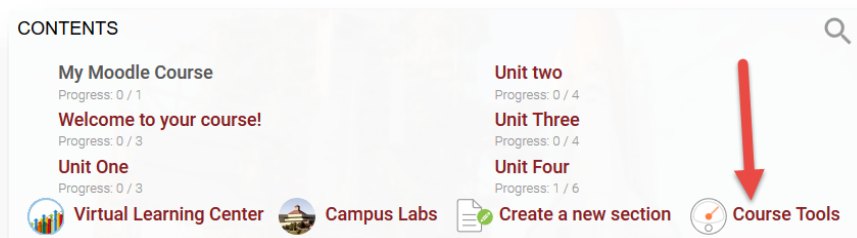


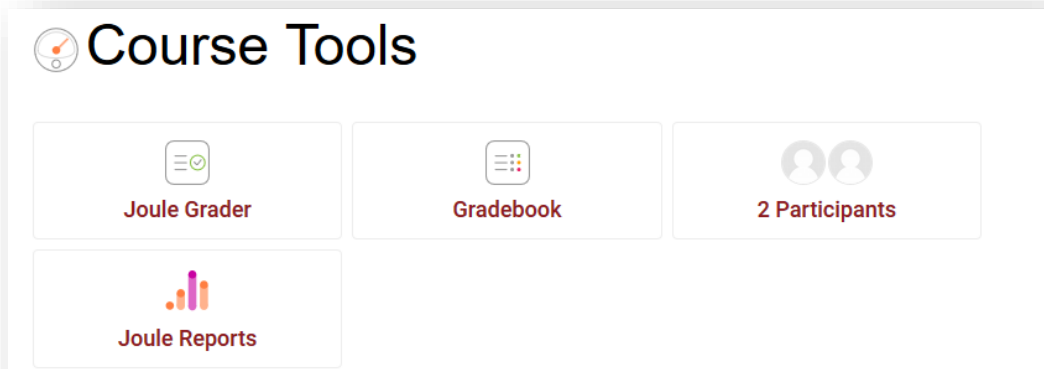
## Course Tools

Course Tools are provided to you in each Moodle course and are a great way to see your grade, contact your instructors, and find information about upcoming deadlines and events.

To access the Course Tools, go to the course home page and locate the **Course Tools** link in the CONTENTS area at the top of the course:



Selecting this link will take you to the Course Tools area.



Here you will always find the following links:

**Participants:** This page lists all students and instructors in your course.

**Joule Grader:** If your instructor is using a rubric to grade assignments or forums, you can view that rubric here.

**Joule Reports:** Displays reports regarding your course access.

**Gradebook:** Displays your course grades.

By scrolling below the area containing the tools listed about, you will find some more helpful tools:

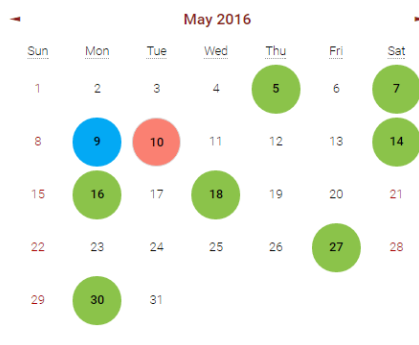
**Quickmail:** Allows you to compose emails to your instructor and classmates.

### Quickmail

- ✉ Compose New Email
- ✍ Signatures
- ⚙ View Drafts
- ⚙ View History

**Calendar:** Shows upcoming course deadlines, institutional dates, and personal dates.

### Calendar



**Upcoming Events:** Provides upcoming calendar entries in a list format.

**Upcoming events**

- Chapter 1 Quiz (Quiz closes)  
Today, 9:38 AM

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- 📅 Last Day of 16-Week Spring and Second 8 Week (Mid-Spring) Classes  
Saturday, 14 May, 12:00 AM

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- 📅 May Intersession Classes Begin  
Monday, 16 May, 12:00 AM

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- 📅 End of Late Registration for May Intersession Classes  
Monday, 16 May, 12:00 AM

**Latest News:** Shows recent News Forum posts from your instructor.

**Latest news**

**Don't forget!**  
10 May, 09:02 Morgan Felty

[Older topics ...](#)

**Library Search:** Allows you to search for resources available at the OCCC Library:

## Find Books & Videos

Search Books, eBooks, Online Films, and More in the  
OCCC Library Catalog

**Other Links:**

[library.occc.edu/](http://library.occc.edu/)

[Library Help Guides](#)

[Find Articles](#)



If you need assistance please contact Moodle Support by email at [online@occc.edu](mailto:online@occc.edu), by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.