

# Moodle Orientation

## Accessing Moodle from Skyline

- Begin on the home page of the Skyline website- <https://skyline.northcentral.edu/>
- Click the Moodle button




## Logging in to Moodle

- Click the Log In button

The screenshot shows the Moodle login page. At the top right, it says "You are not logged in (Log in)". The Moodle logo and "North Central University" are on the left, and "POWERED BY SKYLINE" is on the right. Below the header, there is a "Home" link. On the left, there are two menus: "Main Menu" with "Site news" and "Navigation" with "Home", "Site news", and "Courses". The main content area is titled "Site news" and features a post by Sean Bateman from August 17, 2016, with links for "IMPORTANT STUDENT LINKS" and "IMPORTANT FACULTY LINKS". On the right, there is a "Calendar" widget showing September 2016.

- Enter your username and password and click Login
- Your username will be your "first name.last name"

## Enter your username and password

 Username

Password

## Help! I don't remember my password.

Check out our [password help](#) for more information on resetting your password.

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## Moodle's Home Page

- Access important links for school related business and class related work
  - See a calendar or your assignments and when they are due
  - Check your grades
  - Register for classes
  - Submit a variance request
  - Track of your chapel attendance

The screenshot shows the Moodle home page layout. On the left, there are two dark blue navigation menus. The top one is labeled 'Main Menu' and contains a 'Site news' link. The bottom one is labeled 'Navigation' and contains links for 'Dashboard', 'Site home', 'Site pages', and 'My courses'. The main content area is titled 'Site news' and features a forum post by Sean Eateman from August 17, 2016. The post title is 'Important Links' and it contains two sections: 'IMPORTANT STUDENT LINKS' and 'IMPORTANT FACULTY LINKS'. The student links include 'Chapel Attendance', 'Chapel Variance Request', 'Course Registration', and 'Grades'. The faculty links include 'Course Roster', 'Grade Entry', 'Student Advising', 'Early Alert', and 'Photo Directory'. At the bottom of the post, there is contact information for IT: (612) 343-4170 and techsupport@northcentral.edu. On the right side of the page, there is a calendar for September 2016. Orange arrows from the list above point to the 'Site news' header, the 'Important Links' forum post, the 'Chapel Attendance' link, the 'Chapel Variance Request' link, the 'Course Registration' link, the 'Grades' link, and the calendar.

- The Moodle home page will also give you access to your courses for the current semester

## My courses

### 2016FL\_ENG336.01 British Novel

Teacher: Desiree Libengood

Teacher: Emily Vogt

### 2016FL\_PTHER377.K01 Pastoral Theology II

Teacher: Douglas Graham

### 2016FL\_PTHER348.01 Discipleship, Mentoring & Leadership Development

Teacher: Adam Sikorski


[All courses](#)

## How is course information organized on Moodle?

- Course information is organized weekly, according to the syllabus. Quizzes, assignments, and readings are posted on the corresponding week.
- This can vary depending on the professor, so be sure to look at each of your classes to see how that specific one works

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## Uploading an assignment to Moodle

- Click on the assignment that is due
  - Generally there will be this symbol in front of any due item 
- The picture below is an example of how it will look
- Click the "Add Submission" button

## Reading Summary #3

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 26 September 2016, 6:30 PM
Time remaining	5 days 5 hours
Last modified	-
Submission comments	▶ <a href="#">Comments (0)</a>

Add submission

Make changes to your submission

- There are two options for this point to upload your file
  1. Either click and drag your document from your desktop or file folder, and place it in the box provided
  2. Or click the "page addition" button

### File submissions

Maximum size for new files: 50MB, maximum attachments: 1



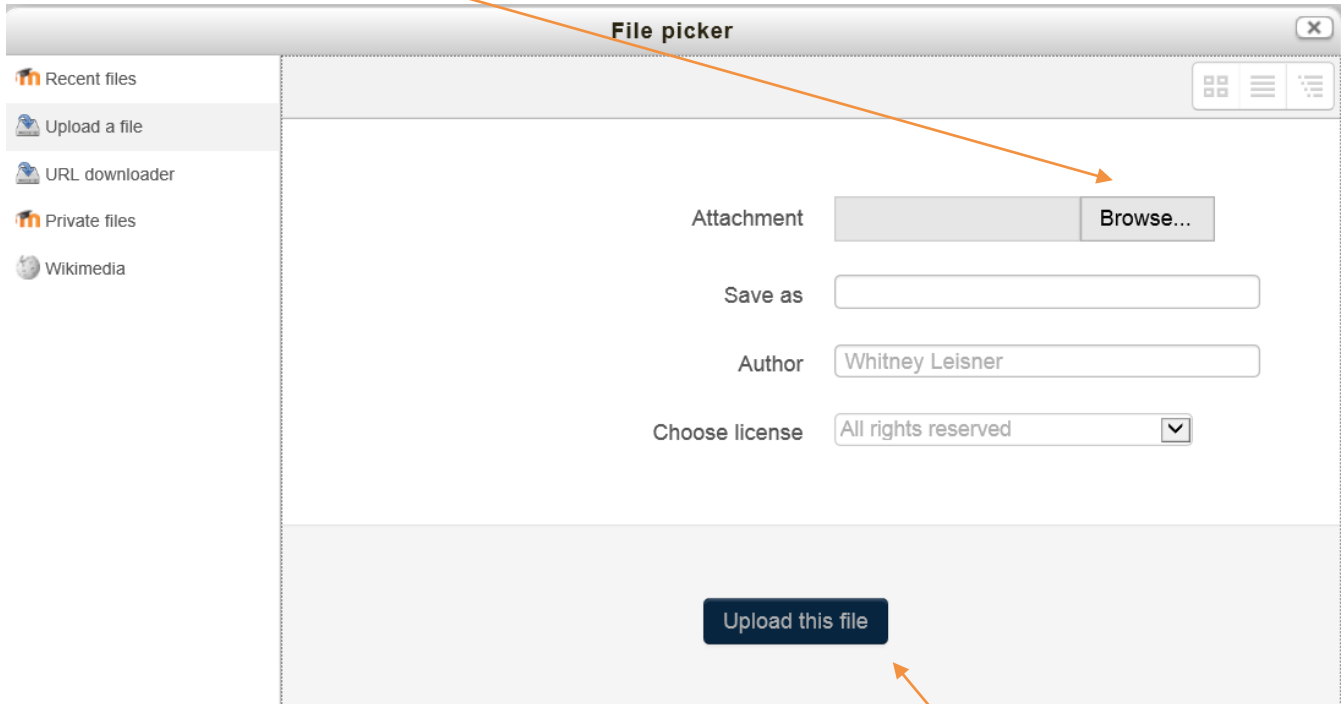
You can drag and drop files here to add them.

Save changes

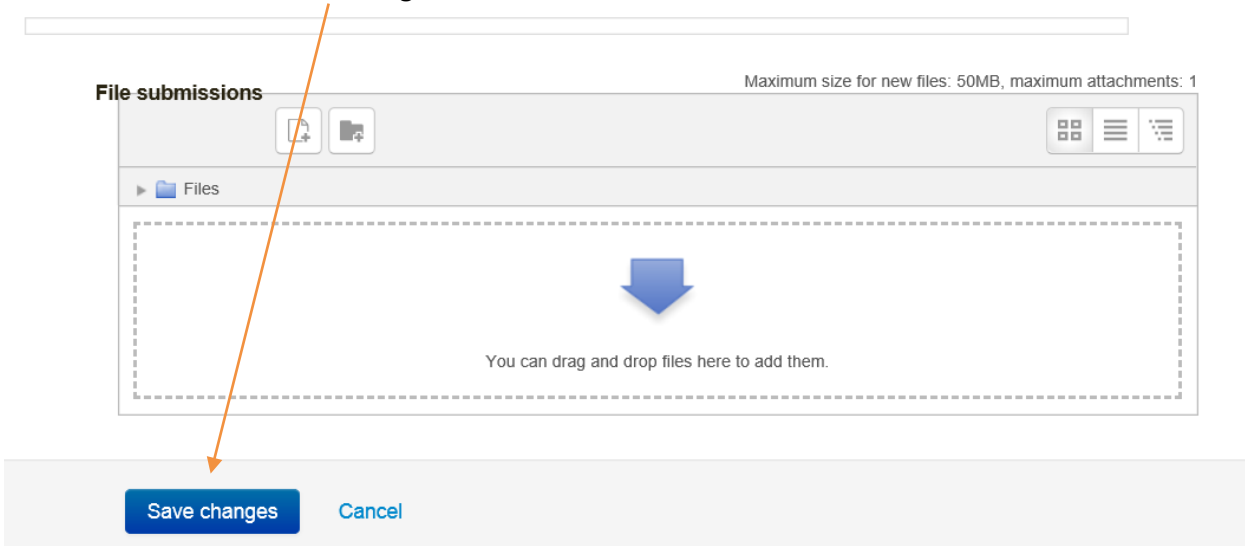
Cancel

# Moodle Orientation

- When following option 2. this window will appear
- Click the “Browse” button



- Select whatever file you need to upload, and click the “Open” button
- That window will close, and bring you back to the screen shown above
- Click the “Upload this file” button
- The window below will reappear with you document file pictured
- **You must click the “Save changes” button**



- If you do not click this button, your assignment will not submitted to the online folder
- You will get an email to your NCU account confirming that your assignment has officially been submitted
- If you do not get this email kickback, then the process has not been completed correctly