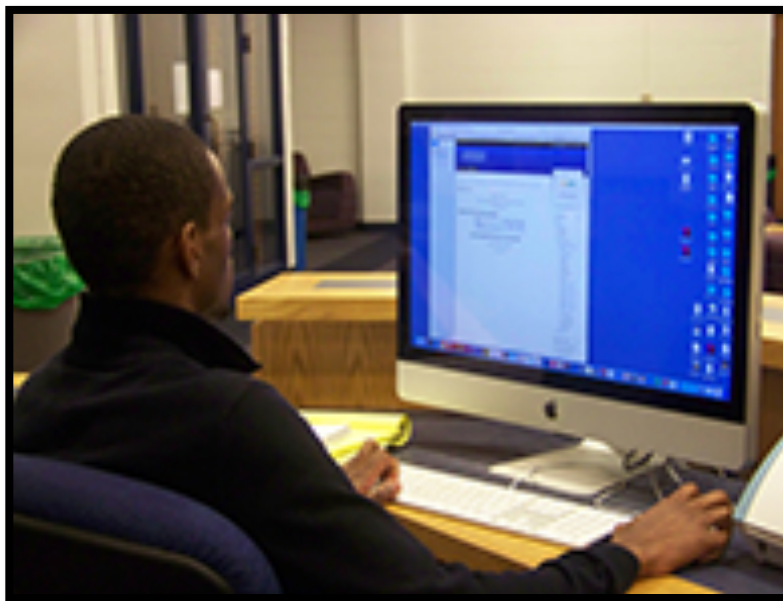


# Moodle

## Student User Guide

2015-16



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## Getting Help

- If you forget your Password, you can request a new password at the log-in site. Just click “Forgotten your username or password?”
- For help with your course materials or with how to use Moodle once you have logged in, please see your professor.

<b>Moodle helpline:</b> 1-800-340-5462 or ext. 7840 8:30 a.m. – 5:00 p.m., Monday – Friday.	<b>Moodle Help e-mail:</b> <a href="mailto:moodle@lincoln.edu">moodle@lincoln.edu</a> <b>Moodle.org Student Tutorials</b> <a href="https://docs.moodle.org/20/en/Student_tutorials">https://docs.moodle.org/20/en/Student_tutorials</a>
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### The Moodle Support Team

Nancy Evans

Brenda Snider

Academic Technology Support

Martha Spencer

Information Technology

# Introduction and Getting Started

Dear Lincoln Student,

Welcome to Moodle at The Lincoln University! Moodle is a web-based learning management system. You will access some of your course materials, communicate with your professor and fellow classmates, and enhance your learning with Moodle.

## General Information to Get Started with Moodle

1. Internet connection
2. Mozilla Firefox -- available at <https://www.mozilla.org/en-US/firefox/new/>
3. To be registered in a course. You and your courses are activated in Moodle based on your official registration with the Registrar's Office. Your professor cannot add you to Moodle. Please make sure your course registrations are accurate.
4. Never share your password with anyone.
5. No one has the right or needs to ask for your password.

**Accessing Moodle -- Direct link:** <http://lincoln.mrooms.net/>

Your username in Moodle is your Lincoln email username: firstname.lastname. For example, if your Lincoln email address is [john.smith@lincoln.edu](mailto:john.smith@lincoln.edu), your username is john.smith or if your email address is [john.smith2@lincoln.edu](mailto:john.smith2@lincoln.edu), your username is john.smith2.

1. Go to <http://lincoln.mrooms.net/>
2. In the upper right corner, click (Log in).
3. Click "Forgotten your username or password?"
4. Next, you have two options. Type in your Username or type in your email address and click Search.
5. You will receive an email with a temporary password. Copy your password.
6. Return to <http://lincoln.mrooms.net/> and log in with your temporary password.
7. You will be prompted to change your password. Your new password must consist of a number, a character (\$ # ! etc.), and at least one capital letter.
8. For additional support, view the Student Log in video:  
<http://www.lincoln.edu/moodle/Studentlogin.mp4>

## Moodle Blocks

**Moodle Blocks provide separation and organization of Moodle tools and tasks. The Navigation block contains the links for navigating through Moodle. The administration block contains links to edit your profile, send messages, view blogs, and badges.**

## Viewing your Courses

**Your courses will be listed in the Navigation block by clicking “My courses.” If you do not see your course, contact your instructor. Explain that you cannot see your course. Ask the instructor: “Has the course been created in Moodle?” “Am I on the participants roster in the Moodle course?” “Is the course visible to students?”**

## Profile

**Your profile introduces you to your instructor and classmates. To edit your profile, in the Administration block, click “My profile settings,” then click “edit profile. The section you will want to edit in your profile is “Description.” Type a brief description of yourself. Next you should upload your photo in the “User Picture” section. Click the browse button, find, and upload your photo. Before exiting your profile, click “save” at the bottom of the page.**

## Discussion Forums

**Your instructor may use discussion forums in your course. There are several forum types that your instructor may use in your course. These types include:**

- **A forum where you can post only one discussion**
- **A question and answer forum, where you must post before you are able to view other students’ posts.**
- **A standard forum where anyone can start a new discussion at any time.**

**Many instructors will use the standard forum by posting a discussion question based on course content or reading materials. Each student must respond to the question and comment on other students’ posts. Your instructor will provide instructions on how to participate in the forum. You will see a “reply” link after the question. You will click on “reply” to respond to the forum question. To reply to a student’s post, you will also click “reply” associated with the post you to which you want to respond. These forum posts are often graded. It is imperative to follow your instructor’s instructions or rubric to receive full credit for your discussion post.**

**Your professor may also provide a forum as a social space for students to get to know each other. If so, follow the instructions your instructor has provided to introduce yourself in the forum.**

## Submitting Assignments

Your instructor may require you to submit assignments through Moodle. Click on the link your instructor has provided for submitting assignments, then click “Add submission.” On the next screen, on the left side, click “Upload a file,” then click “Browse” and select your file. Click “Upload this file” at the bottom of the screen. Then click “save changes.” On the next screen, click “submit assignment.”

## Resources

There are several methods your instructor may use for providing course resources. These include file, folder, book, label, document/page, video, audio, or URL.

## Quizzes

Your instructor may enable a quiz in Moodle. These quizzes may be comprised of multiple choice, matching, short answer, or numerical. The instructor may set a time limit and allow access to the quiz only during a certain time frame. Follow your instructor’s directions for completing the quiz. The quiz is graded automatically with the exception of essay questions, which will be graded by your instructor. If your professor uses the Moodle grade book, your grade is automatically recorded in the grade book.

## Other Options

Your instructor may include some or all of the following options in your course. Please contact your instructor or the Moodle help desk if you have problems with these features.

- **Glossary**
- **Survey**
- **Workshop**