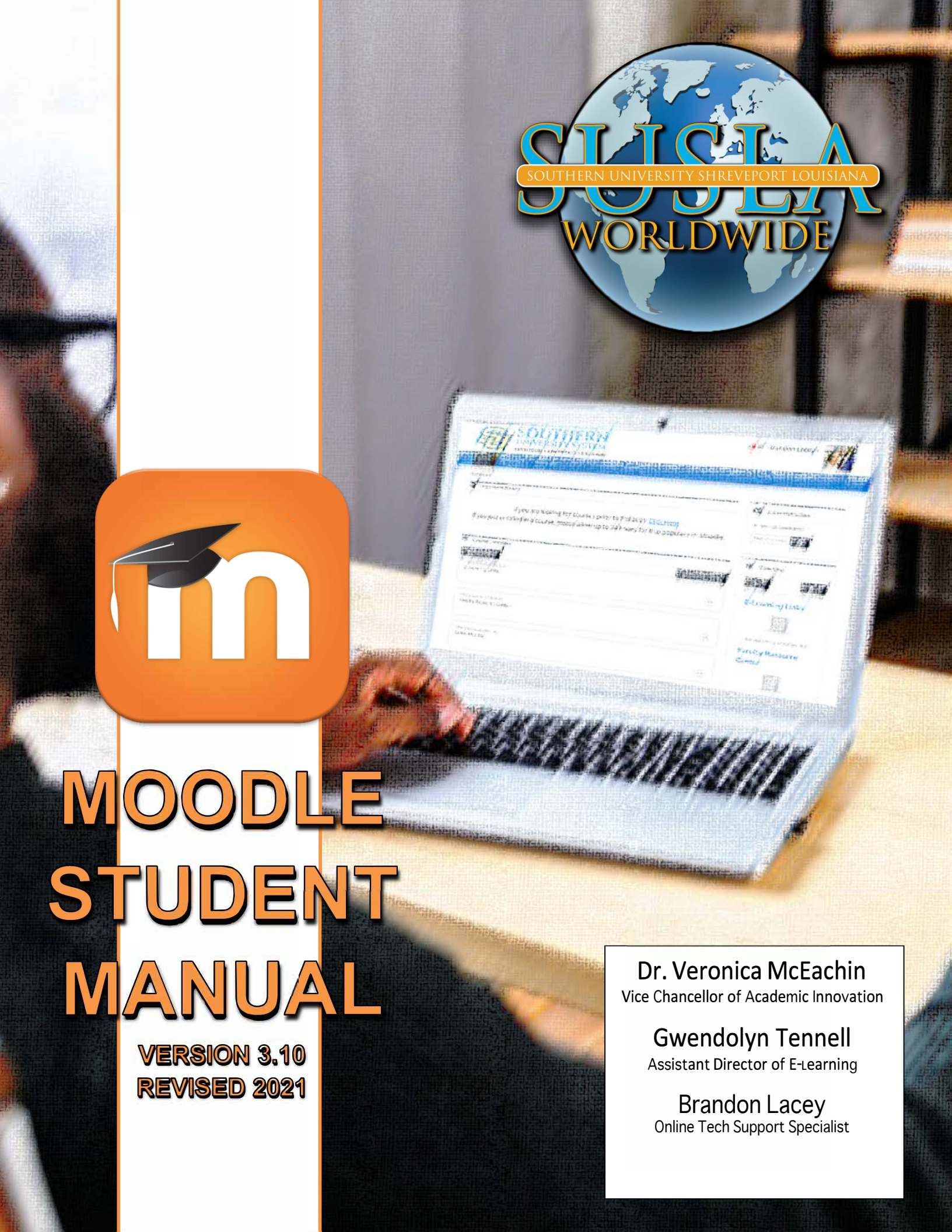


MOODLE STUDENT MANUAL

VERSION 3.10
REVISED 2021

Dr. Veronica McEachin
Vice Chancellor of Academic Innovation

Gwendolyn Tennell
Assistant Director of E-Learning

Brandon Lacey
Online Tech Support Specialist

Table of Contents

How to Log-in to Moodle 3

Course Overview 6

Timeline 7

How to Communicate with your Instructor and Class Mates through Moodle 8

How to Submit an Assignment (file) in Moodle 10

How to Submit an Online Text Assignment in Moodle 10

How to Post and Reply to a Forum 10

How to View My Grades? 11

How to Access Brytewave and Pearson Book Codes? 12

Student Resource Center 18

Grammarly 20

TurnIt In 22

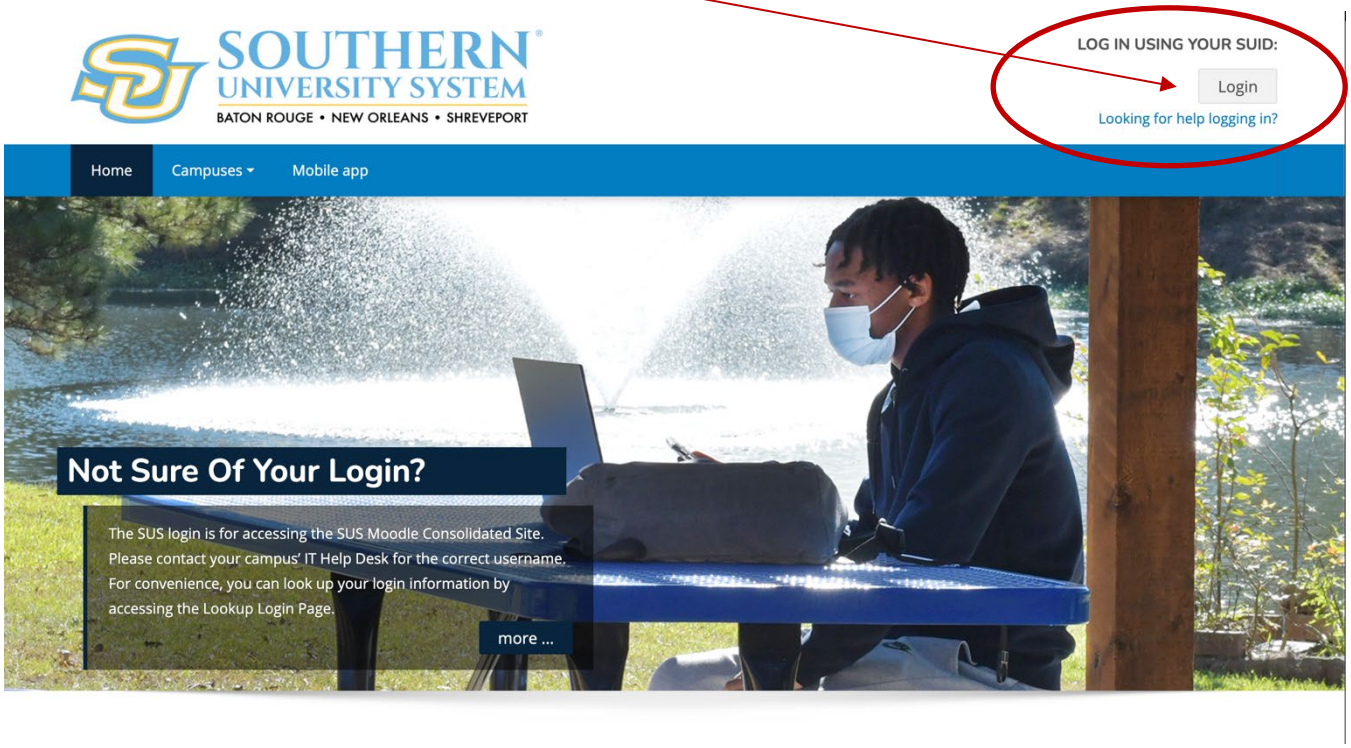
GCF Learn-Free 23

Moodle Mobile App 24

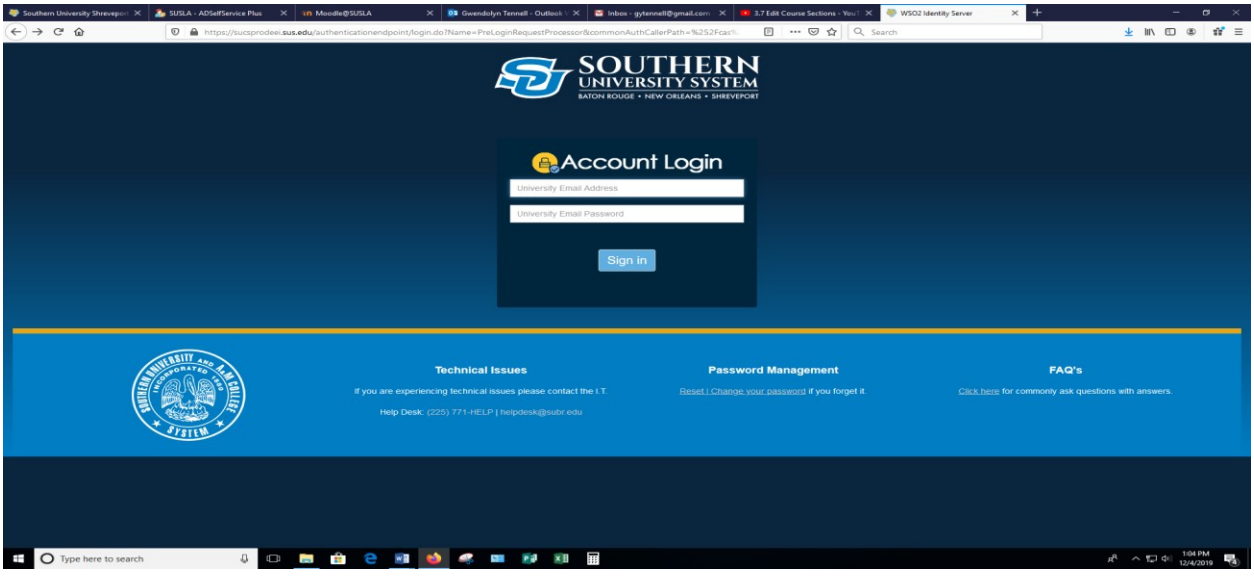
Moodle Desktop App 25

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:



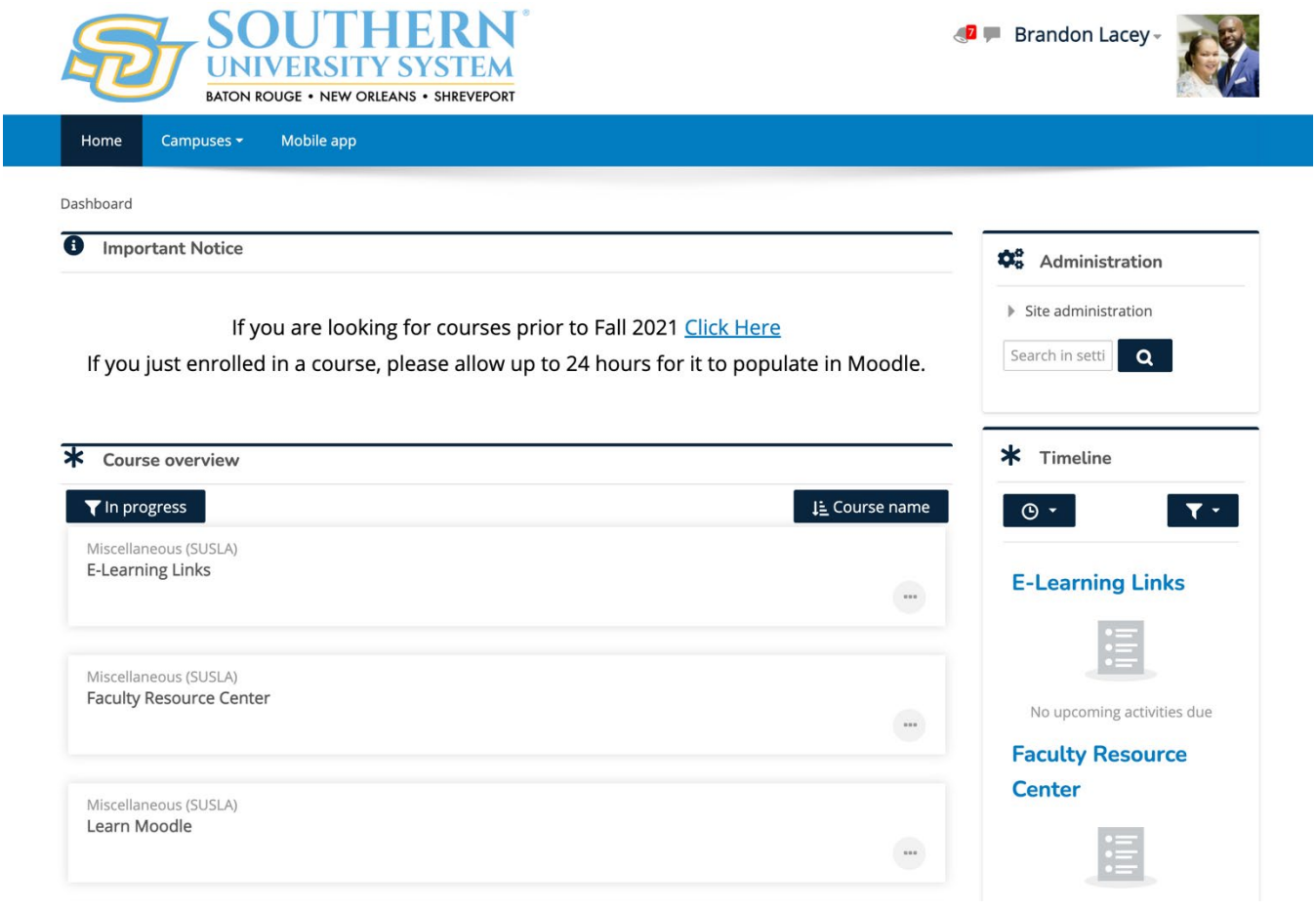
Input the appropriate credentials in the user name and password fields.

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_75n54q38aZjOuZca72WmdfTaQ/edit

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

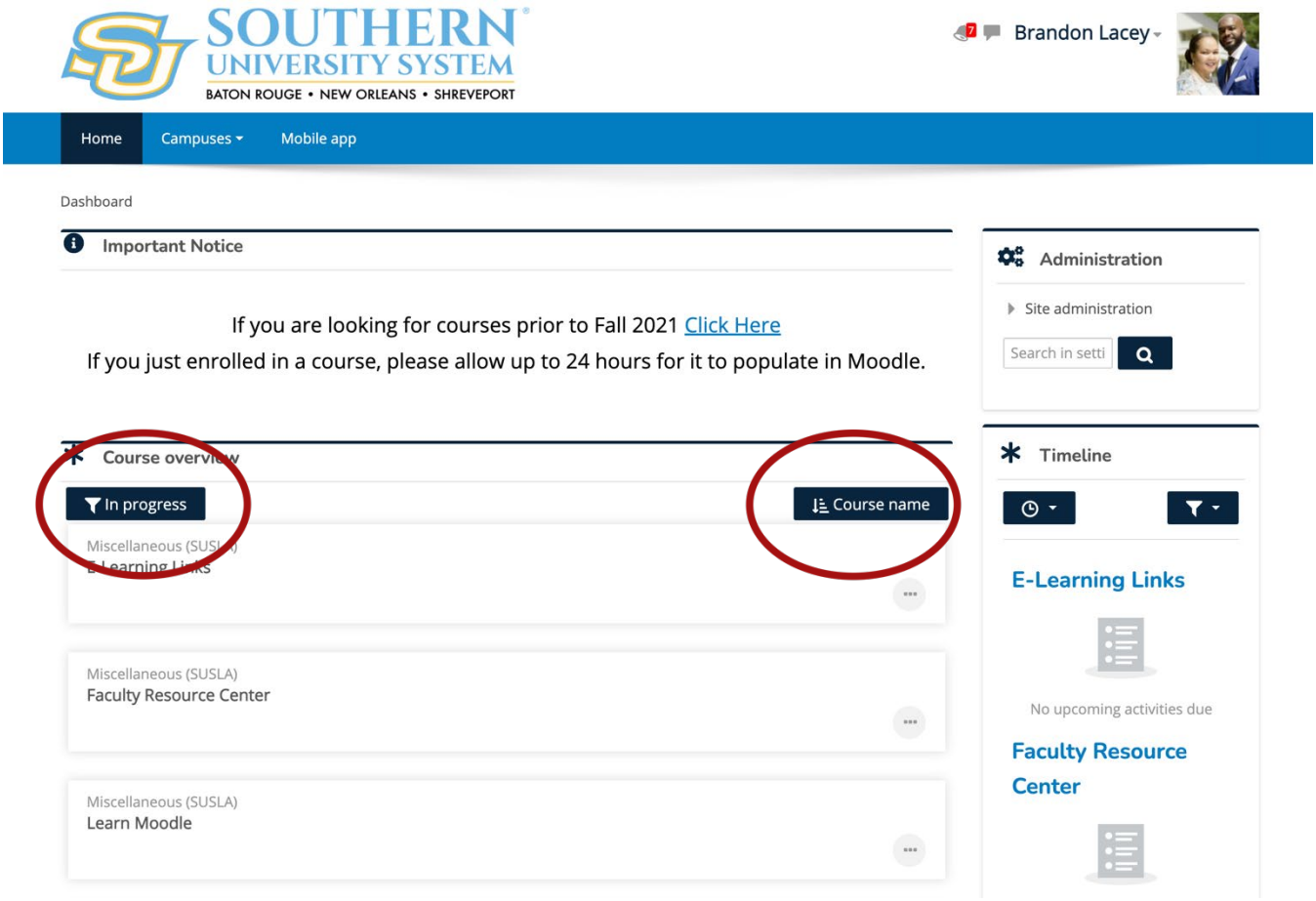


You can click here to view a video tutorial on how to login.

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.



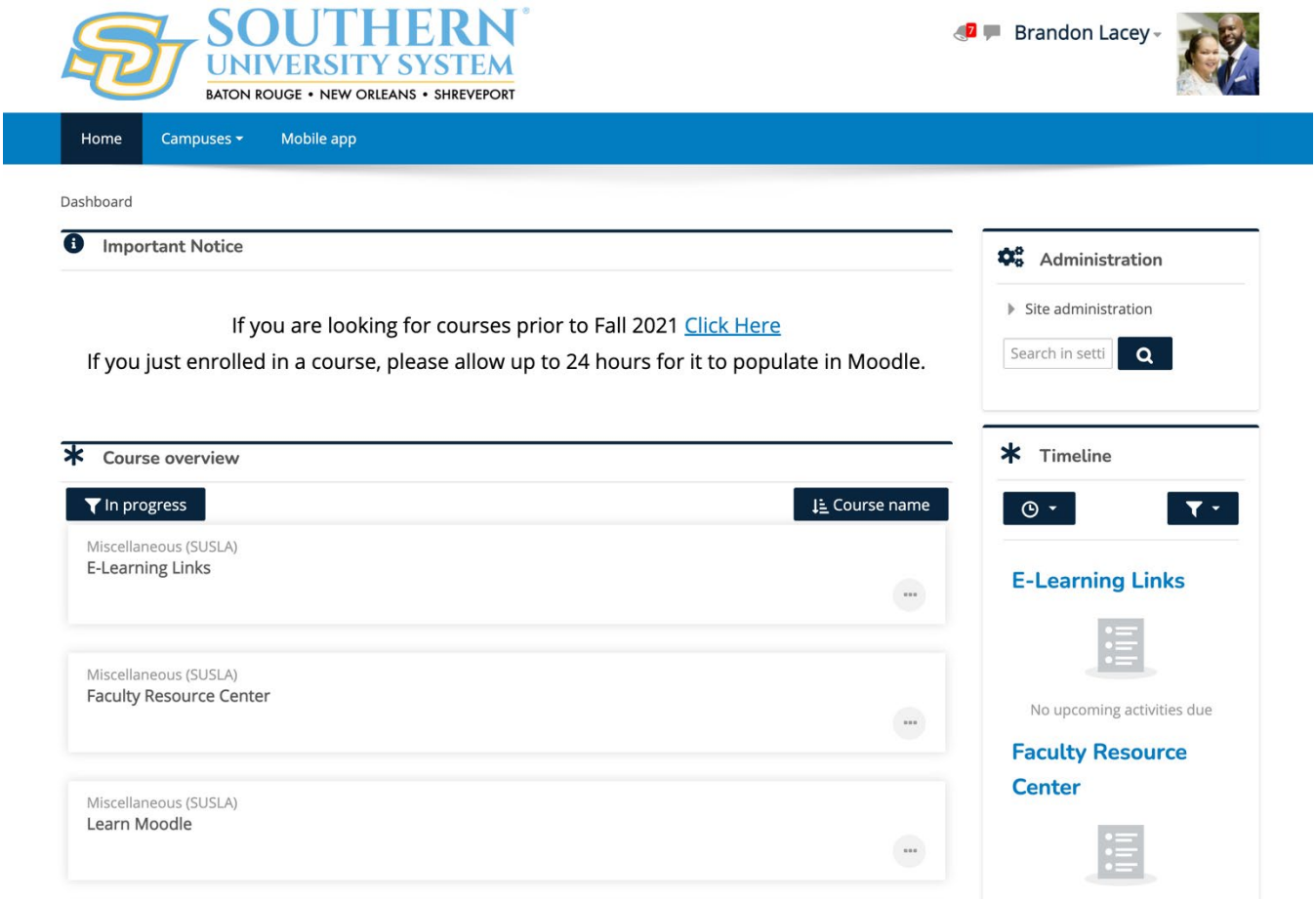
You can click here to view a video tutorial on Course Overview.

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.

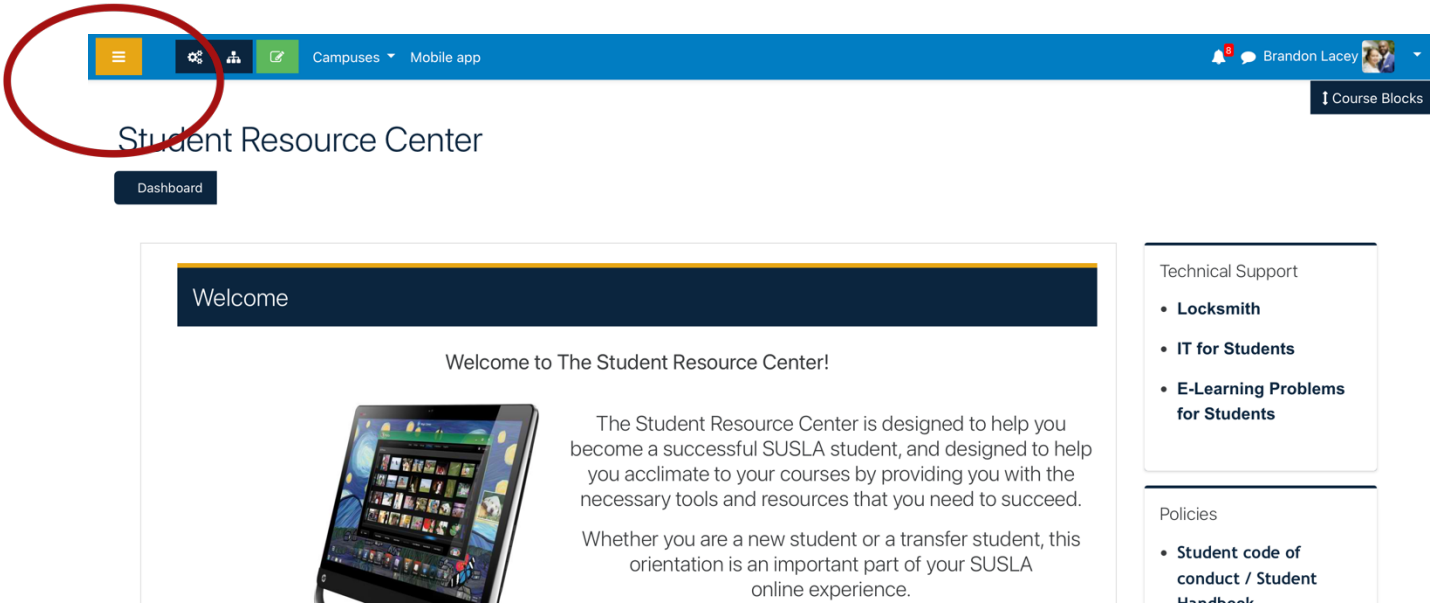
- Clicking the filter icon will allow you to change how your assignments are listed. Assignments may listed by course name or by date.



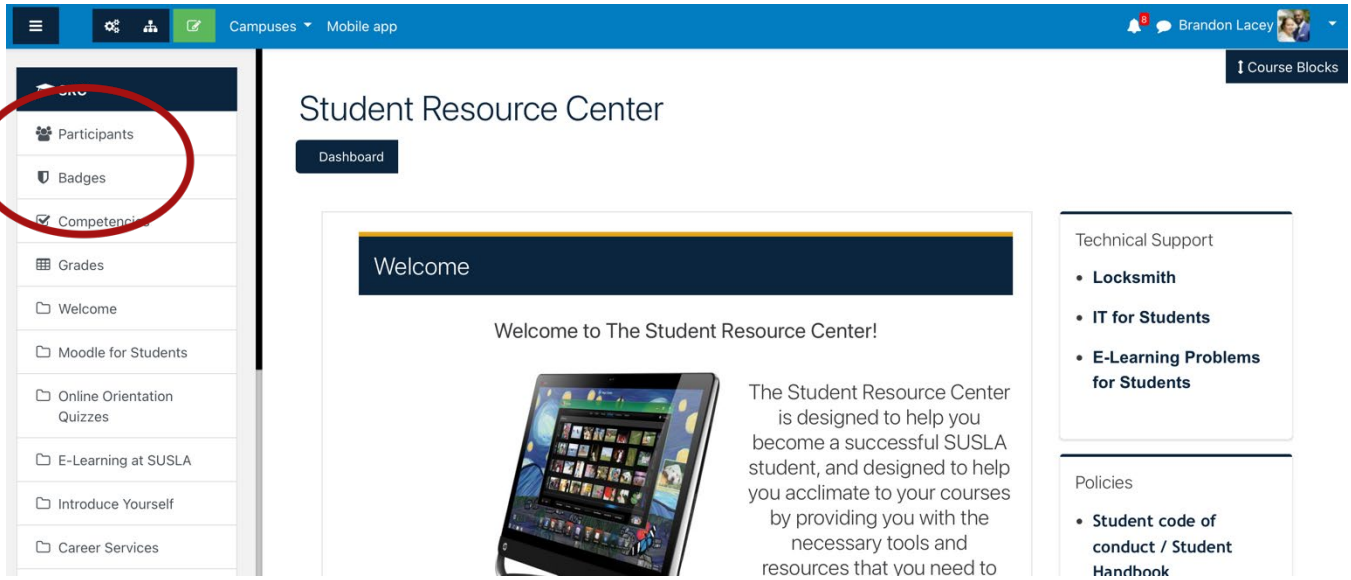
You can click here to view a video tutorial on Moodle Timeline.

How to Communicate with your Instructor and Class Mates through Moodle

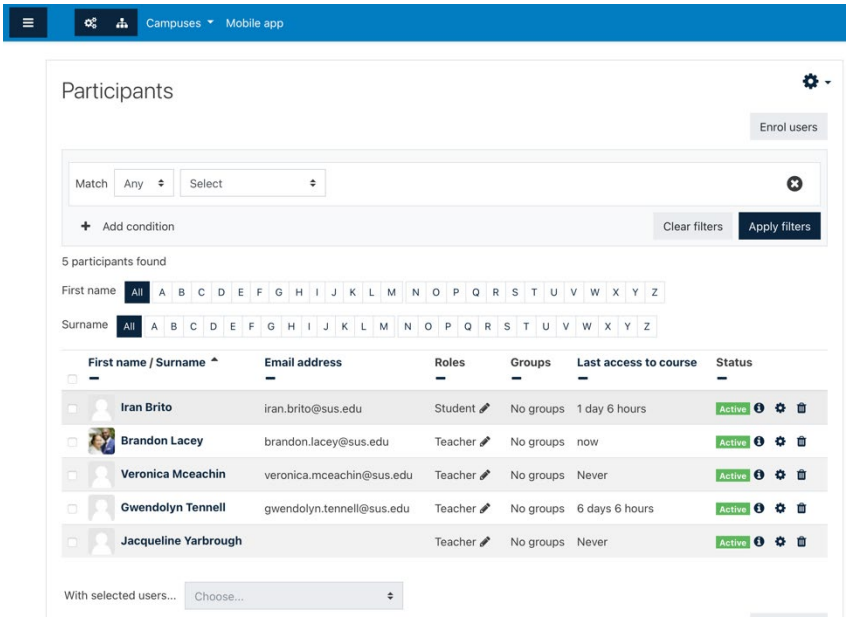
Click here to view the side bar:



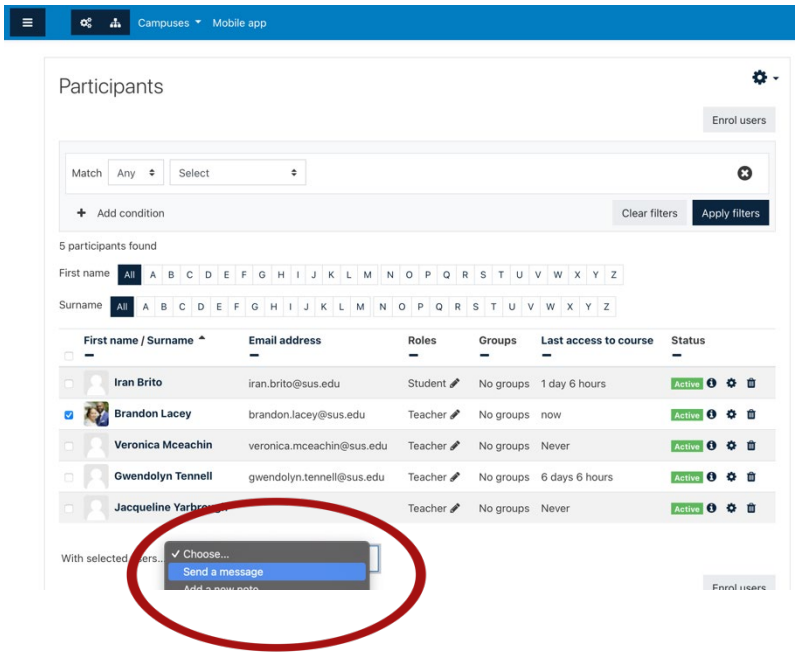
1. Click on Participants



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

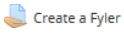


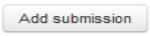
3. Choose “Send a Message”



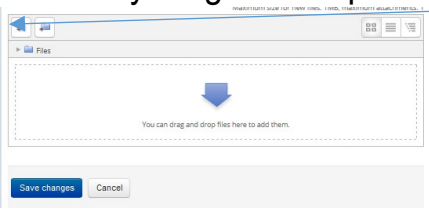
You can click here to view a video tutorial on Communicating through Moodle.

How to Submit an Assignment (file) in Moodle

1. Click on the assignment link
   a. Example 

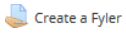
2. Read the assignment thoroughly
3. Complete the answers to question(s) in a WORD document, utilize the "Spelling & Grammar" tool and save your answer(s).
4. Click on 

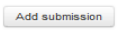
5. You may drag and drop the files or Click on "Browse Icon"



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 

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 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.

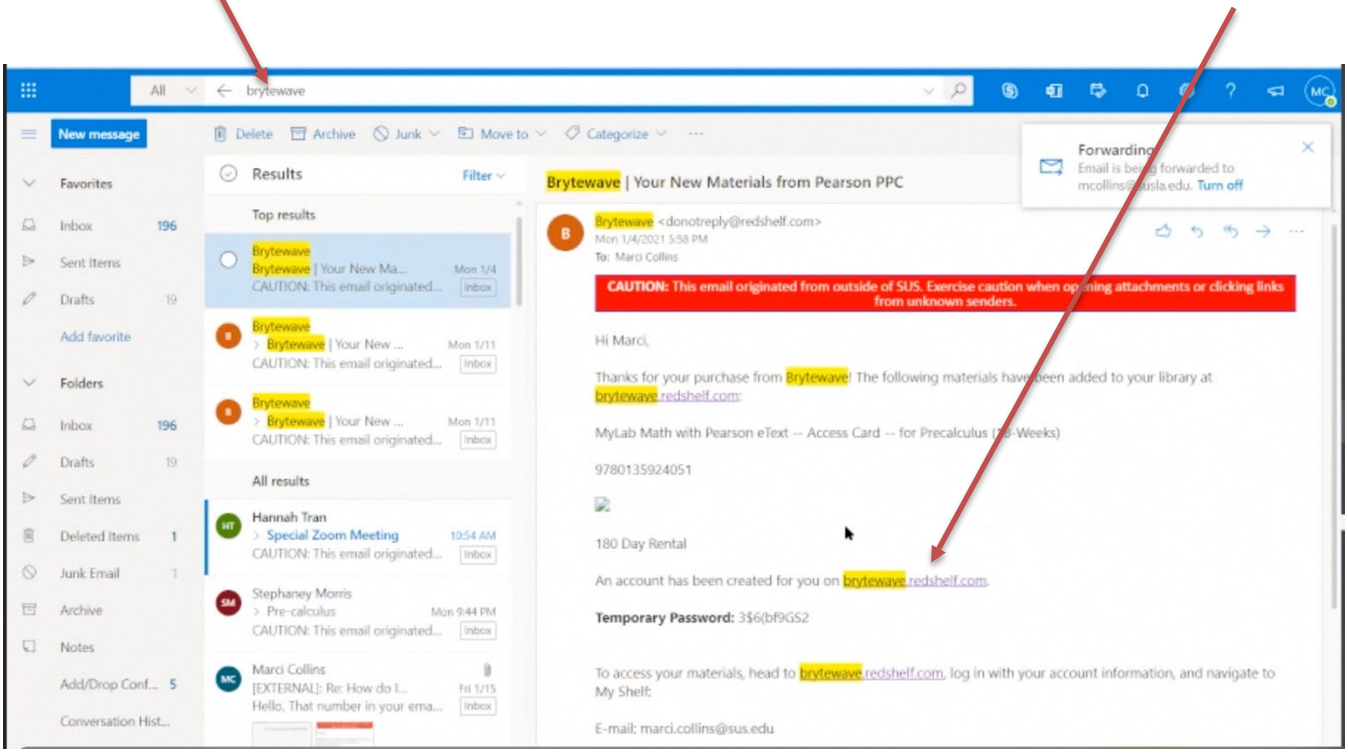
How to Access Brytewave and Pearson Book Codes?

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.

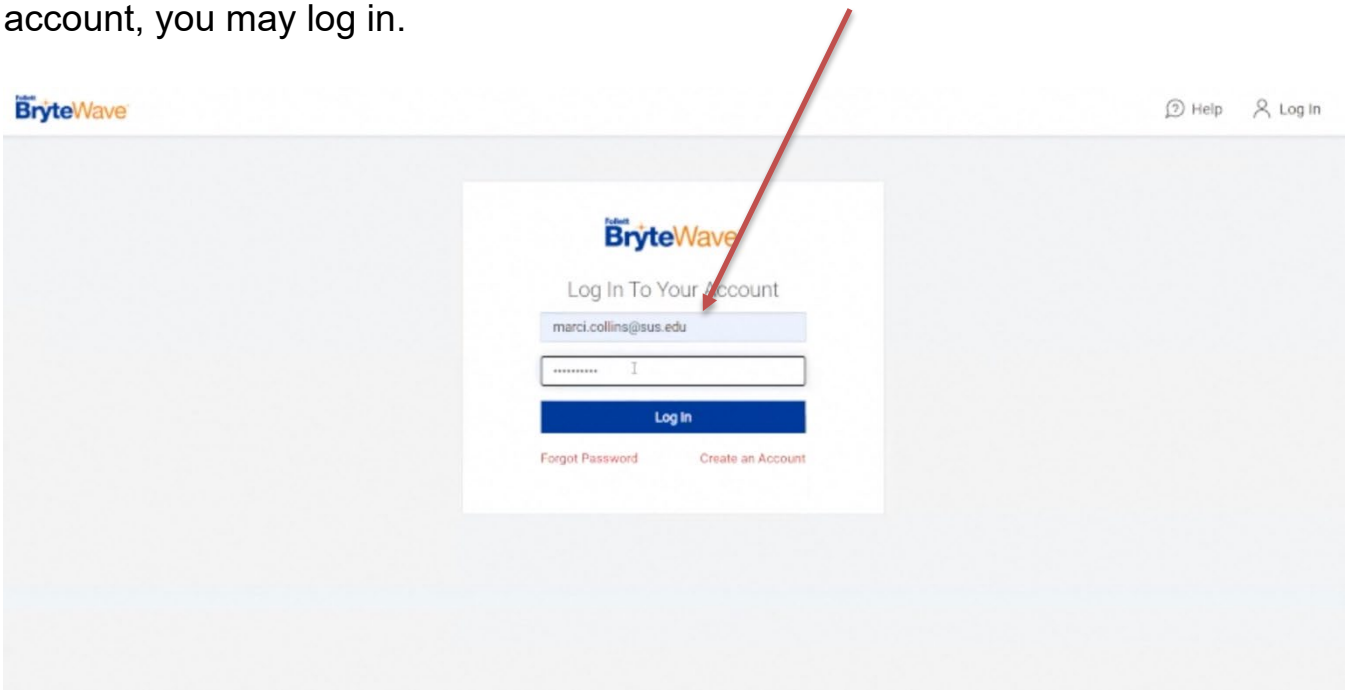
Step 2: In the search bar type, “brytewave.” Students enrolled in courses that use e-books will have automatically received an email from Brytewave that contains their code for that course. Students will receive a separate email for each course that uses an e-book.

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

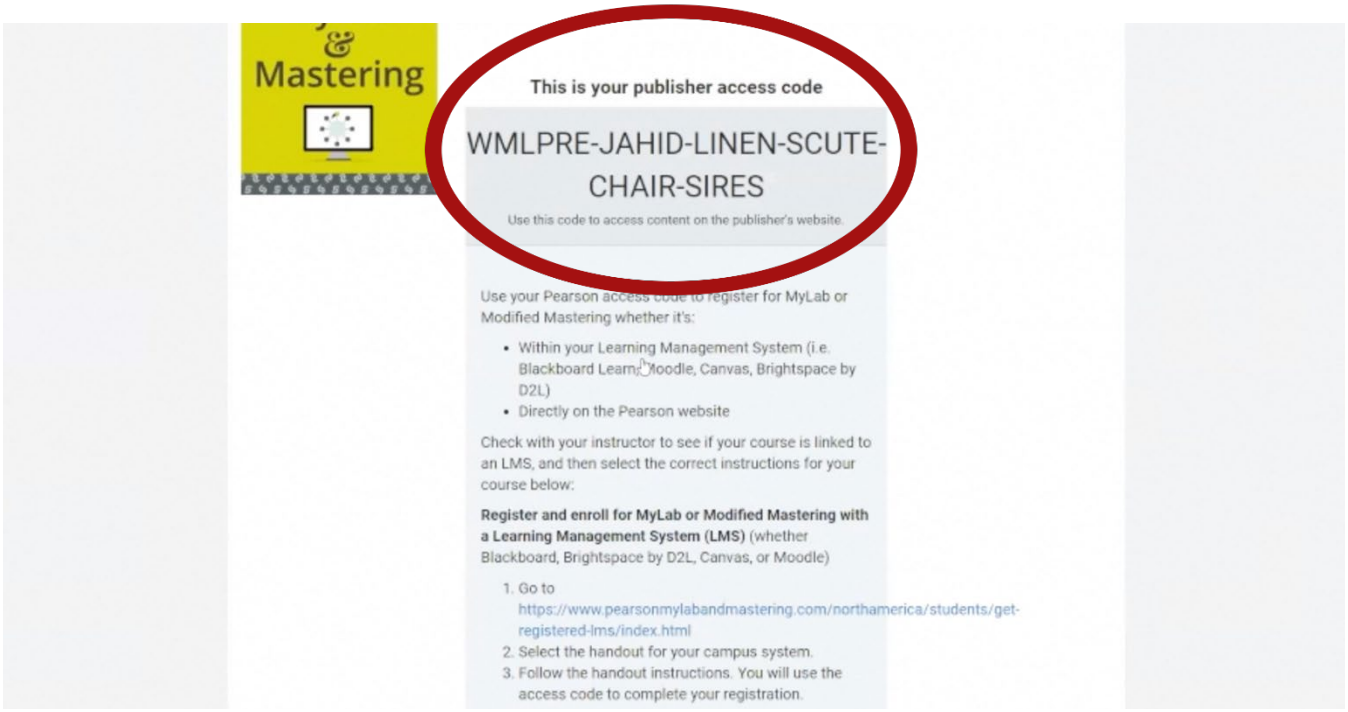


This will take you to the Brytewave site where you will need to create an account.

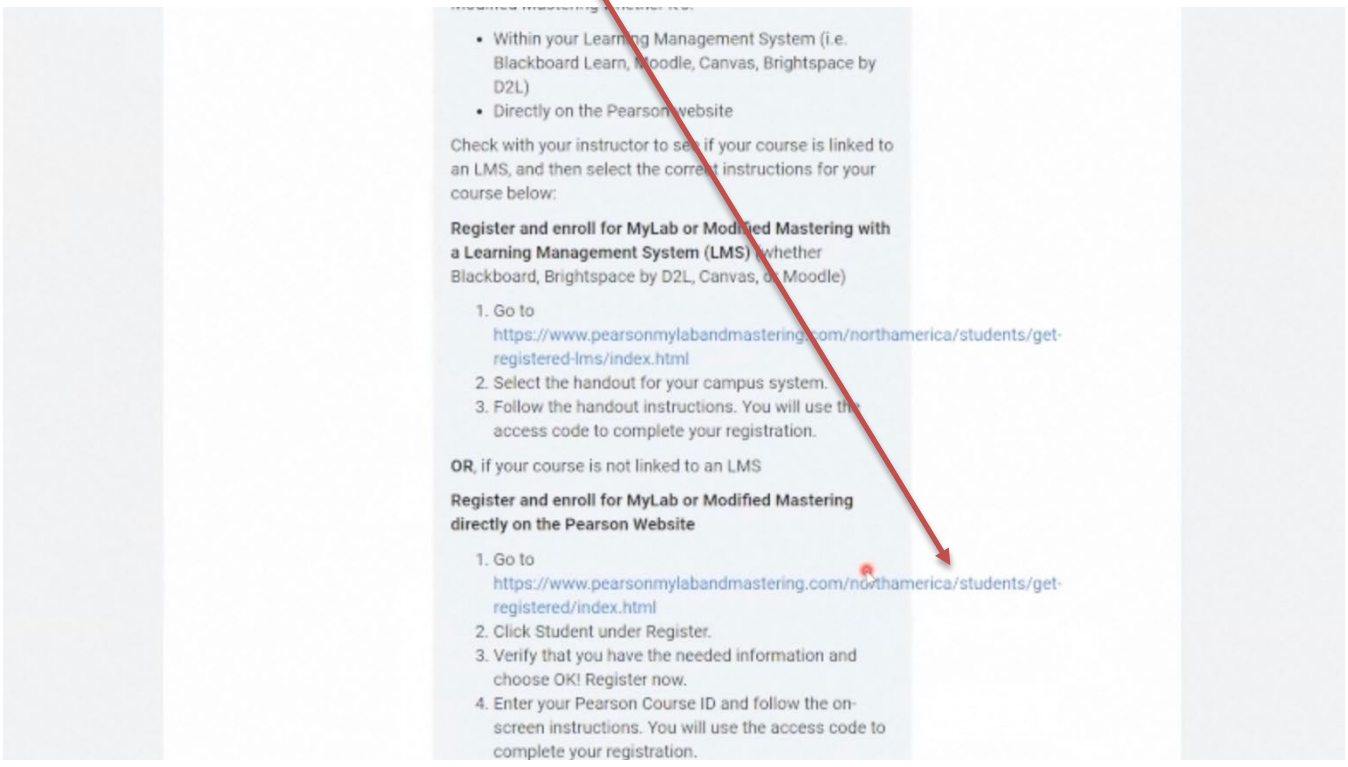
Step 4: Create your Brytewave account. When creating your Brytewave account, YOU MUST USE YOUR SUS.EDU EMAIL! Brytewave WILL NOT send your book code to any other email address. This is also for any other electronic services utilized by courses such as McGraw-Hill, Quickbooks, etc. You may choose any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



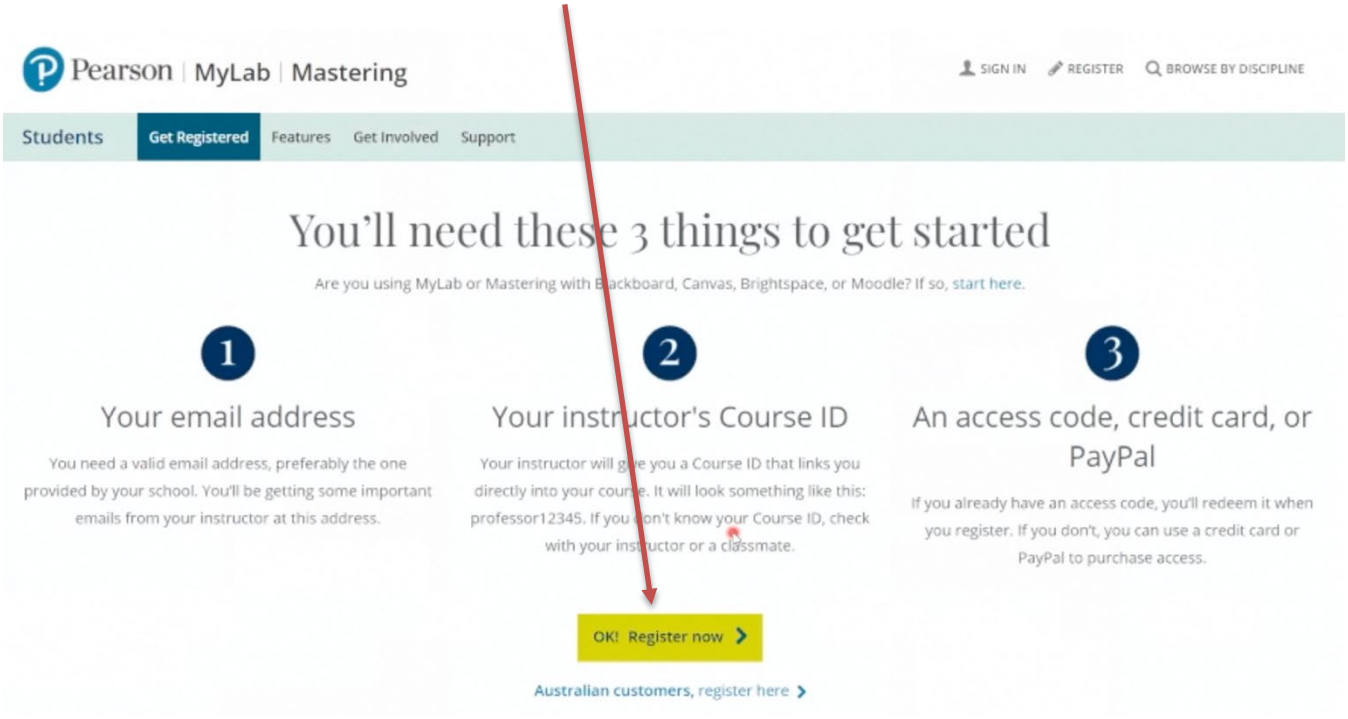
Step 5: Once you login, all book codes needed for that semester will listed.



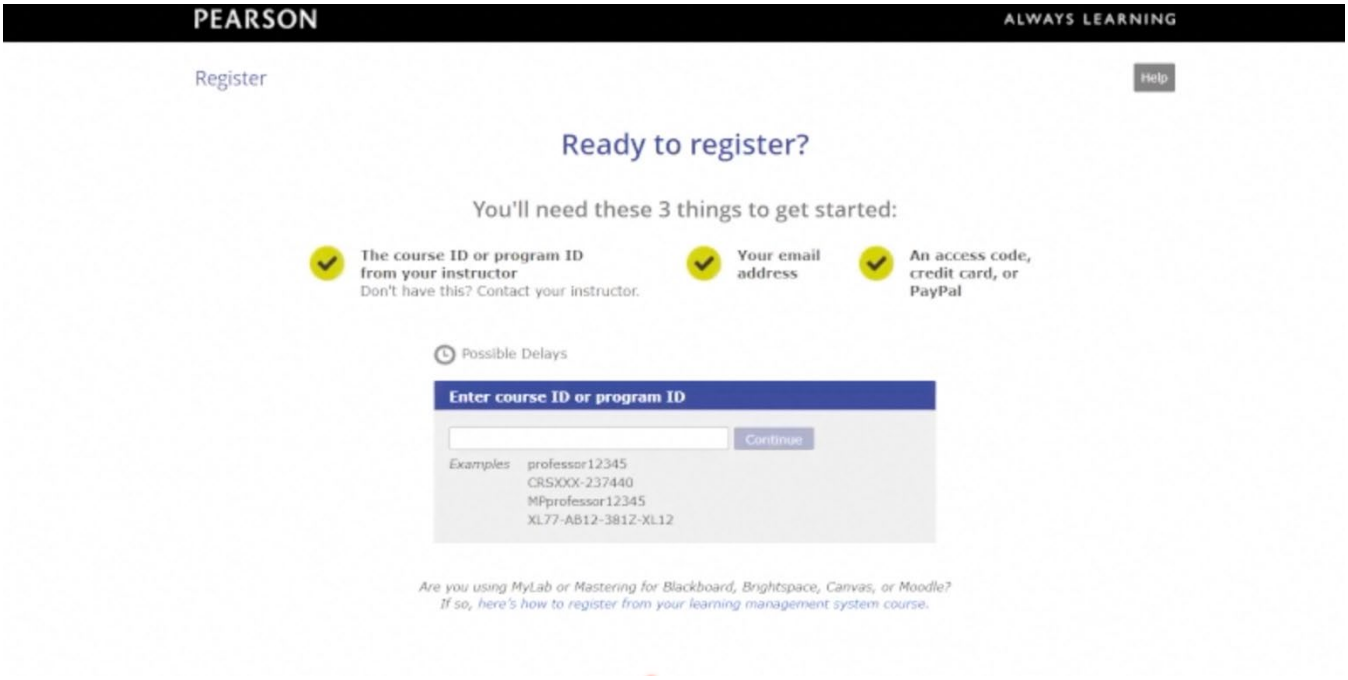
Click the link associated with your book code (click the 2nd option link), which will take you to the Pearson site where you will register and validate your book code (in steps 3 and 4 you registered with Brytewave access; steps 5 and 6 will register you for Pearson access).



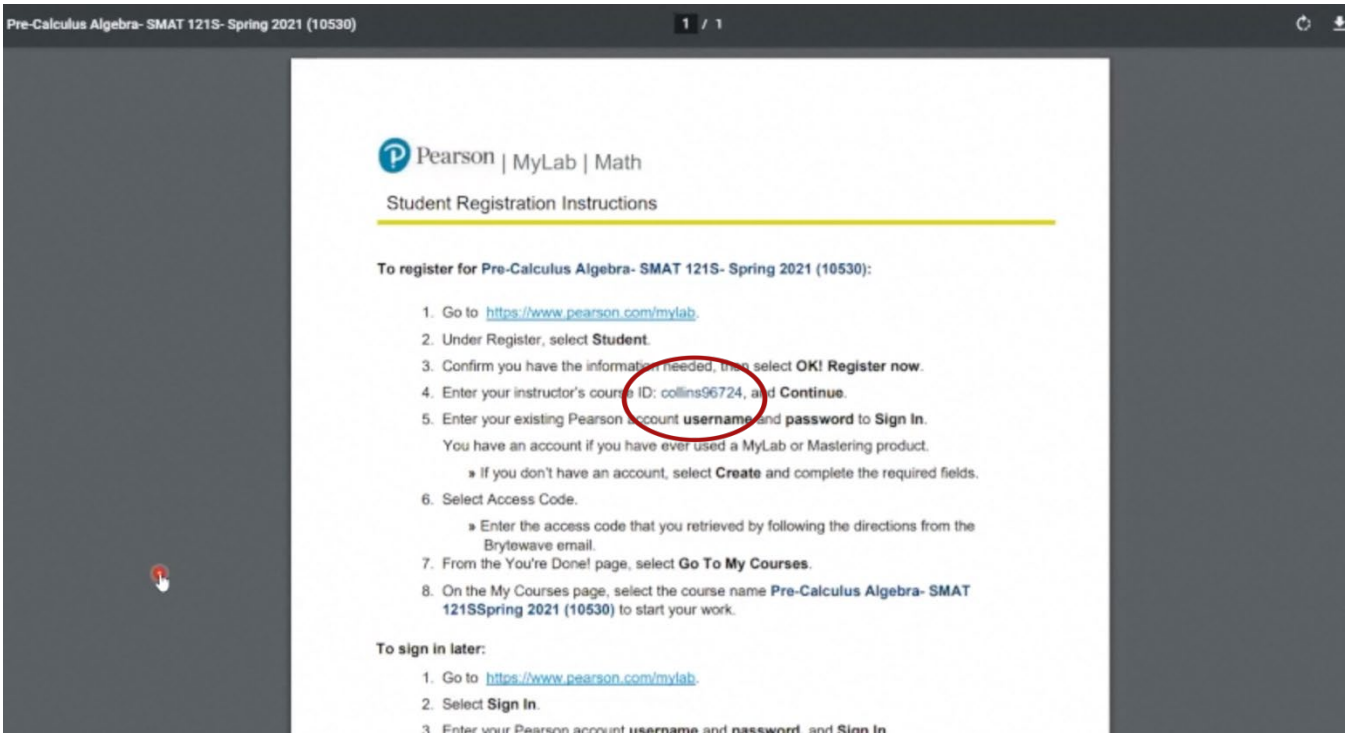
On the Pearson site, click register.



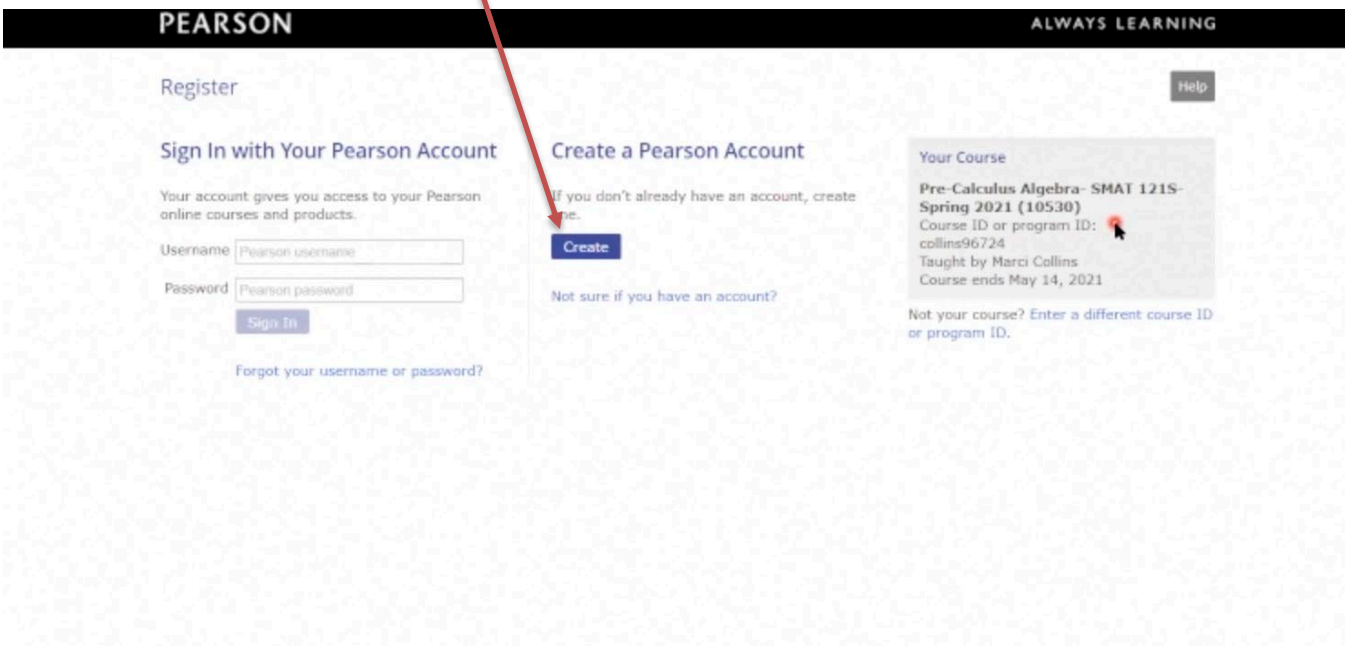
Enter your course ID.



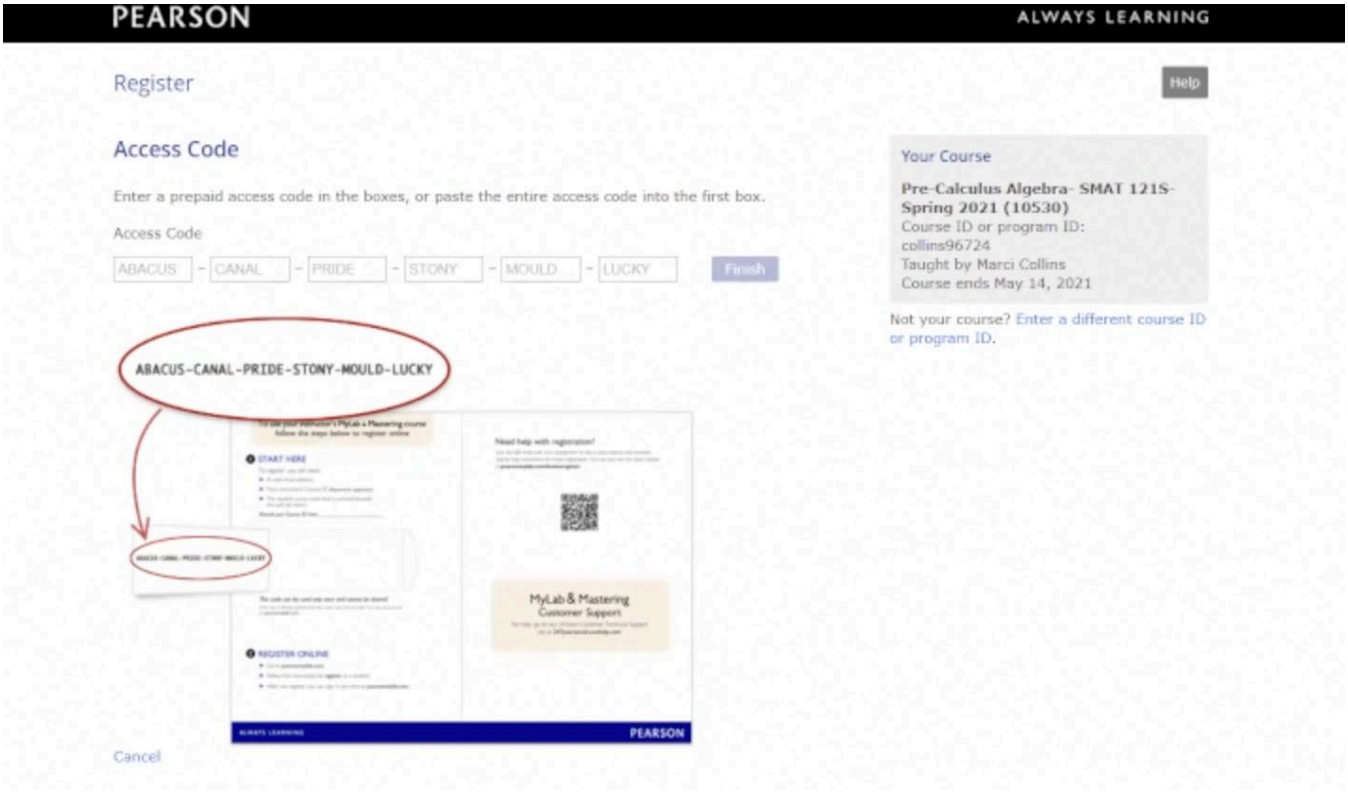
- Your course ID can be retrieved from your instructor through (1) email or (2) a link posted in the course on Moodle.



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



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.



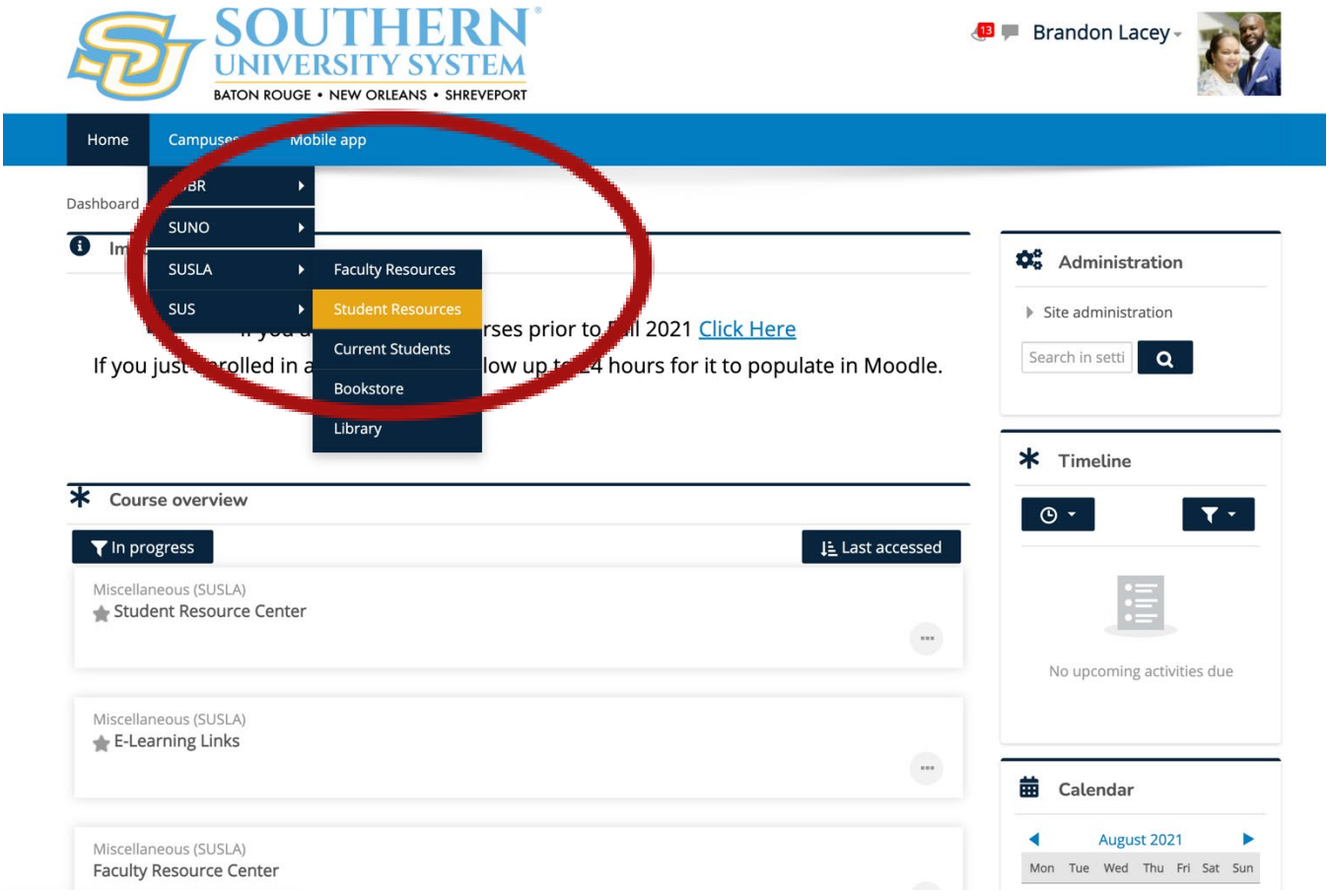
You can click here to view a video tutorial on Registering with Brytewave.

Student Resource Center

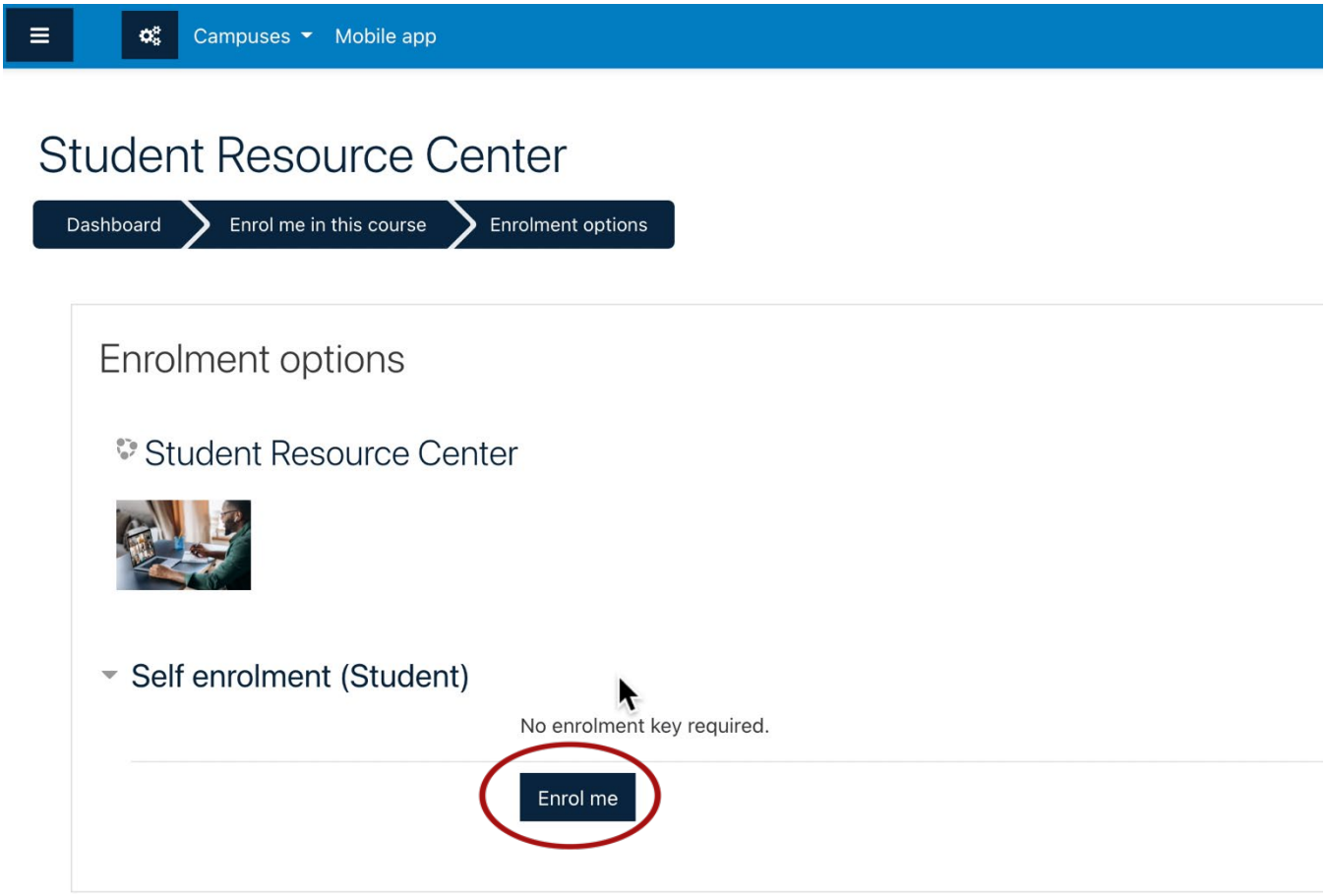
The Student Resource Center is a repository made available for students in Moodle that comprises a host of websites, videos, and files that may assist our students in having a successful academic experience at SUSLA. To access the Student Resource Center, students must self-enroll.

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."



STEP 3: Click the “ENROLL ME” button.



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, evenwhen offline
- Connect with course participants - quickly find and contact other people inyour 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 fromyour mobile device
- Track your progress - View your grades, check completion progress incourses 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 appInstall
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 youwant, with these app features:

- Easily access course content - browse the content of your courses, evenwhen offline
- Connect with course participants - quickly find and contact other people inyour 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 fromyour mobile device
- Track your progress - View your grades, check completion progress incourses 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/9p9bwvhdc8c8
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:

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