

NorthernOnline

Ohio Northern University
Educational Technology

MOODLE REFERENCE GUIDE FOR STUDENTS

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LOGGING IN TO MOODLE

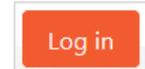
You can login to Moodle Course(s) in two ways:

A. To login through ONU home page

1. Log in to **ONU home page**
<http://my.onu.edu>
2. Click **Current Students**
3. Click **Moodle**
4. Enter **Username** and **Password**
5. Click **LOGIN**

B. To use the direct link

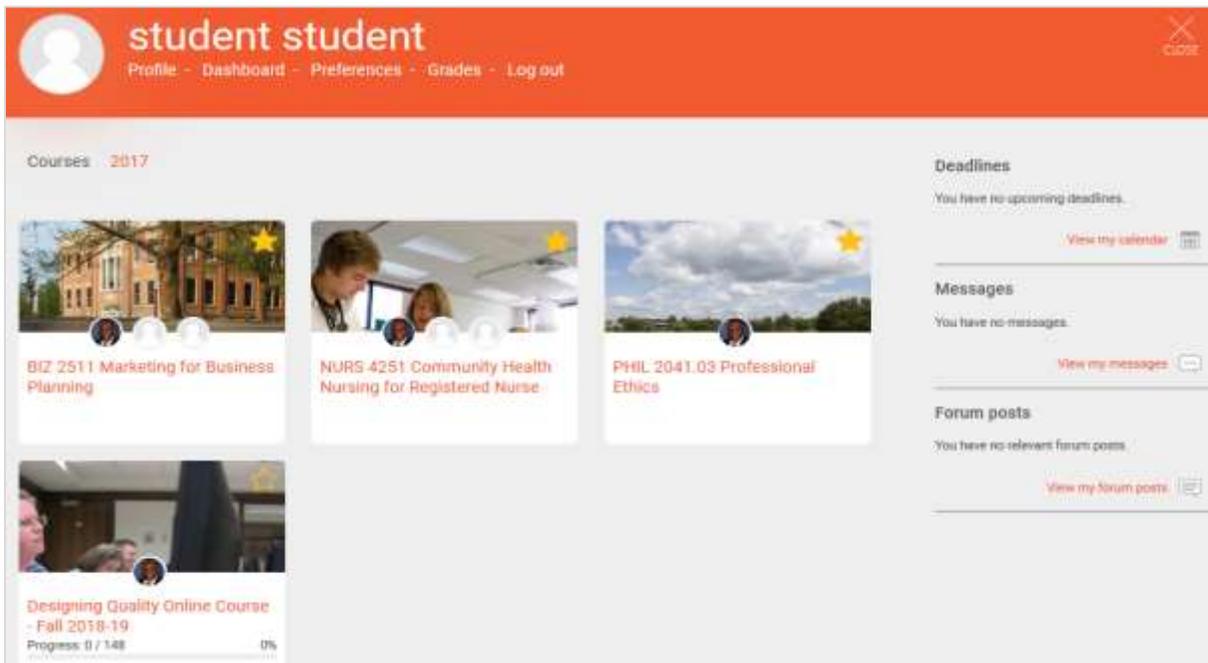
1. Open a web browser of your choice (Firefox, Chrome, Safari)
2. Type the URL
<https://northernonline.onu.edu/my>
3. Click on **Log in**



4. Enter **Username** and **Password**
5. **Click Log in**

LOGGING IN TO YOUR COURSE

After logging in to Moodle a list of your courses sorted by end date, impending deadlines, Messages, Forum posts are displayed. **The personal menu is the best place to see everything important you need to know at-a-glance.**



Click on the **Course title or image (thumbnail)** to access a particular course.

NorthernOnline My Courses  

Home / My Courses / 2019-20 Summer Semester

BIZ 2511 Marketing for Business Planning

[Change cover image](#)

CONTENTS 

Welcome to BIZ 2511 Marketing for Business Planning!

Progress: 0 / 19

- August 1 - August 7**
Progress: 0 / 5
- August 8 - August 14**
Progress: 0 / 5
- August 15 - August 21**
Progress: 0 / 6
- August 22 - August 28**
Progress: 0 / 5
- August 29 - September 4**
Progress: 0 / 5
- September 5 - September 11**
Progress: 4 / 5
- September 12 - September 18**



I am Dr. Tammy Schakett (come learn more about me by clicking on **Questions & Answers** below and click on Introduction). We will be spending time together this summer starting May 26 with the final ending July 31. If you ever have any questions you can post a question by clicking on Questions & Answers below or emailing me at t-schakett@onu.edu. I will generally respond to questions within 24hours, except weekends and holidays.



FINDING YOUR WAY AROUND MOODLE

Each section or topic is a separate web page. This helps you focus on each topic without any distractions.

At the start of each course is a table of contents. The table of contents creates a clear overview of the course structure. This structure means you can navigate to each section in the course with ease.

Course tools are in one simple location. Select **Course Dashboard** in the table of contents to go to them. Blocks are also found in this area.

Course Dashboard

student student Grade: 




 Open Grader	 Gradebook	   5 Participants
 Open Reports	 Competencies	 Badges

1. Click on **My Courses** to return to the main page



HOW TO DEVELOP A PERSONAL PROFILE

A profile displays basic information about participants in the course. A created profile and your picture provides a way for you to tell us about yourself; who you are and what interests you.

1. Click on **Profile** (upper left-hand)



2. Under User details click on **Edit profile**



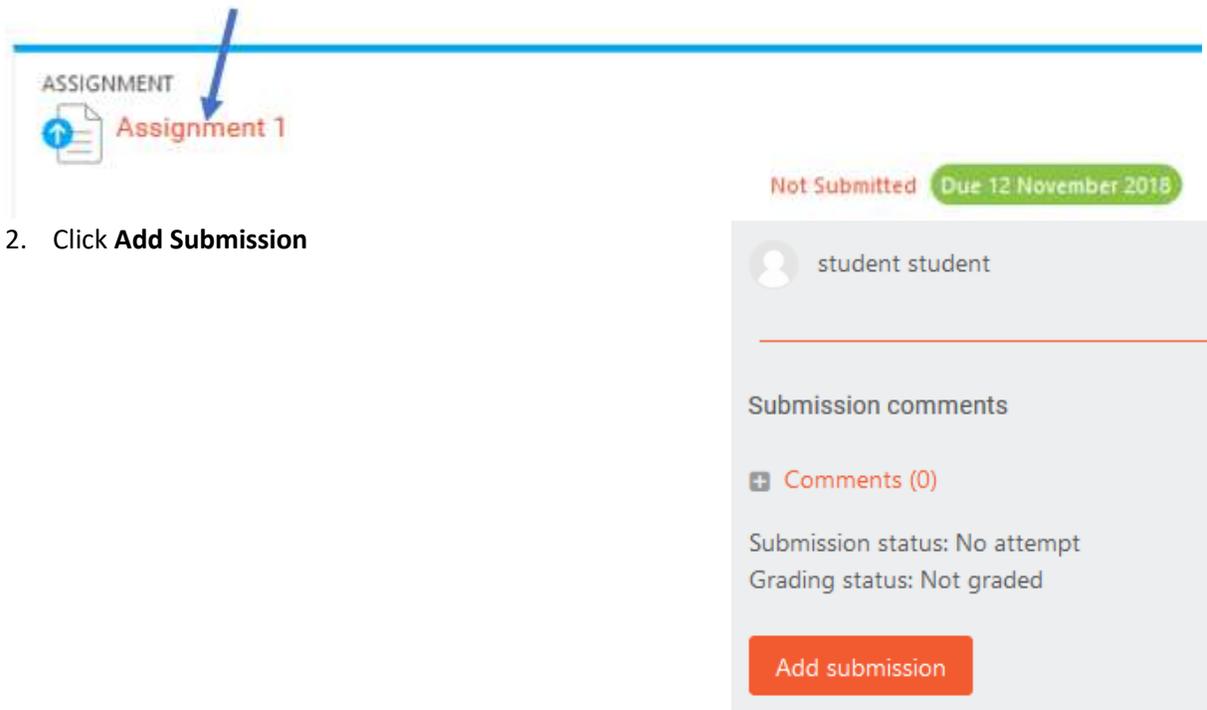
3. **Description:** Provide information about yourself
4. **User picture:** Upload your picture by either dragging and dropping or browsing to select a picture from your computer
5. When done, click on **Update profile**

Update profile

HOW TO COMPLETE AND SUBMIT AN ASSIGNMENT

Your instructors will require you to upload your assignment as a file or input directly into a text box

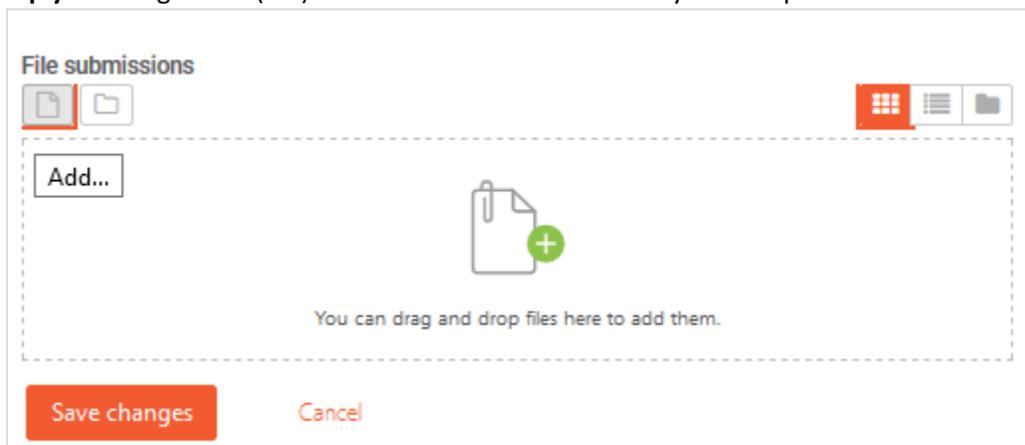
1. Click on the **Assignment title** or icon



The screenshot shows the Moodle assignment submission interface. At the top left, there is a header 'ASSIGNMENT' with a blue arrow pointing to a document icon labeled 'Assignment 1'. To the right, there is a status bar with 'Not Submitted' in red and 'Due 12 November 2018' in a green pill. Below this, a user profile for 'student student' is shown. Underneath, there is a section for 'Submission comments' with a '+ Comments (0)' button. Below the comments section, the submission status is 'No attempt' and the grading status is 'Not graded'. At the bottom right of this section is a red 'Add submission' button.

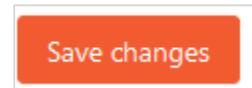
2. Click **Add Submission**

3. **Drag and drop your** assignment (file) or click on **Add** to select from your computer



The screenshot shows the 'File submissions' dialog box. It has a title bar 'File submissions' and a toolbar with icons for file and folder. Below the toolbar is a dashed box containing an 'Add...' button, a document icon with a green plus sign, and the text 'You can drag and drop files here to add them.' At the bottom of the dialog are two buttons: 'Save changes' and 'Cancel'.

4. Click **Save changes** when done.



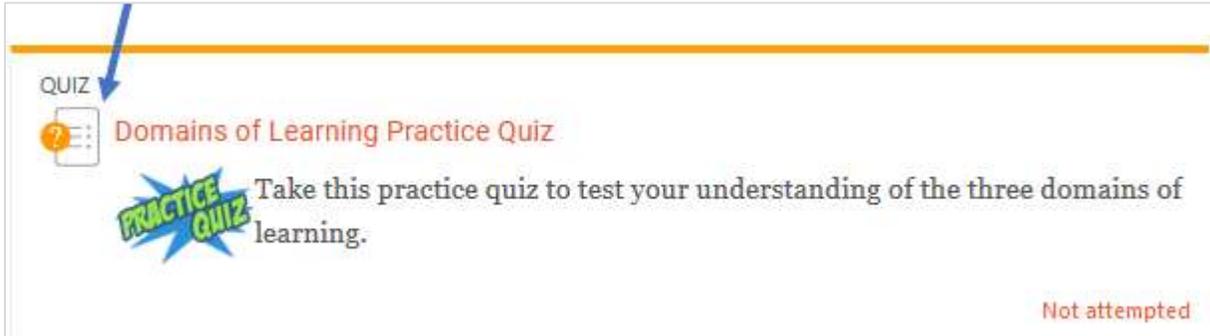
HOW TO COMPLETE AND SUBMIT A QUIZ

Faculty will often use electronic exams and quizzes in Moodle. Exams and quizzes could contain essay questions, short answer questions, multiple choice questions, numerical questions and cloze questions.

Unless you have short answer or essay questions within the quizzes and exams, once you finish the assessment you should immediately know your score. Short answer and essay questions require the instructor to manually grade the assessment. You will be notified once grading has been completed and the instructor releases your grades

To take a Quiz

1. Click on the **Quiz icon or title**



2. Click on **Attempt quiz now**
3. Complete questions and when done, click **Finish attempt**
4. Finally click on **Submit all and finish**
5. A confirmation page is displayed, click on **Submit all and finish**

Attempt quiz now

Finish attempt ...

Submit all and finish

Confirmation



Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Cancel

DISCUSSION AND COMMUNICATION TOOLS

Moodle has a number of ways to communicate information to you from instructors and other classmates;

- **Calendar of Events:** Any course assignments, assessments, or special activities will be listed on your course calendar.
- **News Forum:** Allow instructors send out class announcements.
- **Quickmail:** In course email system
- **Chat:** Provides live synchronous chat time.
- **Forum:** Participate in class discussions online.

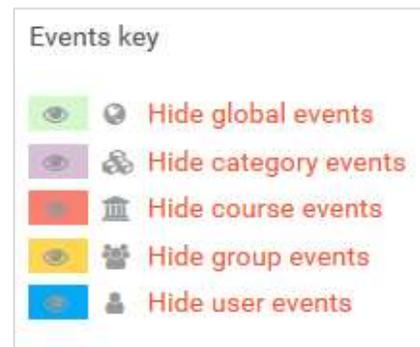
THE CALENDAR BLOCK

The Calendar block displays events that are related to the site or course such as quiz deadlines, chat times, and events related to the courses that you are currently enrolled in.

The Calendar displays four types of events, Global, Course, Group and User. Activities in a course that have a due date associated with them will auto populate a Course Calendar event on the specified due date. Students may add User events to their personal calendars.

Events Key

- **Global:** Event viewable in all courses - created by admin users
- **Course:** Event viewable only to course members - created by instructor
- **Groups:** Event viewable only by members of a group - created by instructor
- **User:** Personal event a student user can create - viewable only by the user

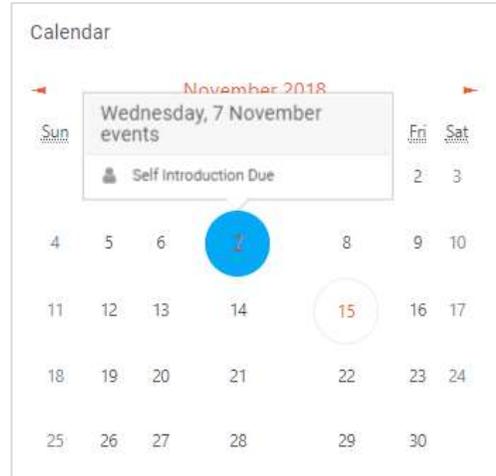


HOW TO VIEW AN EVENT

1. Click on **Course Dashboard** (upper right)



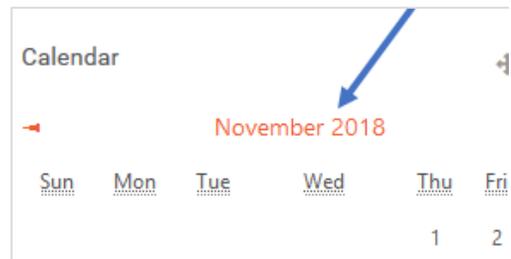
2. Move the cursor over the date that has a **green, gold, yellow, or blue highlight**. Event will appear.



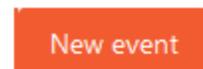
HOW TO ADD A CALENDAR EVENT

Note: Students may only add user events (Blue). Instructors may add course, group, and user events.

1. Click the **month link**



2. Click the button **New Event** (upper right) or click on the **date**



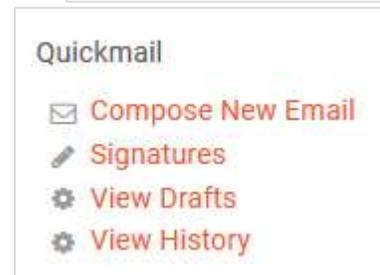
3. Provide **Event title**
4. Choose **Date** and **Time**
5. Choose the **Type of event**
6. Select **Course** for the Calendar
7. Provide a **Description**
8. Click **Save**

QUICKMAIL

HOW TO SEND AN EMAIL VIA QUICKMAIL

To send messages using this method the professor must have the Quickmail block set up in their course and **students are allowed to use Quickmail**

1. Click on **Course Dashboard** (upper right)
2. Find the **Quick Mail block**
3. Click on **Compose New Mail**
4. Select **mail recipients** and choose **Add**.
5. **Drag and drop** any file attachments.
6. **Compose email**.
7. Choose your signature. Decide if you want a copy of the email.
8. Hit **send email**

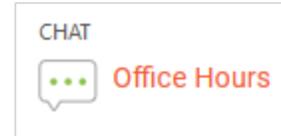


LIVE CHATS

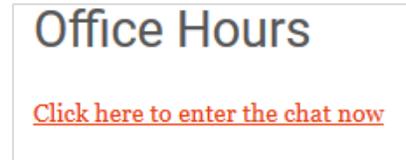
HOW TO PARTICIPATE IN CHATS

Your Instructors may provide opportunities to interact online with them or other classmates. This may occur via a live chat or discussion on specific topics.

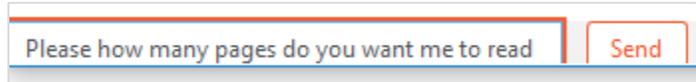
1. Find the **title of the Chat room**



2. Click on **the Title**
3. Select **Click here to enter the chat now**



4. Enter **Text in textbox** and **click Send** or **hit enter**



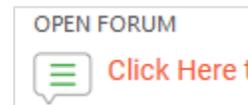
5. Close the chat window to leave the chat.

HOW TO PARTICIPATE IN DISCUSSIONS

Online Discussions provide a way for you to interact with your classmates and instructors on specific topics. You are able to provide thoughtful reflection to specific questions and then respond to posts from other classmates. It is important to be respectful of others during these discussion and to use proper netiquette.

ADD A TOPIC OR POST TO OTHERS IN A FORUM

1. Locate **Forum/Discussion Topic** on **Course Activities** page
2. Click on **Topic**
3. Read Instructions
4. Click **Reply** or **Add New Discussion**. (This will depend on how the instructor has set the discussion preferences.)
5. **Reply** to other **posts** by clicking on one of the **discussion titles**.



6. **Create subject** or if replying begin **typing your post**.
7. Add **attachment** if required by **dragging and dropping**.
8. Click **Submit**

Add your discussion

Your subject

Type your post

Submit

Cancel

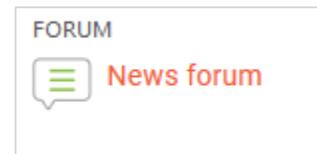
NEWS FORUM

The news forum is designed to inform you quickly of class updates. Your instructor may use it to announce a special speaker, reminder of an assignment, or that class has been cancelled.

The News forum is located in the first course content block that provides a summary of the course and may have a title different than News Forum e.g. Course Announcements.

USING THE NEWS FORUM

1. Click on the title of the **News Forum (In this course titled Course Announcements)**
2. Click on the **title of the post** to open and read the **announcement**.



Discussion	Started by	Replies	Last post
FINALS WEEK	Tammy Schakett	0	Tammy Schakett Sun, 26 Jul 2015, 11:32 AM
This is it!	Tammy Schakett	0	Tammy Schakett Mon, 20 Jul 2015, 11:15 AM
Last Weekly Assignment	Tammy Schakett	0	Tammy Schakett Mon, 13 Jul 2015, 10:38 AM

3. If the announcement requires a reply, click reply on the far right.
4. **Type your message**. You can choose **Mail Now** if you do not need to edit it or just click **Post to Forum**. If you do not choose **Mail Now**, you will have **30 minutes to edit** your post.

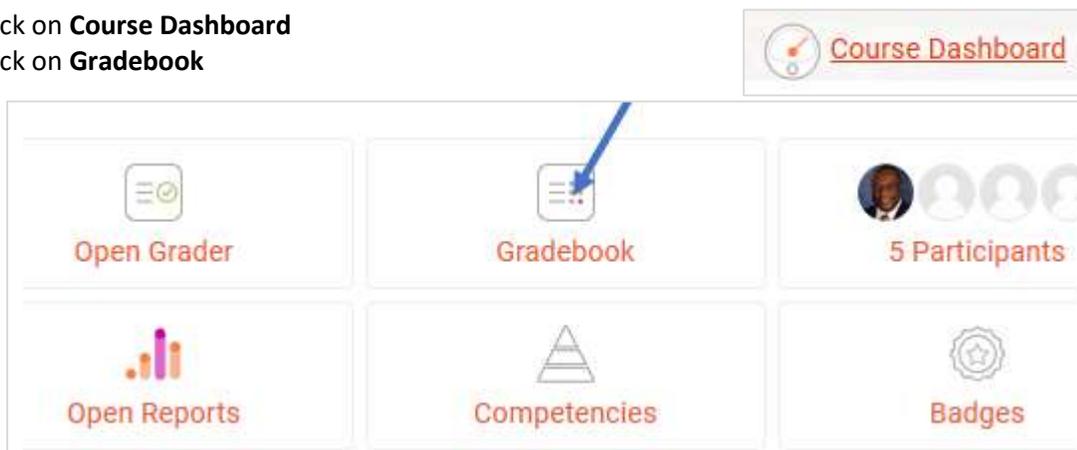
HOW DO I CHECK MY GRADES

You can find your grades in several places. You choose where you want to check them.

- **Activity:** Open an assignment or quiz activity to see the grade in the activity summary.
- **Open Grader:** Use the Open Grader to see grades for your submitted assignments and forum posts only.
- **Gradebook:** Go to the Gradebook to see how you are doing in all of your courses and on each of your activities.
- **Personal menu:** In Moodle you can view your course grades from your personal menu. Select your name and avatar to open your Personal menu.

USING THE GRADEBOOK TO VIEW YOUR GRADES

1. Click on **Course Dashboard**
2. Click on **Gradebook**



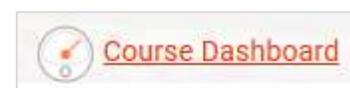
From the Gradebook you can view overview and user reports (upper left-hand).

- **Overview report:** See how you are doing overall for each course.
- **User report:** See how you are doing on each assignment, quiz, and activity in the course. You can select the activity name to view the submission.

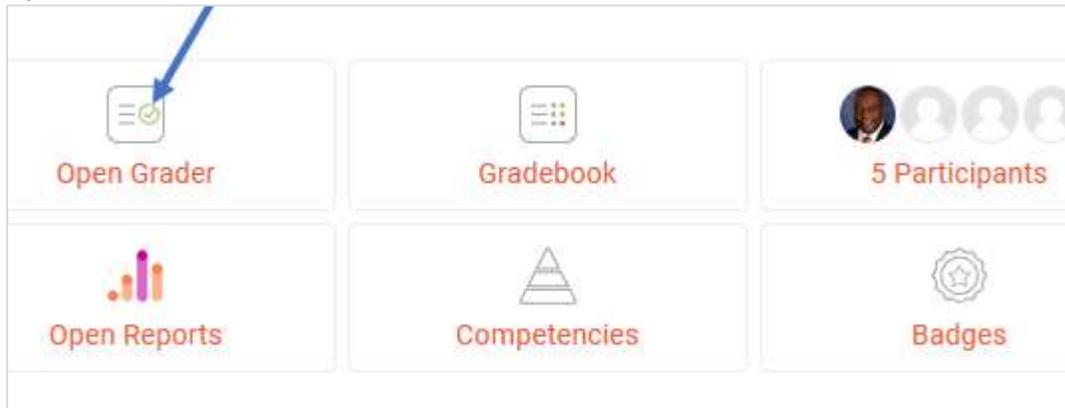


USING THE GRADER REPORT TO CHECK YOUR GRADE

1. Click on the **Course Dashboard**

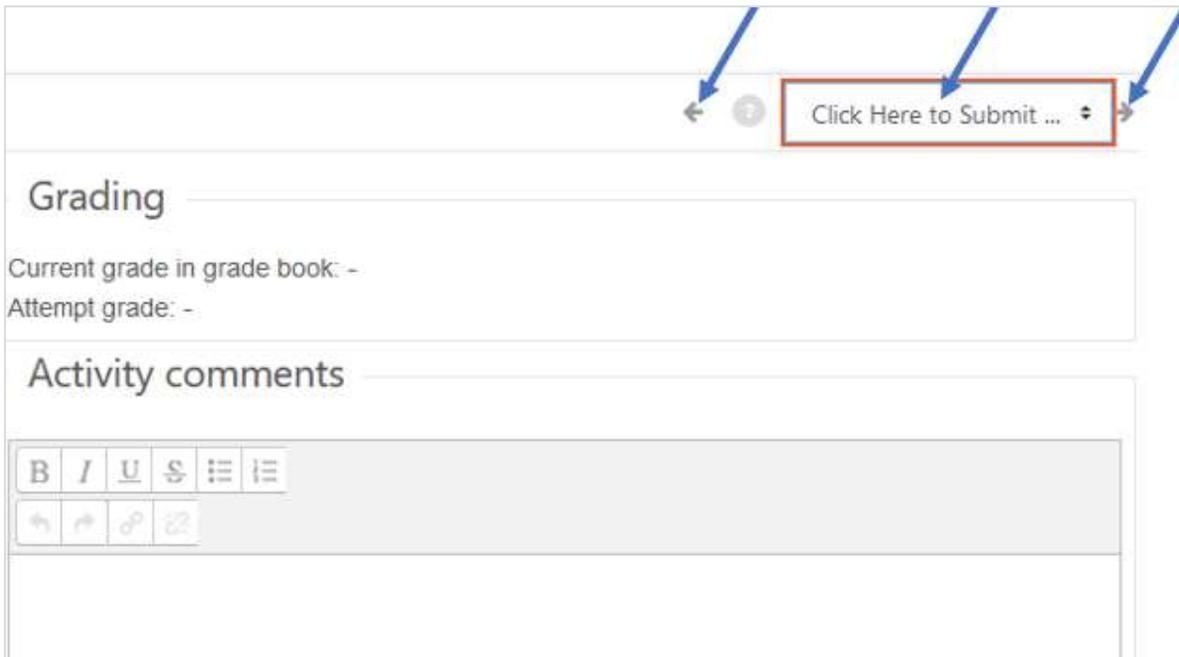


2. Click on **Open Grader**



From the Grader you can review your assignments and forum posts submitted for grading. You can see your grade and discuss comments or grades with your instructor.

- Use the arrows or drop-down menus to move between your submitted assignments and forum posts.
- Review your grade and instructor feedback from the *Grading* panel. Add your own comments, if you want to respond.
- View your files, text, and forum posts.
- Change your view or return to the course.

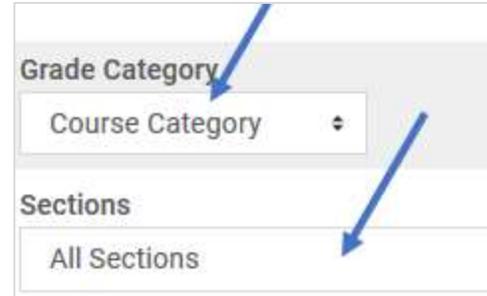


HOW TO TRACK YOUR PROGRESS WITH REPORTS

Reports allow you to view and track activity or view grades for courses you are currently enrolled in. Use reports to track your grades, track assignment submissions, view your forum, glossary, and wiki post history, quiz submissions, outcomes and more.

The following filters are available for selection in most Learner reports:

- **Grade Category:** Set this filter to narrow report results that show data for activities within a specific grade category in the grade book. The *Course Category* option in the drop-down menu refers to the overall grade category for the course.
- **Sections:** Set this filter to narrow report results that show data for activities within a specific section of the course. A section refers to a topic, week or folder, depending on the course format.

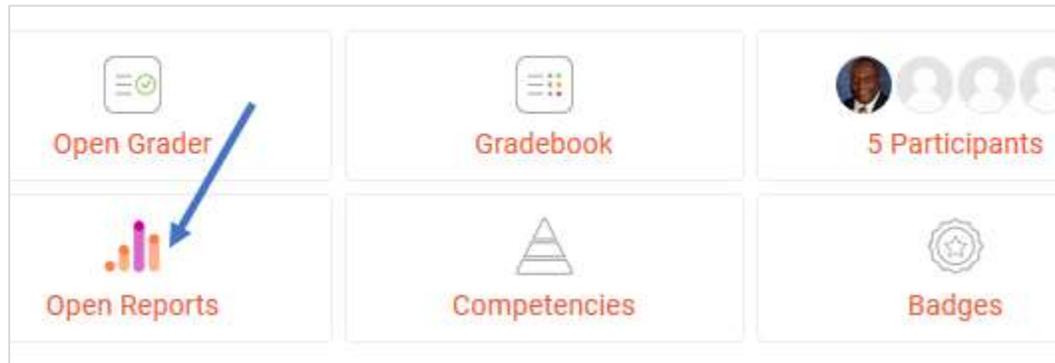


HOW DO I VIEW THE REPORTS

1. Click on **Course Dashboard**



2. Click on **Open Reports**



3. From the Open Reports page, **Select Report** from the menu. The report displays in the center column below the menu.



4. Click on **Generate report**



CONTACT EDUCATIONAL TECHNOLOGY

If you have any questions or need assistance, please don't hesitate to send email to ed-tech@onu.edu or contact us.

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CONTACT HELP DESK

If you are experiencing problems with technology on campus, please call the IT Help Desk, email or create a ticket.

- Phone: 419-772-1111
- E-mail: help-desk@onu.edu
- Submit a Ticket: <https://onusw02.onu.edu/portal/page/21-create-new-ticket>

The help desk is opened from **8 a.m. to 5 p.m., Monday - Friday** (excluding holidays)