

Using Moodle:

A Student Guide

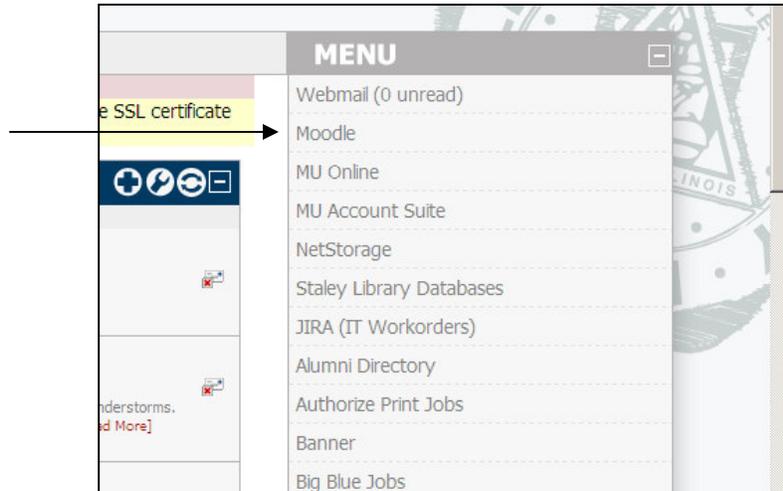
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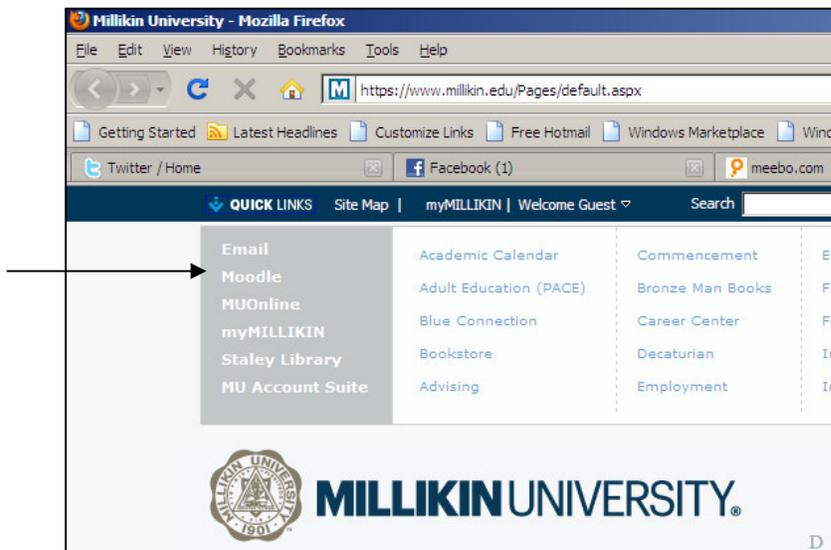
Accessing Moodle:

To connect to Moodle, you can:

- 1) Login to My Millikin and then select the Moodle link from the right-hand menu:



- 2) Connect to Moodle from the Quick Links on the Millikin homepage:



- 3) Navigate to <http://moodle.millikin.edu>

Logging In:

To login, enter your Millikin user name and password (the same one that you use for your e-mail):



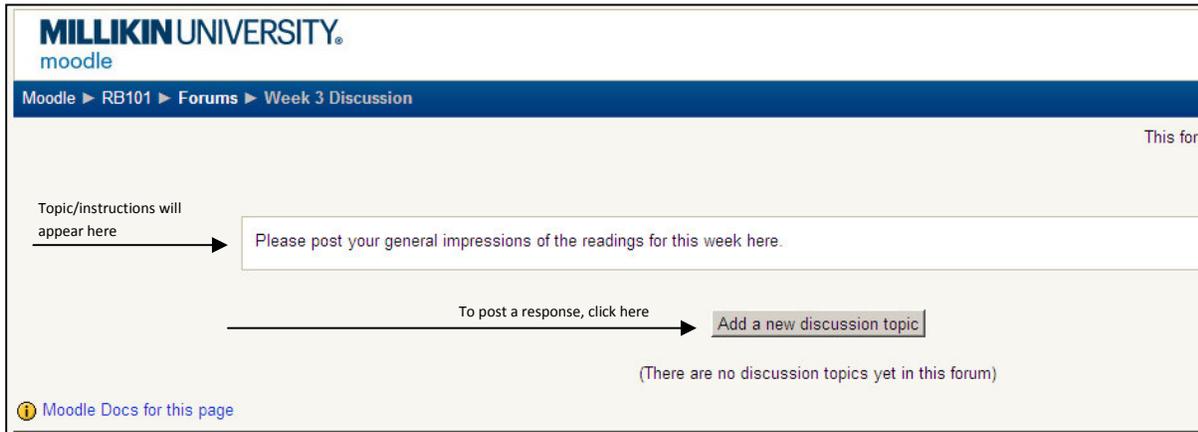
You will see a list of the courses you are currently enrolled in. Click the one you want to enter.

Participating in Discussions:

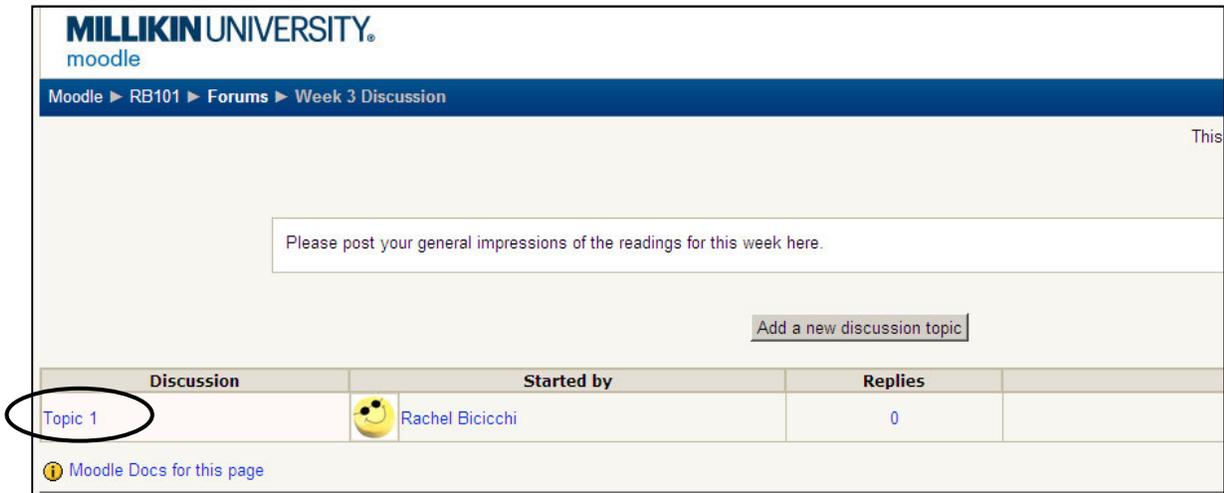
To participate in class discussions, first select the appropriate forum (Note: Forum titles will vary based on how your professor has set up the course. Look for the icon that looks like two faces):



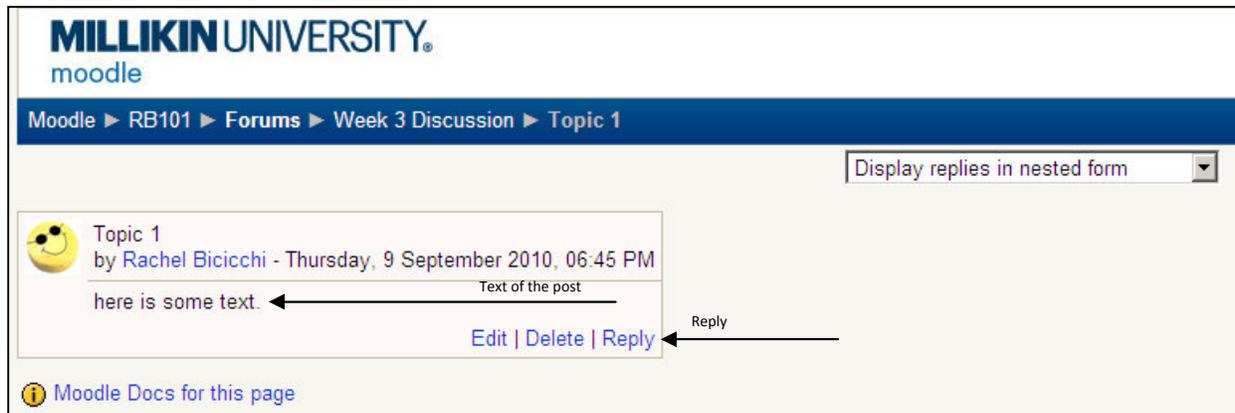
When the forum opens, you will usually see a question, theme, or guideline posted at the top. Read these first. To post your response, click “Add a new discussion topic.”



To read others' posts, click on that post (in the discussion column).

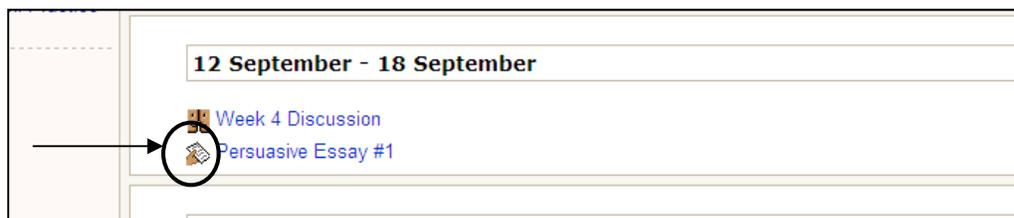


Once you open a post, you can read it. You also have the option to reply to it. If you are the original author, you will also see options to edit or delete your post for 30 minutes after making the post.

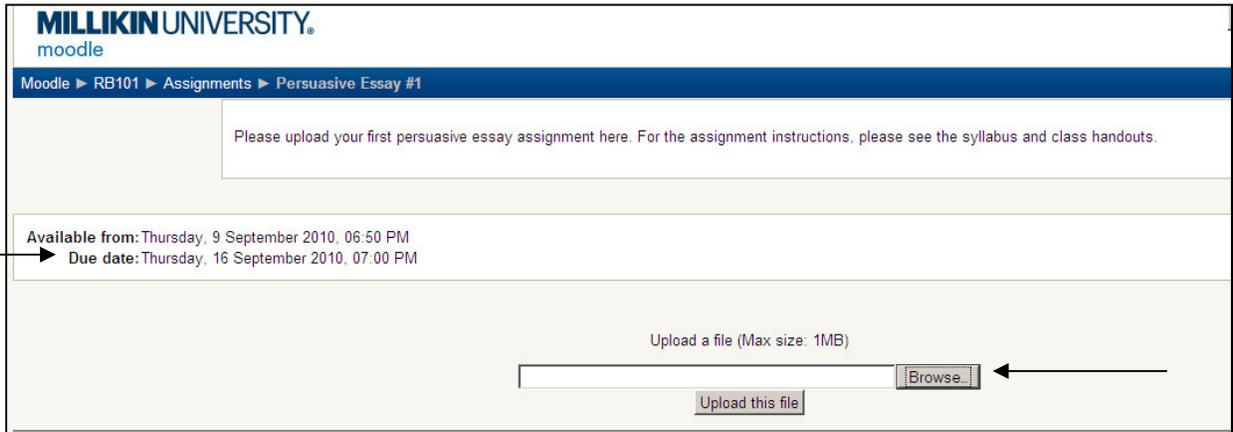


Uploading Files (Turning in Assignments):

Locate the name of the assignment (look for icons that look like a hand holding a piece of paper), and click.

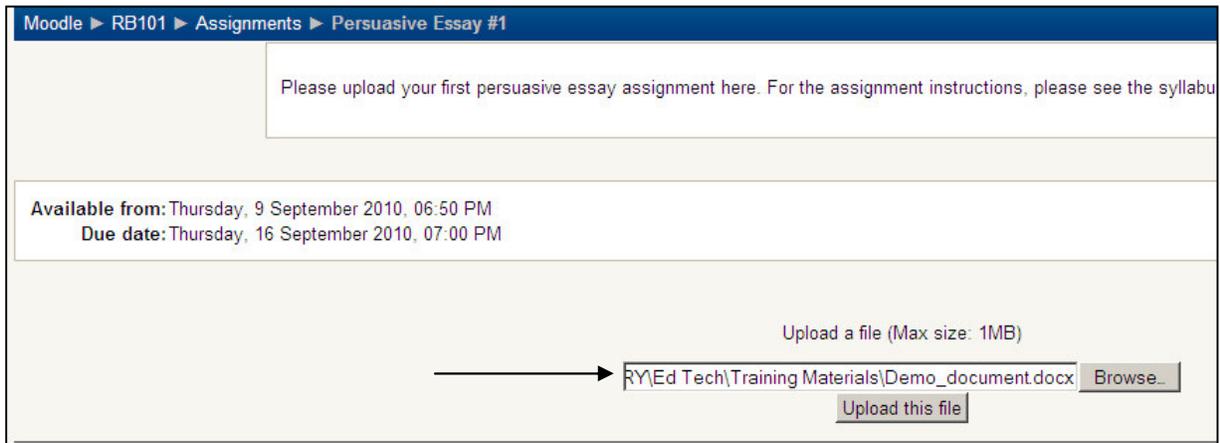


You should now see a description of the assignment and the date and time the project is due. Click the “browse” button and locate the file on your computer or flash drive.

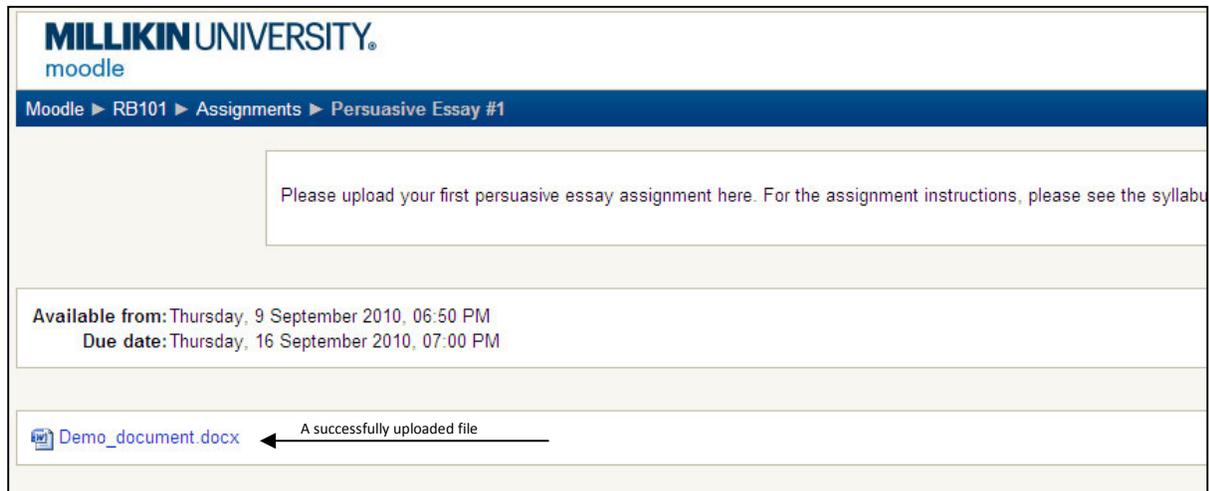


Clicking “browse” will take you to your computer’s file directory. Select the file you wish to upload, and then click “open.” (Just like an e-mail attachment).

Now, you should see the name of your paper next to the Browse button. Click “Upload this file.”



If your file is successfully uploaded, you should see a message on the screen telling you that the file has uploaded, and when you click “continue,” you should see the file name on your screen, below the Due date information.

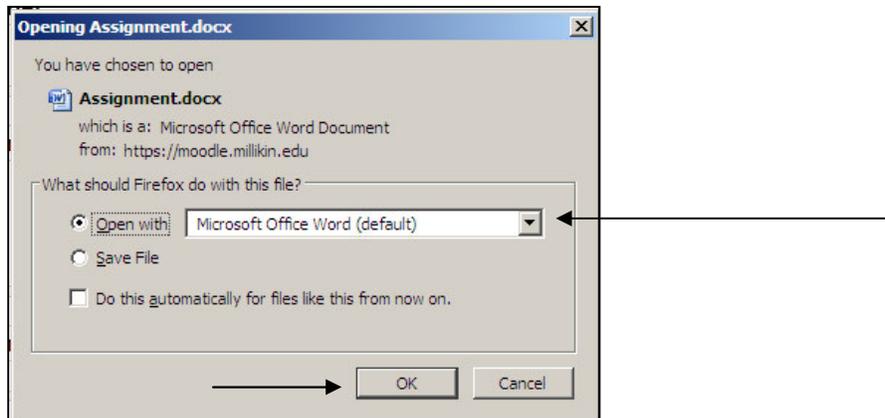


Downloading a file:

Your professors will often place files that can be downloaded, such as a copy of the course syllabus, assignment guidelines, and readings, on your Moodle page. To download them, start by selecting 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.

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



This will display of 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, contact your professor.