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How do I log in to Moodle?



My
OCCC

Email Address: john.a.doe@my.occc.edu

Password: ●●●●●●

Sign In

To log in to your Moodle account, enter the following URL into your browser's address bar: online.occc.edu, then enter your OCCC student email address and password in their respective fields.

By default, this is set to:

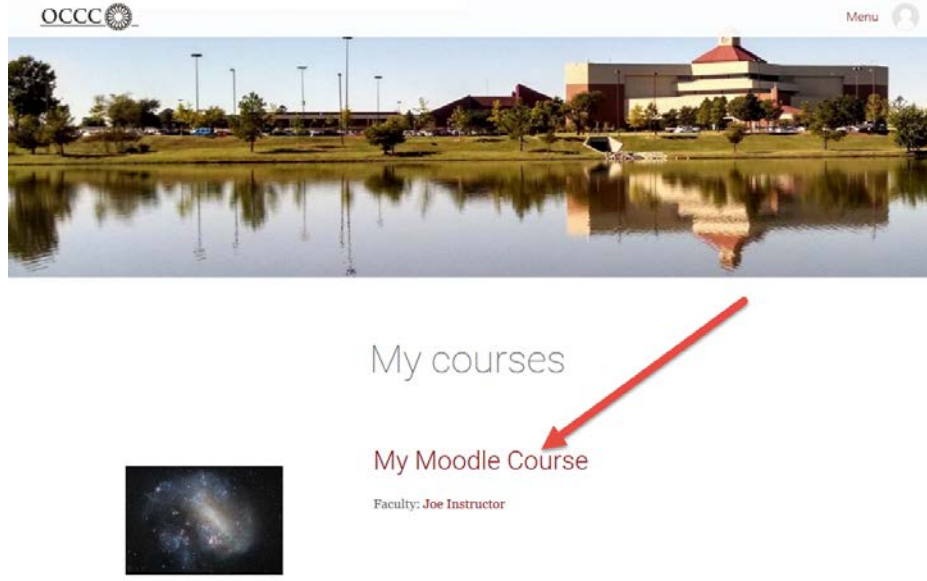
Username: firstname.middleinitial.lastname@my.occc.edu

Password: last six digits of your Social Security number (example: 123456). If you are an international student, your default password is set to the last six digits of the 999-XX-XXX number assigned to you.

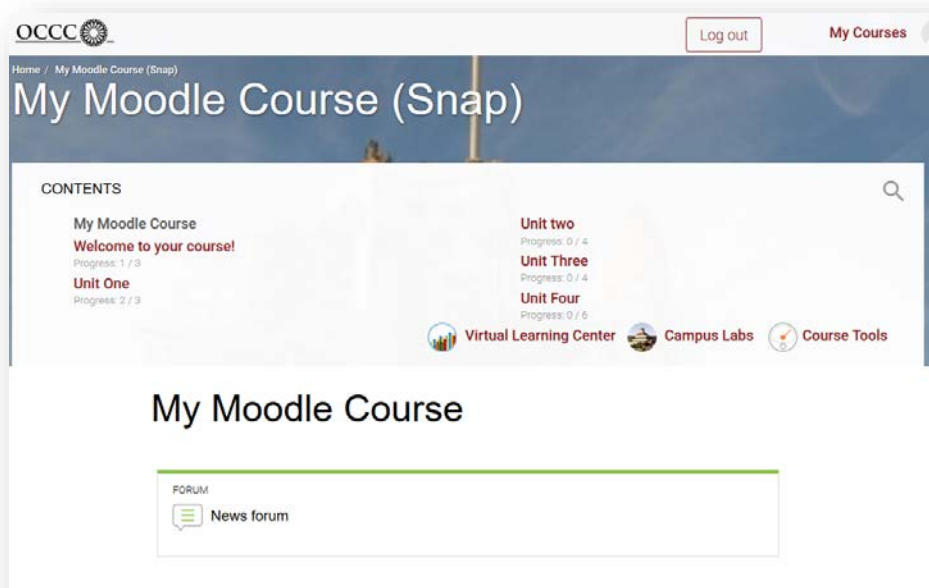
Use the **Sign In** button to log in.

How do I find my course?

After logging in, you will find your courses listed below the image in the center of the page. Selecting a course in this list will take you to that course's home page.

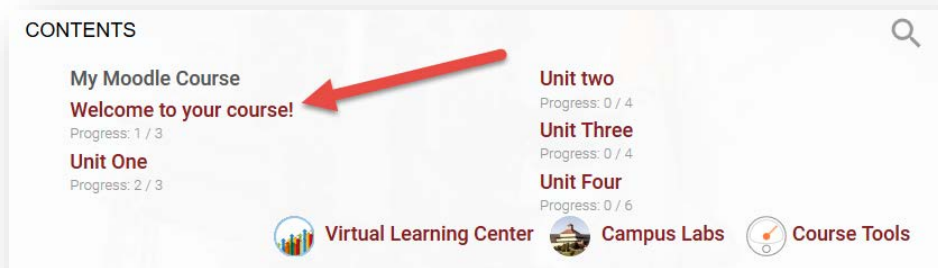


I found my course, now what do I do?

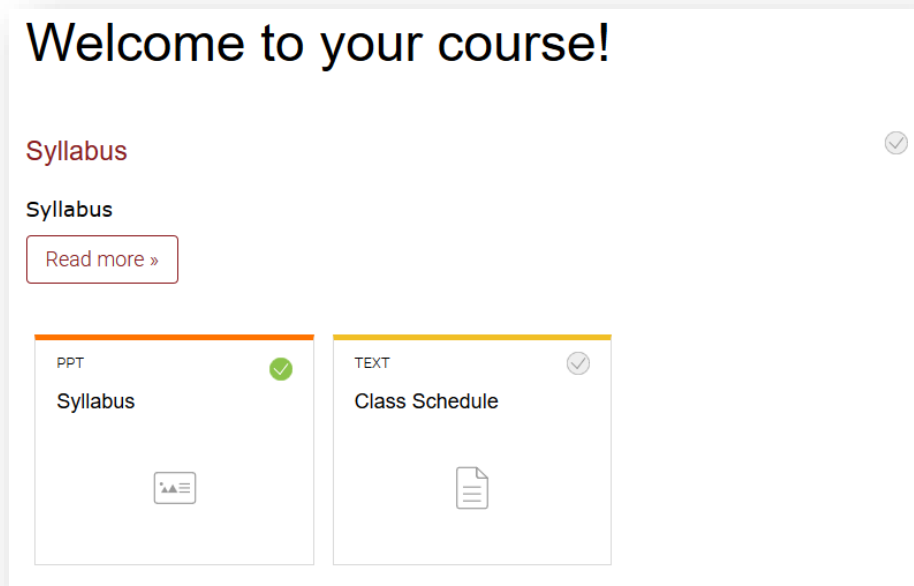


The above image displays a typical course home page. The course's name will be displayed at the top of the page, and a list of the content in the course will be displayed in the **CONTENTS** area on the page. Most courses will have a Welcome topic which contains your course syllabus, course schedule, instructor contact info, and other course content. These topics are usually separated out by weeks, lessons, or units.

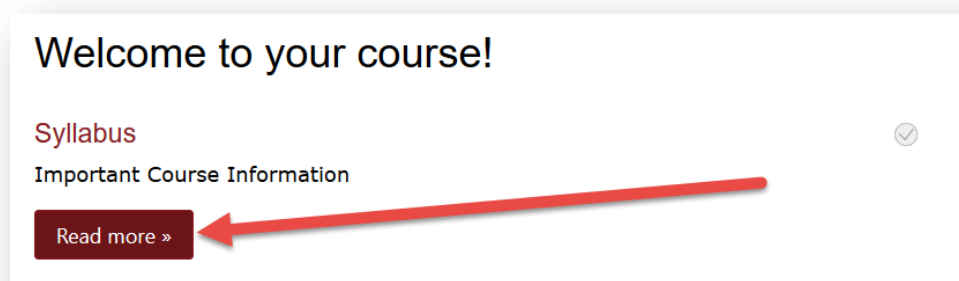
To access content within a topic, select the topic's name in the **CONTENTS** area.



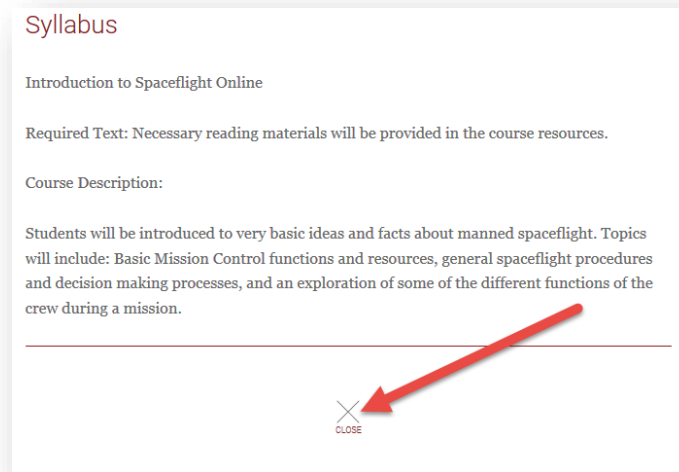
This will load the contents of that topic on the page.



Some resources, such as pages, can be viewed by using the **Read more >>** button.



This will display the page's content inline on the course home page. The **X** icon at the bottom of the page can be used to close it.




Syllabus

Introduction to Spaceflight Online

Required Text: Necessary reading materials will be provided in the course resources.

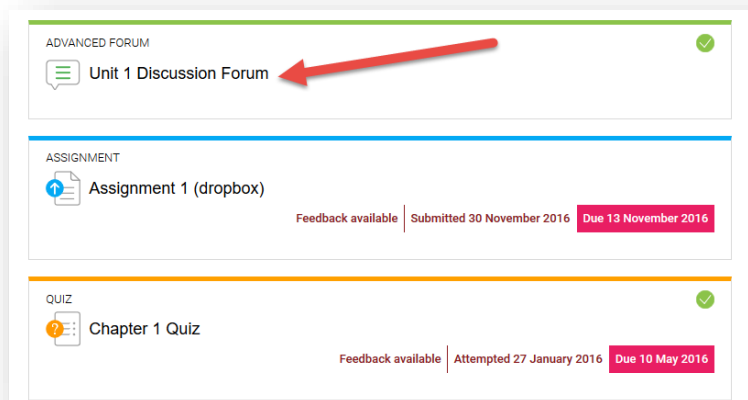
Course Description:


Students will be introduced to very basic ideas and facts about manned spaceflight. Topics will include: Basic Mission Control functions and resources, general spaceflight procedures and decision making processes, and an exploration of some of the different functions of the crew during a mission.


 CLOSE

A red arrow points to the 'CLOSE' button at the bottom right of the syllabus content area.


Other course content, such as files or activities, can be accessed by selecting them from the course home page.




ADVANCED FORUM 


 Unit 1 Discussion Forum

ASSIGNMENT

 Assignment 1 (dropbox)

Feedback available | Submitted 30 November 2016 | Due 13 November 2016

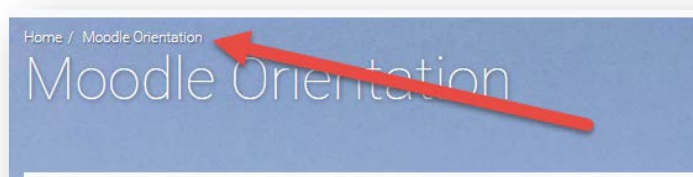
QUIZ 


 Chapter 1 Quiz

Feedback available | Attempted 27 January 2016 | Due 10 May 2016

A red arrow points to the 'Unit 1 Discussion Forum' link.

This will load the content or assignment. To navigate back to the course home page after viewing the content, you can use the Back button on your browser or the breadcrumb link near the top of the page.



Home / Moodle Orientation 

Moodle Orientation

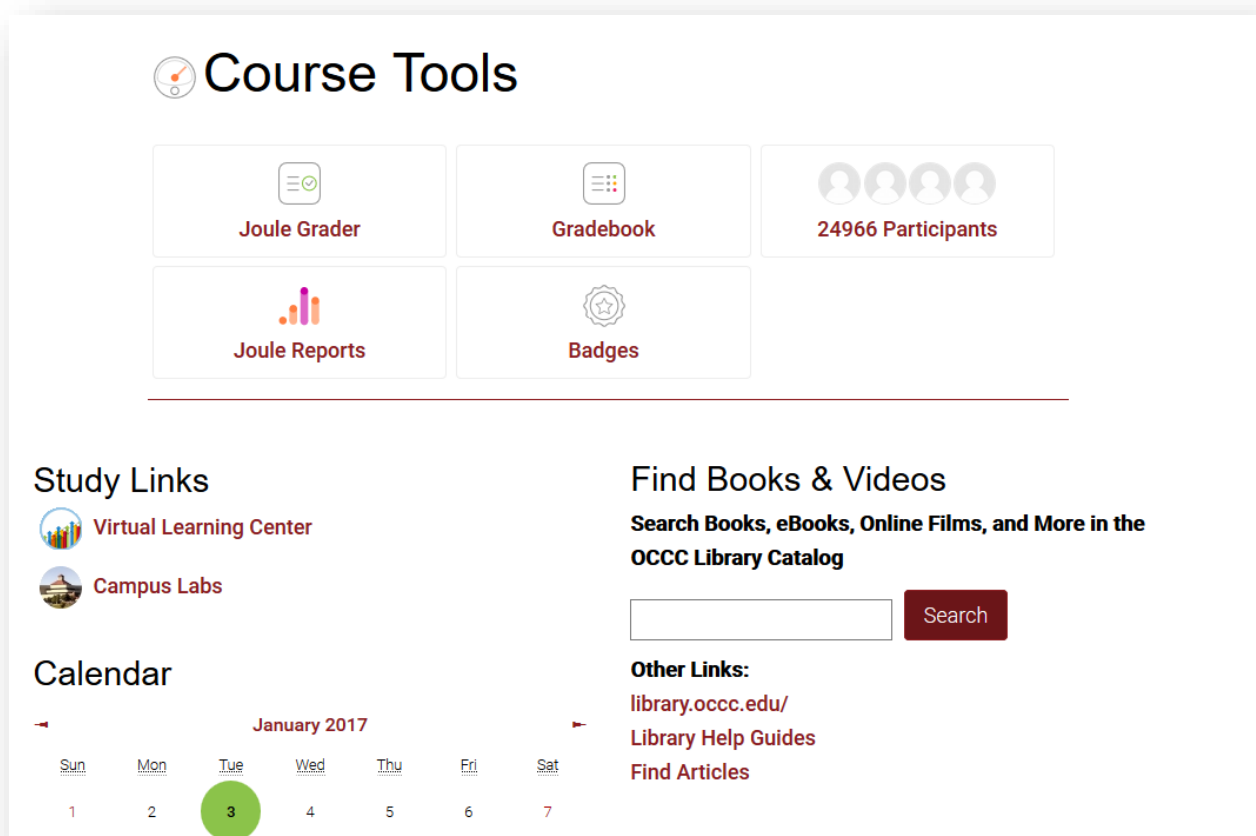
A red arrow points to the breadcrumb link 'Moodle Orientation'.

Another useful section present in each course are the **Course tools**. These can be accessed from the **CONTENTS** menu on the course home page by selecting **Course tools**.



The screenshot shows the 'CONTENTS' menu with a search icon in the top right. On the left, it lists 'My Moodle Course' with a 'Welcome to your course!' message and progress indicators for 'Unit One' (2/3) and 'Unit Two' (0/4). On the right, it lists 'Unit Three' (0/4) and 'Unit Four' (0/6). At the bottom, there are three icons: 'Virtual Learning Center', 'Campus Labs', and 'Course Tools'. A red arrow points to the 'Course Tools' icon.

Here you will find links to the Gradebook, the course calendar, the Moodle Support, Quickmail, Library resources, and other information.



The screenshot shows the 'Course Tools' page. At the top, there is a 'Course Tools' header with a clock icon. Below it are five tool tiles: 'Joule Grader', 'Gradebook', '24966 Participants', 'Joule Reports', and 'Badges'. Below the tiles are three sections: 'Study Links' with 'Virtual Learning Center' and 'Campus Labs' links; 'Find Books & Videos' with a search bar and 'Search' button; and 'Calendar' showing a calendar for January 2017 with the 3rd highlighted. There are also 'Other Links' for 'library.occc.edu/', 'Library Help Guides', and 'Find Articles'.

You can log out of Moodle by using the **Log out** button at the top of each page.



How do I turn in my work?

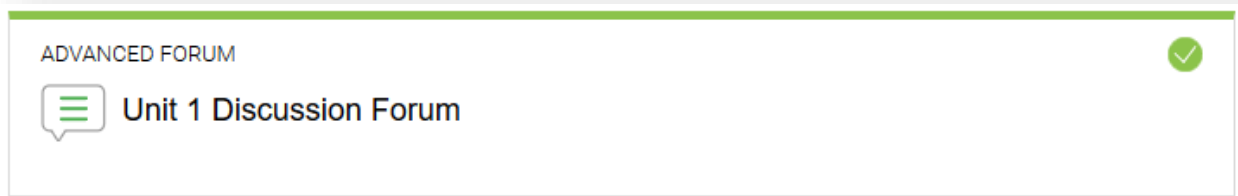
A screenshot of a Moodle course page for 'Unit 1'. At the top left is a photograph of a green Tyrannosaurus Rex. To the right of the photo is the text 'Unit 1' and a 'Read more »' button. Below the photo are three activity blocks, each with a colored header bar: 1. 'ADVANCED FORUM' (green header) with a 'Unit 1 Discussion Forum' link and a green checkmark icon. 2. 'ASSIGNMENT' (blue header) with 'Assignment 1 (dropbox)' link, 'Feedback available' text, 'Submitted 30 November 2016' text, and a red 'Due 13 November 2016' box. 3. 'QUIZ' (orange header) with 'Chapter 1 Quiz' link, 'Feedback available' text, 'Attempted 27 January 2016' text, and a red 'Due 10 May 2016' box.

The above image depicts a typical Lesson topic in a course. Often instructors will add resources such as pages, PDF files, or other content to a topic, as well as activities and assignments such as quizzes, forums, and assignment dropboxes. These resources and activities can be accessed by selecting their link on the course home page.

How do I post in a Discussion Forum?

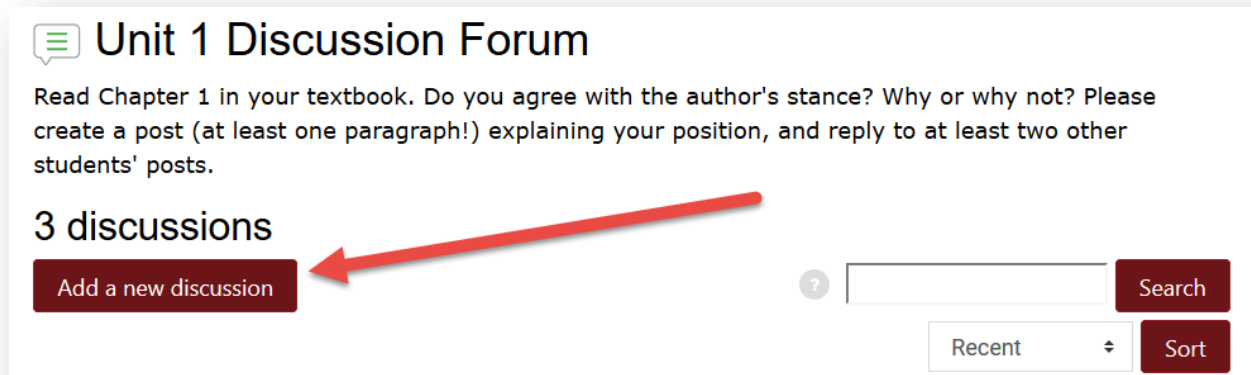
In a discussion forum, instructors will generally provide a topic for you to post a response and may also require that you respond to other students' posts on the topic. However, there are other uses for Discussion Forums, so be sure that you carefully read your instructor's requirements for each forum.

To access a discussion forum, use the forum's link on the course home page.

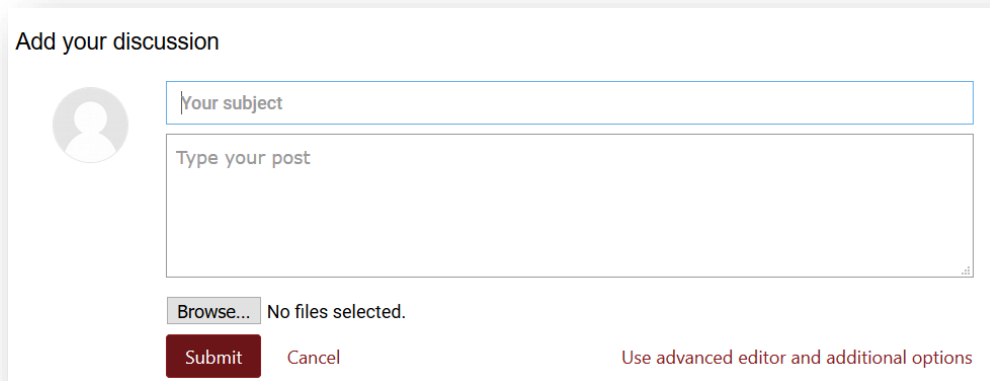


This will take you into the discussion forum. Here you will be able to read the forum instructions, add a new post, and read and reply to other's posts.

To post, first read the instructions and requirements for the discussion forum. When you are ready to add your post to the forum, use the **Add a new discussion** button to begin the process.

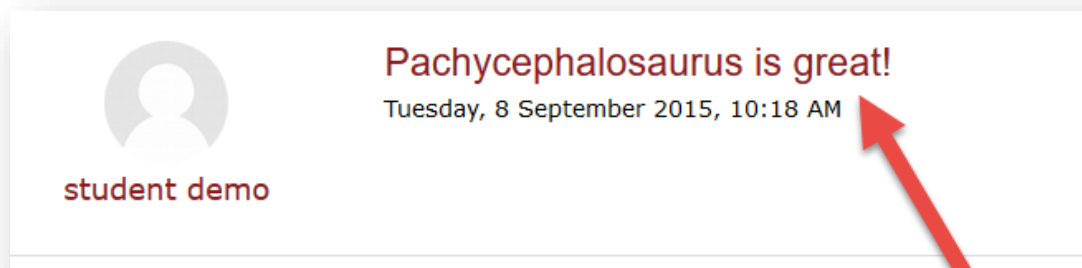


This will load the **Add your discussion** menu. First, add a descriptive title to your new post by typing it in the **Your subject** field. Next, type or paste from Word the content of your new post in the **Type your post** field. If you desire, or if it is required by your instructor, you can add an attachment to your post. Please note that this option may not always be available to you depending on how your instructor has set up the discussion forum. After double-checking your post to ensure you are ready to submit, use the **Submit** button to add your post to the forum.



The screenshot shows a form titled "Add your discussion". On the left is a grey circular profile icon. To its right is a text input field labeled "Your subject". Below that is a larger text area labeled "Type your post". At the bottom left, there is a "Browse..." button and the text "No files selected.". In the center bottom are "Submit" and "Cancel" buttons. On the right bottom is a link that says "Use advanced editor and additional options".

If you are required to respond to another student's post, you may do so by returning to the discussion forum. All posts made to the forum will be listed beneath the **Add a new discussion** button. To view other posts in the forum, select the title of the post.



This will display the content of that post. If you wish to reply, you may do so by entering your reply in the **Add your reply** section and using the **Submit** button.


Pachycephalosaurus is great!
Tuesday, 8 September 2015, 10:18 AM

I think he is alright!

Reply

0 replies

Add your reply

 Your subject

Type your post

Browse... No files selected.

Submit


Use advanced editor and additional options

The steps for creating a reply post are the same as for creating a new post.

How do I turn in my documents in an Assignment (dropbox)?

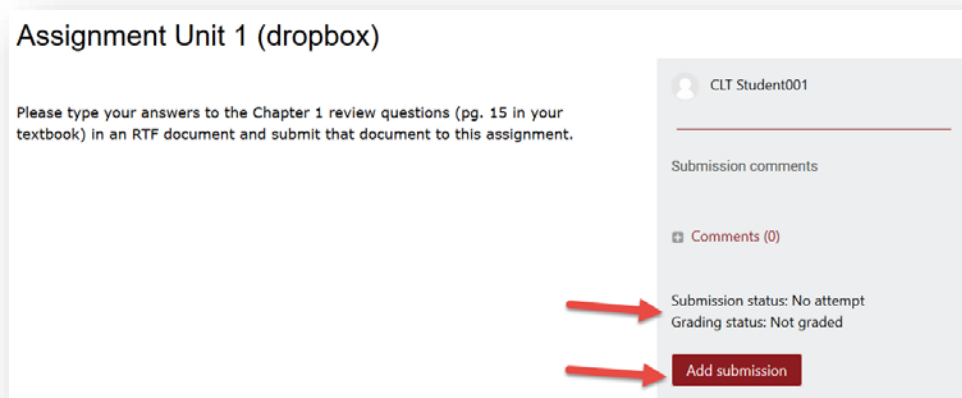
When instructors require you to turn in an essay, project, or similar type of coursework in Moodle, they will generally have you use the assignment activity. (**Note:** Some instructors may refer to an assignment as a dropbox.) Each essay or project will have its own assignment. To access the assignment, use the assignment's link on the course home page.

ASSIGNMENT

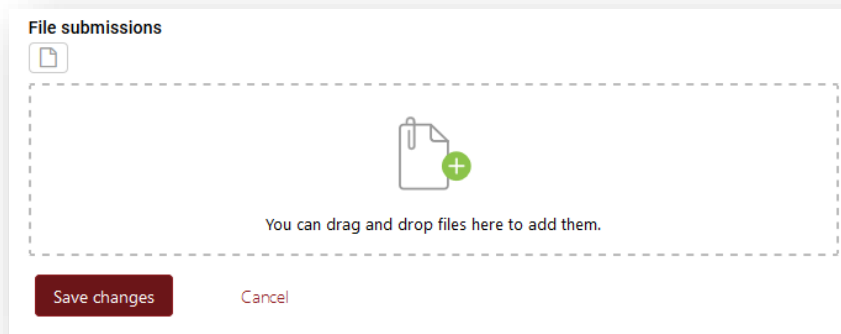
 Assignment 1 (dropbox)

Feedback available | Submitted 30 November 2016 | Due 13 November 2016

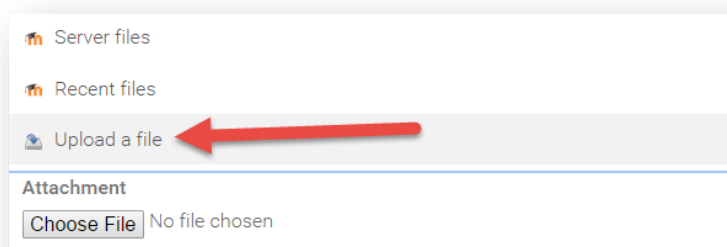
This will take you to the assignment page. Here you will see your instructor's directions for the assignment, the **Submission status**, and the **Add Submission** button.



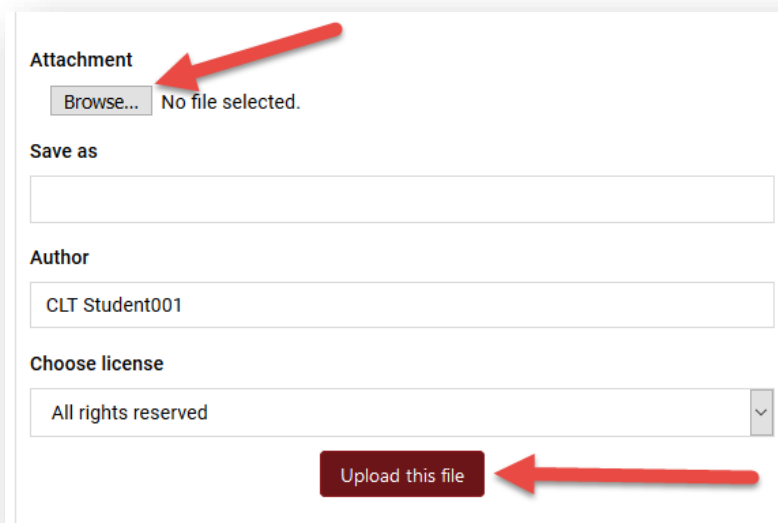
If your instructor has asked you to submit a file for the assignment, you can do that by using the **Add submission** button. This will bring you to the **File submissions** page. You can drag and drop files into the area below, or you can add them with the file picker by selecting the Add icon.



To use the file picker, first select **Upload a file**.



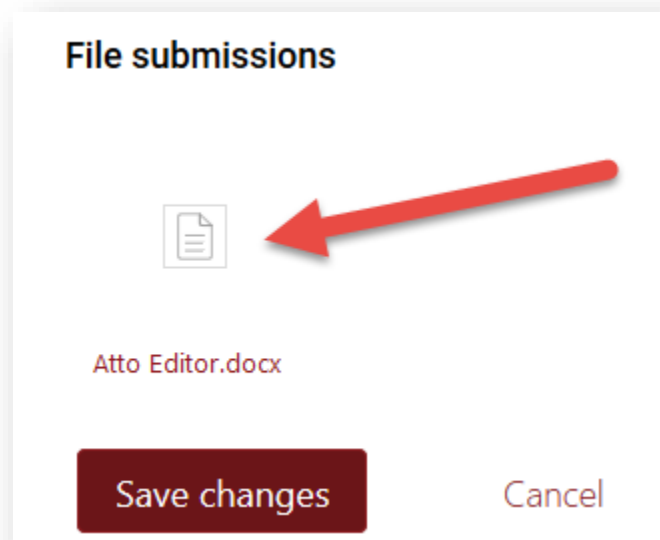
Next, use the **Browse** button to locate the assignment file on your computer or flash drive. Once you have located and selected the file, use the **Upload this file** button to finish the upload process.



The screenshot shows a form with the following sections:

- Attachment**: A button labeled "Browse..." followed by the text "No file selected." A red arrow points to the "Browse..." button.
- Save as**: An empty text input field.
- Author**: A text input field containing "CLT Student001".
- Choose license**: A dropdown menu with "All rights reserved" selected.
- Upload this file**: A dark red button at the bottom right. A red arrow points to this button.

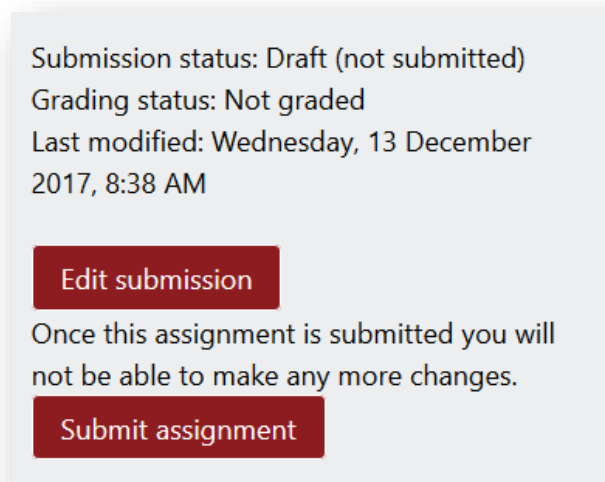
Verify that the correct file appears in the **File submissions** field, and select **Save changes**.



The screenshot shows a dialog box titled "File submissions" with the following elements:

- A document icon representing a file.
- The filename "Atto Editor.docx" displayed below the icon. A red arrow points to the icon.
- Two buttons at the bottom: "Save changes" (a dark red button) and "Cancel" (a light gray button).

If your instructor has enabled draft mode, your assignment **Submission status** will be in **Draft (not submitted) status** and you will be required to use the **Submit assignment** button to finish the process.



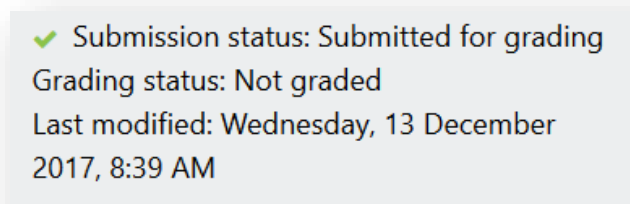
Submission status: Draft (not submitted)
Grading status: Not graded
Last modified: Wednesday, 13 December 2017, 8:38 AM

[Edit submission](#)

Once this assignment is submitted you will not be able to make any more changes.

[Submit assignment](#)

When your assignment has been fully submitted, you will see the **Submission status** indicated as **Submitted for grading**.



✓ Submission status: Submitted for grading
Grading status: Not graded
Last modified: Wednesday, 13 December 2017, 8:39 AM

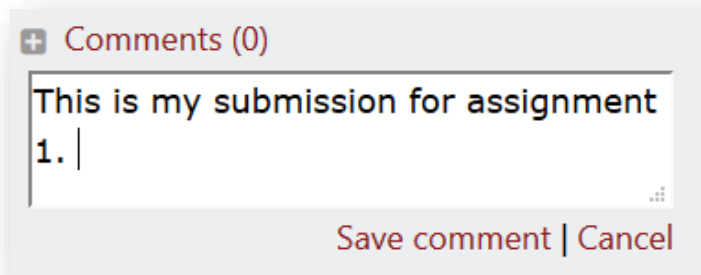
Lastly, when submitting an assignment, your instructor may have enabled a feature which allows you to provide a comment with your submission. If enabled, you will see the **Submission comments** section on the **Submission status** page.



Submission comments

[+ Comments \(0\)](#)

Using the **Comments** link will allow you to enter a comment for your instructor.



When finished entering your comment, use the **Save comment** link to add the comment to your submission.

How do I begin my exams or quizzes?

Before beginning an exam or quiz

- Be sure you've studied the course material!

As most of your exams will be timed, it is imperative you use your time wisely. Being prepared will reduce much of the stress associated with taking exams.

- Be sure you have enough free time to finish the exam!

Once you press the start button on an exam, the timer will begin and continue to count down until time has expired, whether you are actively taking the exam or not.

Do not navigate to other pages in Moodle while you have the exam open. This can cause issues with your submission.

- Be sure you have a reliable Internet connection.

You should only start exams from a reliable Internet connection. If your home Internet connection fails often or has other issues, you may want to take your exams from a more reliable Internet connection, like at the OCCC Library, OCCC Student Computer Lab, or at a public library.

- Be sure you fully submit the exam once you are finished.

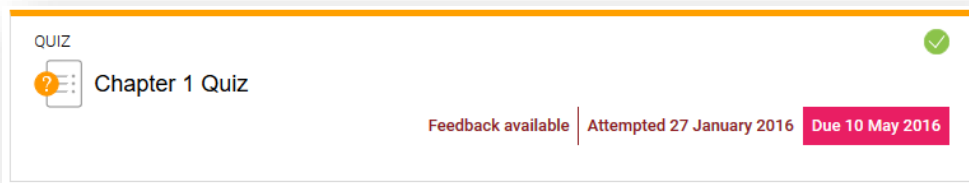
If you navigate away from the exam before completing the submission process your exam may not save properly, or other issues could arise.

If issues arise

- Be sure to contact your instructors immediately to make them aware of your issues.
- Contact technical support at www.occc.edu/onlineresources/moodlesupport.html

Starting an exam or quiz

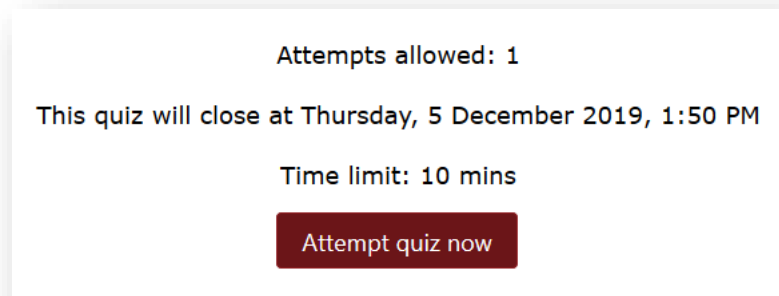
Select the exam from the course home page.



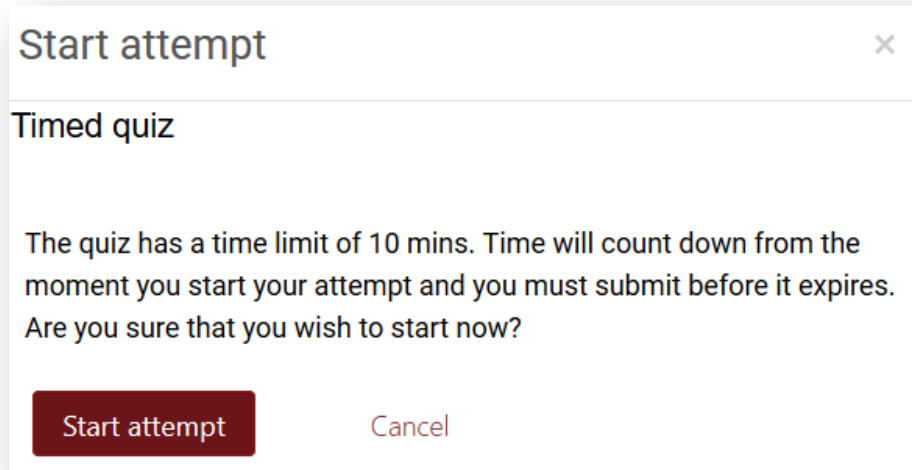
The next page has your instructor's directions for the exam, information about the number of attempts allowed and time limit, and the **Attempt quiz now** button.

Be sure you have enough time to finish your exam.

After ensuring you are prepared to begin the exam and going over your instructor's directions, use the **Attempt quiz now** button to begin your attempt.

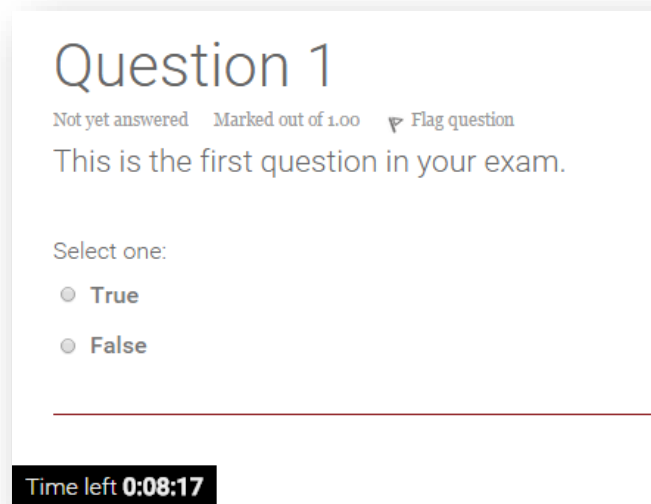


A confirmation box will load, reminding you of the time limit and number of attempts. If you are certain you are ready to begin, use the **Start attempt** button to begin. This will begin the exam and start the timer.



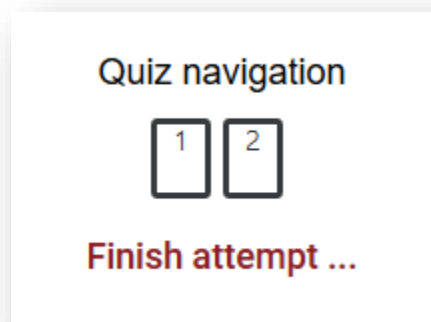
Taking an exam or quiz

After starting the attempt, the first page of quiz questions will be displayed along with the quiz timer at the bottom of the page.



To answer multiple choice or true/false questions, simply select the answer you believe is correct. For essay and short answer type questions, you will need to type your responses into the indicated fields. Other question types may require you to select the correct answer from a drop-down menu.

When you have answered all of the questions on a page, use the **Next** button at the bottom of the page to navigate to the next page, or to begin the submission process if you are on the last page.



This will show you a summary of your attempt, including any unanswered questions and the amount of time remaining. If you have skipped a question, it will be shown here as **Not yet answered**. A question's number under the **Question** heading is a link that can be used to take you directly to a question. The **Return to attempt** button will take you to the beginning of the exam.

Unit 2 Exam
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

[Return to attempt](#)

This attempt must be submitted by Wednesday, 13 December 2017, 8:53 AM.

[Submit all and finish](#)

After verifying you have answered every question and you are satisfied with your attempt, use the **Submit all and finish** button to submit your attempt for scoring.

Depending on your instructor's settings, this will take you to a review. Here you can see a review of your attempt, which will show you information about each question and your results.

Started on	Wednesday, 2 September 2015, 8:54 AM
State	Finished
Completed on	Wednesday, 2 September 2015, 8:59 AM
Time taken	4 mins 48 secs
Marks	1.00/2.00
Grade	50.00 out of 100.00

Question 1

Correct Mark 1.00 out of 1.00 [Flag question](#)

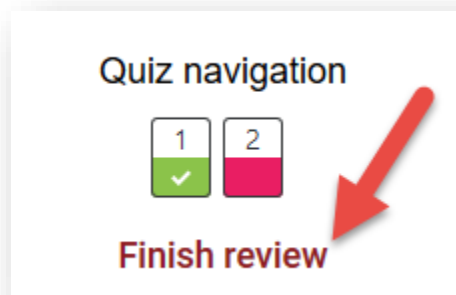
This is the first question in your exam.

Select one:

- True ✓
- False

The correct answer is 'True'.

When you are done reviewing your submission, use the **Finish review** link at the bottom of the page to end the review.



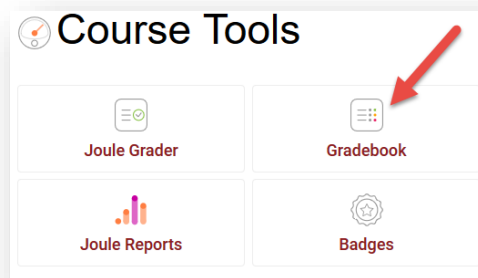
This will take you back to the start page of the exam or quiz. This page will give you an overview of your previous attempts and enable you to attempt the exam again if your instructor allows more than one attempt.

How do I find my Grades?

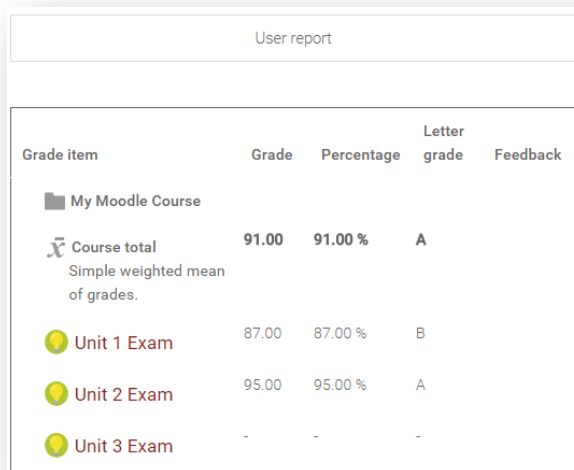
To check your grades, go to the course's home page. In the **CONTENTS** menu, select **Course tools**.



In the **Course tools** area, select **Gradebook**.



This loads your **User report**, which lists your grades for each assignment and your course total.



Grade item	Grade	Percentage	Letter grade	Feedback
My Moodle Course				
\bar{x} Course total Simple weighted mean of grades.	91.00	91.00 %	A	
Unit 1 Exam	87.00	87.00 %	B	
Unit 2 Exam	95.00	95.00 %	A	
Unit 3 Exam	-	-	-	

If you have questions regarding your grades, please contact your instructor.

How do I contact my instructor?

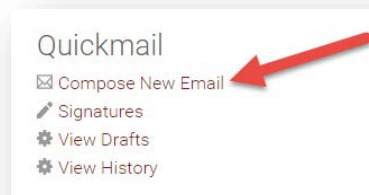
Questions about your course, course material, coursework, or grades should always be directed to your instructor.

Contacting your instructor from Moodle is EASY!

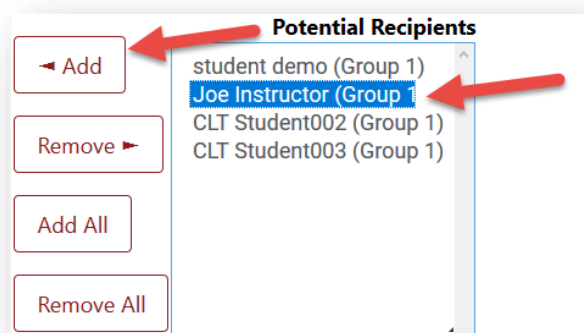
From the course home page, select **Course tools** in the **CONTENTS** menu.



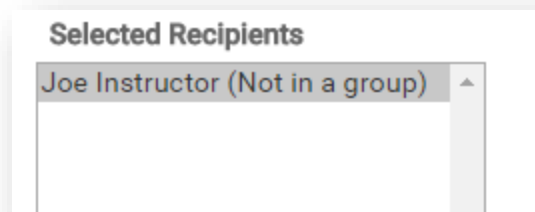
Scroll down from course tools area until you locate the **Quickmail** heading. Select **Compose New Email** beneath this heading.



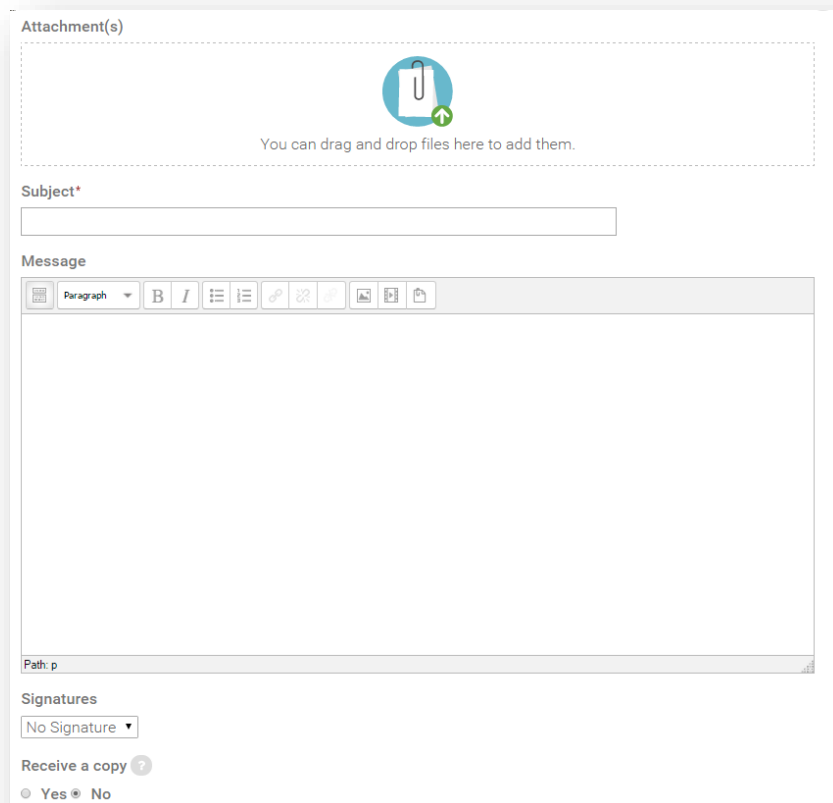
Select the name of your instructor in the **Potential Recipients** list. When the instructor's name is highlighted, use the **Add** button.



This will move the instructor's name into the **Selected Recipients** field.



Scroll down on the page to locate the **Message** composition area.

A screenshot of an email composition form. At the top is an "Attachment(s)" section with a dashed border, a paperclip icon, and the text "You can drag and drop files here to add them." Below this is a "Subject*" text input field. The main section is titled "Message" and contains a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Image, Video, and Document. Below the toolbar is a large text area for the message body. At the bottom of the form, there is a "Path: p" label, a "Signatures" dropdown menu set to "No Signature", and a "Receive a copy" section with radio buttons for "Yes" (selected) and "No".

You can attach any desired files, add a subject, and type a message to your instructor here. If you would like to receive a copy of your email, select **Yes** beneath **Receive a copy**. Use the **Send Email** button when finished to send the email.

Where does my email go? Where do I find my email?

Moodle Quickmail will go to your OCCC email account.

- This will be true for all students and faculty.
- You cannot check this email from Moodle. You can access your OCCC Student email account here: www.occc.edu/email

Tips for contacting instructors

- Read your syllabus or instructor's contact information page for your instructor's contact information.
 - Do they have a preferred way of communication?
 - When can you expect a response?
- Remember to be polite.
- Use complete sentences.
- Don't type in all caps – in online communication, it can be viewed as screaming.
- Don't use bright or hard to read fonts.

Where can I find help?

Technical Support and Other Resources

- Contact the **Moodle Support**. You can find a link to Moodle Support at the bottom of every page in Moodle.

For Moodle Technical Support Please Contact:
[Moodle Support Site](#) | 405-682-7574 | online@occc.edu

- This link is also accessible from each course home page by selecting the **Course tools** link in the **CONTENTS** area, then scrolling down to locate the **Technical Support** heading.

OR

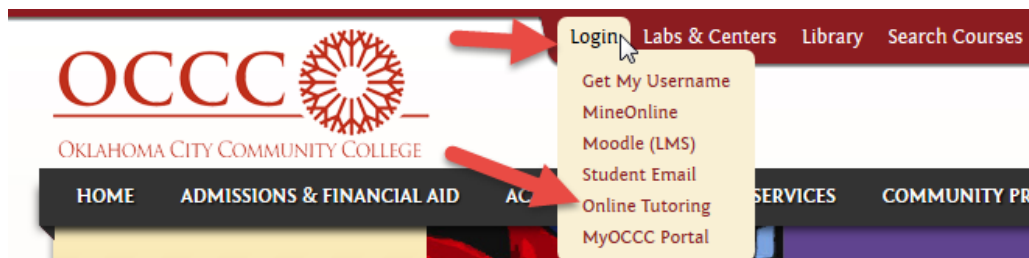
- Contact information, location, and hours can be found at:
<http://www.occc.edu/onlineresources/moodlesupport.html>
- Search the knowledge base:
<http://www.occc.edu/onlineresources/kb.html>

Regardless of how you contact them, you will be asked to provide:

- Your name
- Your OCCC email address
- MineOnline username
- Course name and number
- A description of your issue

Online Tutoring

- OCCC also offers online tutoring called GradeResults. It is free to all students.
- You can access it from the College home page under the Login tab.



Need someone to walk you through the process?

- For assistance with logging into and using Moodle, navigating your courses, setting up your student email, or contacting your instructors, please contact the Center for Learning and Teaching (CLT):
 - online@occc.edu
 - 405-682-7574
 - Stop by the CLT between 8:00 a.m.–5:00 p.m., Monday–Friday. We are located in SEM 2G3, across from the Math Lab.

If you are unable to access Moodle, MineOnline, or your OCCC Student Email, please contact MineOnline at 405-682-7777.

How do I find information?

OCCC is working hard to help you! You can find information in several places:

- OCCC website, www.occc.edu
- Online Student Resources page, <http://www.occc.edu/onlineresources/index.html>
- Moodle Orientation course in Moodle
- OCCC Student Email site, <http://www.occc.edu/email/>
- Moodle Support, <http://www.occc.edu/onlineresources/moodlesupport.html>
- Office365 Student Advantage, <http://www.occc.edu/advantage/>
- MyOCCC Portal, <http://portal.occc.edu/>