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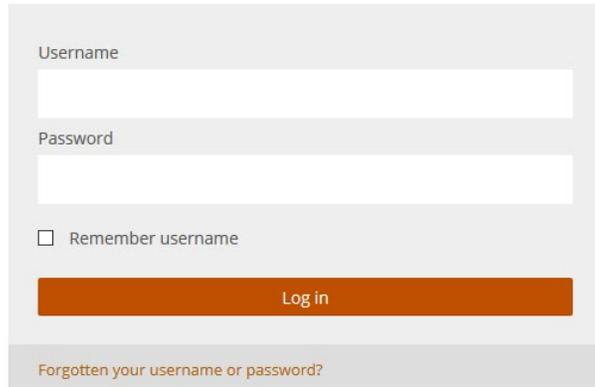
# MOODLE STUDENT USAGE GUIDE

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## 1. How to Log in to Moodle

- a. Go to <https://moodle.cobleskill.edu/>

**Log in**



Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

- b. Sign in with your SUNY Cobleskill username and password. Note: do not enter your entire email address, just your username.

## 2. How to Find a Course and Course Postings

- a. On the top menu bar click “Dashboard”.



- b. The classes you are currently enrolled in will be listed under the Course overview heading.

## 3. How to Open and Download Files for a Course

- a. Though Instructors may organize their Moodle courses differently, you can always find files in the central course content area for the course.
- b. Try looking in sections labeled for the current week or the specific topic being covered in class, depending on your Instructor’s course design.
- c. Click on the file you wish to download, and the file will download to your computer.

## 4. How to Submit a File to a Moodle Assignment Dropbox

- a. Link to assignments can be found in the section down the center of the Moodle course page.



- b. Click the link to the assignment, a screen will display showing instructions that your Instructor added for that assignment. It will also show your Submission status (date submitted, grade, etc.) for the assignment.

## Example

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, December 16, 2019, 12:00 AM
Time remaining	6 days 12 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

- c. Click “Add Submission”, the assignment submission screen will then display.

Add submission

- d. To add a file to the submission box you can do so two ways. First, you can drag and drop the file into the designated area, or you can click “Add...” and browse your computer for your file.

File submissions Maximum size for new files: 20MB, maximum attachments: 20

▶ Files⌵ ⌵ ⌵



You can drag and drop files here to add them.

Save changesCancel

## 5. How to Submit a File to a Moodle TurnItIn Dropbox

- a. Begin by locating the course that needs you to submit a paper to TurnItIn. The following image is what you will see when you have an assignment that needs to be submitted using TurnItIn.



- b. After clicking the TurnItIn icon, a screen will display as shown below. Click the icon next to “Submit Paper”.

- c. If it is your first time using TurnItIn, you might have to agree to the TurnItIn User Agreement before being able to upload files. Once you are finished reading through the agreement click “I agree – Continue”.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Grades Available
Paper 1 - Part 1	9 Dec 2019 - 10:16	16 Dec 2019 - 10:16	9 Dec 2019 - 10:16	100

Refresh Submissions

Turnitin Paper ID	Submitted	Grade
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Submit Paper 

- d. You can now choose and upload files to the drop box the same way you would for a regular assignment drop box.
- e. The Submission Title needs to be as simple and short as possible. If you make it long and add extra characters, it will give error messages when trying to submit the paper.

Good Example: Paper1

Bad Example: Assignment\_Paper\_1

#### Submit Paper

Submission Type  File Upload

Submission Title \* 

File to Submit  Maximum size for new files: 100MB, maximum attachments: 1

 Files



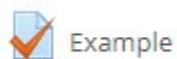
You can drag and drop files here to add them.

\*  By checking this box, I confirm submission is my own I accept all responsibility for any copyright infringement occur as a result of this submission.

**Add Submission**

## 6. How to Take a Quiz in Moodle

- a. Find the Quiz icon below and click it to enter the Quiz activity.



- b. The page that follows will show you the characteristics for the quiz, such as the date and time of the quiz, the time limit, and the maximum number of attempts.
- c. Click “Attempt quiz now” to take your quiz.

# Knowledge Quiz

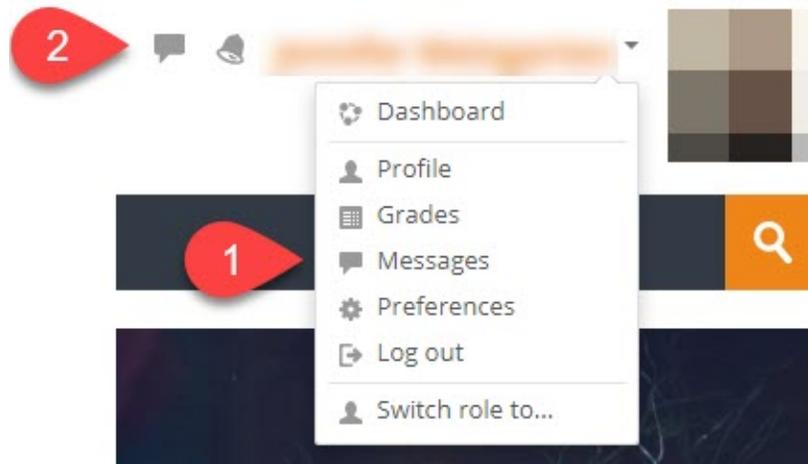
Attempts allowed: 1

This quiz closed on Wednesday, March 6, 2019, 8:00 AM

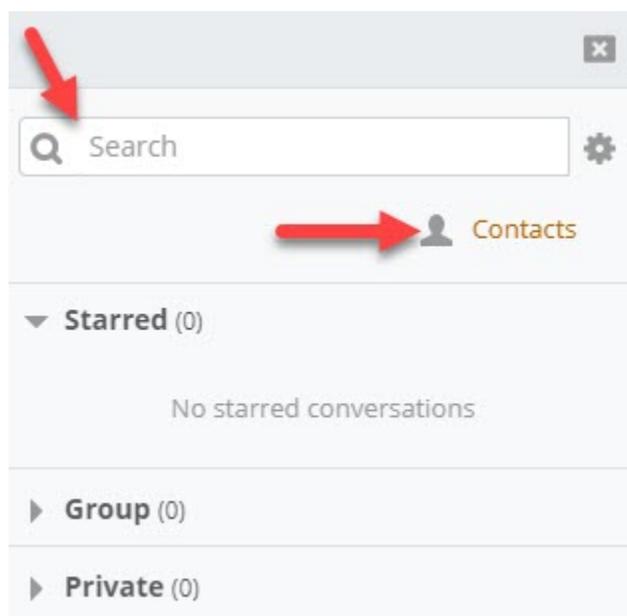
[Back to the course](#)

## 7. How to Use Moodle's Message Feature

- There are two main ways to access your messages in Moodle. The first is to click your name at the top right corner to access a menu, then click "Messages". The second option is to click the Message icon shown in the image below.



- Select "Contacts" if you have people saved or search a person or messages in the search bar at the top.



- Type your message in the box, then hit "Send message".

## 8. How to Join a Discussion on a Forum and Submit New Posts

- a. Locate the forum icon below to enter in the forum activity for instructions from your Instructor and to submit to the forum.



- b. Depending on the forum type, you may be able to start a new topic, and/or reply to a topic or previous reply.

## Sample Discussion Forum

This is an example of a discussion forum. Below you'll find (various) discussion topics or "threads," which sometimes contain with a brief introduction of yourself. You might also like to practice using formatting icons, inserting images, links, and other  
This forum allows each person to start one discussion topic.

Add a new discussion topic

- c. Topics with unread posts are indicated by a number highlighted in yellow.
- d. Click a topic title (not the poster's name) to open and read what has been posted so far on the discussion, click "Reply" to post your response.
- e. By default, you will automatically be subscribed to your own forum and any forum you respond to. To unsubscribe or subscribe to a forum simply click the mail icon to the right of the forum.

### 9. How to Check Your Attendance Record

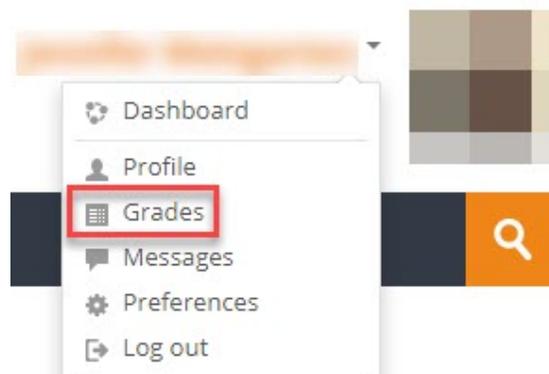
- a. Your Instructor may design their course to have the attendance listed in various areas. Find and click the "Attendance" icon as shown below.



- b. You will then be directed to a page that has your attendance information for the selected course. There is an "All courses" tab that you can click to view the attendance information for all of your courses.

### 10. How to Check Your Grades

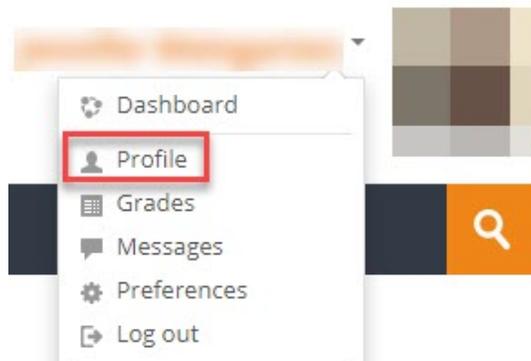
- a. At the top right corner click your name, from the drop-down menu select "Grades".



- b. You will be directed to a page with your grades for all courses you are enrolled in for Moodle.

## 11. How to Add a Personal Photo to Your Account Settings

- a. At the top right corner click your name, from the drop-down list click “Profile”.

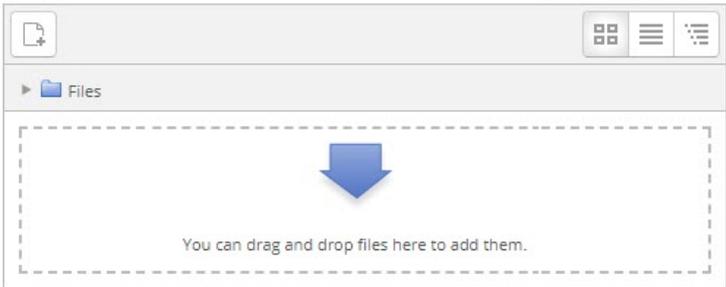


- b. Under User Details click “Edit profile”. Once you scroll to the bottom you will be able to upload an image of yourself by drag and dropping an image in the indicated box or by browsing files on your machine.

### ▼ User picture

Current picture 

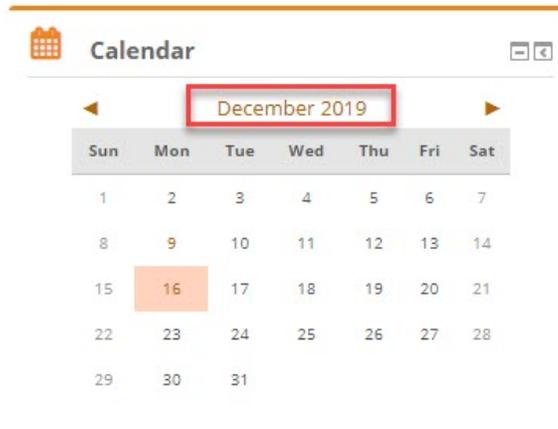
New picture  maximum attachments: 1

A file upload interface showing a dashed box for drag and drop. The box contains a blue arrow pointing down and the text "You can drag and drop files here to add them." Above the box is a "Files" folder icon and a "maximum attachments: 1" label. The interface includes a file icon, a grid view icon, a list view icon, and a refresh icon.

Picture description

## 12. How to Set Up Events on Your Moodle Calendar

- a. The calendar block will be displayed on the right side of your screen when you are on the Moodle homepage. It may also be shown in your courses, depending on how the course was set up by your Instructor.
- b. Click the month on the calendar to get an expanded monthly view.

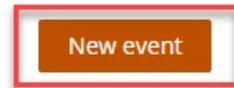


c. In the expanded calendar view click “New Event”.

## Calendar

Detailed month view for:

All courses ▼



◀ November 2019

**December 2019**

January 2020 ▶

d. On the New Event page select the type of event, set the event properties, then click “Save”.

### New event ✕

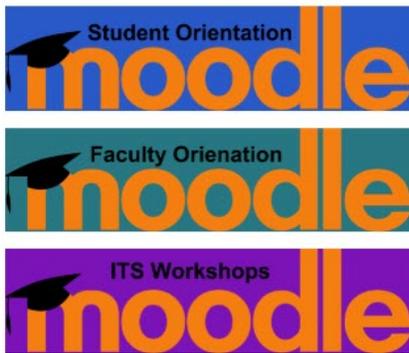
Event title \*

Date  ▼  ▼  ▼  ▼  ▼

Type of event  ▼

# General Blocks

## MOODLE Help



[Submit a Helpdesk Ticket](#)

## Moodle Help

The Moodle Help block contains the Student Orientation which holds all documentation you will need to navigate through Moodle and perform the necessary functions. This block also contains a link for you to submit a Helpdesk ticket if there are IT related issues you have.

## Calendar



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Calendar

The Calendar block is a mini calendar showing the current month with due dates, and important events. You can check future and past months to view dates and events. You can choose to hide/show events by category by clicking the icons under the Events key heading.

## Upcoming events

There are no upcoming events

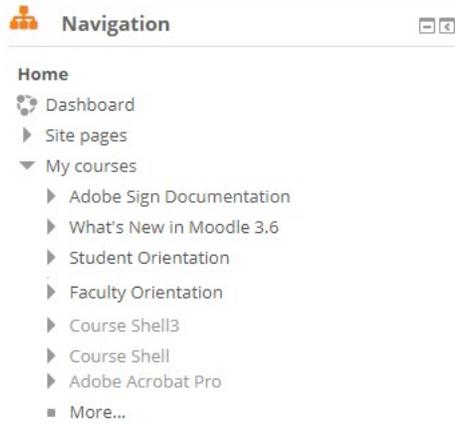
[Go to calendar...](#)

## Upcoming Events

The Upcoming Events block will display events on your calendar that are upcoming. This could be assignments, quizzes, meetings, etc.

## Navigation

The Navigation block contains links that make it easier for getting around Moodle. Dashboard will bring you to the current courses you are enrolled in through Moodle, and you can see within the drop-down a list of the courses.



## Social Media

The social media blocks contain both SUNY Cobleskill's Facebook and Twitter activity. This allows you to stay updated with current events and media data within Moodle.

