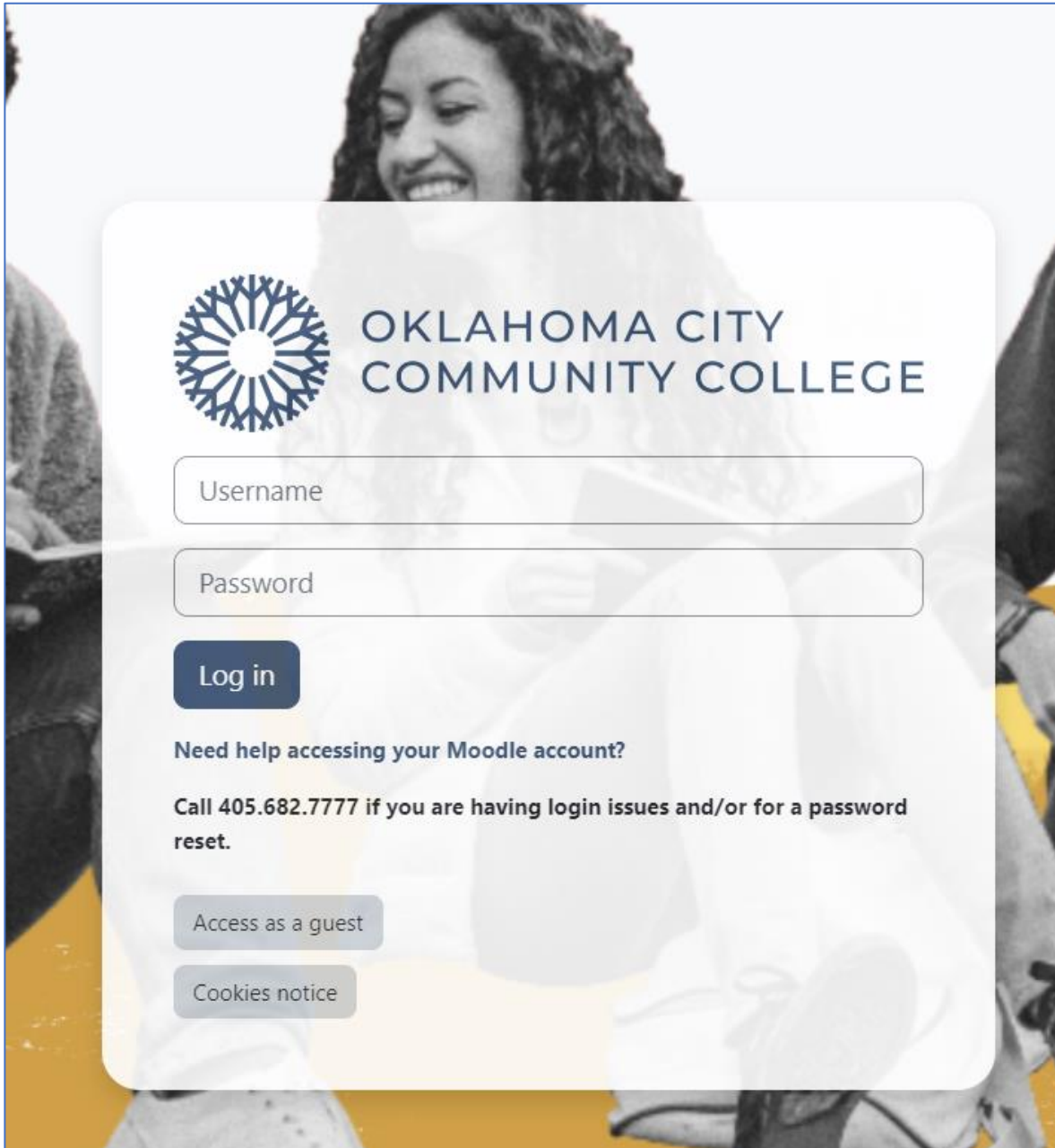



# Student Moodle Guide

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## How do I log into Moodle?

The image shows a Moodle login interface for Oklahoma City Community College. It features a background image of a smiling woman. The login form is a white rounded rectangle with the college's logo and name at the top. Below the name are two input fields for 'Username' and 'Password'. A dark blue 'Log in' button is positioned below the password field. Underneath the button, there is a link for users needing help, followed by a phone number for login issues or password resets. At the bottom of the form are two links: 'Access as a guest' and 'Cookies notice'.

 OKLAHOMA CITY  
COMMUNITY COLLEGE

Username

Password

**Log in**

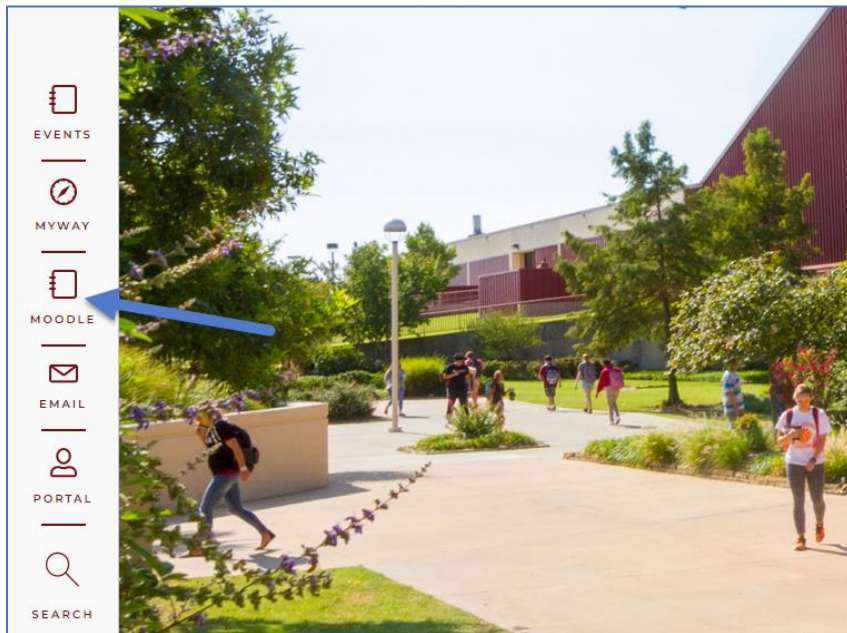
**Need help accessing your Moodle account?**

**Call 405.682.7777 if you are having login issues and/or for a password reset.**

Access as a guest

Cookies notice

To log in to your Moodle account, enter the following URL into your browser's address bar: [www.online.occc.edu](http://www.online.occc.edu). You can also get to Moodle by clicking on the Moodle link in the left menu on the OCCC website homepage ([www.occc.edu](http://www.occc.edu)).

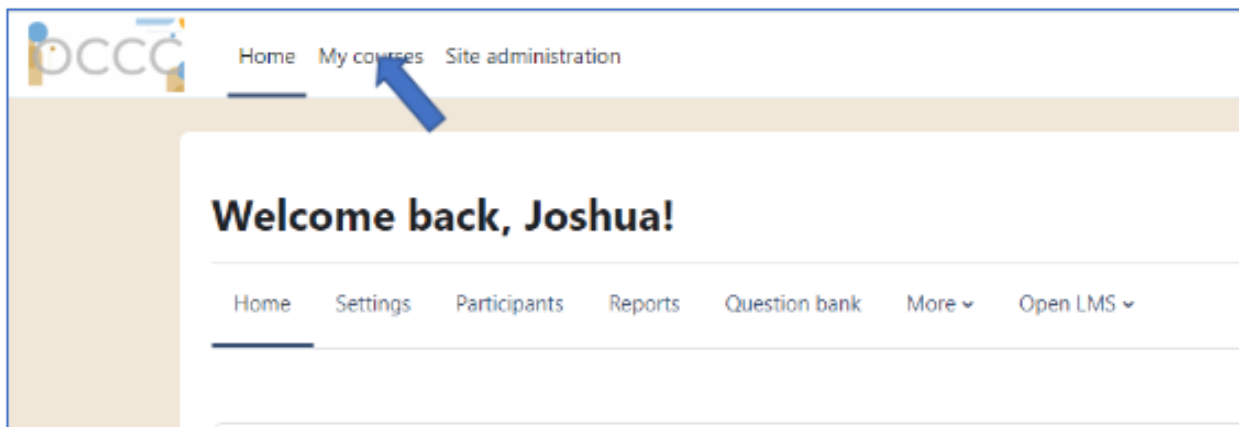


You will need to enter in your OCCC credentials. For more information about your account credentials go to [www.occc.edu/email-5](http://www.occc.edu/email-5) or call 405.682.7777 for help.

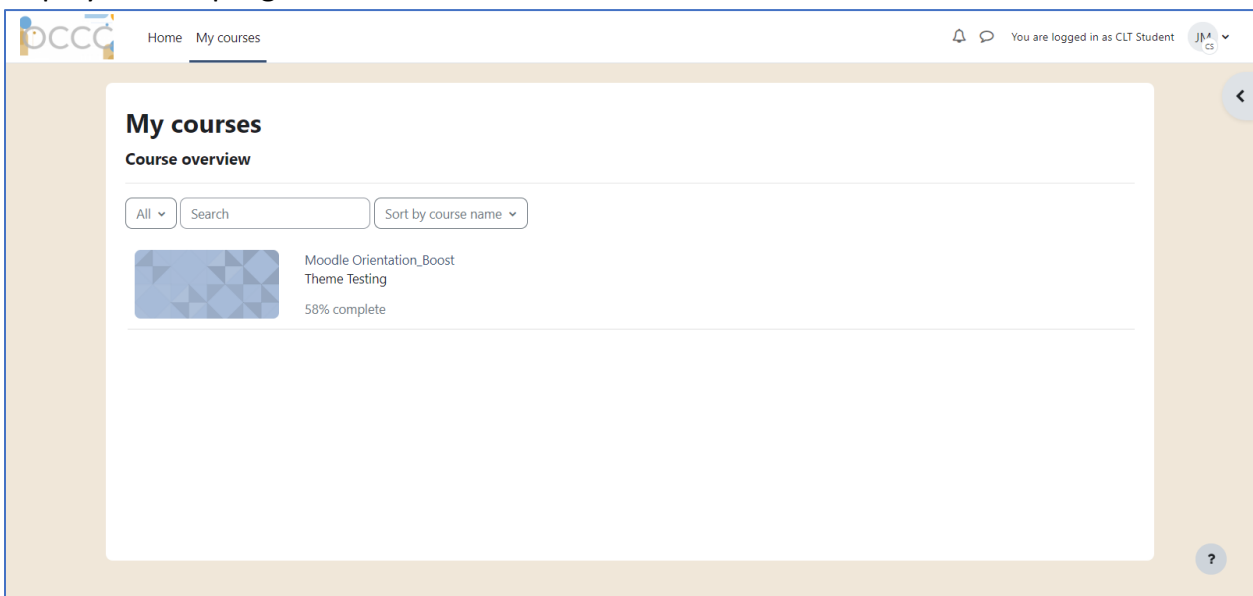
Use the Log in button to sign in.

## How do I find my course?

After logging in, you will need to click “My courses,” which is the second option in the navigation bar at the top-left of the screen.



This will take you to the “My courses” page. Here, you can search through your courses and/or sort them by name or by last accessed. You can also filter through courses to display the “In progress,” “Future,” “Past,” “Starred,” or “Removed from view.”




To “Star” a course or “Remove from view” you will need to hover over the course area and click the three stacked dots that appear on the right side.

All ▾

Search

Sort by course name ▾



Moodle Orientation\_Boost  
Theme Testing

58% complete

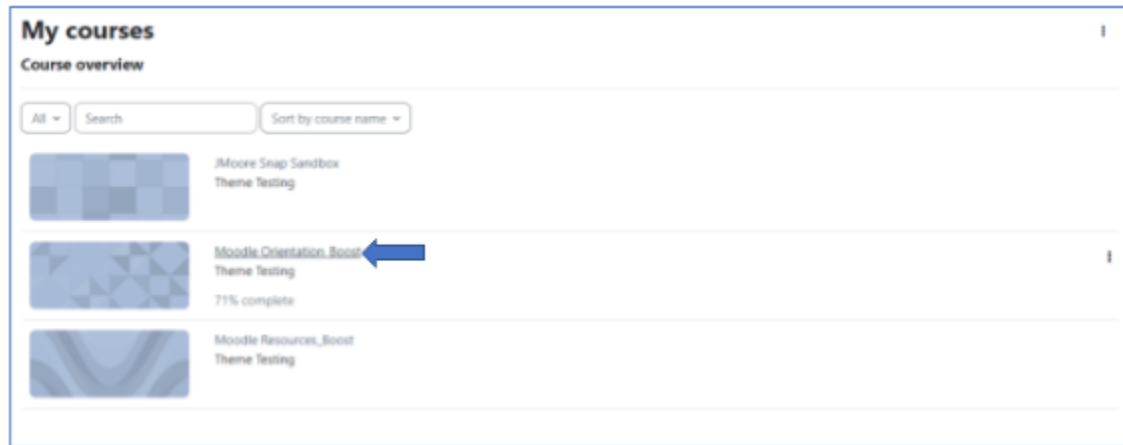
⋮

Star this course

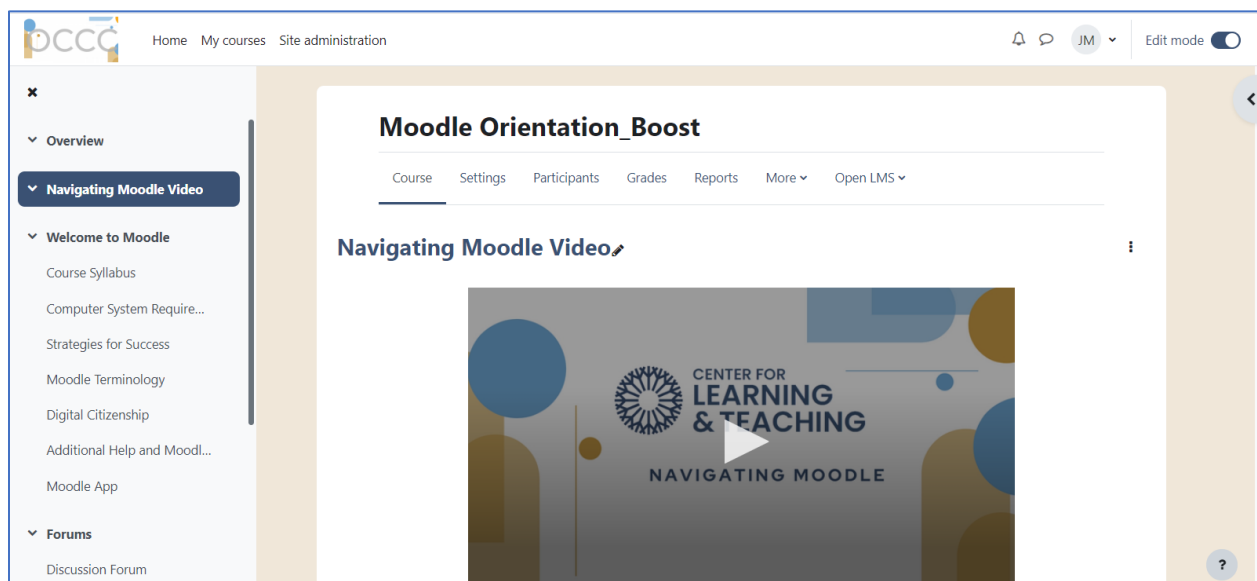
Remove from view

## How do I find my course content?

First, you will need to select the course that you want to see content for.

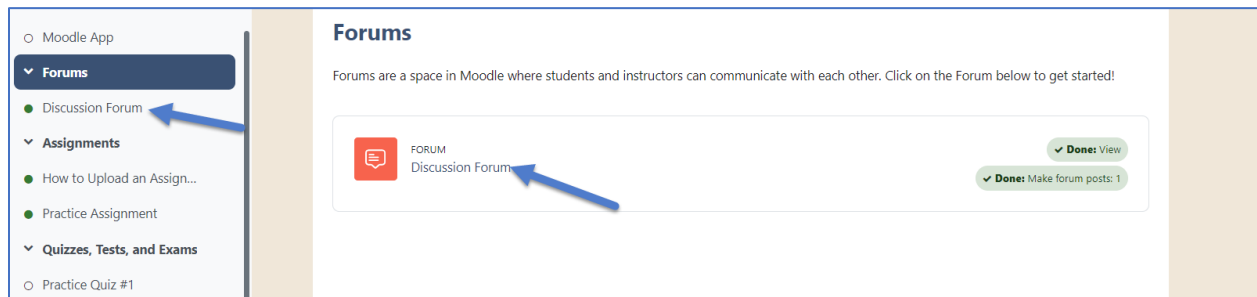


The course home page will look something like the image displayed below.

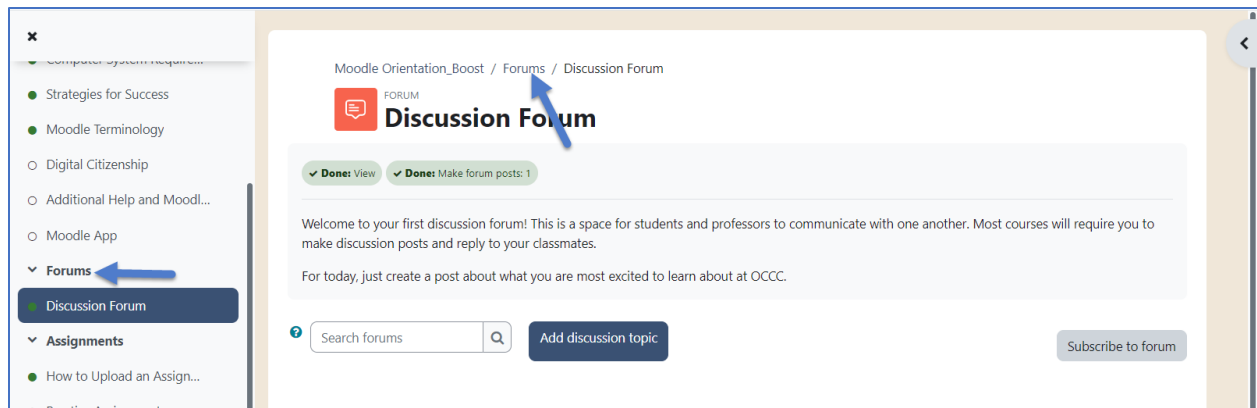


On the left side of the screen is the Side Navigation, which allows you to navigate to different topics and sections in the course. If you click “Overview” and scroll through the middle section, you’ll see links and descriptions of each topic/section. You can also click on a specific topic or section in the Side Navigation and that topic will open up. The center of the screen is where you will find your course content.

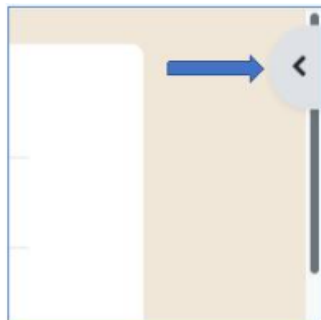
To access specific resources, activities, or assignments you can click on their names either in the Side Navigation or in the course content area in the middle.



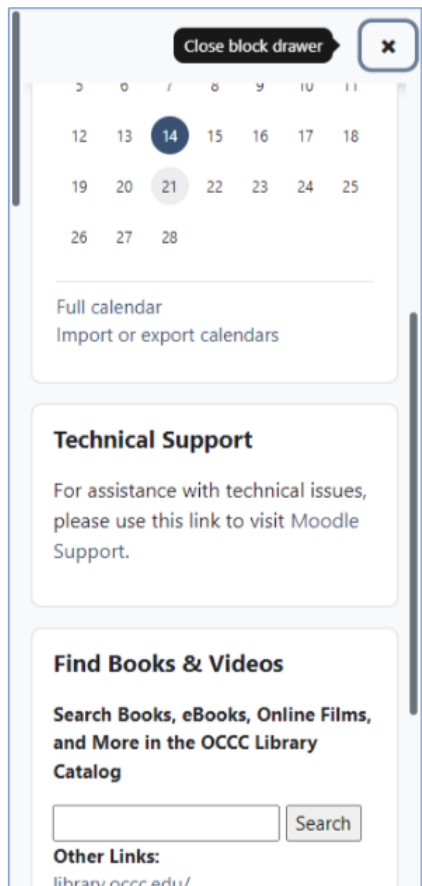
Once inside a resource or activity, you can go back to the previous section by clicking on its name in the Side Navigation or at the top of the page.



Another useful tool available in each course is the Block Drawer, which is located on the right-side of the screen by the scroll-bar.



This will contain additional resources placed by your professor, which can include study links, attendance, the calendar, technical support, and a search bar for the OCCC Library Catalog. Click on the “x” in the top right corner to close the Block Drawer.

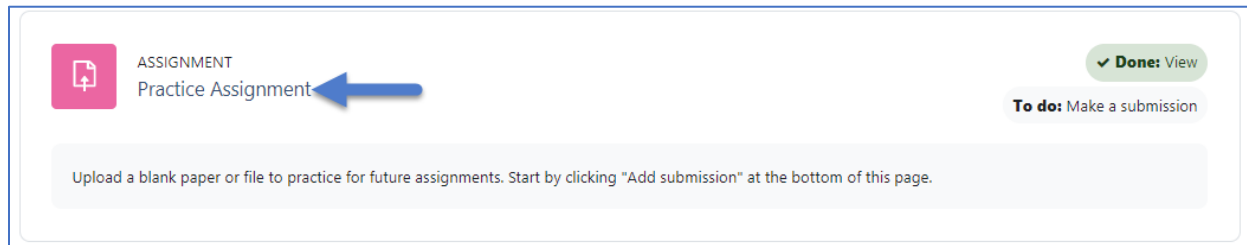


Watch a video on navigating Moodle here: <https://hml.occc.edu/Play/9628>

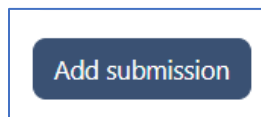


## How do I turn in an assignment?

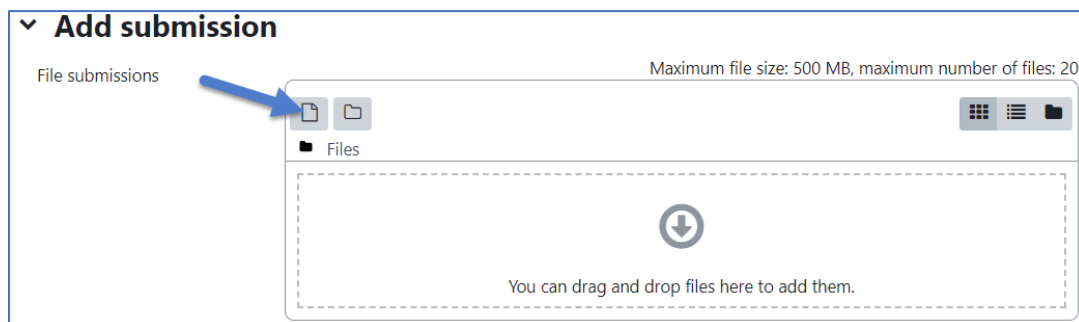
First, you'll need to click on the assignment that you'd like to submit work for.



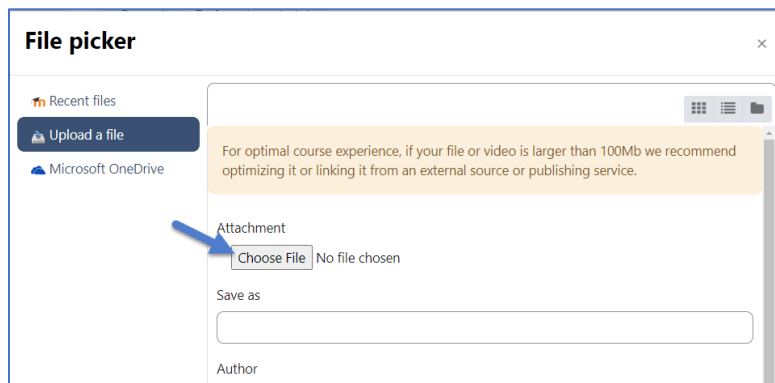
Once you open up the assignment, click on **Add submission**.



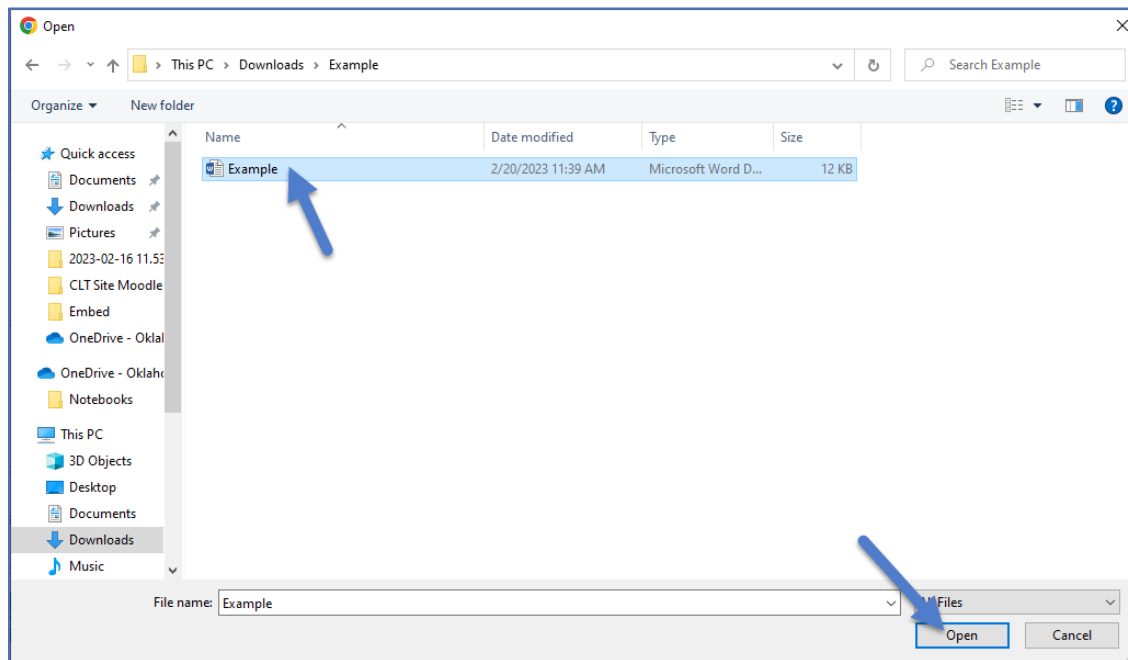
Then click on the Page with the folded top-right corner.



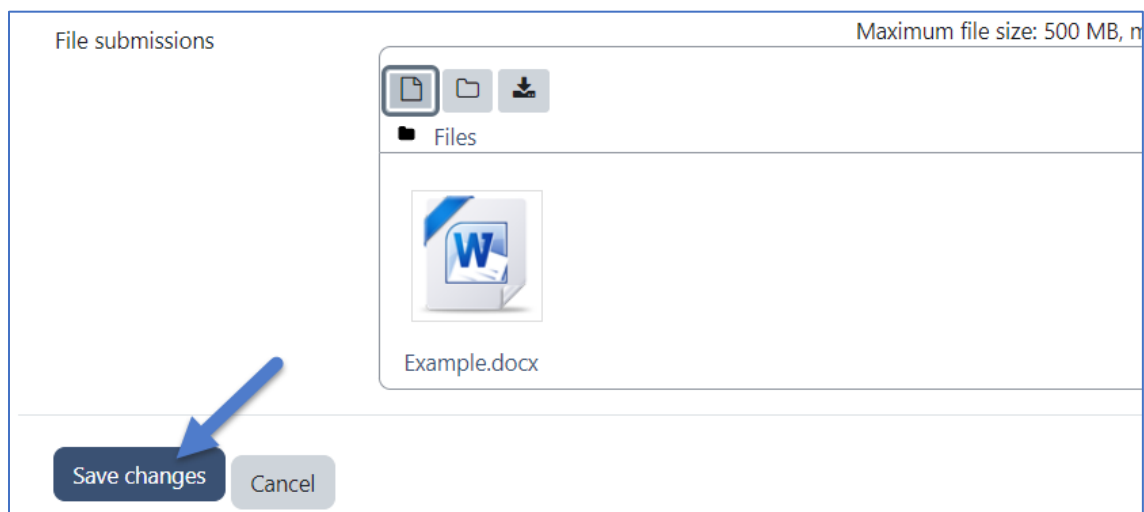
Then click on **Choose File**.



Locate the file you want to upload, click on it, and select **Open**.



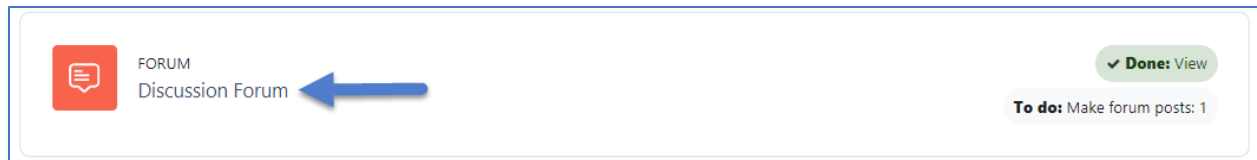
Lastly, click on **Save Changes**.



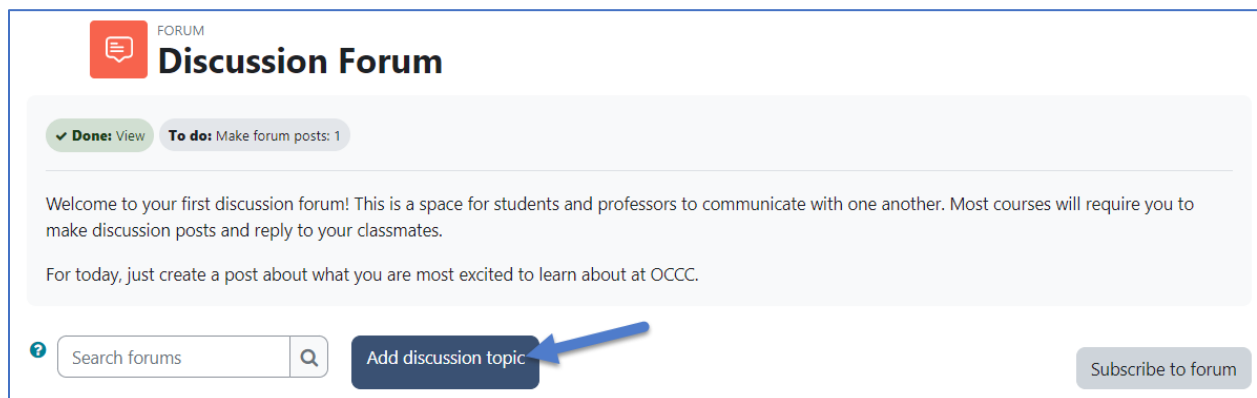
Watch a video on uploading assignments here: <https://hml.occc.edu/Play/9610>

## How do I post in a Discussion Forum?

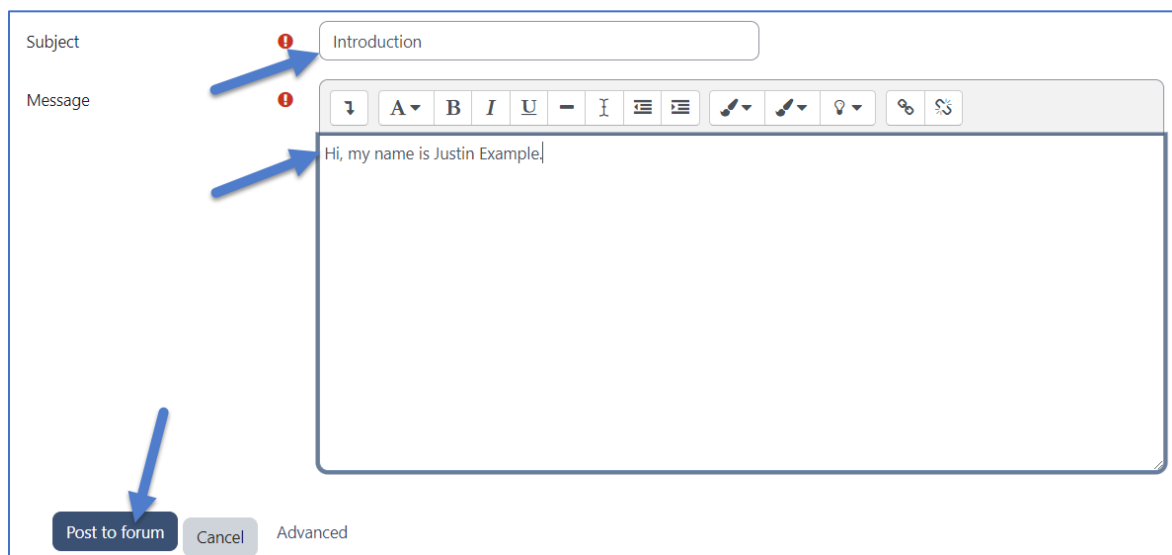
First, you'll need to click on the **Discussion Forum** to open it up.



Then, select **Add discussion topic**.



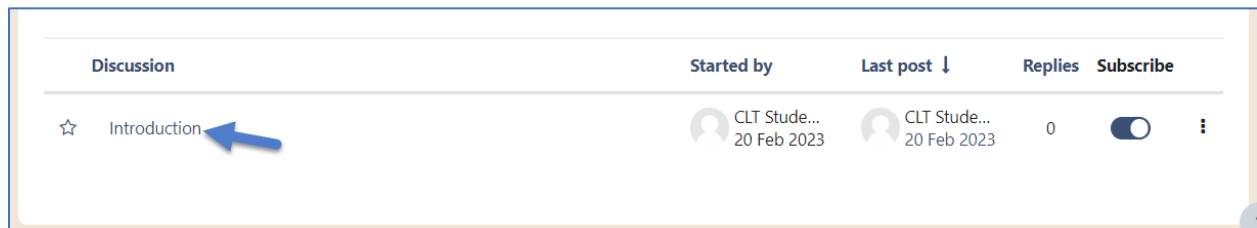
Then, you'll need to add a subject, message, and click **Post to forum**.



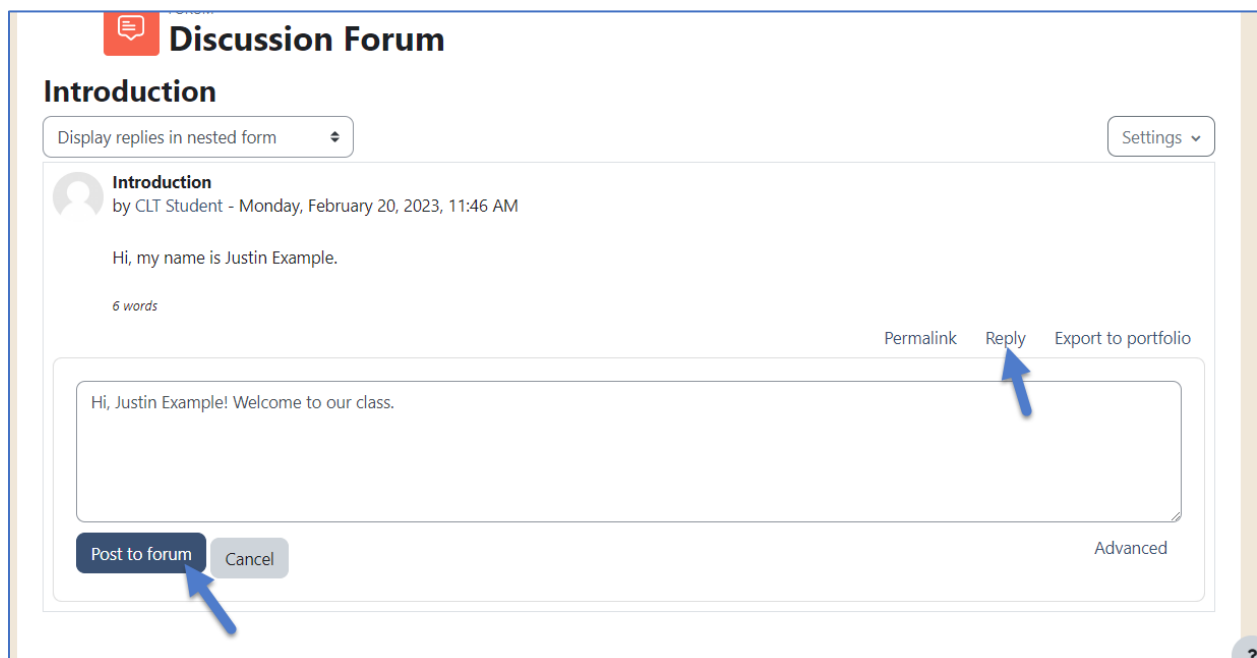
Watch a video on making discussion posts here: <https://hml.occc.edu/Play/9612>

## How do I reply in a Discussion Forum?

Discussion posts will appear at the bottom of the page. Click on the name of the post that you'd like to reply to.



Once inside the forum post, you'll need to select **Reply**, type out your message, then click **Post to forum**.

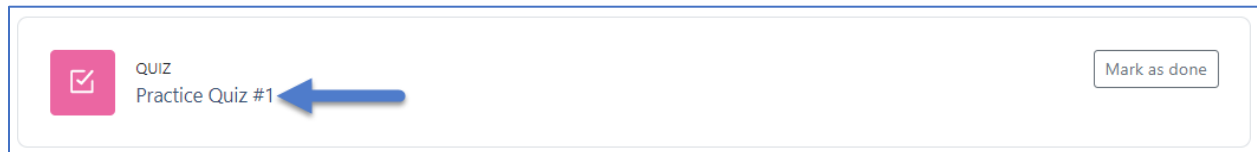


Watch a video about replying in discussion forums here:

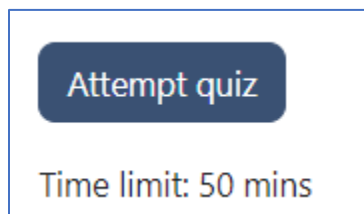
<https://hml.occc.edu/Play/9650>

## How do I complete my exams or quizzes?

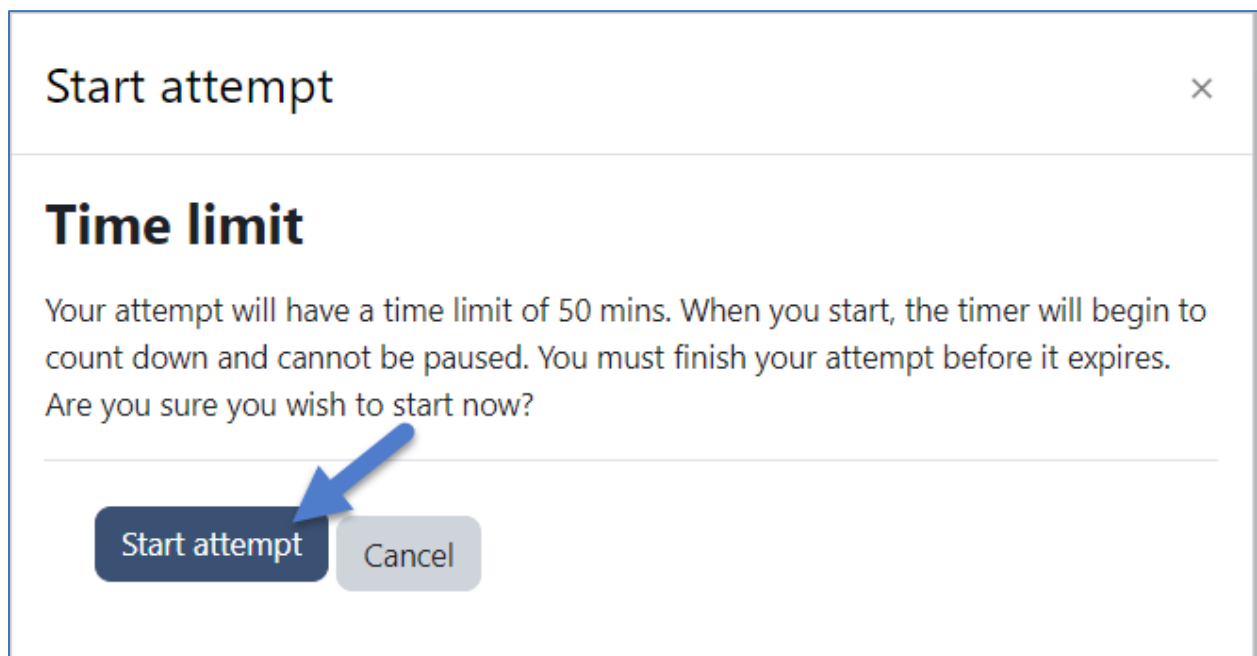
First, you'll need to click on the quiz name.



Click **Attempt quiz**. Notice that they may be a time limit or grading method listed.



Carefully read any pop-up statements, and click **Start attempt** when ready.



Answer each question. Click **Previous page** to go back to the previous question or **Next page** to move forward. If a time-limit was set, it will appear above the question area.

Time left 0:49:38

**Question 2**  
 Not yet answered  
 Marked out of 1.00  
[Flag question](#)

What color is the sky (typically)?

- ☐ a. Blue
- ☐ b. Orange
- ☐ c. Red
- ☐ d. Green

Previous page
Next page

After you've answered the last question, click **Finish attempt**.

Time left 0:46:45

**Question 5**  
 Not yet answered  
 Marked out of 1.00  
[Flag question](#)

Which states border an ocean? (Multiple answers can be selected)

- ☒ a. California
- ☐ b. Oklahoma
- ☐ c. Utah
- ☒ d. Florida

Previous page
Finish attempt ...

A summary of attempt page will appear. You can **Return to attempt** or **Submit all and finish**. Be sure to click **Submit all and finish** or your quiz will not be submitted.

**Practice Quiz #1**  
**Summary of attempt**

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

Return to attempt  
Submit all and finish

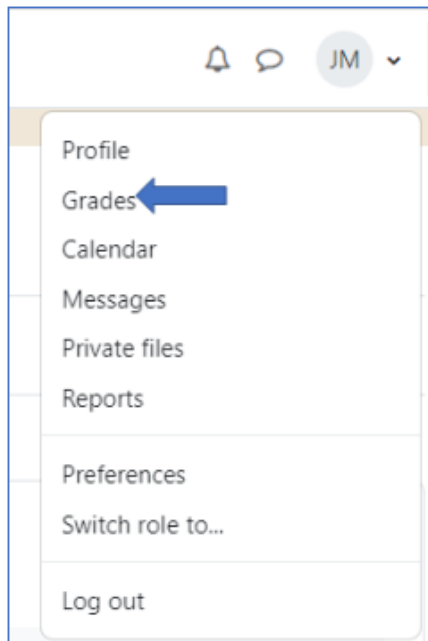
Time left 0:45:36

This attempt must be submitted by Monday, February 20, 2023, 12:43 PM.

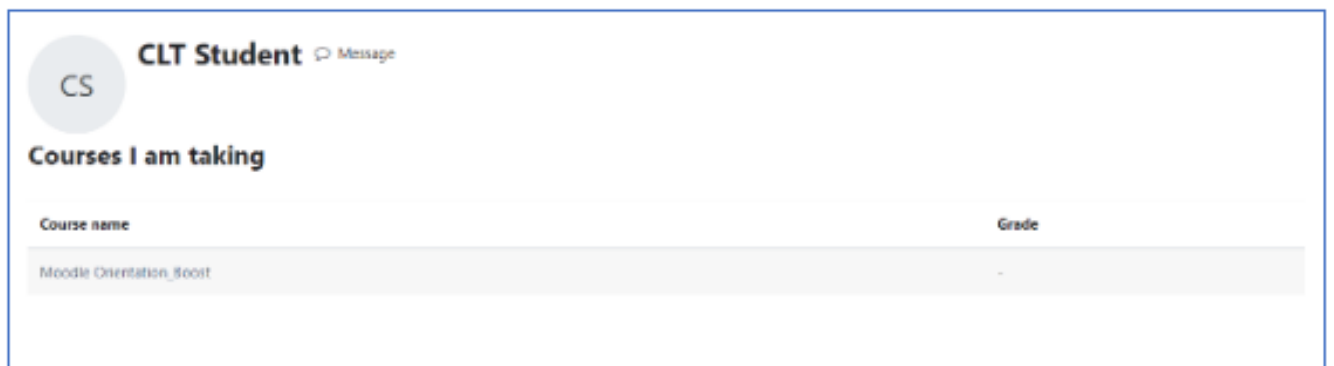
Watch a video on how to take a quiz here: <https://hml.occc.edu/Play/9614>

## How do I check my grades?

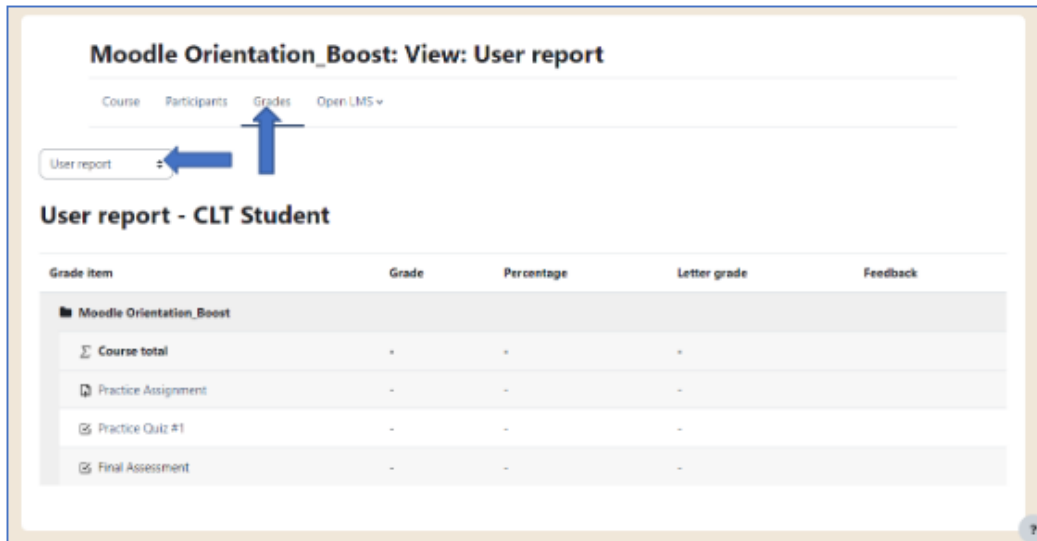
Moodle offers a couple different options to check your grades. The first is to click the drop-down menu by your initials at the top-right of the screen and select “Grades.”



This will open up the “Overview” page with your grade listed for each course that is currently being taken.



Click on the name of the course to be taken to the grades page within that specific course.



**Moodle Orientation\_Boost: View: User report**

Course Participants **Grades** Open LMS ▾

User report ▾

**User report - CLT Student**

Grade item	Grade	Percentage	Letter grade	Feedback
<b>Moodle Orientation_Boost</b>				
Course total	-	-	-	
Practice Assignment	-	-	-	
Practice Quiz #1	-	-	-	
Final Assessment	-	-	-	

You can change the grade view back to “Overview” with the drop-down menu where it says “User report.” Additionally, if you want to check grades while already inside a course – you can simply click on the “Grades” tab at the top of the course page.

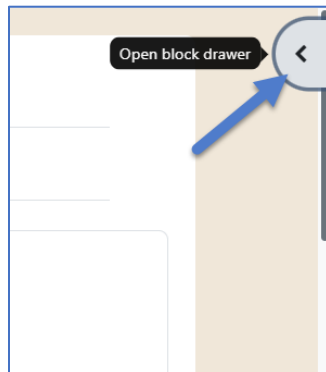


## How do I contact my instructor?

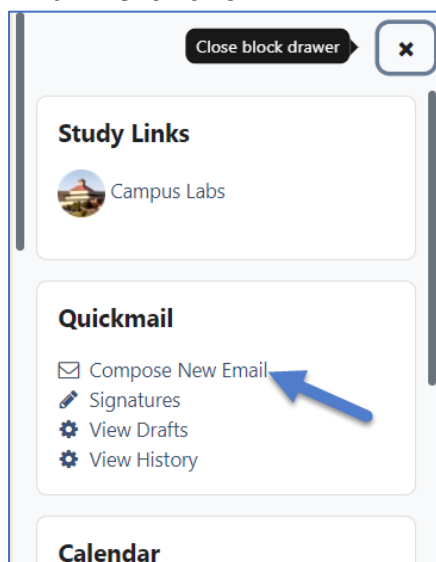
There are two ways that you can contact your instructor inside a Moodle course. Additionally, you can email your instructor from your OCCC email account. Your instructor's email and contact information can always be found in the course syllabus.

The first and primary way to contact an instructor in Moodle is through **Quickmail**.

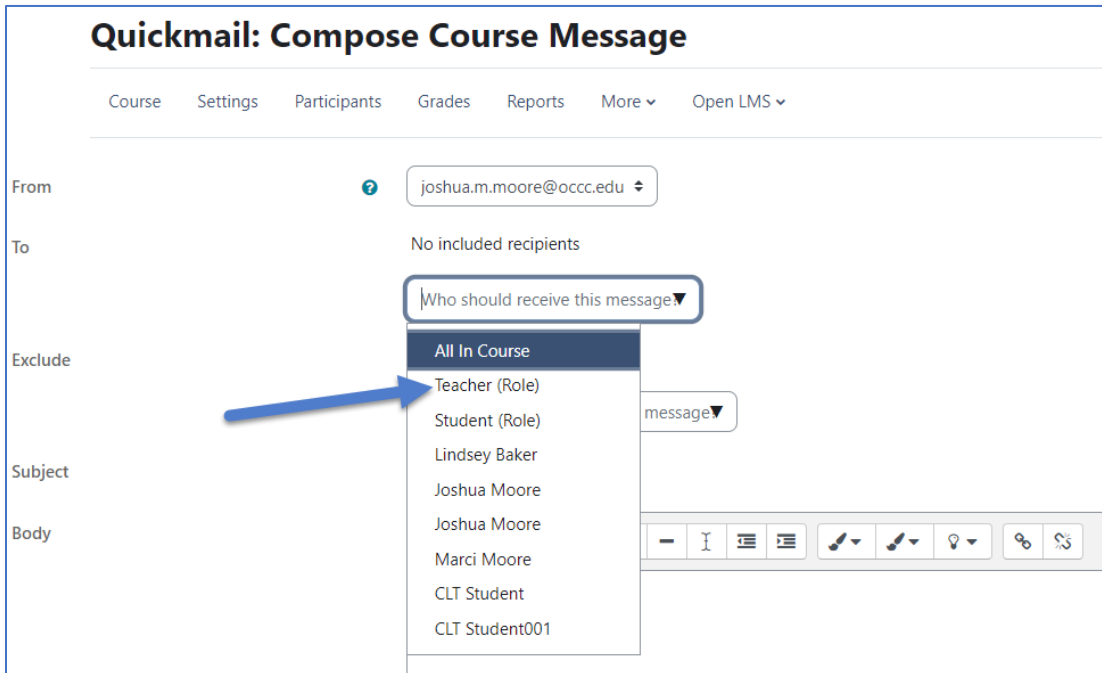
**NOTE:** Quickmail sends an email attached to your OCCC 365 Account, but you cannot receive replies via Moodle. You will need to log into your email account to check for replies. Quickmail can be accessed through the block drawer located to the right of the screen by the scroll-bar.



Once the block drawer is open, you'll see a Quickmail area with a link to "Compose New Email." Click this link.



In the drop-down to the right of the word “To” you can choose who you want to receive the message. Click on the option that says “Teacher (Role)”.



**Quickmail: Compose Course Message**

Course Settings Participants Grades Reports More ▾ Open LMS ▾

From: joshua.m.moore@occc.edu

To: No included recipients

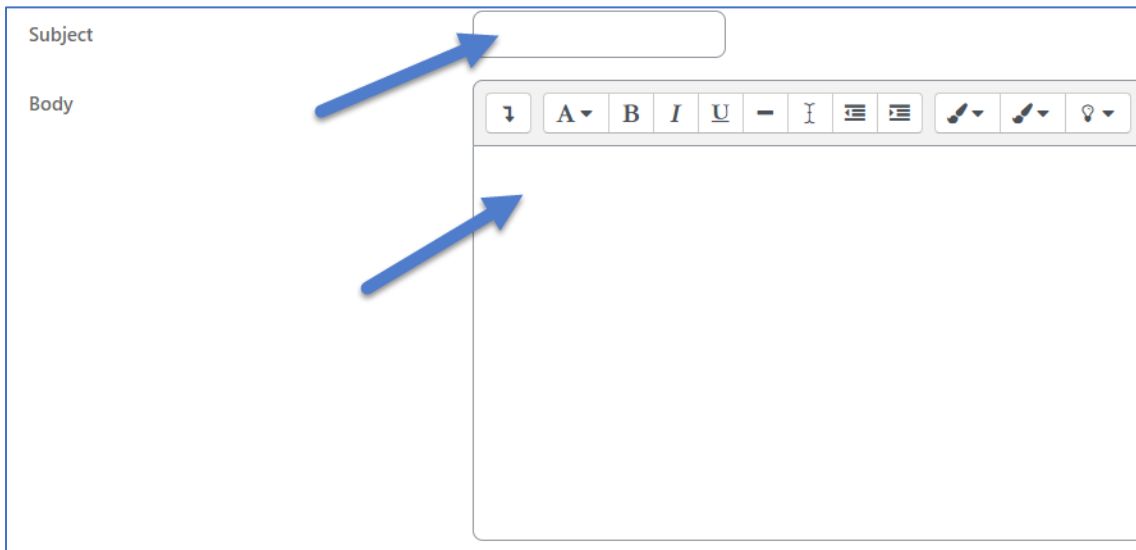
Exclude: Who should receive this message ▾

- All In Course
- Teacher (Role)
- Student (Role)
- Lindsey Baker
- Joshua Moore
- Joshua Moore
- Marci Moore
- CLT Student
- CLT Student001

Subject: message ▾

Body:

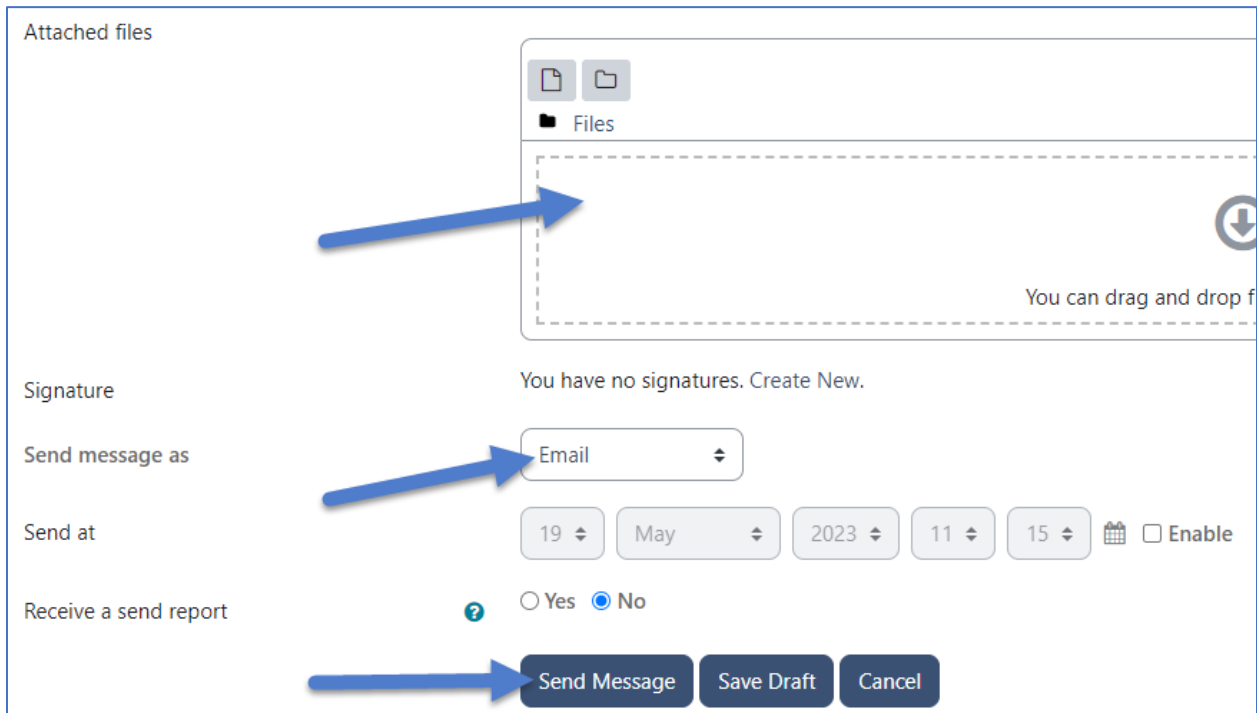
Then add a subject and a body to your message.



Subject:

Body:

Add any additional files you want to include in the message, then make sure that the drop-down menu by “Send message as” is on “Email”, and lastly click “Send Message”.



Attached files

Files

You can drag and drop files here

Signature

You have no signatures. Create New.

Send message as

Email

Send at

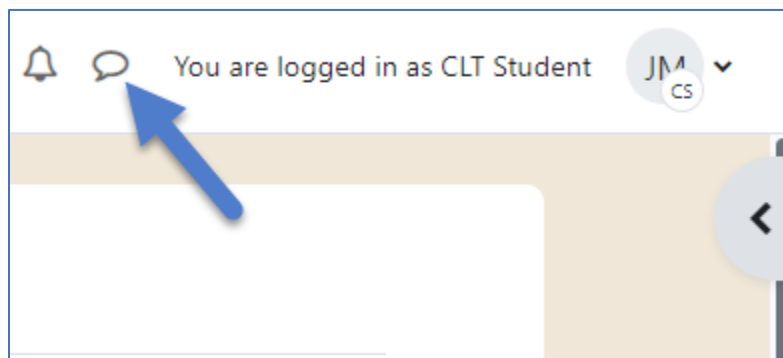
19 May 2023 11:15

Receive a send report

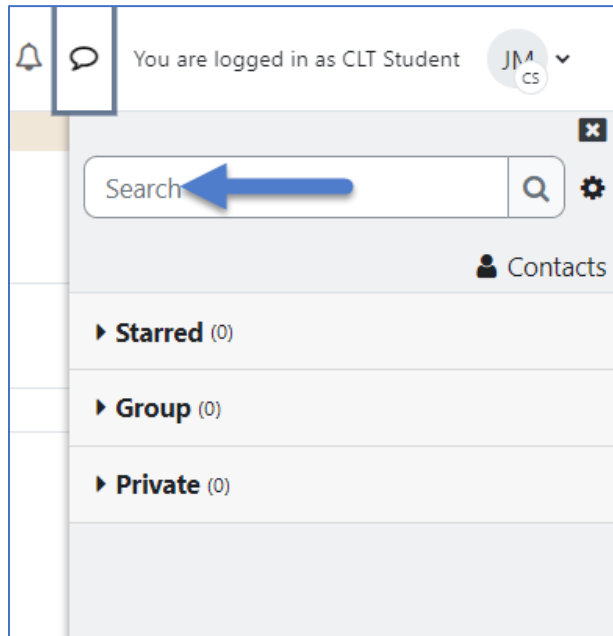
☐ Yes ☒ No

Send Message Save Draft Cancel

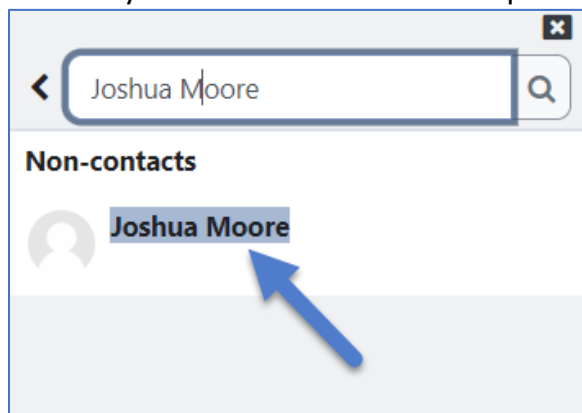
The other option for contacting your instructor in Moodle is through the **messaging drawer**. **NOTE:** The messaging drawer is not used by all instructors. You can open up the messaging drawer by clicking the thought bubble at the top right of the screen.



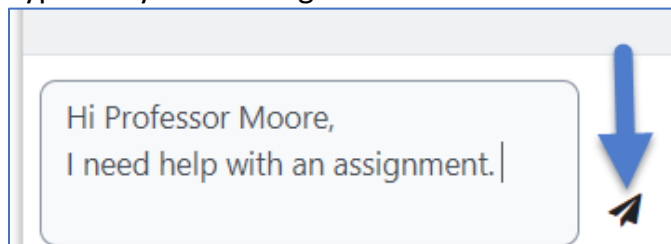
Once the messaging drawer is open, you can search for your instructor's name using the search bar.



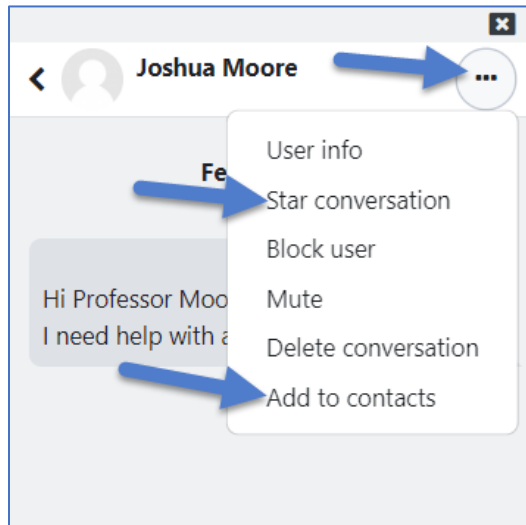
Click on your instructor's name to open up direct-messages.



Type out your message and hit the send button.



If you click the three dots at the top right of the **messaging drawer**, you can “Star conversation” or “Add to contacts” to more easily access this conversation or your instructor in the future.



Watch a video on how to contact your instructor here: <https://hml.occc.edu/Play/9649>

## Addition Information

Moodle Support: 405-682-7838 or [CLT@occc.edu](mailto:CLT@occc.edu)

Contact information, location, and hours for Moodle Support can be found at:

<https://www.occc.edu/moodlesupport-2/>

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

Your name, your OCCC email address, course name and number, and a description of your issue.

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

- OCCC website, [www.occc.edu](http://www.occc.edu)
- Online Student Resources page, <https://www.occc.edu/moodlesupport-2/kb/>
- Moodle Orientation course in Moodle
- OCCC Student Email site, <http://www.occc.edu/email-5/>
- Office365 Student Advantage, <http://www.occc.edu/advantage/>