



MOODLE STUDENT MANUAL

**VERSION 3.10
REVISED 2021**



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Vice Chancellor of Academic Innovation

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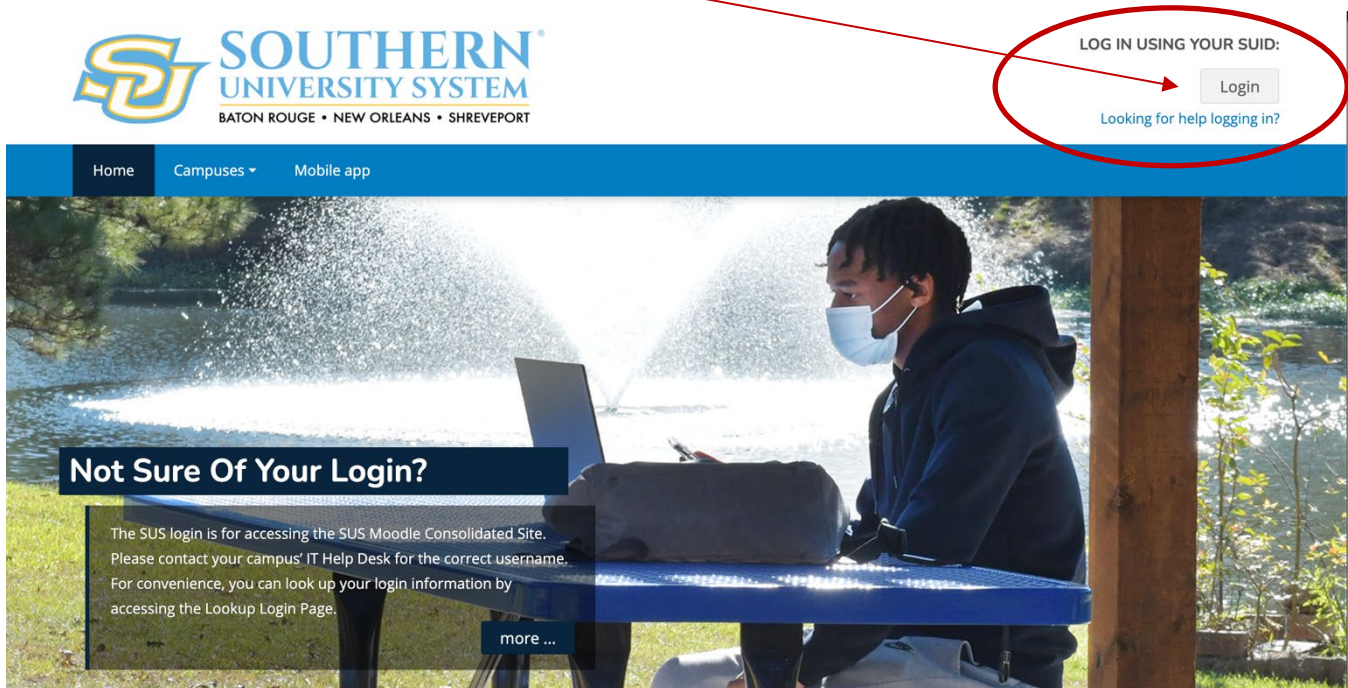
Brandon Lacey
Online Tech Support Specialist

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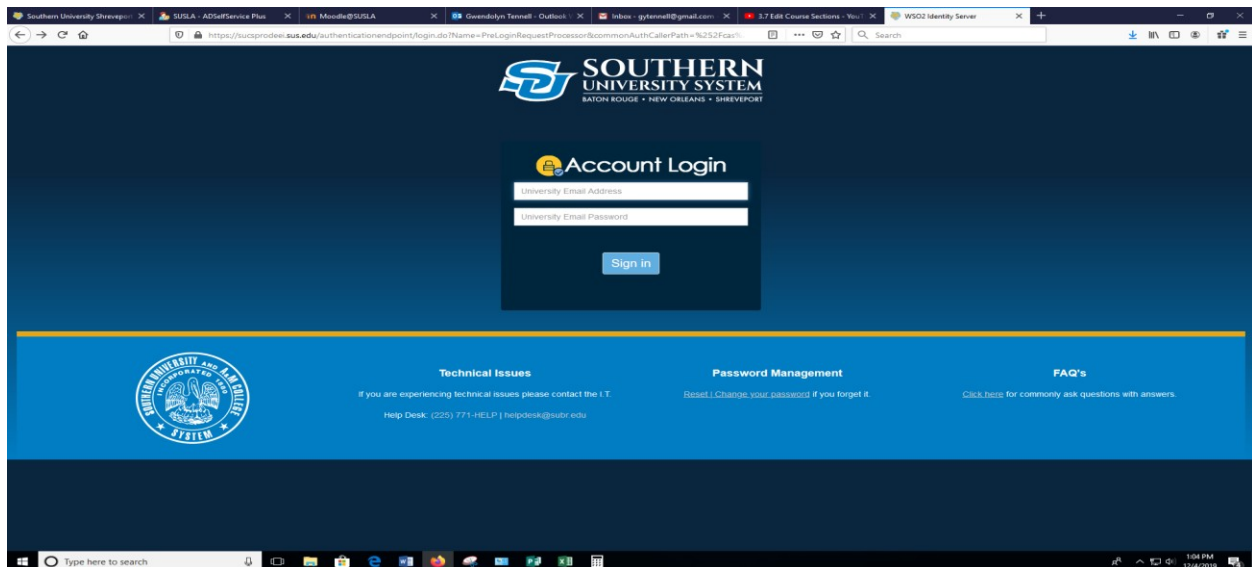
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How to Log-in to Moodle

1. Go to <https://moodle.sus.edu/>
2. Click **Login** in the top right-hand corner



You should then see the following screen:



Input the appropriate credentials in the user name and password fields.

Your username is: firstname.lastname@sus.edu (this is the same as your sus email you would have received from the Office of Admissions.)

Your password is: **first 4 letters of your lastname & last 4 digits of your U# (if this does not work try using the last four digits of your social instead).**

IF YOU CANNOT LOG IN go to www.susla.edu and scroll to the bottom of the page. Click on the **E-Learning page** link. Click on the “**problem for students**” link and fill out the form.

Or copy and paste this link in a browser or ctrl+click here:

https://docs.google.com/forms/d/1hyz6asZkJV4Pe7ntr_75n54q38aZjOuzca72Wm dfTaQ/edit

When successfully logged in you should see your Dashboard/Home Screen:

The screenshot shows the Moodle dashboard for a user named Brandon Lacey. At the top left is the Southern University System logo with the text "SOUTHERN UNIVERSITY SYSTEM" and "BATON ROUGE • NEW ORLEANS • SHREVEPORT". To the right of the logo is the user's name "Brandon Lacey" and a profile picture. Below the logo is a navigation bar with "Home", "Campuses", and "Mobile app". The main content area is titled "Dashboard" and contains several sections:

- Important Notice:** A message stating, "If you are looking for courses prior to Fall 2021 [Click Here](#). If you just enrolled in a course, please allow up to 24 hours for it to populate in Moodle."
- Course overview:** A section with a filter for "In progress" and a "Course name" dropdown. It lists three courses:
 - Miscellaneous (SUSLA) E-Learning Links
 - Miscellaneous (SUSLA) Faculty Resource Center
 - Miscellaneous (SUSLA) Learn Moodle
- Administration:** A section with a "Site administration" link and a search box.
- Timeline:** A section with a "Course name" dropdown and a "Filter" dropdown. It shows "E-Learning Links" and "Faculty Resource Center" with icons representing upcoming activities. A message states "No upcoming activities due".

You can [click here](#) to view a video tutorial on how to login.

Course Overview

All course for the semester will be listed under **Course Overview**.

- By clicking the **In Progress filter**, you can change which courses appear under your course overview.
- By clicking the **Course Name filter**, you can change the order of courses listed.
 - Course Name view lists your courses in alphabetical order.
 - Last Accessed view lists your courses in the order of last viewed.



Brandon Lacey ▾



A screenshot of the Moodle Course Overview page. The page has a blue header with 'Home', 'Campuses', and 'Mobile app' links. Below the header is a 'Dashboard' section with an 'Important Notice' box containing text about course availability and a 'Click Here' link. The main content area is titled 'Course overview' and features two filters: 'In progress' and 'Course name', both of which are circled in red. Below the filters are three course cards: 'Miscellaneous (SUSLA) E-Learning Links', 'Miscellaneous (SUSLA) Faculty Resource Center', and 'Miscellaneous (SUSLA) Learn Moodle'. On the right side, there are three sidebar widgets: 'Administration' with a search box, 'Timeline' with a refresh and filter button, and 'E-Learning Links' with a 'Faculty Resource Center' link.

You can [click here](#) to view a video tutorial on Course Overview.

Timeline

You can upcoming and overdue assignments using the **Timeline**.

- Clicking the clock icon will allow you to view assignments up to 6 months in advance as well as view assignments that are overdue.
- Clicking the filter icon will allow you to change how your assignments are listed. Assignments may listed by course name or by date.



Brandon Lacey



Home Campuses Mobile app

Dashboard

Important Notice

If you are looking for courses prior to Fall 2021 [Click Here](#)
If you just enrolled in a course, please allow up to 24 hours for it to populate in Moodle.

Course overview

In progress Course name

Miscellaneous (SUSLA) E-Learning Links	...
Miscellaneous (SUSLA) Faculty Resource Center	...
Miscellaneous (SUSLA) Learn Moodle	...

Administration

Site administration

Search in setti

Timeline

E-Learning Links

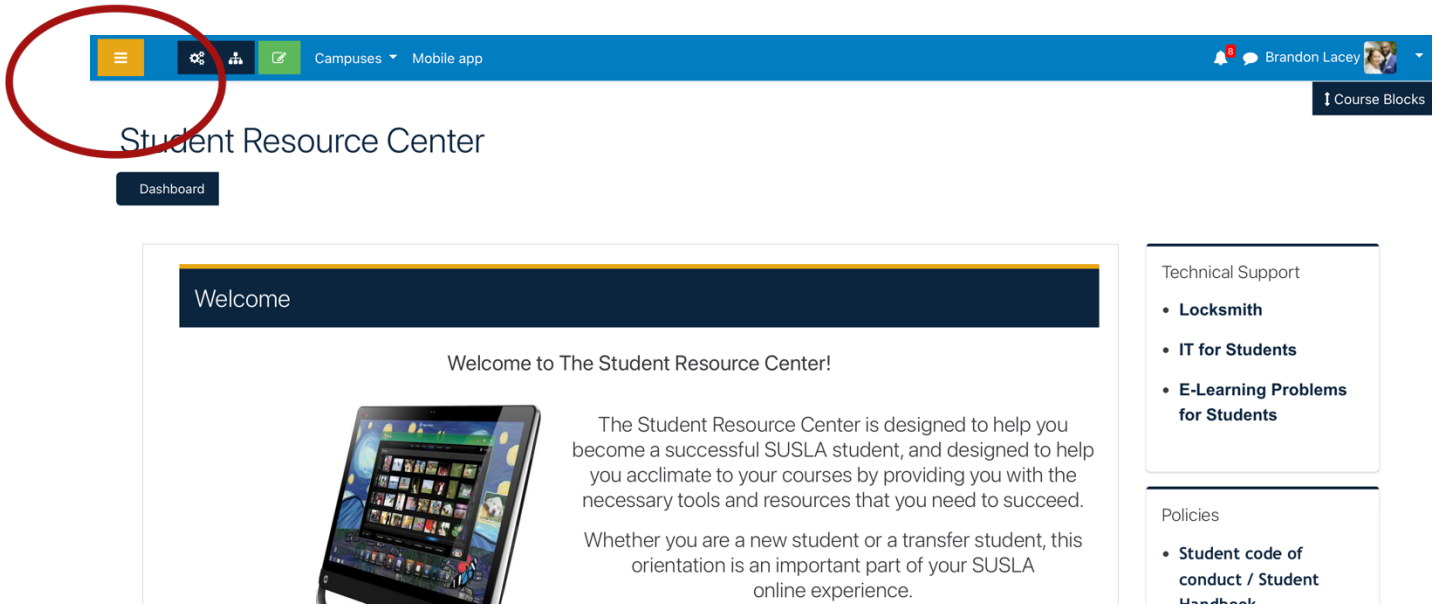
No upcoming activities due

Faculty Resource Center

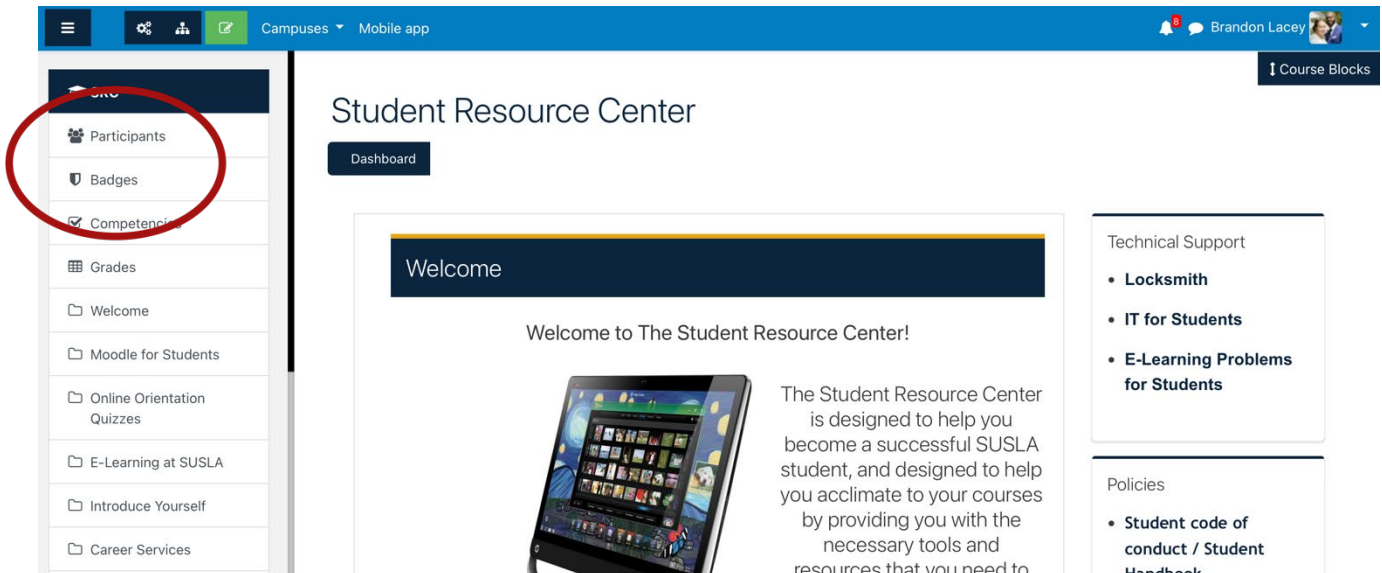
You can [click here](#) to view a video tutorial on Moodle Timeline.

How to Communicate with your Instructor and Class Mates through Moodle

Click here to view the side bar:



1. Click on Participants



2. Select the User Name(s) or check the box for all users. Move to the bottom.

The screenshot shows the Moodle 'Participants' page. At the top, there is a navigation bar with 'Campuses' and 'Mobile app' options. Below this, the page title 'Participants' is displayed. A search filter is set to 'Match Any'. A table lists 5 participants:

First name / Surname	Email address	Roles	Groups	Last access to course	Status
Iran Brito	iran.brito@sus.edu	Student	No groups	1 day 6 hours	Active
Brandon Lacey	brandon.lacey@sus.edu	Teacher	No groups	now	Active
Veronica Mceachin	veronica.mceachin@sus.edu	Teacher	No groups	Never	Active
Gwendolyn Tennell	gwendolyn.tennell@sus.edu	Teacher	No groups	6 days 6 hours	Active
Jacqueline Yarbrough		Teacher	No groups	Never	Active

At the bottom of the page, there is a dropdown menu labeled 'With selected users...' which currently shows 'Choose...'.


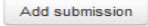
3. Choose "Send a Message"

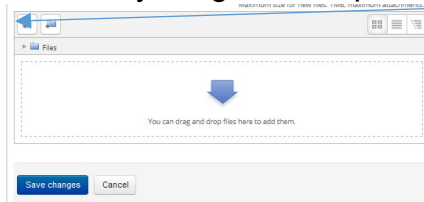
This screenshot is identical to the previous one, but with a red circle highlighting the 'Send a message' option in the dropdown menu under 'With selected users...'. The dropdown menu is open, showing the following options:

- ✓ Choose...
- Send a message
- Add a message

You can [click here](#) to view a video tutorial on Communicating through Moodle.


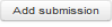
How to Submit an Assignment (file) in Moodle

1. Click on the assignment link
 - a. Example  Create a Fyler
2. Read the assignment thoroughly
3. Complete the answers to question(s) in a WORD document, utilize the “Spelling & Grammar” tool and save your answer(s).
4. Click on 
5. You may drag and drop the files or Click on “Browse Icon”



6. Go to the location where the file was saved
7. Click on “Upload a file” and/or “Browse”
8. Select the file to be uploaded
9. Click “Open”
10. Click “Upload this file”
11. Click “Save Changes”
12. You may “Edit Submission” until your Instructor grades your work or the last date to submit your assignment.

How to Submit an Online Text Assignment in Moodle

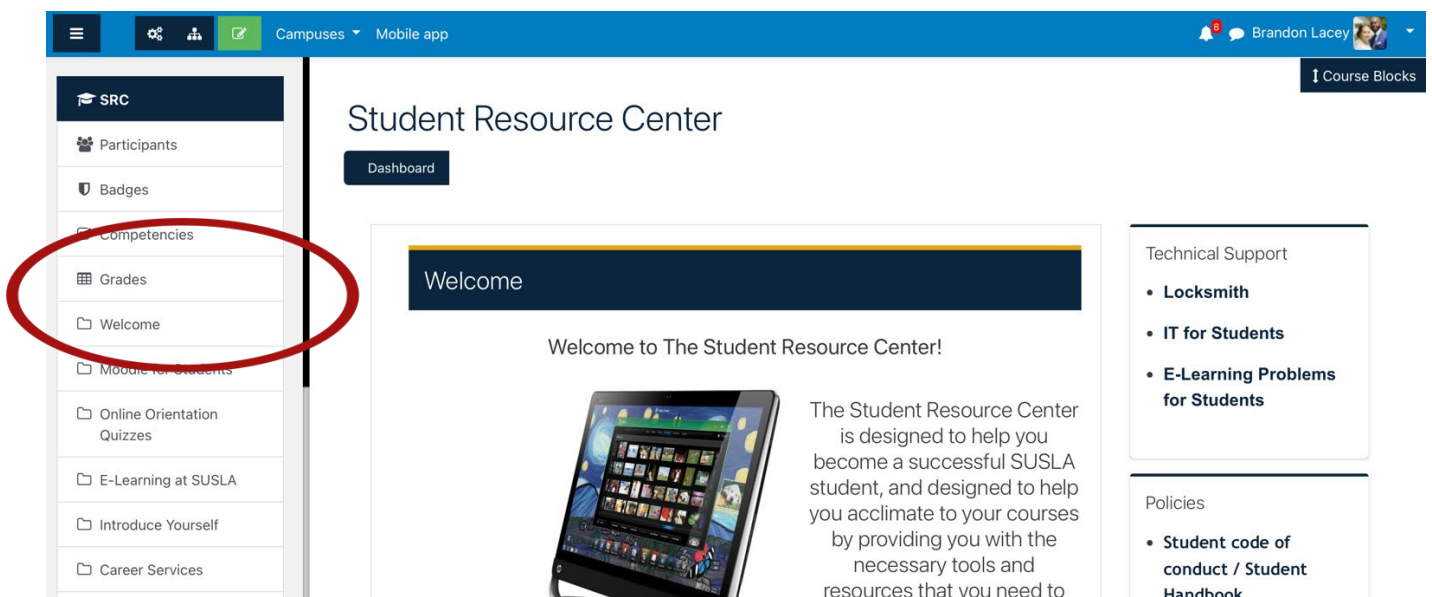
1. Click on the assignment link
 - a. Example  Create a Fyler
2. Read the assignment thoroughly
3. Click on 
4. Complete the answers to question(s) in a WORD document, utilize the “Spelling & Grammar” tool and save your answer(s).
5. Post your Assignment in the Online Text Box
6. Save Changes
7. You may “Edit Submission” until your Instructor grades your work or the last date to submit your assignment has expired.

How to Post and Reply to a Forum

1. Click on the Forum Icon
2. Read the assignment thoroughly
3. Click on [Post](#) or Reply
4. Post your Assignment in the New Discussion Window or Upload a file.
5. Save Changes

How to View My Grades?

1. Click on “Grades” from the side bar.



2. Contact your instructor if you have any problems with your grades or assignments in Moodle.

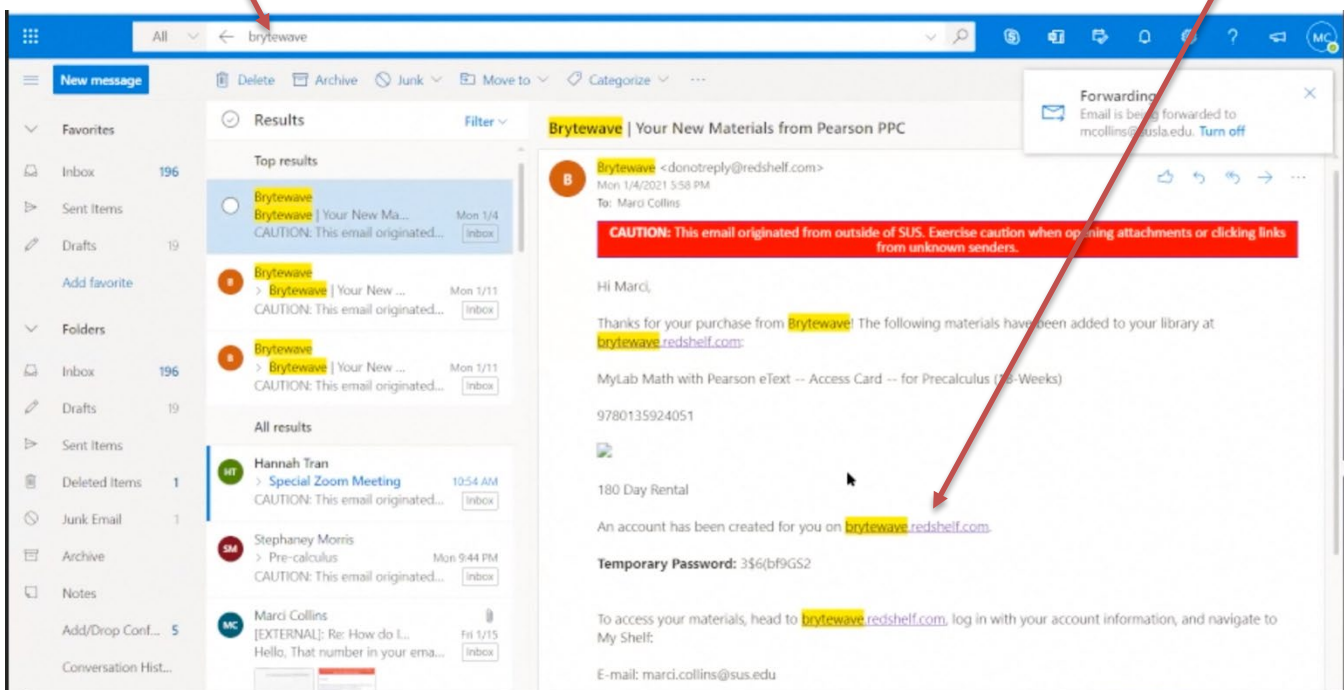
How to Access Brytewave and Pearson Book Codes?

Some of our courses at SUSLA utilize online e-books in the place of physical hard copy books. This is a way to minimize costs for students. The process for receiving your codes is meticulous and the steps must be followed properly. Failure to follow the steps could result in students not receiving their e-books on time.

Step 1: Log in to your sus.edu email.

Step 2: In the search bar type, “brytewave.” Students enrolled in courses that use e-books will have automatically received an email from Brytewave that contains their code for that course. Students will receive a separate email for each course that uses an e-book.

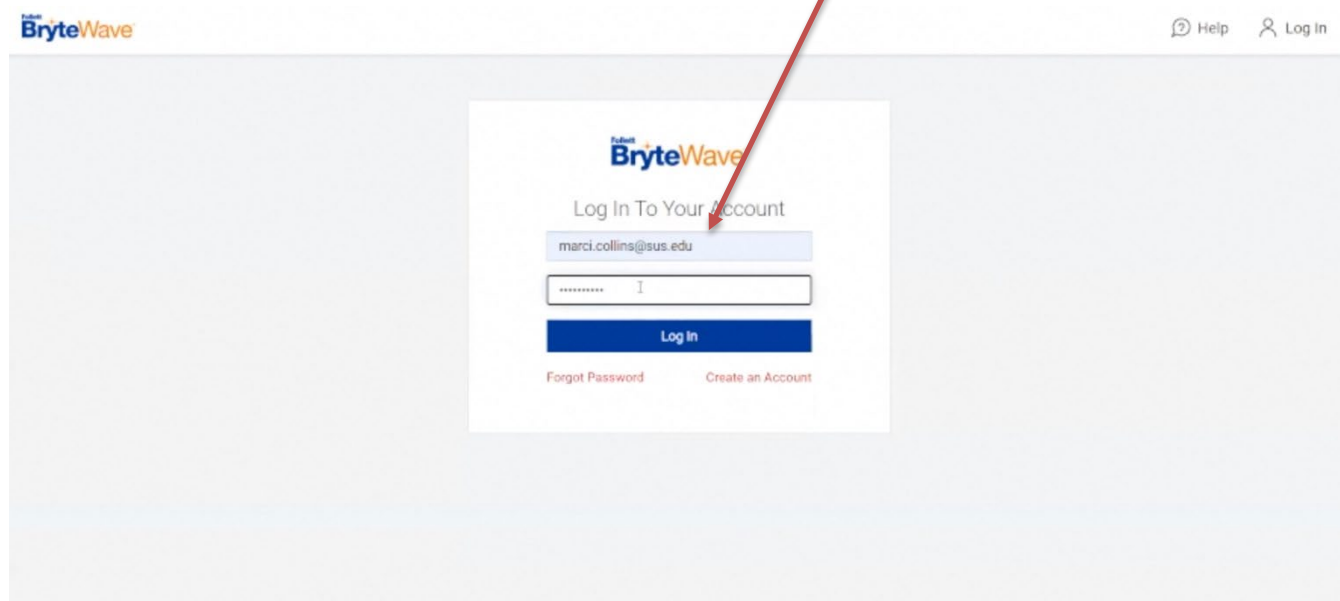
Step 3: Click on the brytewave.redshelf.com link contained in the email.



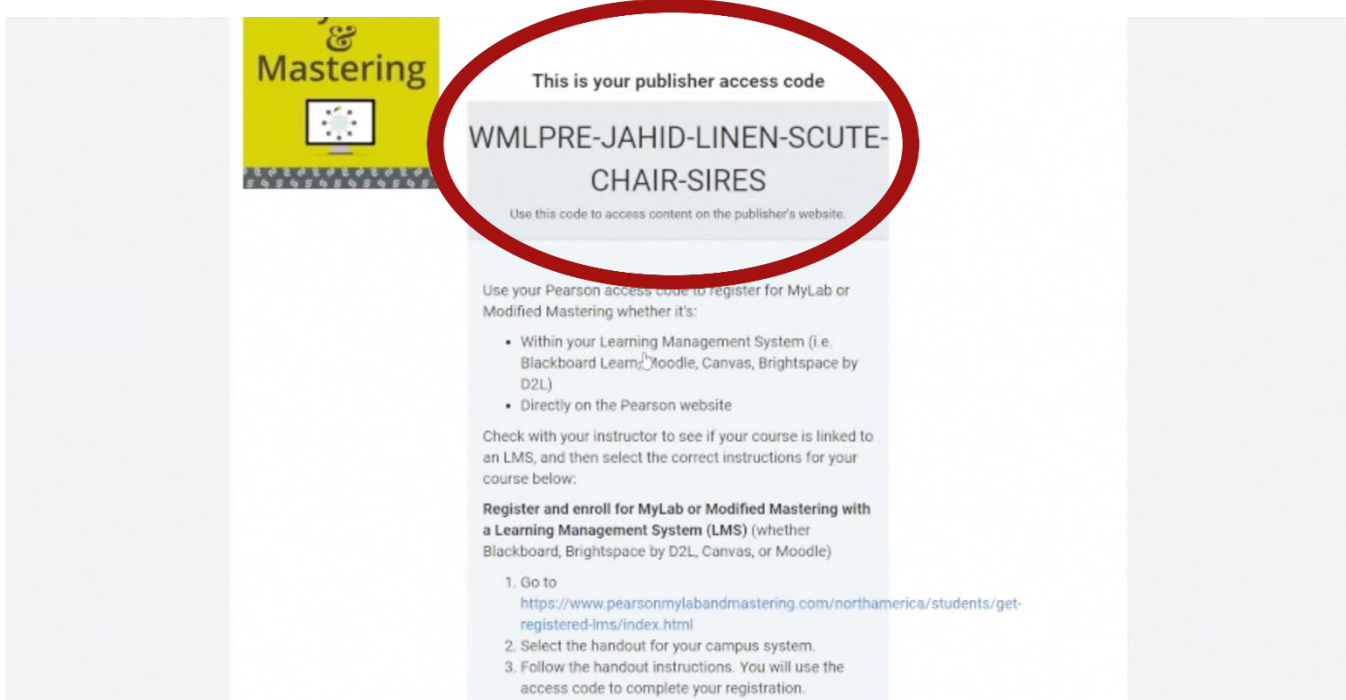
This will take you to the BryteWave site where you will need to create an account.



Step 4: Create your BryteWave account. When creating your BryteWave account, YOU MUST USE YOUR SUS.EDU EMAIL! BryteWave WILL NOT send your book code to any other email address. This is also for any other electronic services utilized by courses such as McGraw-Hill, Quickbooks, etc. You may choose any password, but the sus.edu email is mandatory. After creating your account, you may log in.



Step 5: Once you login, all book codes needed for that semester will listed.



The screenshot shows a yellow banner with the Pearson logo and the word "Mastering". Below it, a white box contains the text "This is your publisher access code" and the code "WMLPRE-JAHID-LINEN-SCUTE-CHAIR-SIRES" in large, bold letters. A red oval highlights this code. Below the code, there is a list of instructions for registering with an LMS or directly on the Pearson website.

This is your publisher access code

WMLPRE-JAHID-LINEN-SCUTE-CHAIR-SIRES

Use this code to access content on the publisher's website.

Use your Pearson access code to register for MyLab or Modified Mastering whether it's:

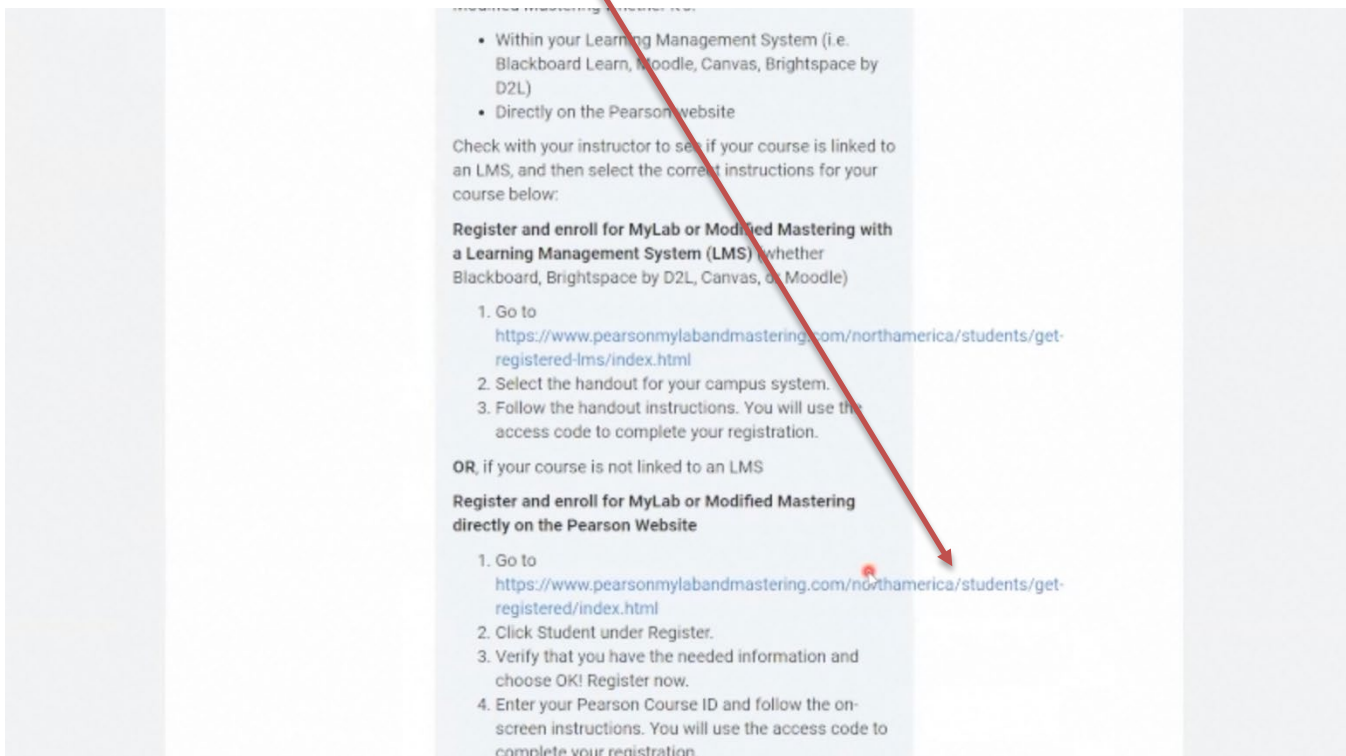
- Within your Learning Management System (i.e. Blackboard Learn, Moodle, Canvas, Brightspace by D2L)
- Directly on the Pearson website

Check with your instructor to see if your course is linked to an LMS, and then select the correct instructions for your course below:

Register and enroll for MyLab or Modified Mastering with a Learning Management System (LMS) (whether Blackboard, Brightspace by D2L, Canvas, or Moodle)

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/students/get-registered-lms/index.html>
2. Select the handout for your campus system.
3. Follow the handout instructions. You will use the access code to complete your registration.

Click the link associated with your book code (click the 2nd option link), which will take you to the Pearson site where you will register and validate your book code (in steps 3 and 4 you registered with Brytewave access; steps 5 and 6 will register you for Pearson access).



The screenshot shows the same page as above, but with a red arrow pointing from the second link in the list to the second link in the "OR, if your course is not linked to an LMS" section.

- Within your Learning Management System (i.e. Blackboard Learn, Moodle, Canvas, Brightspace by D2L)
- Directly on the Pearson website

Check with your instructor to see if your course is linked to an LMS, and then select the correct instructions for your course below:

Register and enroll for MyLab or Modified Mastering with a Learning Management System (LMS) (whether Blackboard, Brightspace by D2L, Canvas, or Moodle)

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/students/get-registered-lms/index.html>
2. Select the handout for your campus system.
3. Follow the handout instructions. You will use the access code to complete your registration.

OR, if your course is not linked to an LMS

Register and enroll for MyLab or Modified Mastering directly on the Pearson Website

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html>
2. Click Student under Register.
3. Verify that you have the needed information and choose OK! Register now.
4. Enter your Pearson Course ID and follow the on-screen instructions. You will use the access code to complete your registration.

On the Pearson site, click register.

Pearson | MyLab | Mastering [SIGN IN](#) [REGISTER](#) [BROWSE BY DISCIPLINE](#)

Students **Get Registered** Features Get Involved Support

You'll need these 3 things to get started

Are you using MyLab or Mastering with Blackboard, Canvas, Brightspace, or Moodle? If so, [start here](#).

- 1**
Your email address
You need a valid email address, preferably the one provided by your school. You'll be getting some important emails from your instructor at this address.
- 2**
Your instructor's Course ID
Your instructor will give you a Course ID that links you directly into your course. It will look something like this: professor12345. If you don't know your Course ID, check with your instructor or a classmate.
- 3**
An access code, credit card, or PayPal
If you already have an access code, you'll redeem it when you register. If you don't, you can use a credit card or PayPal to purchase access.

OK! Register now >

[Australian customers, register here >](#)

Enter your course ID.

PEARSON ALWAYS LEARNING

[Register](#) [Help](#)

Ready to register?

You'll need these 3 things to get started:

- The course ID or program ID from your instructor**
Don't have this? [Contact your instructor](#).
- Your email address**
- An access code, credit card, or PayPal**

[Possible Delays](#)

Enter course ID or program ID
 [Continue](#)

Examples: professor12345
CRSXXX-237440
MProfessors12345
XL77-AB12-3812-XL12

*Are you using MyLab or Mastering for Blackboard, Brightspace, Canvas, or Moodle?
If so, here's how to register from your learning management system course.*

- Your course ID can be retrieved from your instructor through (1) email or (2) a link posted in the course on Moodle.

Pre-Calculus Algebra- SMAT 121S- Spring 2021 (10530) 1 / 1

Pearson | MyLab | Math

Student Registration Instructions

To register for Pre-Calculus Algebra- SMAT 121S- Spring 2021 (10530):

- Go to <https://www.pearson.com/mylab>.
- Under Register, select **Student**.
- Confirm you have the information needed, then select **OK! Register now**.
- Enter your instructor's course ID: **collins96724**, and **Continue**.
- Enter your existing Pearson account **username** and **password** to **Sign In**.
You have an account if you have ever used a MyLab or Mastering product.
 - If you don't have an account, select **Create** and complete the required fields.
- Select Access Code.
 - Enter the access code that you retrieved by following the directions from the Brytewave email.
- From the You're Done! page, select **Go To My Courses**.
- On the My Courses page, select the course name **Pre-Calculus Algebra- SMAT 121SSpring 2021 (10530)** to start your work.

To sign in later:

- Go to <https://www.pearson.com/mylab>.
- Select **Sign In**.
- Enter your Pearson account **username** and **password**, and **Sign In**.

Step 6: Create your Pearson account. Similar to Brytewave, YOU MUST USE YOUR SUS.EDU EMAIL.

PEARSON ALWAYS LEARNING

Register Help

Sign In with Your Pearson Account

Your account gives you access to your Pearson online courses and products.

Username

Password

[Forgot your username or password?](#)

Create a Pearson Account

If you don't already have an account, create one.

Not sure if you have an account?

Your Course

Pre-Calculus Algebra- SMAT 121S- Spring 2021 (10530)
Course ID or program ID: collins96724
Taught by Marci Collins
Course ends May 14, 2021

Not your course? Enter a different course ID or program ID.

Step 6: Click access code. Here, you will enter the 31 character access code from the Brytewave website. Once you submit your access code you should be able to access your e-book for that course. Repeat step 6 for each course you have an access code for.

PEARSON ALWAYS LEARNING

Register Help

Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS - CANAL - PRIDE - STONY - MOULD - LUCKY Finish

Your Course

Pre-Calculus Algebra- SMAT 121S-Spring 2021 (10530)
Course ID or program ID: collins96724
Taught by Marci Collins
Course ends May 14, 2021

Not your course? Enter a different course ID or program ID.

ABACUS-CANAL-PRIDE-STONY-MOULD-LUCKY

START HERE

- 1. Register your user
- 2. Add your courses
- 3. Sign up for MyLab & Mastering content
- 4. Sign up for MyLab & Mastering content
- 5. Add your courses

REGISTER ONLINE

- 1. Sign up for MyLab & Mastering content
- 2. Sign up for MyLab & Mastering content
- 3. Add your courses

MyLab & Mastering Customer Support

For help go to our MyLab & Mastering Customer Support site at www.pearsoned.com/mylab

Cancel

You can [click here](#) to view a video tutorial on Registering with Brytewave.

Student Resource Center

The Student Resource Center is a repository made available for students in Moodle that comprises a host of websites, videos, and files that may assist our students in having a successful academic experience at SUSLA. To access the Student Resource Center, students must self-enroll.

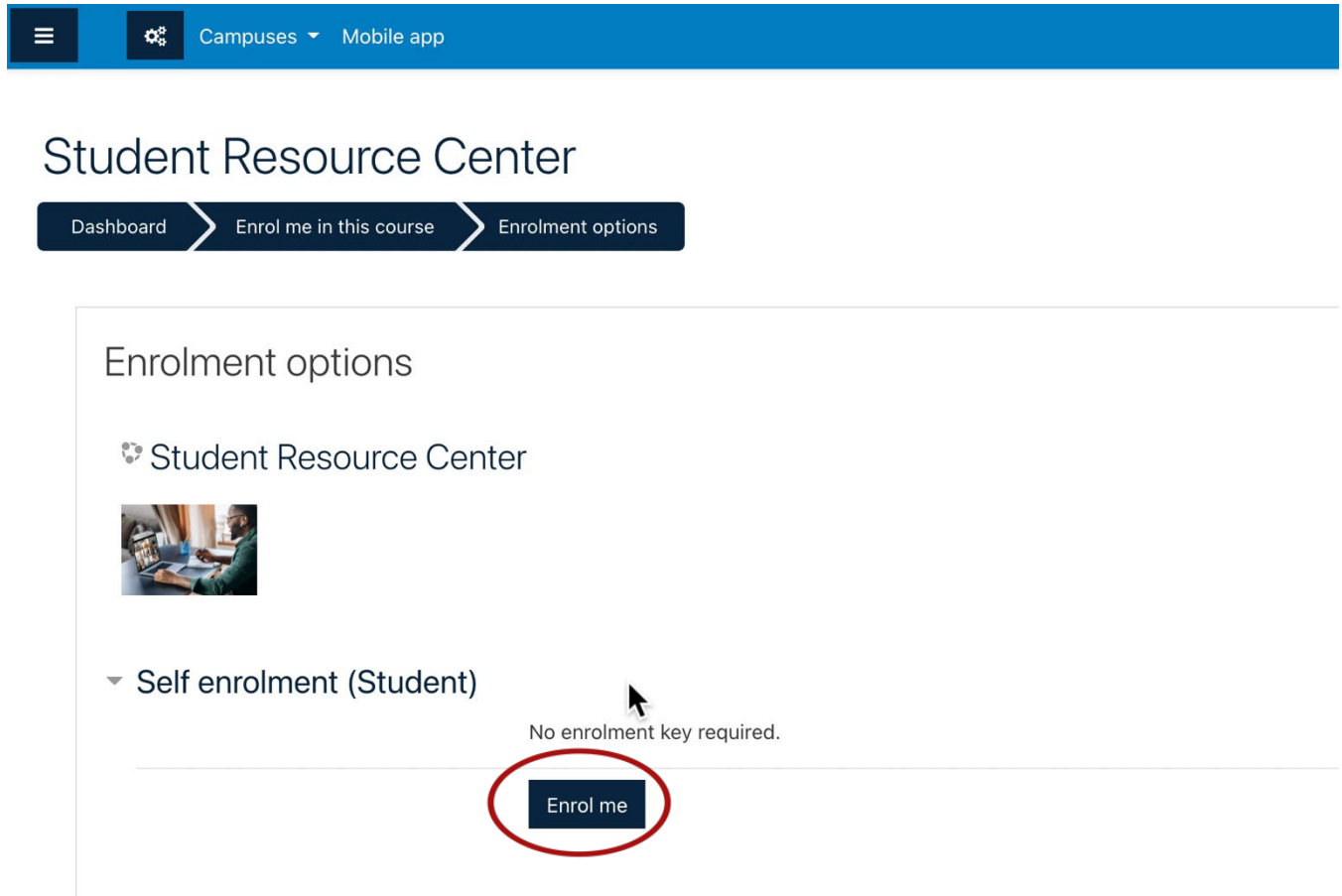
To self-enroll into the Student Resource:

STEP 1: Log into your Moodle account.

STEP 2: From your Dashboard/Course Overview page, scroll to “Campuses” in the top right-hand corner. Scroll to “SUSLA.” Then click “Student Resources.”

The screenshot displays the Moodle dashboard for a user named Brandon Lacey. At the top, the Southern University System logo is visible, along with the user's name and a profile picture. A blue navigation bar contains links for Home, Campuses, and mobile app. A dropdown menu is open under 'Campuses', listing various university locations: SUNO, SUSLA, and SUS. The 'SUSLA' option is selected, and a sub-menu is displayed with 'Student Resources' highlighted in yellow. A red circle is drawn around the 'Campuses' dropdown menu. Below the navigation bar, the main content area shows a 'Course overview' section with a list of courses. The first course is 'Miscellaneous (SUSLA)' with a star icon and the text 'Student Resource Center'. Other courses listed include 'E-Learning Links' and 'Faculty Resource Center'. On the right side of the dashboard, there are several widgets: 'Administration' with a search bar, 'Timeline' showing 'No upcoming activities due', and 'Calendar' for August 2021.

STEP 3: Click the “ENROLL ME” button.



The screenshot shows the top navigation bar with a hamburger menu icon, a gear icon, and the text "Campuses" and "Mobile app". Below this is the "Student Resource Center" header. A breadcrumb trail contains "Dashboard", "Enrol me in this course", and "Enrolment options". The main content area is titled "Enrolment options" and features a "Student Resource Center" section with a small image of a person at a computer. Underneath, there is a "Self enrolment (Student)" section with a dropdown arrow. Below this section, the text "No enrolment key required." is displayed. A dark blue button labeled "Enrol me" is circled in red, with a mouse cursor hovering over it.

You are now enrolled in the Student Resource Center. Scroll down or open the menu in the top left-hand corner to review the available list of resources.

You can [click here](#) to view a video tutorial on enrolling in the Student Resource Center.

Grammarly

Exciting News for the entire University Community! You now have access to Grammarly!

Grammarly is an automated grammar tutor and revision support tool that works one-on-one with a student to develop essential writing skills, reinforce proper revision habits and prevent plagiarism.

Setting up a Grammarly account is extremely easy. Please instruct your students and faculty to do the following:

1. Go to grammarly.com/edu/signup
2. Provide your name, @susla.edu mail or @skymail.susla.edu, and password.
3. Check your inbox for the email and click on the activation link.

To make sure you get the most out of Grammarly, we have some additional features that allow using Grammarly when writing in Microsoft Word, in Internet browsers, in emails, and on the desktop!

MS Office plug-in: grammarly.com/office-addin

The MS Office plug-in conveniently adds Grammarly to Microsoft Word and Microsoft Outlook. When creating a document, Grammarly will appear on the right-hand side and provide suggestions, similar to the online editor.

Desktop App: <https://www.google.com/search?client=firefox-b-1-d&q=https%3A%2F%2Fwww.grammarly.com%2Fnative> (Choose for windows or Mac)

The desktop app can be placed on your computer as a shortcut on your desktop to provide a quick and easy way to access Grammarly. Its usage is identical to the online editor.

Browser extensions

Chrome Extension: <http://bit.ly/1vMojEh>

Safari Extension: <http://apple.co/1XuN2Hh>

Firefox Extension: <https://addons.mozilla.org/en-us/firefox/user/grammarly/>

Edge Extension: <https://www.microsoft.com/en-us/store/p/grammarly-for-microsoft-edge/9p59wxtbhzzm>

The browser extensions allow Grammarly to check writing entered in text boxes within a web browser, including the Gmail compose box.

TurnIt In



How to upload an assignment through Turnitin in Moodle (Student view)

https://youtu.be/V3PQ4g6_GY4

How to check for plagiarism using Turnitin through Moodle (Student view)

https://youtu.be/gKtHfvL_hXk

How to get your feedback from Turnitin in Moodle (Student view)

<https://youtu.be/AebqNPCIsBo>

GCF Learn-Free

For more than a decade, the GCFLearnFree.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers more than 180 topics, including more than 2,000 lessons, 800+ videos, and 55+ interactives and games, completely free.

If you're willing to learn, we're ready to teach. Click on <https://www.gcflearnfree.org/>

View one tutorial. Complete an entire class. We believe there's freedom in the ability to learn what you want, when you want, regardless of income or circumstances. We offer tutorials on the subjects you need to continue your education—or get it started.

Learn anywhere, anytime.

Our classroom is open 24 hours a day and serves people from around the world. Join the 60 million people from all walks of life who have come to the site to learn the essential skills they need to live and work in the 21st century. All you need is an Internet connection.

Always here. Always growing.

Online education isn't new. We've been here for more than 10 years, and today we offer more tutorials than ever. When you take a class with us, you know it's up to date—and that it will be available later when you need to review.

A program of Goodwill Community Foundation® and Goodwill Industries of Eastern NC Inc.®(GIENC®), all GCFLearnFree.org® educational content is designed and produced in the GCF Global Learning® building in downtown Raleigh, NC.

Moodle Mobile App

With the Moodle Mobile app, you can learn wherever you are, whenever you want, with these app features:

- Easily access course content - browse the content of your courses, even when offline
- Connect with course participants - quickly find and contact other people in your courses
- Keep up to date - receive instant notifications of messages and other events, such as assignment submissions
- Submit assignments - Upload images, audio, videos and other files from your mobile device
- Track your progress - View your grades, check completion progress in courses and browse your learning plans
- Complete activities anywhere, anytime - attempt quizzes, post in forums, play SCORM packages, edit wiki pages and more - **both on and off-line**

Go to your app store

Search for Moodle mobile

app

Install

Open

When prompted input SUSLA's Moodle URL - <https://moodle.sus.edu>

Sign in using your SUS sign-in.

Moodle Desktop App

With the Moodle Desktop app, you can learn wherever you are, whenever you want, with these app features:

- Easily access course content - browse the content of your courses, even when offline
- Connect with course participants - quickly find and contact other people in your courses
- Keep up to date - receive instant notifications of messages and other events, such as assignment submissions
- Submit assignments - Upload images, audio, videos and other files from your mobile device
- Track your progress - View your grades, check completion progress in courses and browse your learning plans
- Complete activities anywhere, anytime - attempt quizzes, post in forums, play SCORM packages, edit wiki pages and more - **both on and off-line**

----- (For PC users)

Go to your Microsoft Store and search for Moodle Desktop or Go to

<https://www.microsoft.com/en-us/store/p/moodle-desktop/9p9bvwvhd8c8>

Download the Moodle Desktop app

Open

When prompted input SUSLA's Moodle URL ----- <https://moodle.sus.edu>

Sign in using your SUS sign-in

----- (For MAC users)

Go to your Microsoft Store and search for Moodle Desktop or Go to

<https://itunes.apple.com/us/app/moodle-desktop/id1255924440?mt=12>

Download the Moodle Desktop app

Open

When prompted input SUSLA's Moodle URL ----- <https://moodle.sus.edu>

Sign in using your SUS sign-in.

NOTES: _____

Lined area for writing notes.