



Moodle Guide for Students at Northern Lakes College

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Introduction

What is Moodle?

Moodle is the Learning Management System (LMS) used at Northern Lakes College. It is a place for you to communicate with your instructor and classmates outside of class. Your instructor can use Moodle to store class materials, discuss class topics with you, receive your assignments, and much more!

When can I get access to Moodle?

You can access a Moodle course as a guest, prior to registering with Northern Lakes College. This course allows you get an idea of what Moodle is and how it works.

Click this link: <https://moodle.northernlakescollege.ca/course/view.php?id=542>

Click Log in as a guest

Some courses may allow guest access

Log in as a guest

Once you register and get accepted, you will be given a Northern Lakes College account which will provide you with full access to Moodle and the courses in your registered program.

How do I access Moodle?

1. Go to the College website: www.northernlakescollege.ca
2. Click on My NLC



3. Select Moodle!

MY NLC

Quick Links (myNLC login is not required)

- My Mail
- Moodle
- Collaborate (Instructor Use)
- e-Safety Training

4. Select the appropriate Moodle server – in this case you will choose MyLMS.

Northern Lakes College has **two Moodle servers**.

You will need to access the correct server for your program.

Access MyLMS for:	Access Moodle for:
<ul style="list-style-type: none">• Addiction Services Worker Program• Adult Basic Education	<ul style="list-style-type: none">• Unmanned Aerial Vehicle• Certified Professional Bookkeeper

5. Click on the Login button at the top right. This will redirect you to an Office 365 login page



6. Your full email address will be your user ID. Your password will be your date of birth in the format of MmmDDYEAR. For example: Someone born on April 7, 1988 would type Apr071988 (unless you have changed it) Your password is the same password that you use to log into your computer. Click the Sign in button.



Sign in with your work or school account



mouallemr@northernlakesc...

☐ Keep me signed in

Sign in

Back

[Can't access your account?](#)

You can log into your Northern Lakes College e-mail using your e-mail address and password. The account takes the form
nlcID@northernlakescollege.ca

Who do I contact if I cannot log into Moodle?

The most effective way to get help is to send an IT Help Desk ticket. You can do this by emailing helpdesk@northernlakescollege.ca or by using the NLC SERVICE DESK icon on your desktop. You should include your full name, student ID number, the best phone number to reach you at and a description of your problem. You may also call **780-751-3290** from Monday to Friday between 8:15am – 4:30pm!

If you have logged into Moodle, but do not see your courses listed – please contact your instructor!

Navigating in Moodle

Moodle Home Page

Once you have logged into Moodle you will see the My courses page where all your courses that use Moodle will be listed. Enter a course site by selecting the name of the course.

Messages Lab Account 5

moodle Northern Lakes College - LMS

NORTHERN LAKES COLLEGE

Search courses

Home My home Events My Sites Hide blocks Full screen

My courses

[NLC101: Getting Started at Northern Lakes College](#)

Teacher: [Randah Mouallem](#)
Teacher: [Gillian Watson](#)

This course has been created by the Centre for Teaching and Learning to support you in getting started at Northern Lakes College. It is designed to provide you with information and experience using Moodle, Collaborate, NLC Email and College computers. This course is beneficial for students, educational supports, instructors, chairs, deans - it is a course for everyone! In order to truly understand the technology, you must experience it as a student. This course gives you an opportunity to participate in some activities that you will commonly use at NLC.

Moodle Resources

Check out the Moodle resources below!

- [What is Moodle? \(Audio\)](#)
- [How to log in \(Handout\)](#)
- [How to log in \(Video\)](#)
- [How to change your password \(Handout\)](#)
- [Take a Tour of a Moodle Course! \(Login as Guest\)](#)

Calendar

Course layout

Once you select the course name, you will see your Moodle course. Moodle content is divided into topic blocks in the centre and side blocks on the right. The blocks are organized to provide you with ease of navigation within the course. Blocks may vary from course to course depending upon what features your instructor will be using.

Navigation Bar (breadcrumbs trail)

Side Blocks

General block
This topic is always visible










Course Content Area by Topic, Unit or Week

Courses may contain the following side blocks:

- **Navigation:** The Navigation block is a quick way to navigate within Moodle. From here, you can navigate to another topic in any of the courses you are currently enrolled in, to a different course you are enrolled in, to your Profile, etc.
- **Administration:** The Administration block is where you will find the link to view your grades. You can also edit your profile here.
- **Activities:** The Activities block lists and allows navigation between the different activities available in your course (Forums, Quizzes, Assignments). Simply click an activity, such as assignments, to be linked to a list of all assignments in the course. Once in the list, click on the specific assignment to which you want to go to.
- **Calendar:** The Calendar shows the day's date plus important course dates. It will help you get your assignments in on time. To see the previous month, click on the arrow to the left of the month and year. To see what's scheduled for the next month, click on the arrow to the right of the month/year.
- **Upcoming Events:** This block displays future events in a summarized list.
- **Quickmail:** This block allows you to send emails to your instructors and classmates

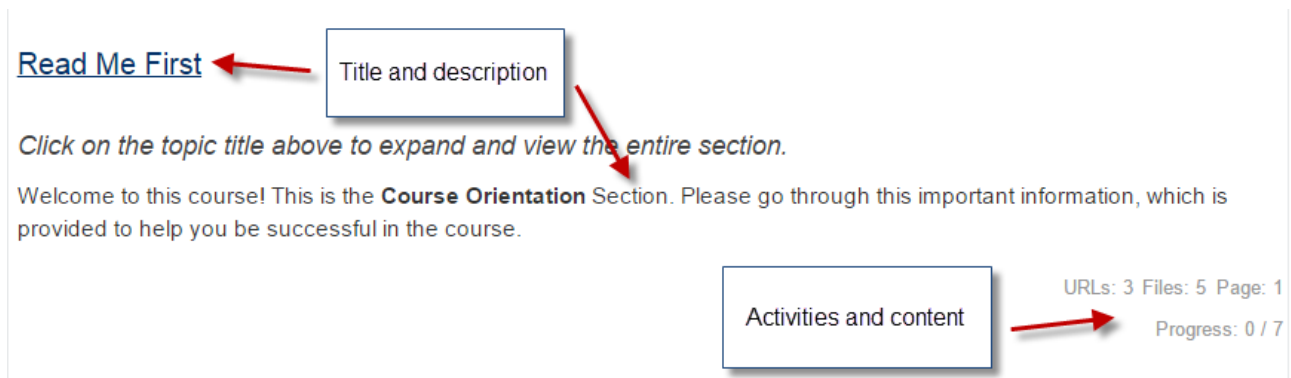
Course Resources and Activities

Moodle supports a range of resource types which teachers can add to their courses. Students can read but do not interact with course resources. Some examples of resources are weblinks, Word documents, PowerPoint files. Activities could be assignments, quizzes and forums.

-  [An Assignment](#)
-  [A Discussion Forum](#)
-  [A Quiz or Exam](#)
-  [A PDF](#)
-  [A Word Document](#)
-  [A PowerPoint Presentation](#)
-  [A URL \(Weblink\)](#)
-  [A Moodle Webpage](#)
-  [A Video](#)

Course Navigation

Most of the courses have been set up in topics format. Each topic or unit will have a title and description to provide you with information on what is being covered as well as any activities or content related to that topic. To access a topic's content, simply click the title. You can also see off to the bottom right that there are 3 URLs (weblinks), 5 files, and 1 webpage.



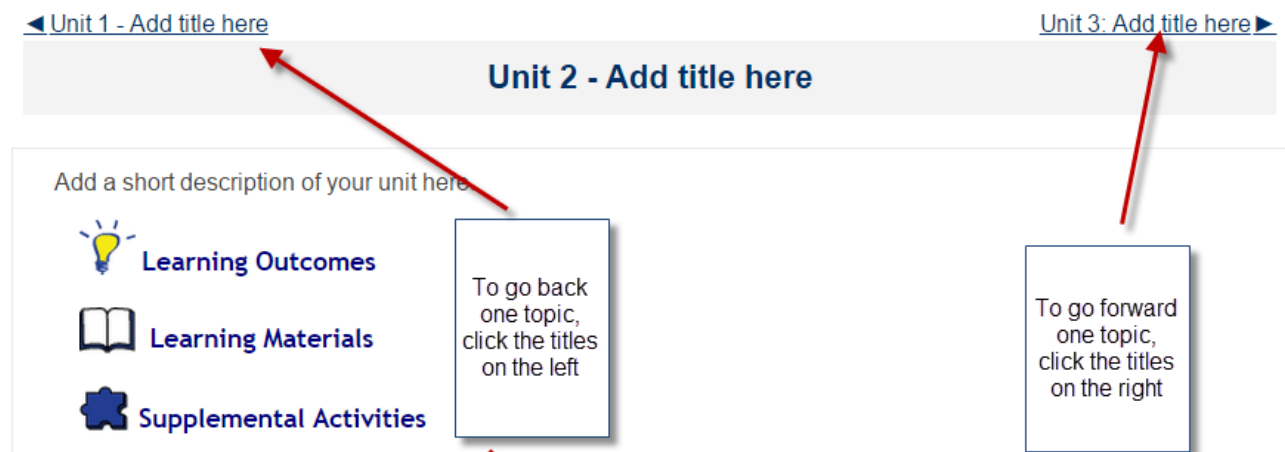
[Read Me First](#) ← Title and description

Click on the topic title above to expand and view the entire section.

Welcome to this course! This is the **Course Orientation** Section. Please go through this important information, which is provided to help you be successful in the course.

Activities and content → URLs: 3 Files: 5 Page: 1 Progress: 0 / 7




To navigate between topics, you can click the Unit titles. If you click the title on the left you go back one topic and if you click the title on the right you go forward one topic. These titles can be found both at the top and bottom of the topic block. You can also jump to a different topic using the Jump to... menu. Just click the dropdown menu and choose your topic!



◀ [Unit 1 - Add title here](#) [Unit 3: Add title here](#) ▶

Unit 2 - Add title here

Add a short description of your unit here.

-  **Learning Outcomes**
-  **Learning Materials**
-  **Supplemental Activities**

To go back one topic, click the titles on the left

To go forward one topic, click the titles on the right

Participating in Course Activities

Forums

The forum activity module enables participants to have discussions that take place over an extended period of time outside of the live class (Collaborate). Forums have many uses, such as: being a social space for students to get to know each other, for course announcements (using a news forum with forced subscription) or for discussing course content or reading materials.

To post in a forum:

1. Click the **Add a new discussion topic** button
2. Type your **subject** and **message**
3. Click **Post to forum!**

Your new discussion topic _____

Subject*

My one wish

Message*

Paragraph B I [List] [Link] [Image] [Video] [GIF] [Quote] [Code]

My one wish would be to receive an unlimited number of wishes - everything I could ever imagine wanting, at my fingertips! 😊

Path: p

Subscription ?

Subscriptions not allowed

Attachment ?

Maximum size for new files: 500KB, maximum attachments: 2


Files

You can drag and drop files here to add them.


Post to forum

To reply to a forum:

1. If you see a topic that you would like to view, simply click on the title of the Discussion, in this case it is My one wish by Lab Account 10

Discussion	Started by	Replies	Last post
My one wish	 Lab Account 10	0	Lab Account 10 Fri, 11 Jul 2014, 1:37 PM

2. You can then view the discussion and reply by clicking the word **Reply**.

 by [Randah Mouallem](#) - Friday, 11 July 2014, 1:39 PM

Wouldn't that be amazing?? 😊

Show parent [Reply](#)

Assignments

There are two different types of assignments in Moodle. One requires uploading files, while the other requires typing the assignment online.

To upload files and submit an assignment:

1. Click the title of the assignment

Now you get to experience Moodle! Complete the following hands on activities:



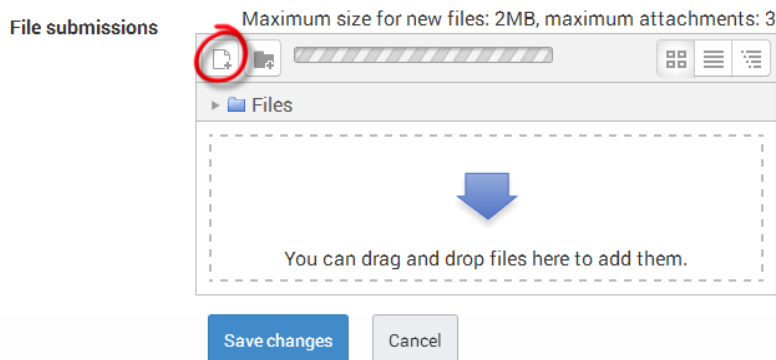
2. Click the Add Submission button. If you do not see the Add Submission button, contact your instructor

SUBMISSION STATUS

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded


Add submission

3. Click the icon circled below, to open the file picker



4. Click on Upload a file at the left, then click on Browse
5. Browse your computer for the location of the assignment
6. Click the Upload this file button
7. Click Save Changes
8. You will then see your assignment under Submission.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 22 July 2014, 9:30 AM
Time remaining	11 days 20 hours
Last modified	Thursday, 10 July 2014, 1:16 PM
File submissions	 badges.docx
Submission comments	Comments (0)

Edit submission

Make changes to your submission

Your instructor will now be able to access your completed assignment file.

To complete an online text assignment:

1. Click the title of the assignment
2. Click on the **Add submission button**

[Add submission](#)

3. Type your response
4. Remember to press **Save** once you have completed your submission

[illegible]

Quizzes


Quizzes can be added to Moodle and can count towards your final grade or be used as a self-assessment. They could contain multiple choice, true/false, matching, essay or short answer questions.

1. Click the title of the exam which you would like to complete
2. Read the description in the white box. This is where your instructor will give you directions
3. Click the Attempt quiz now button
4. If you see a pop-up message about a time limit and/or attempt limit press Yes to begin
5. If this exam requires a password, you will be prompted for one here. Contact your instructor or exam proctor to grant you access to the exam
6. To complete a short answer or essay question, click in the text field and type in your response


Question 1

Not yet answered

Marked out of 3.00


 Flag question


What is the Moodle gradebook?


 Paragraph


B


I














Type your response here


Path: p

7. To complete a multiple choice or true or false question, select the radio button next to the best answer

Question 3

Not yet answered

Marked out of 1

 Flag question

The group the X-Men is made up of fictional crime fighting mutants.

Select one:

☒ True


☐ False

8. If you have a matching question, click on the drop down menu and select the best answer

Question 2

Not yet answered

Marked out of 3

 Flag question

Please match the following questions to the best answer in the drop down box.

The name of a character on the tv show Sesame Street.

The name of the first Prime Minister of Canada.

The name of the clown mascot for the fast food chain McDonald's.

Choose...


Choose...

Big Bird

Ronald McDonald

John A Macdonald

9. Your instructor may set a maximum number of questions to display per page. If you have more than one page in your exam, you will need to click Next or use the Quiz Navigation block at the top left. Grey boxes mean you answered that question, white boxes mean you have not

 **Quiz navigation**

1 2 3 4 5

Finish attempt ...

Time left 0:28:11

10. Once you have completed the exam, and double checked your answers, click next. This will take you to a summary of your quiz. Click Submit all and finish to “hand in” your exam.

Just for Fun - A Practice Quiz

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

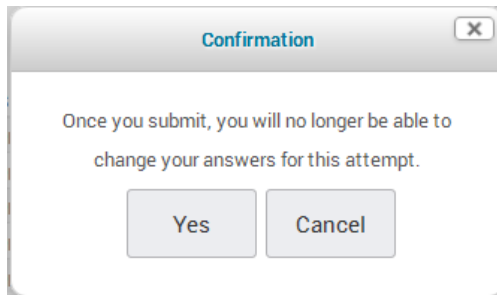
Return to attempt

Time left 0:27:03

This attempt must be submitted by Friday, 11 July 2014, 2:18 PM.

Submit all and finish

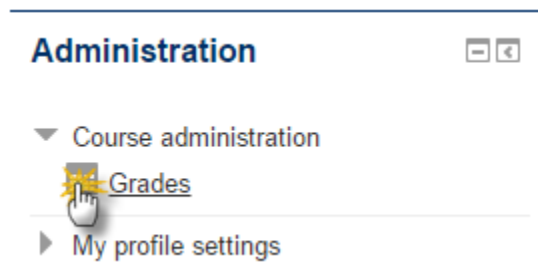
11. You will see the following message about completing your exam attempt, if you are confident with your answers click Submit all and finish.











12. You will then be re-directed to a review of your exam. Depending on the instructor's settings, you may see your mark, grade, the answers you chose as well as the correct answer, and you might also see feedback or an explanation below the answer.
13. Click Finish Review to close this window and be re-directed to a Summary of your quiz, and your attempt(s).

Checking Grades

Click the word Grades in the Administration block



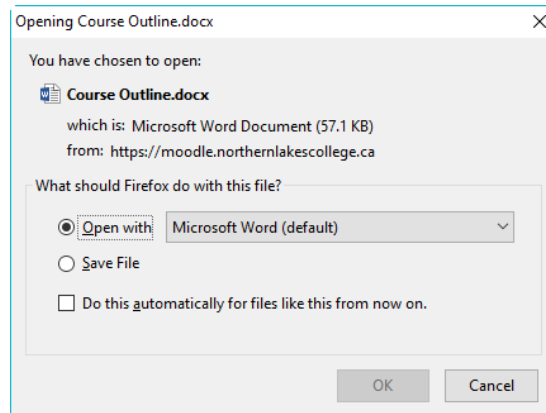
Grade item	Grade	Range	Percentage	Feedback
NLC101: Getting Started at Northern Lakes College				
Assignments				
 Upload a File Assignment	10	0-10	100 %	I am a crazy cat lady! I love it!!!
 Online Text Assignment	-	0-10	-	
 Category total	40	0-40	100 %	
Quizzes				
 Just for Fun - A Practice Quiz	7	0-7	100 %	
 Category total	60	0-60	100 %	
Comments				
 Overall Comments	-	0-0	-	
 Category total	-	0-0	-	
 Course total	100	0-100	100 %	

Accessing Course Resources

Files (Word, PowerPoint, PDF etc)



Click on the name of the file you wish to open and pay attention to how it opens. It could open in the same window, it could open in a new window or tab, or you could be required to download the file. If you get a pop-up message asking if you want to open or save the file, you can click Open to view the file or Save to save it your computer for easy access at a later date.



Website/URL



Click on the name of the URL you wish to open and pay attention to how it opens. It could open in the same window requiring you to click back to go back to your course. Or it could open in a new window or tab, requiring you to close that tab/window and get back to your course.

Book



A Moodle book is a lot like an actual paper book. It has chapters and subchapters. The book also has a Table of Contents allowing you to easily navigate in the book.

Table of contents

1 The Collaborate Session Creation Email

[2 How do I access my links if I don't have the email?](#)

[3 Linking Your Collaborate Class to Moodle](#)

You can also navigate by using the arrows in the book to go from one chapter to the other.



You can print chapters or the entire book by looking under Book administration in the Settings block.

▼ Book administration

 [Print book](#) [Print this chapter](#)

Edit your profile in Moodle

The quickest way to access your own profile is to hover your mouse over your name in the top right hand corner, then click Edit Profile. You can type in a description, some interests, a profile picture and more!

