

STUDENT MANUAL



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IF YOU CAN NOT ACCESS MOODLE, PLEASE TRY THESE STEPS

How to Log-in to Moodle

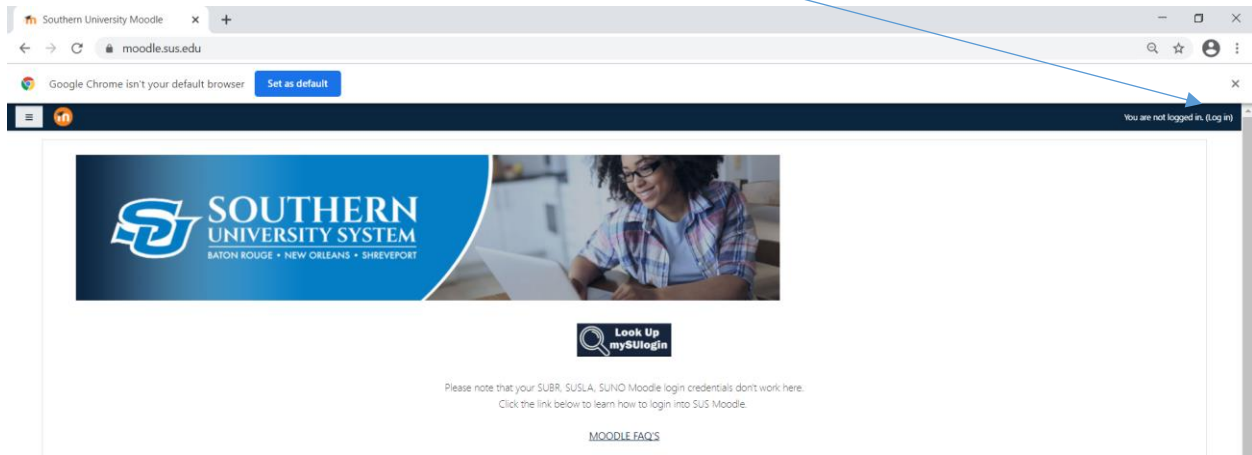
Go to <http://www.susla.edu>

Click on Log into Moodle

Next click on Moodle (Under 'Use to access')

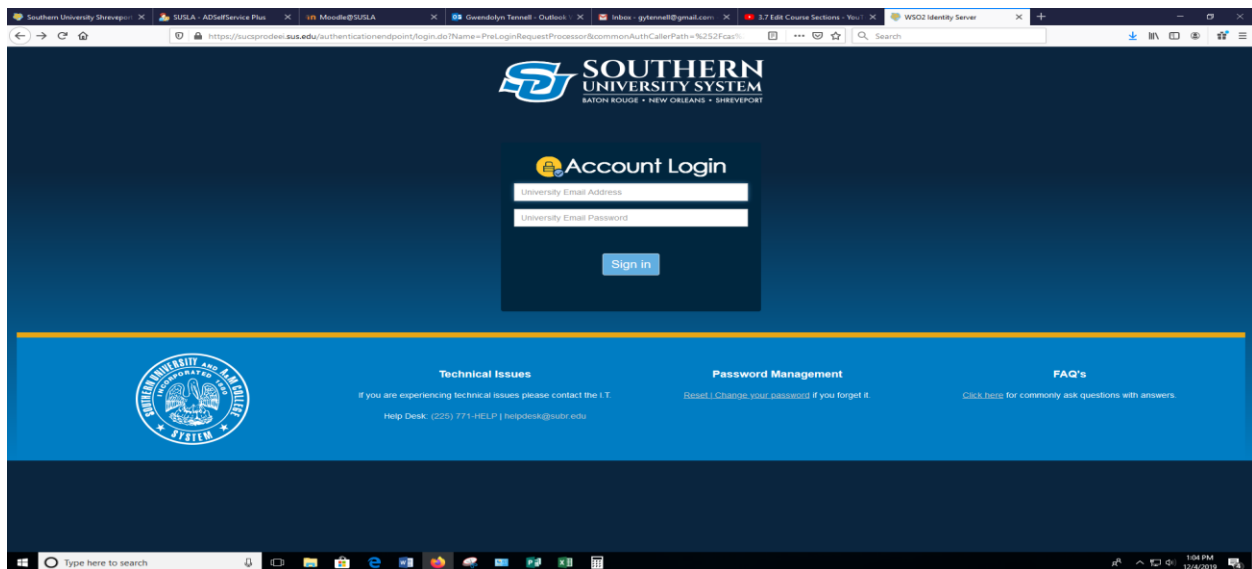
Or go to <https://moodle.sus.edu/>

Login in the Upper right hand corner



Your username is: firstname.lastname@sus.edu (Or whatever your 'sus' email is)

Your password is: **first 4 letters of your lastname & last 4 digits of your U#**

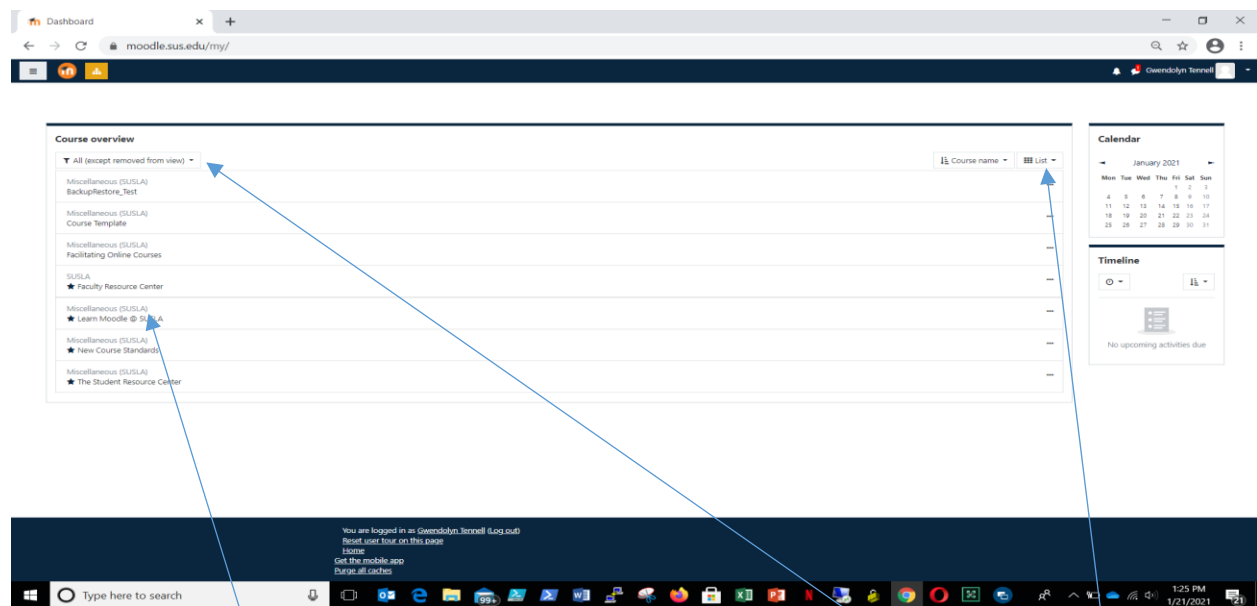
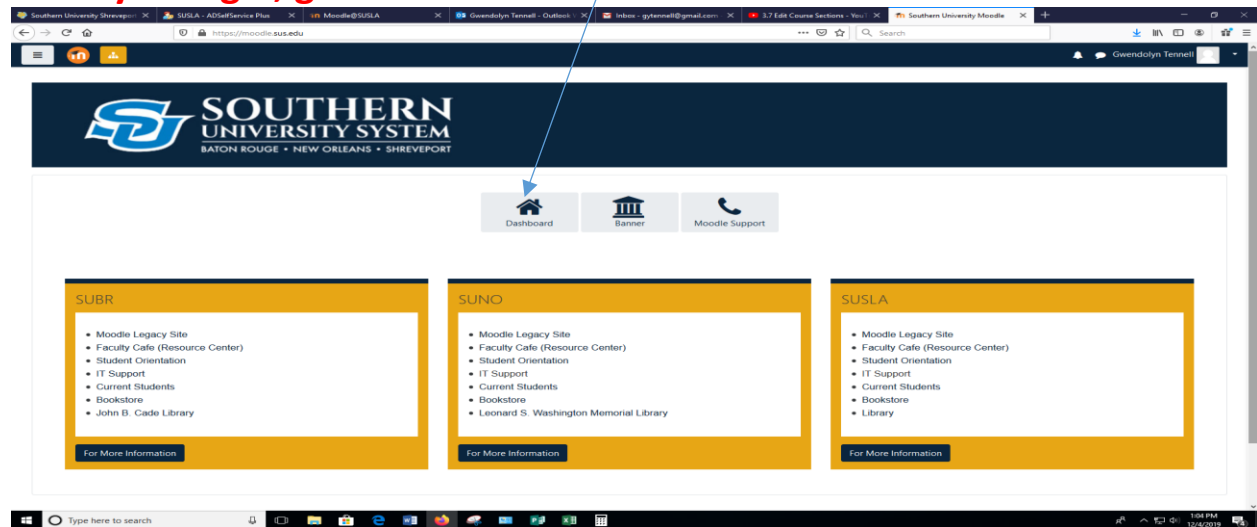


IF YOU CANNOT LOG IN go to www.susla.edu and scroll to the bottom of the page. Click on the **E-Learning** page link. Click on the “**problem for students**” link and fill out the form.

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

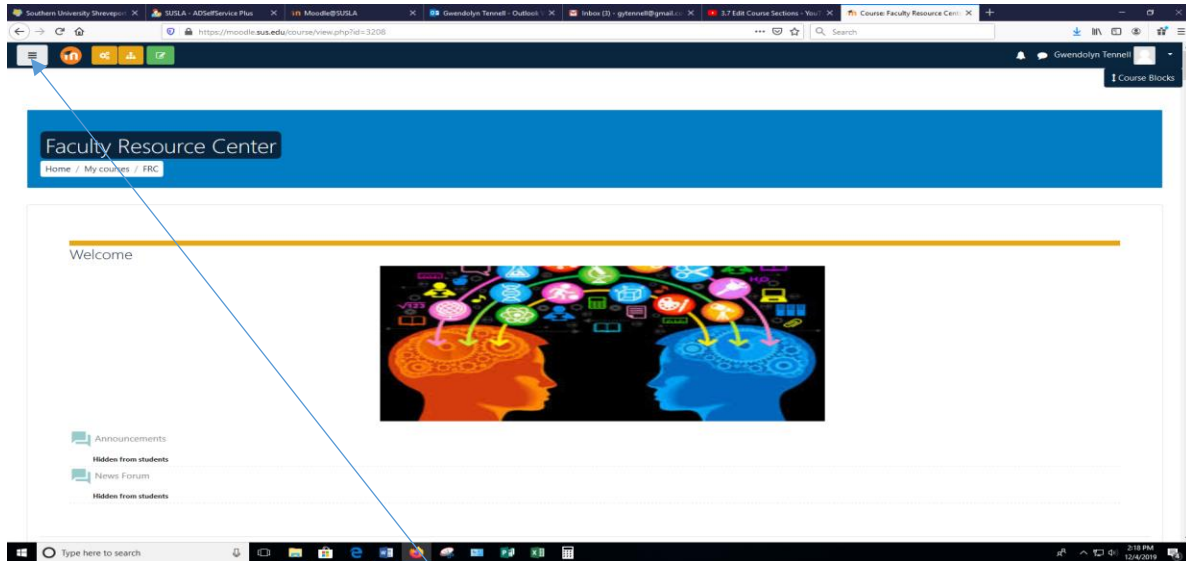
https://docs.google.com/forms/d/1hyz6asZkJV4Pe7ntr_75n54q38aZjOuZca72Wm dfTaQ/edit

Once you login, go to Dashboard

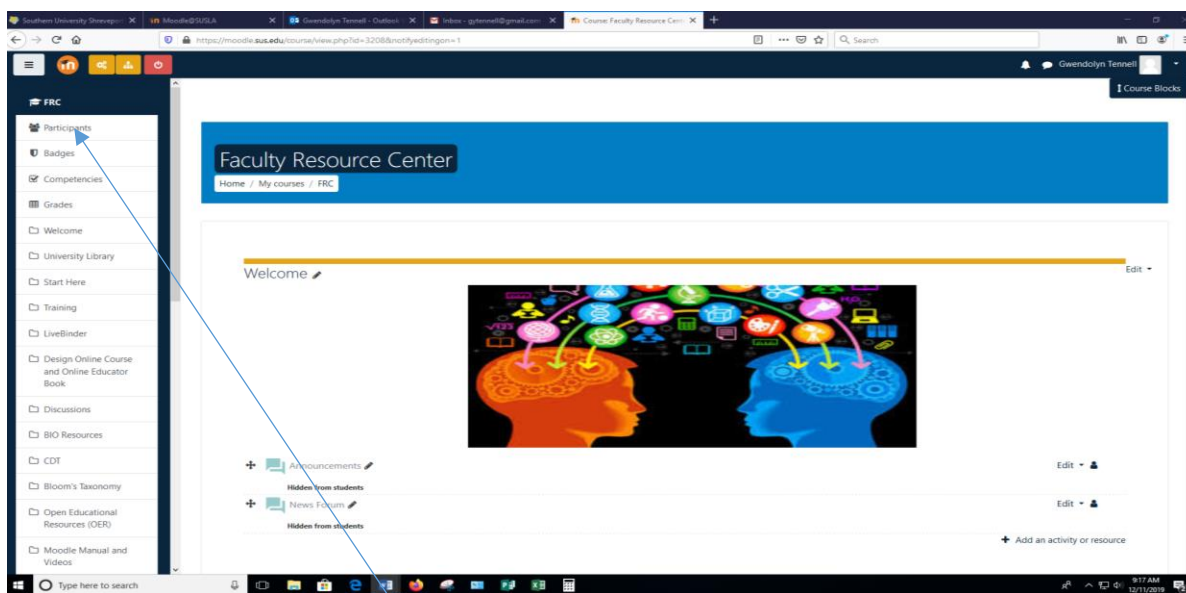


Click on a course. You can change your dashboard from card to list view.
If you do not see your course, check under ‘Removed from View’.

How to Communicate with your Instructor and Class Mates through Moodle


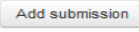


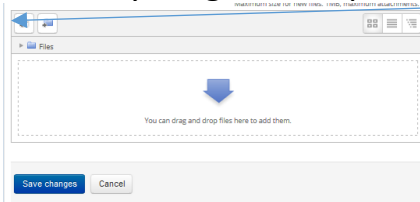
Click here to view the side bar



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"


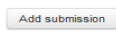
How to Submit an Assignment (file) in Moodle

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”




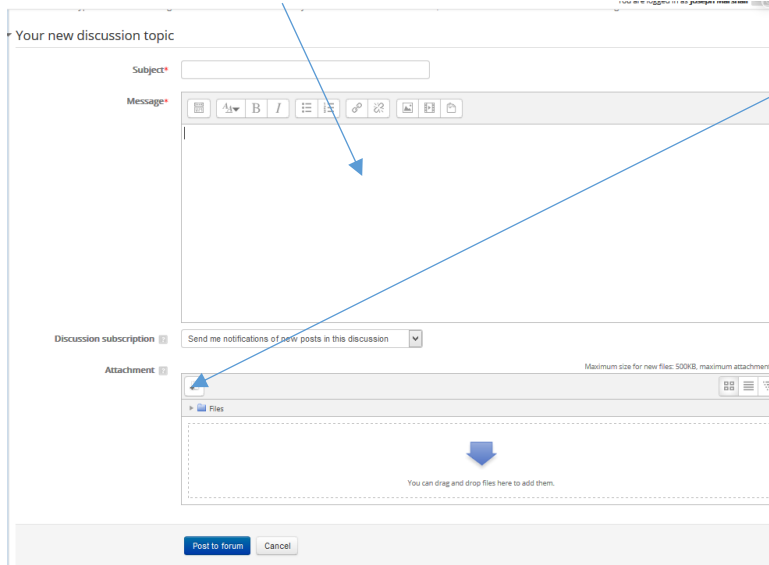
6. Go to the location where the file was saved
7. Click on “Upload a file” and/or “Browse”
8. Select the file to be uploaded
9. Click “Open”
10. Click “Upload this file”
11. Click “Save Changes”
12. You may “Edit Submission” until your Instructor grades your work or the last date to submit your assignment.

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

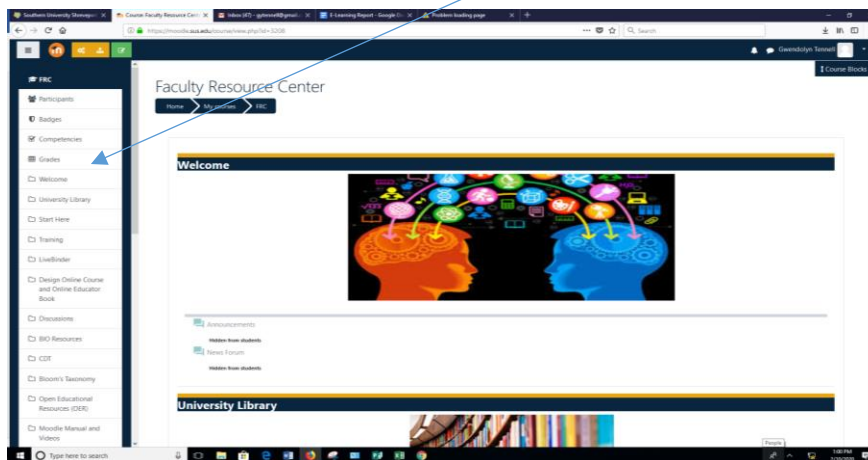
1. Click on the Forum Icon 
2. Read the assignment thoroughly
3. Click on or Reply
4. Post your Assignment in the New Discussion Window or Upload a file.



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.

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.

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

TURNITIN



[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>

GCFLEARNFREE

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.

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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.

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