

# Lincoln Online

# Moodle

# Student User Guide

# 2017-18

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# 1. Getting Started

Dear Lincoln Student,

Welcome to Moodle at Lincoln University! Moodle is a web-based learning management system. You will access some of your course materials, communicate with your professor and fellow classmates, and enhance your learning with Moodle.

## General Information

1. Internet connection
2. Recently, Moodle has been updated and is accessible on most newer browsers including Mozilla Firefox -- available at <https://www.mozilla.org/en-US/firefox/new/> and others.
3. You and your courses are activated in Moodle based on your official registration with the Registrar's Office. Your professor cannot add you to Moodle. Please make sure your course registrations are accurate.
4. Never share your password with anyone.
5. No one has the right or needs to ask for your password.

## Setting up Your Moodle Password

**Direct Link:** <http://lincoln.mrooms.net/>

Your username in Moodle is your Lincoln email username: `firstname.lastname`. For example, if your Lincoln email address is `john.smith@lincoln.edu`, your username is `john.smith` or if your email address is `john.smith2@lincoln.edu`, your username is `john.smith2`.

1. Go to <http://lincoln.mrooms.net/>
2. In the upper right corner, click "Log in".
3. Click "Forgotten your username or password?"
4. Next, you have two options. Type in your Username or type in your email address and click Search.
5. You will receive an email with a link to reset your password.
6. You will be prompted to change your password. Your new password must consist of a number, a character (\$ # ! etc.), and at least one capital letter.
7. Once you set your password, the system automatically opens Moodle for you. When you log in to Moodle, the default page is the Dashboard, which is your home page. You will see all of your courses.
8. For additional support, view the Student Login video:  
<http://www.lincoln.edu/moodle/Studentlogin.mp4>

--The Moodle Support Team

## 2. Finding Help

If you forget your password, you can request a new password at the log-in site. Just click “Forgotten your username or password?”.

For help with your course materials or with how to use Moodle once you have logged in, please see your professor.

<p><b>Moodle Helpline</b> 1-800-340-5462 or ext. 7840 8:30 a.m. - 5:00 p.m., Monday – Friday <a href="mailto:moodle@lincoln.edu">moodle@lincoln.edu</a></p>	<p><b>E-Mail Helpline</b> 1-484-365-8134, Information Technology</p> <hr/> <p><b>WebAdvisor Helpline</b> 1-484-365-8134, Information Technology</p>
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The Moodle Support Team is comprised of staff from Academic Technology Support (ATS) and Information Technology (IT). ATS handles the Moodle Helpline and IT handles e-mail, WebAdvisor and technical questions.

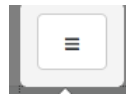
### Student Tutorials

Free self-paced tutorials are available for students to learn how to use Moodle tools to communicate and complete assignments. They are available here:

[https://docs.moodle.org/20/en/Student tutorials](https://docs.moodle.org/20/en/Student_tutorials)

A quick guide to Moodle help is located in the black menu bar at the bottom of every Moodle page.

## 3. Navigating in Moodle



A recent update to Moodle has changed the look of the pages. This version is more mobile friendly, which means you can access the site on your tablet, iPad, or cell phone. Navigation is now through the nav drawer. Use the hamburger button at the top to hide or show it. You will see that there are links for sections of your course.

## 4. Your Moodle Profile

Your profile introduces you to your professor and classmates and puts a face to a name. To edit your profile, go to the arrow on the top left of the screen, click the arrow, then click “My profile settings,” then click “edit profile.”

You will edit the section titled “Description.” Type a brief description of yourself. Next, upload your photo or a graphic in the “User picture” section. Click the browse button, find the photo, and upload it. Before exiting your profile, click “Save” at the bottom of the page. Please note: Never change your username or email address.

## 5. Commonly Used Moodle Tools

### Discussion Forums



Your professor may use discussion forums in your course. In an online discussion forum, you will be asked to answer a question and comment of the replies of your classmates. You may find it easier to formulate your answer in Microsoft Word so that you can edit for clarity and grammar. You can copy and paste your answer in the discussion.

There are several forum types that your professor may use in your course. These include:

- A forum where you can post only one discussion
- A question and answer forum, where you must post before you are able to view other students’ posts.
- A standard forum where anyone can start a new discussion at any time.

Many professors will use the standard forum by posting a discussion question based on course content or reading materials. Each student must respond to the question and comment on other students’ posts. Your professor will provide instructions on how to participate in the forum.

You will see a “reply” link after the question. You will click on “reply” to respond to the forum question. To reply to a student’s post, you will also click “reply” associated with the post you to which you want to respond. These forum posts are often graded. It is imperative to follow your professor’s instructions or rubric to receive full credit for your discussion post.

Your professor may also provide a forum as a social space for students to get to know each other. If so, follow the instructions your professor has provided to introduce yourself in the forum.

## Submitting Assignments

Your professor may require you to submit assignments through Moodle.

- Click on the link your professor has provided for submitting assignments
- Click “Add submission”
- On the next screen, on the left side, click “Upload a file,” then click “Browse” and select your file.
- Click “Upload this file” at the bottom of the screen
- Click “save changes”
- On the next screen, click “submit assignment”

## Quizzes and Exams

You may be required to take quizzes or exams directly in Moodle. They may be comprised of multiple choice, matching, short answer, or numerical. The professor may set a time limit so that you can only access the quiz during a certain time frame. Follow your professor’s directions for completing the quiz. The quiz is graded automatically with the exception of essay questions, which will be graded by your professor. If your professor uses the Moodle grade book, your grade is automatically recorded in the grade book.

## Other Tools

Your professor may include additional Moodle tools in your course. Please contact your professor, student tutorials, or the Moodle helpdesk if you have problems with these features.

- Glossary
- Survey
- Workshop