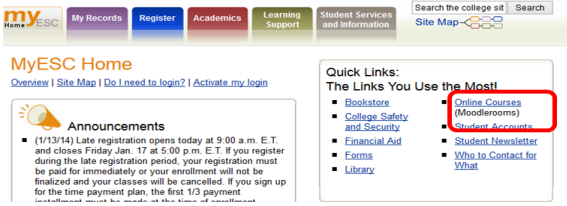
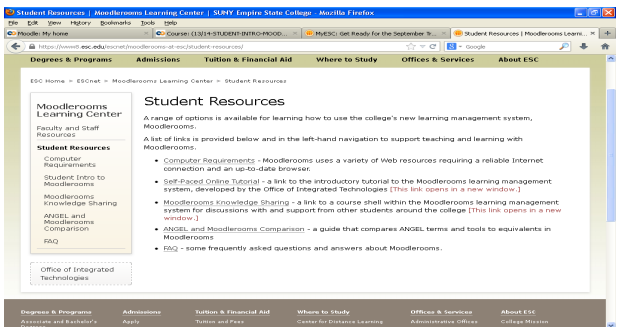
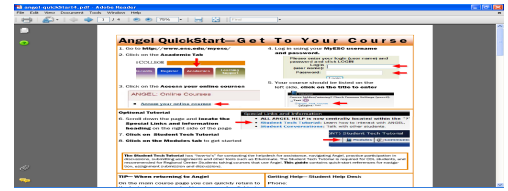

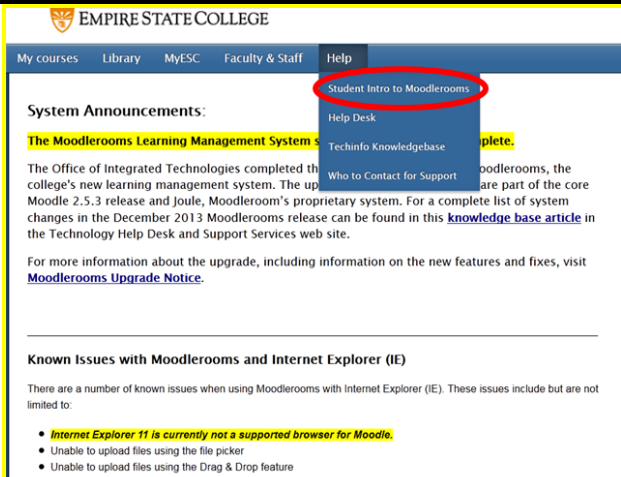
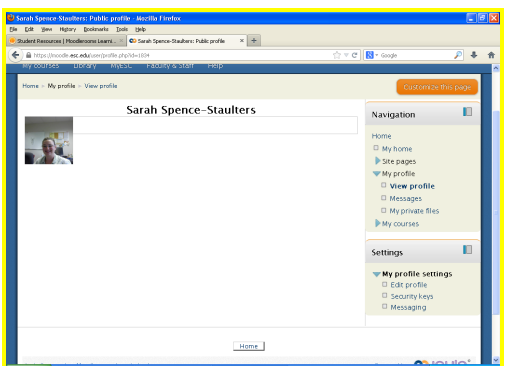
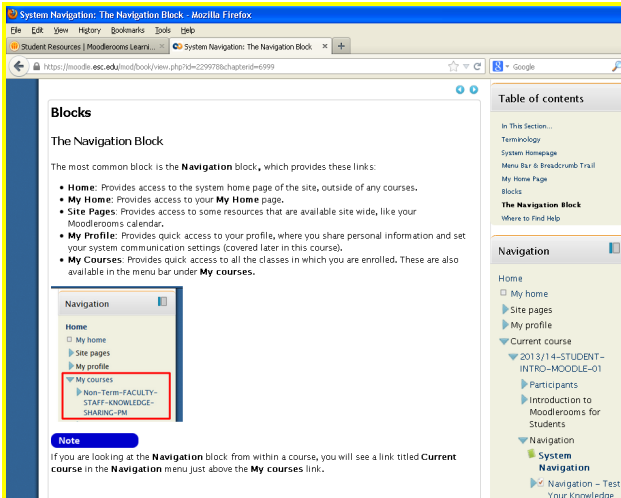


(Modular Object-Oriented Dynamic Learning Environment)

Use the questions below to make sure you are ready to start your online course(s).

- If you answer YES to any of the questions, proceed to the next question.
- If you answer NO, look to the column to the right for more assistance.

Question	If Your Answer Is No, Use This Column For Assistance	For Further Assistance
<p>Do you know where to find Moodle?</p>	<p>Go to MYESC and choose ONLINE COURSES from QUICK LINKS or go to the ACADEMICS Tab and choose ACCESS YOUR ONLINE COURSES</p>	
<p>What do I need to know about Moodle?</p>	<ul style="list-style-type: none"> • First check your computer requirements to make sure you are able to use Moodle. • Click on the self-paced online Intro to Moodle Course. • To connect with others and get some help you can Click on the Moodlerooms Knowledge Sharing link <p><i>For additional information please feel free to look at all of the links on this page.</i></p>	
<p>Do you know how to log into Moodle?</p>	<p>Your login and password are the same as those you use to get into your personal information in MyESC (i.e. registration and financial aid)</p>	 <p>If you forget your login and/or password, click on the “forgot my login” or “forgot my password” links in the Login box under the MY Records tab on MyESC.</p>
<p>Did you Read the Computer Usage Policy</p>	<p>You must complete the Computer Usage Policy before you can move forward in the training. Once you have completed this you will see a check mark on the right side.</p> <p><i>If this does not appear then click the refresh button on the top of the browser page.</i></p>	

<p>Have you completed the Intro to Moodle Course?</p>	<p>Click the help tab at the top of the navigation bar. Then click on the Student Intro to Moodle Link.</p> <p>Read the introduction to Moodle rooms and move through the courses as you scroll down the page. To enter the courses sections click on the links in each of the blocks. Once you have completed a section a green check will appear to let you know to move on to the next section.</p>	
<p>Have you created your profile on your “MyHome” Page?</p>	<p>Make sure that you add a Picture for your profile and any other important information for fellow students and instructors.</p>	
<p>Do you know what the Navigation Block is?</p>	<p>The navigation block is located on the left side of the screen and is where you will see the links to Home, My Home, My Profile and My Courses.</p> <p>NOTE: To move through the Blocks use the blue arrow keys located at the top right corner of the block.</p>	

Do you know the format of your course?

On the Right are examples of several different course formats used within the college. The course format will vary based on the area of study or instructor.

Course Formats

Below are examples of several different course formats used within the college. The course format will vary based on the area of study or instructor.

Onetopic Format →
The **Onetopic** format displays one topic at a time, while other topics are greyed out, but accessible via the navigation tabs. Each tab at the top can be clicked to access more course material.

Weekly Format →
The **Weekly** format is organized week by week, with a clear start date and a finish date. There will be a section for each week of your course, based on the course schedule, which may result in a very similar display as the Topics format.

Topics Format →
The **Topics** format is organized by section names, also called topics.

Folder Format →
The **Folder** format divides the course into subfolders, with further content accessible within each of them. This is the format most similar to ANGEL.

Have you set your preferred communication settings?

These settings are used to control how various types of communications will work in your course. To update your settings, locate the **Settings** block on your homepage, usually on the right-hand column of the page. By updating these communication methods you can:

- Control when you want to receive emails. You can receive an individual email for each forum post made in a course or receive a digest of the day's activity.
- Automatically subscribe to a forum after an initial posting.
- Highlight new posts as a way to track what has been viewed.
- Enable screen reader mode so that the page layout of your course can be more easily read using text-to-speech or other assistive technologies.

You will see a **Settings** block that includes some **My profile settings**. Click the **Edit profile** link to update your profile. When this page opens, scroll down to the communication settings.

Communication Tools: Changing Your Communication Settings - Mozilla Firefox

Starfish | Student Resources | Moodle Rooms Learning...

https://moodle.esc.edu/moodle/view.php?id=229963&chapterid=7020

Changing Your Communication Settings

These settings are used to control how various types of communications will work in your course. To update your settings, locate the **Settings** block on your homepage, usually on the right-hand column of the page.

You will see a **Settings** block that includes some **My profile settings**. Click the **Edit profile** link to update your profile. (Pictured below)

Settings

- ☒ My profile settings
- ☐ Edit profile
- ☐ Security keys
- ☐ Messaging

When this page opens, scroll down to the communication settings. By updating these communication methods (pictured below), you can:

- Control when you want to receive emails. You can receive an individual email for each forum post made in a course or receive a digest of the day's activity.
- Automatically subscribe to a forum after an initial posting.
- Highlight new posts as a way to track what has been viewed.
- Enable screen reader mode so that the page layout of your course can be more easily read using text-to-speech or other assistive technologies.

General

Your name: Billie
Last name: Perry
Email address: Billie.Perry@esc.edu

Email address: You may wish other users to be able to see your email address.

Email display: You may wish other users to be able to see your email address.

From email address: You may wish other users to be able to see your email address.

From display name: You may wish other users to be able to see your email address.

When sending mail: You may wish other users to be able to see your email address.

Screen reader: You may wish other users to be able to see your email address.

City: New England State College
Address: 10000 University Drive
Town: New England, New York
Preferred language: English (United States) [en_US]

Developers: []

Do you know another way to contact your instructor and classmates?

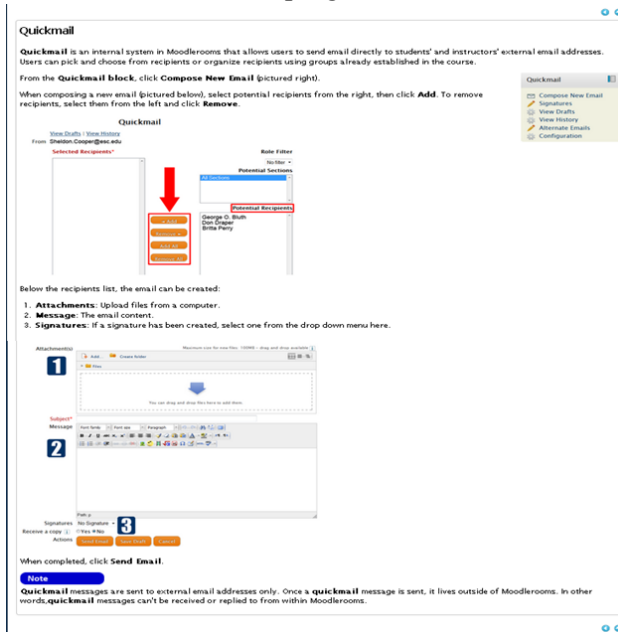
There are Two ways that you can communicate with your instructor and fellow students

- **Quickmail** is an internal system in Moodlerooms that allows users to send email directly to students' and instructors' external email addresses. Users can pick and choose from recipients or organize recipients using groups already established in the course.

OR

- **The Messages Block:** The **Messages** block is displayed by default in all courses. It is used for private communication for student-to-instructor or student-to-student. The **Messages** block is not course specific, so if you are enrolled in multiple courses, you can view messages from different instructors and students from all of your courses.

The **Messages** block displays a list of new messages that you have received, with a link to the **Messages** window. **Messages** are sent via a pop-up window. They are organized in the **Messages** block by threads, much like an instant chat program.

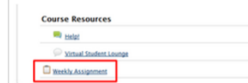


Do you know how to submit an assignment as an attachment?

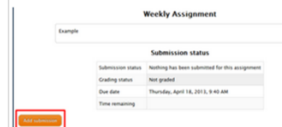
Using a word processing program and attaching the document is the best way to submit an assignment. It allows you to write and edit more easily. It also allows you to keep a copy of what you have sent. If you tried to write your assignment in the drop box window, you don't have as much flexibility for completing your assignment in terms of time, editing, formatting, etc.

Submitting Assignments

To submit your work in an assignment activity, open the chosen assignment (pictured below).

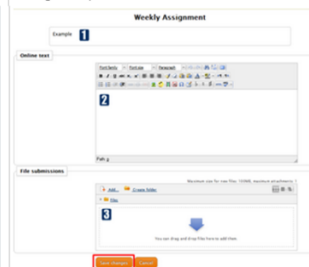


From the assignment page, click the **Add submission** button (pictured below).



From the assignment menu (pictured below), you will add your submission information.

1. **Assignment instructions:** The instructions for the assignment will appear at the top.
2. **Online text:** If your instructor has allowed it, you can either type your full submission directly into this box or add supplemental information to your attached file.
3. **File submission:** If your instructor has allowed it, add files (documents, media files, etc.) using either the file picker from the **Add** drag and drop files onto the file submission area.



When finished, click the **Save changes** button.