



Workforce Continuing Education  
Online Learning

Moodle Quick Start Guide  
for Students

CONTENTS

Getting Started in Moodle .....	2
1.1 Getting to Moodle .....	2
1.2 Logging in to Moodle .....	2
1.3 Finding Your Courses .....	3
1.4 Understanding your Dashboard .....	4
Taking a Course in Moodle .....	5
2.1 The Course Layout .....	5
2.2 Taking a Quiz or Exam .....	6
2.3 Using Forums .....	7
2.4 Submitting an Assignment .....	8
2.5 Viewing your Grades .....	9
2.6 Activity Completion .....	10
2.7 Using Moodle Messaging .....	10-11
2.8 Updating your Email Address .....	11

# Getting Started in Moodle

## 1.1 Getting to Moodle

You can get to the Workforce Continuing Education Moodle site three ways:

- Go to WTCC Moodle page directly at <https://moodle.waketech.edu>
- Go to the WTCC home page at <https://www.waketech.edu/> and click on the upper right hand box labeled **Logins**. This is a drop down menu where you will find the **Moodle** link.
- Go to the WTCC homepage <https://www.waketech.edu/> and scroll to the bottom left of the homepage and click **Current Students** under the **Quick Links for:** menu list. On the right side of the bottom of the screen you will see a link for **Moodle** under the **Online Services** menu list.

## 1.2 Logging in to Moodle

You will use your Wake Tech Key Account to login to Moodle and all other Wake Tech sites and resources. You must activate your key account and create a password before attempting to login to Moodle.

### To activate your Key Account:

- Visit <http://my.waketech.edu> and click the red '**Activate Account**' button on the left-hand side.
- Collect the information requested on the site
- Click the red '**Proceed to Activate Account**' button at the bottom of the page.

Note: you must wait at least 2.5 hours after submitting your application before attempting to activate your account.

### To login to Moodle:

- Click the **Log in** link in the upper right corner of the [Moodle homepage](#).
- Enter your key account username and password

For further instructions or help logging in, please visit the **ITS Help Center** page at the link below.

<https://www.waketech.edu/help-center/its/topics>

**ITS Helpdesk 919-866-7000**

Mon-Fri, 7:00 a.m. - 5:00 p.m. EST

## 1.3 Finding Your Courses

Once you are logged into Moodle, you will be taken to the **Dashboard** where you will have three ways to access your course(s).

- On the left side of the screen there is a menu block that will have a section within the **Navigation drawer** labeled My courses where you will see your course(s) listed. If you don't see your courses, click the 3 horizontal lines *hamburger icon* to expand the navigation drawer (fig 1).
- Underneath the announcements area located in the middle of the page (fig 2).
- In the same menu block there is a link labeled Dashboard. Clicking this link will pull up your course overview in the middle of the screen where all of your classes will be listed (fig 3).

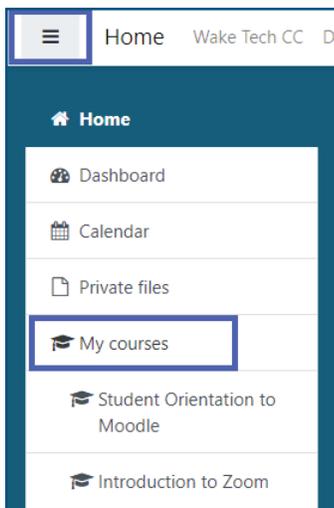


Fig 1. Course links in Navigation Drawer and Hamburger icon.

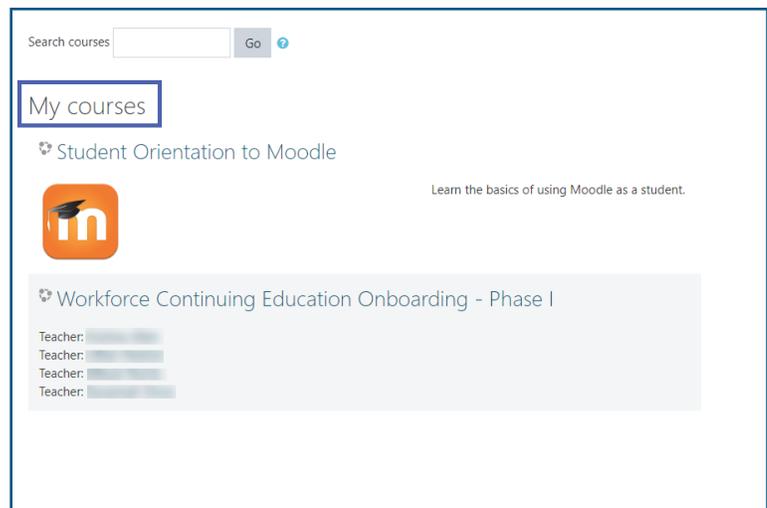


Fig 2. Course links below Announcements.

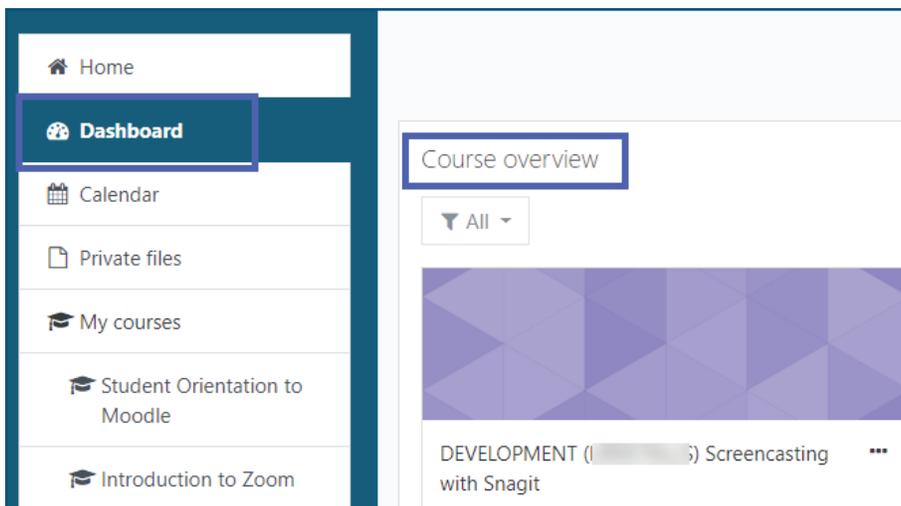


Fig 3. Click Dashboard link to view your course list.

★ Watch the video: [Finding your way around](#) by Learn Moodle Basics 3.7

## 1.4 Understanding your Dashboard

- Star, or bookmark, courses by clicking the **3 ellipses icon** next to the title of a course. You may also hide courses from the same dropdown menu (fig 4).
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 5).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in the upper right corner of the screen underneath your name (fig 6) and dragging and dropping content blocks around the page (fig 7).
- When you are finished, click the **Stop customizing this page** button, or **Reset page to default** button in the upper right hand corner of the screen (fig 7).
- For more information about the Dashboard and its features, click the video link below.

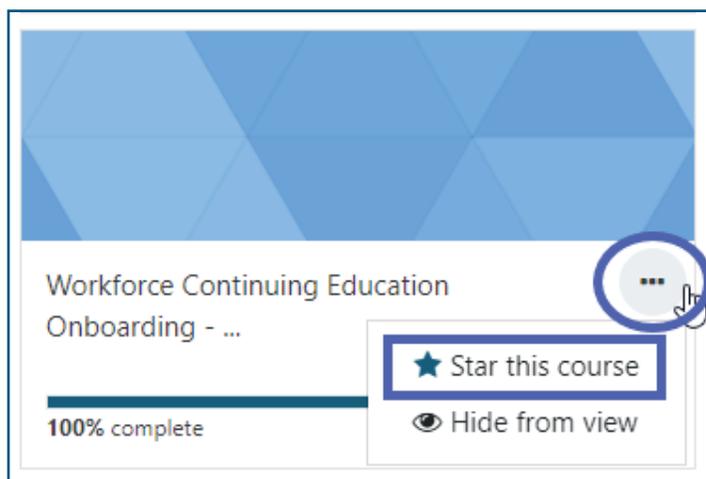


Fig 4. Click the 3 ellipses icon to star and hide courses.

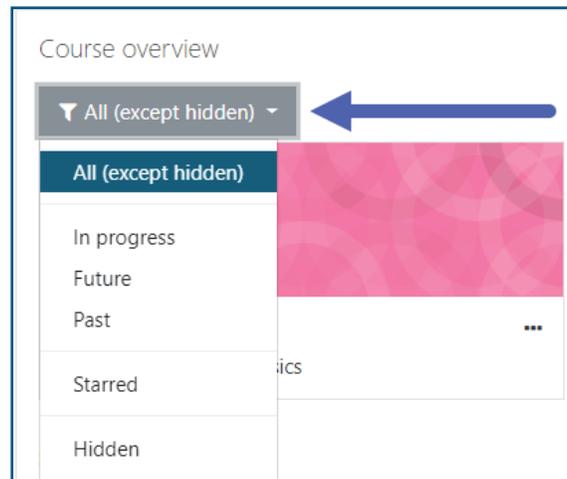


Fig 5. Click the All button to filter and view courses.

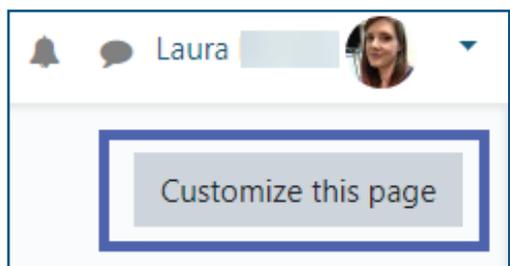


Fig 6. Customize this page button.

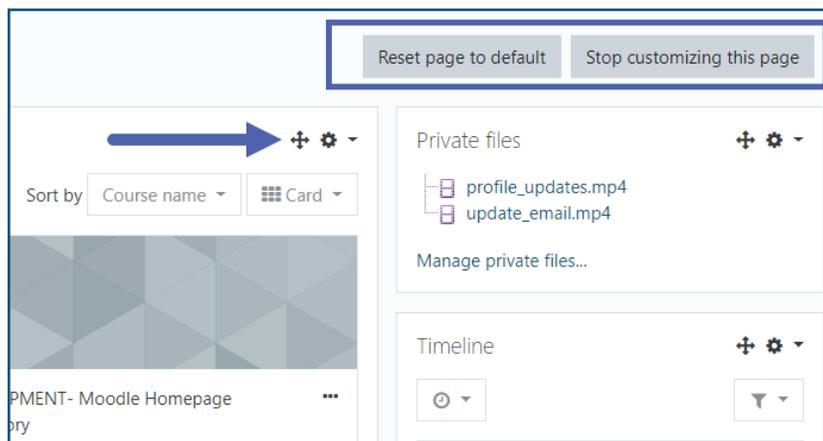


Fig 7. Use the double arrow icons to drag and drop sections around the page.

★ Watch the video: [Dashboard](#) by Learn Moodle Basics 3.7

# Taking a Course in Moodle

## 2.1 The Course Layout

Each course that is offered in Moodle will look slightly different from one another depending on how the instructors set up the features, but all courses function in the same way. Click on the link to the course you want to access. Once you are in your course, you will see there are three sections to each course page:

- The **Navigation drawer** on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 8).
- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 9).
- The right side of the page are blocks that the instructors can customize to contain various types of information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums (fig 10).

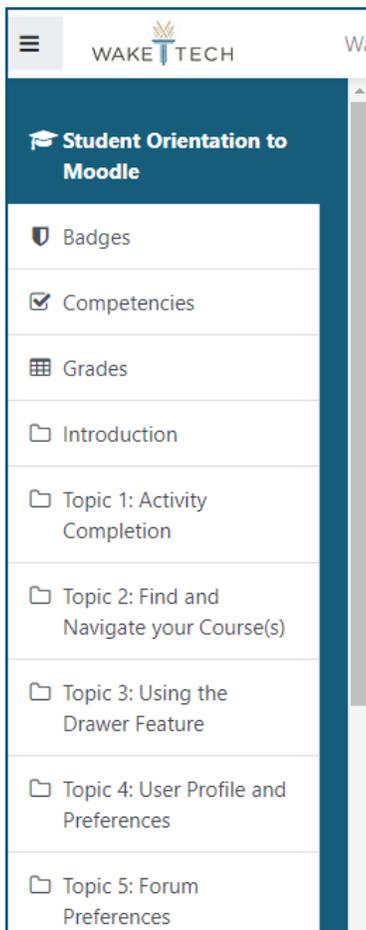


Fig 8. Navigation drawer

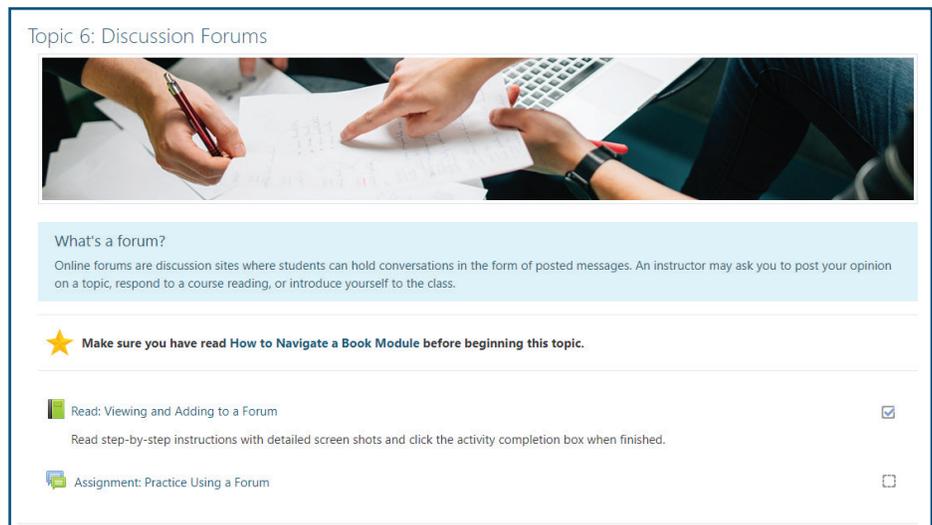


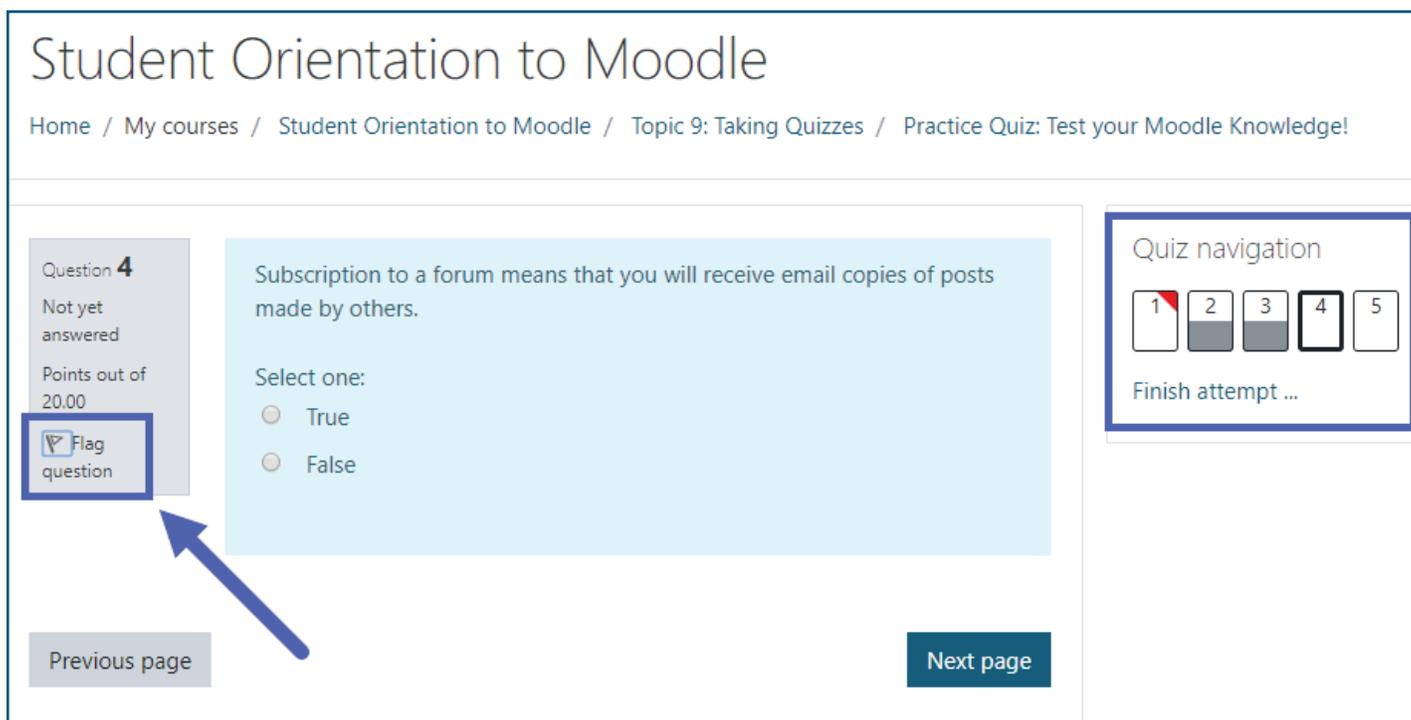
Fig 9. Topic section of a course



Fig 10. A block containing links to course features

## 2.2 Taking a Quiz or Exam

- Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon with a piece of paper with a red check mark on top.
- Click on the **Attempt quiz now** button.
- Answer the quiz question and click the **Next page** button in the lower right corner to continue to the next question, or the **Previous page** button to return to previous questions.
- If you aren't sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 11).
- In the **Quiz navigation** block, questions that have been answered will be filled halfway with gray shading and Flagged questions will have a red triangle in the upper right corner (fig 11).



The screenshot shows a Moodle quiz interface. At the top, the title "Student Orientation to Moodle" is displayed. Below it is a breadcrumb trail: "Home / My courses / Student Orientation to Moodle / Topic 9: Taking Quizzes / Practice Quiz: Test your Moodle Knowledge!". The main content area is divided into three sections. On the left, a sidebar for "Question 4" shows it is "Not yet answered" and worth "Points out of 20.00". A "Flag question" button is highlighted with a blue box and an arrow. The main question area contains the text "Subscription to a forum means that you will receive email copies of posts made by others." and a "Select one:" prompt with radio buttons for "True" and "False". At the bottom of the question area are "Previous page" and "Next page" buttons. On the right, a "Quiz navigation" block shows five question indicators. Indicator 1 has a red triangle in the top right corner, indicating it is flagged. Indicators 2 and 3 are half-filled with gray, indicating they are completed. Indicators 4 and 5 are empty, indicating they are not yet attempted. Below the indicators is a "Finish attempt ..." button.

Fig 11. Flag question button and Quiz navigation block showing flagged and completed questions.

- Once you have completed the quiz click the **Finish attempt** button.
- Click the **Submit all and finish** button or **Return to attempt**
- Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
- Review your answers on the Summary screen and click **Finish review** to receive your grade.
- Click **Re-attempt quiz** button if this option is available and you would like another attempt.

## 2.3 Using Forums

- To start a post in a discussion forum, click the link to the discussion topic (fig 12).
- Click the **Add a new discussion topic** button (fig 13).
- Write your post and scroll down to click the **Post to forum** button.
- Click the **envelope** icons to subscribe to individual threads and receive notifications when a new thread is posted (fig 13).
- Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust forum subscription settings (fig 13).
- To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the envelope icon (fig 13).
- To reply to a post click the name of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.

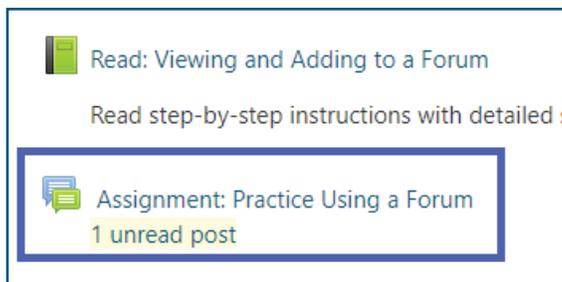
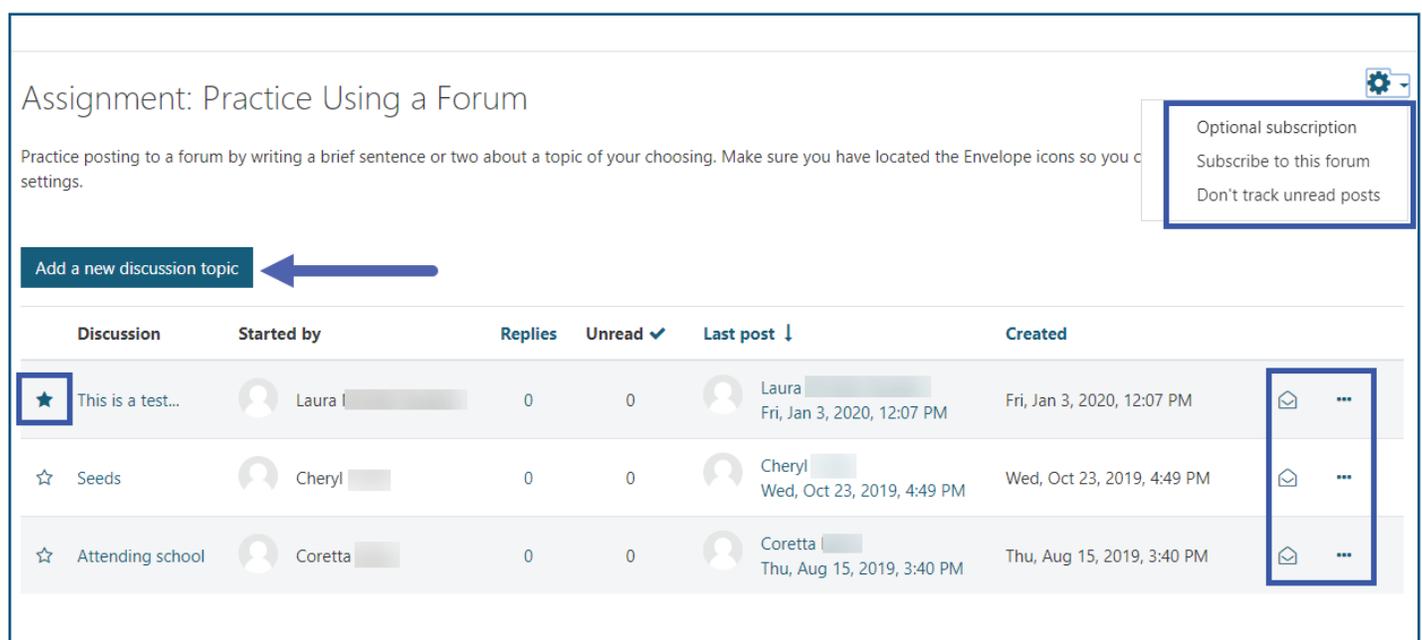


Fig 12. Link to a Discussion forum



Discussion	Started by	Replies	Unread ✓	Last post ↓	Created
★ This is a test...	Laura I	0	0	Laura Fri, Jan 3, 2020, 12:07 PM	Fri, Jan 3, 2020, 12:07 PM
☆ Seeds	Cheryl	0	0	Cheryl Wed, Oct 23, 2019, 4:49 PM	Wed, Oct 23, 2019, 4:49 PM
☆ Attending school	Coretta	0	0	Coretta Thu, Aug 15, 2019, 3:40 PM	Thu, Aug 15, 2019, 3:40 PM

Fig 13. Add a new discussion topic button, Envelope subscription icons, and Gear menu dropdown subscription options.

## 2.4 Submitting an Assignment

There are two ways to submit written assignments in Moodle depending on how your instructor has setup the assignment:

- **Online text:** You can type your assignment directly into the Text editor and submit for grading.
- **File submissions:** You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

To begin an assignment submission, click the link to the assignment, then click the **Add submission** button. To submit a text assignment, simply type in the text box and click the **Save changes** button when you are finished.

To submit a file click the **Add submission** button:

- Click the **Add File icon** in the upper left corner of the file submissions box or drag and drop the file into File submission box (fig 14).
- Click the **Upload a file** link in the File picker box then click the **Choose file** button (fig 15) and select the file to upload, click **Open**, then click the **Upload this file** button (fig 15).
- You then have the option to **Edit submission** or **Submit the assignment** (fig 16).
- Click the Continue button for final submission or Cancel to start over (fig 17).

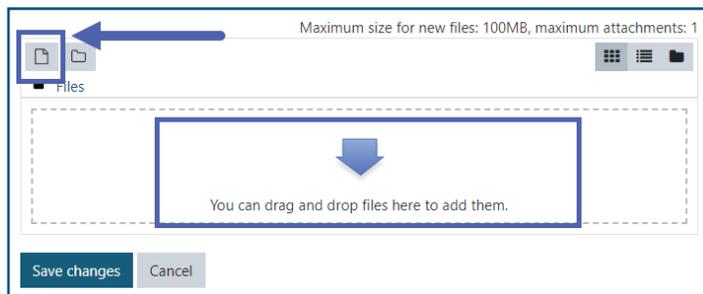


Fig 14. Click the Add file icon or drag and drop a file to upload.

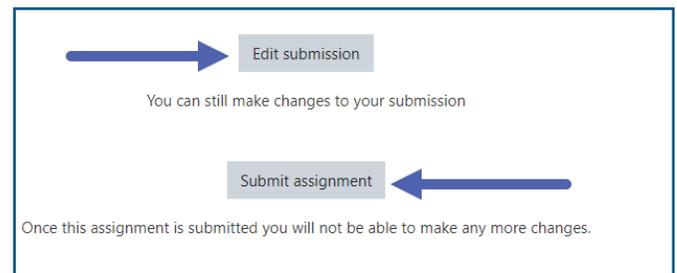


Fig 16. Edit and Submit assignment buttons.

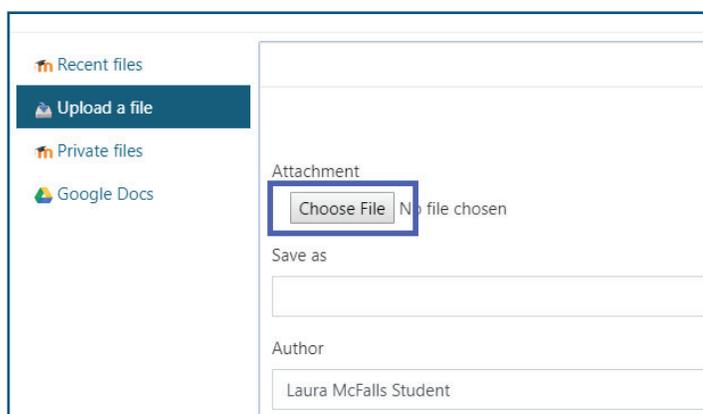


Fig 15. Click Upload a file link and then the Choose File button.

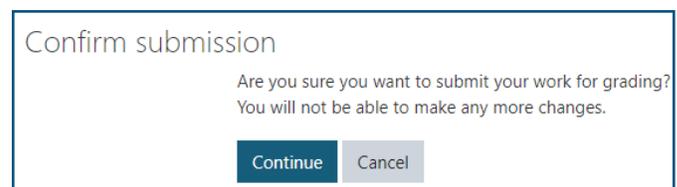


Fig 17. Continue for final submission or Cancel to start over.

## 2.5 Viewing your Grades

In order to check your grades, you will need to locate the **Navigation drawer** on the left side of the screen. If you are unable to view your Navigation drawer see [page 3](#) for instructions.

- Click on the name of the course link in the Navigation drawer under My courses (fig 18).
- Click on the **Grades** link (fig 19).
- Click the **User report** link which lists individual assignments and their grades (fig 20).

**Note:** Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it will be listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.

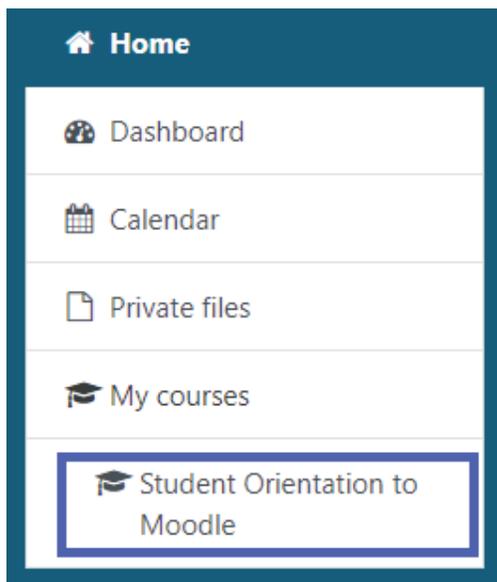


Fig 18. Choose course to view grades

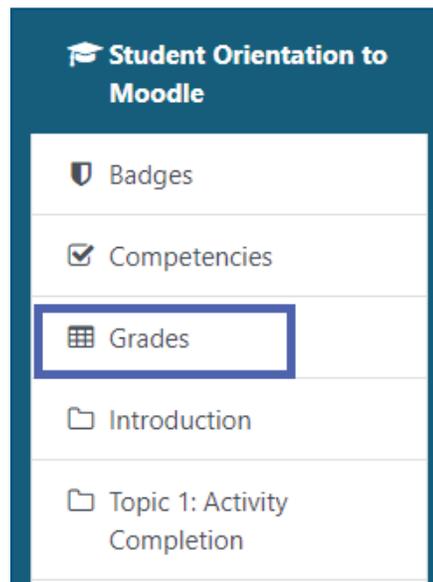
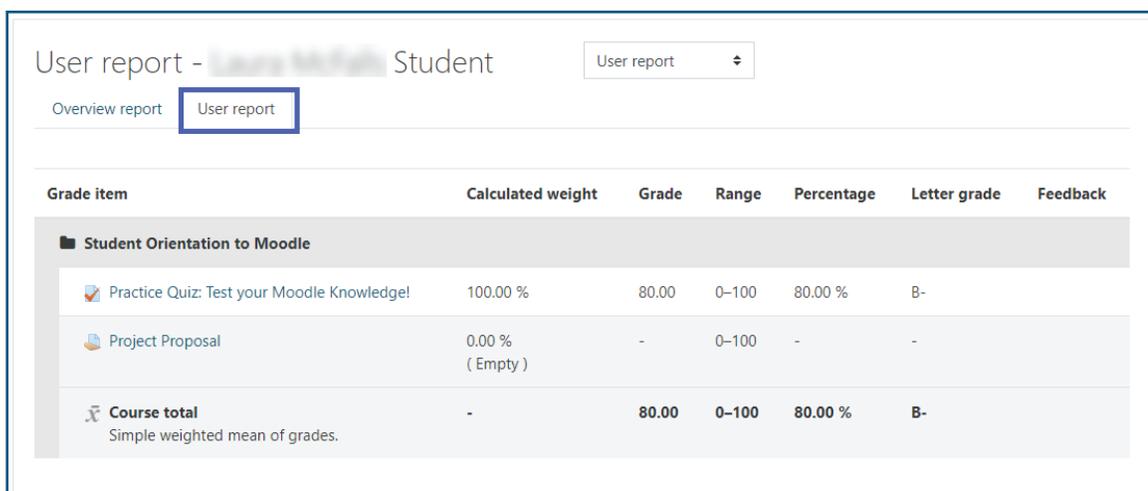


Fig 19. Click Grades link



User report - **Student** User report ▾

Overview report User report

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback
<b>Student Orientation to Moodle</b>						
Practice Quiz: Test your Moodle Knowledge!	100.00 %	80.00	0-100	80.00 %	B-	
Project Proposal	0.00 % ( Empty )	-	0-100	-	-	
<b>Course total</b> Simple weighted mean of grades.	-	<b>80.00</b>	<b>0-100</b>	<b>80.00 %</b>	<b>B-</b>	

Fig 20. Click User report link to view grade details.

## 2.6 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of the box are dashed, then the check mark will be added automatically once all parts of the activity are completed. If the box is a solid line, then a check mark can be added manually by clicking on the box (fig 21).

**Note:** Contact your instructor if you feel you have completed the activity requirements but do not have a check mark in the dashed box.

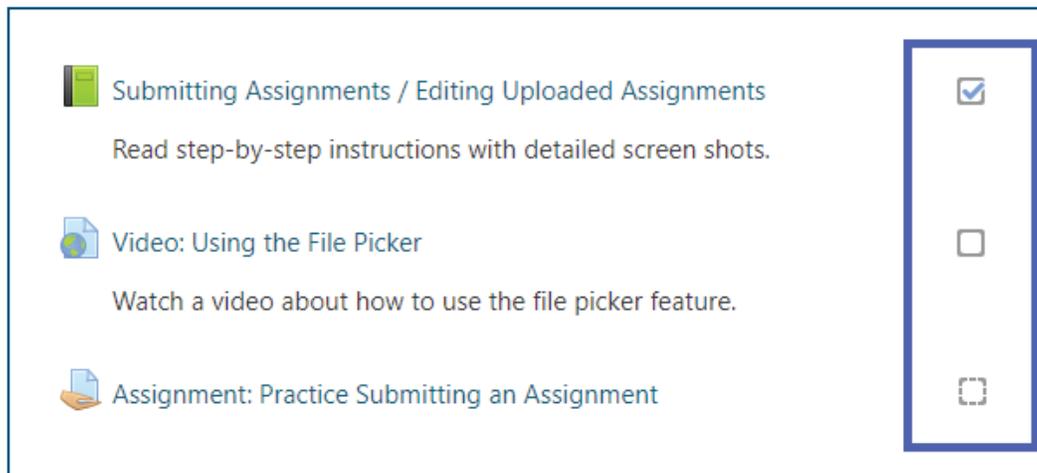


Fig 21. Automatic and manual activity boxes shown with solid and dashed lines next to activities and resources in a course.

## 2.8 Using Moodle Messaging

This feature allows teachers and students to send and receive private messages in Moodle. To access messaging click the **message cloud icon** in the upper right corner of the Moodle screen next to your name (fig 22).

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, group messages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A **star** may be added by clicking the three dots or the star icon when viewing a message (fig 23)
- You may update your notification preferences by clicking the **gear menu icon** in the messaging drawer next to the search box (figs 22 & 24).

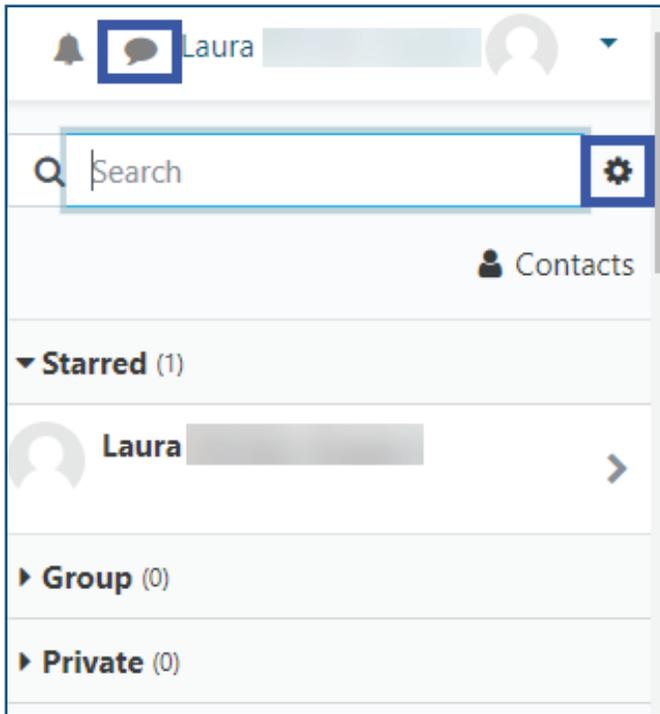


Fig 22. The messenger icon opens the drawer and the gear icon opens the preferences (see Fig 24).

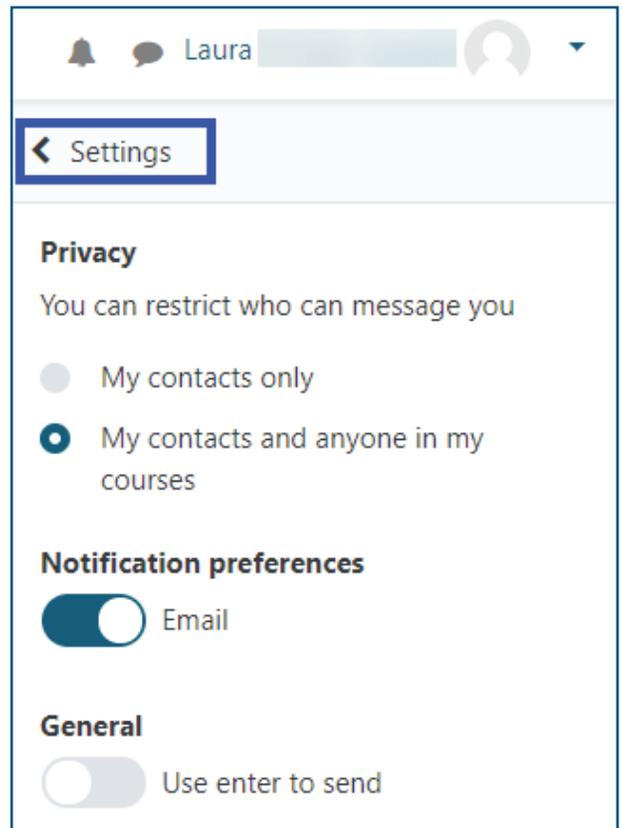


Fig 24. You may turn off email notifications from messenger within the Settings drawer

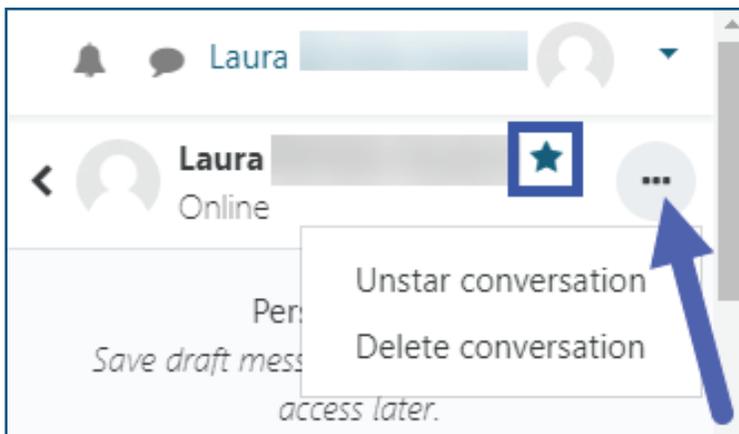


Fig 23. Star a conversation by clicking the star icon or the ellipses inside the light blue circle.

★Watch the video: [Messaging](#) by Learn Moodle Basics 3.7

## 2.7 Updating your Email Address

At this time, Moodle does not allow students to update their email addresses in their student profiles. The default address that is used is the Wake Tech email that is assigned to each student at time of initial registration. If you would like to update your email address, please send an email to [Moodle Team at moodleteam@waketech.edu](mailto:moodleteam@waketech.edu) and include the new email address and your full name.