

STUDENT MANUAL



Dr. Veronica McEachin
Director of E-Learning

Gwendolyn Tennell
LMS Administrator

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

Click on Log into Moodle Consolidated site

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

(Log in)-Upper right hand corner

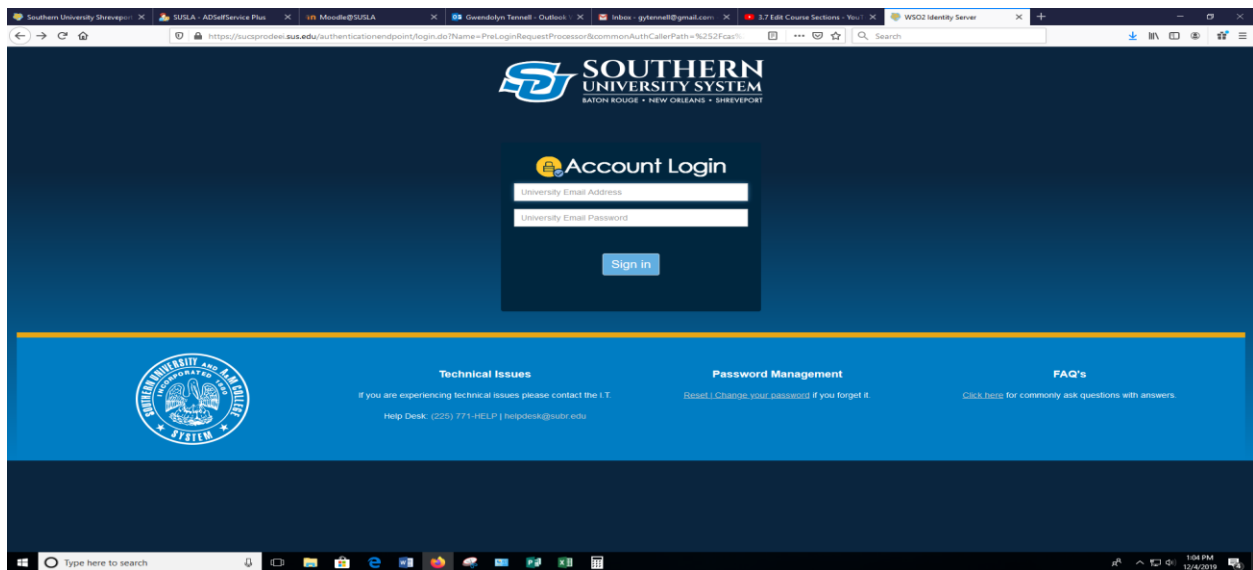
Your username is: firstname.lastname@sus.edu (Or whatever your 'sus' email is)

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

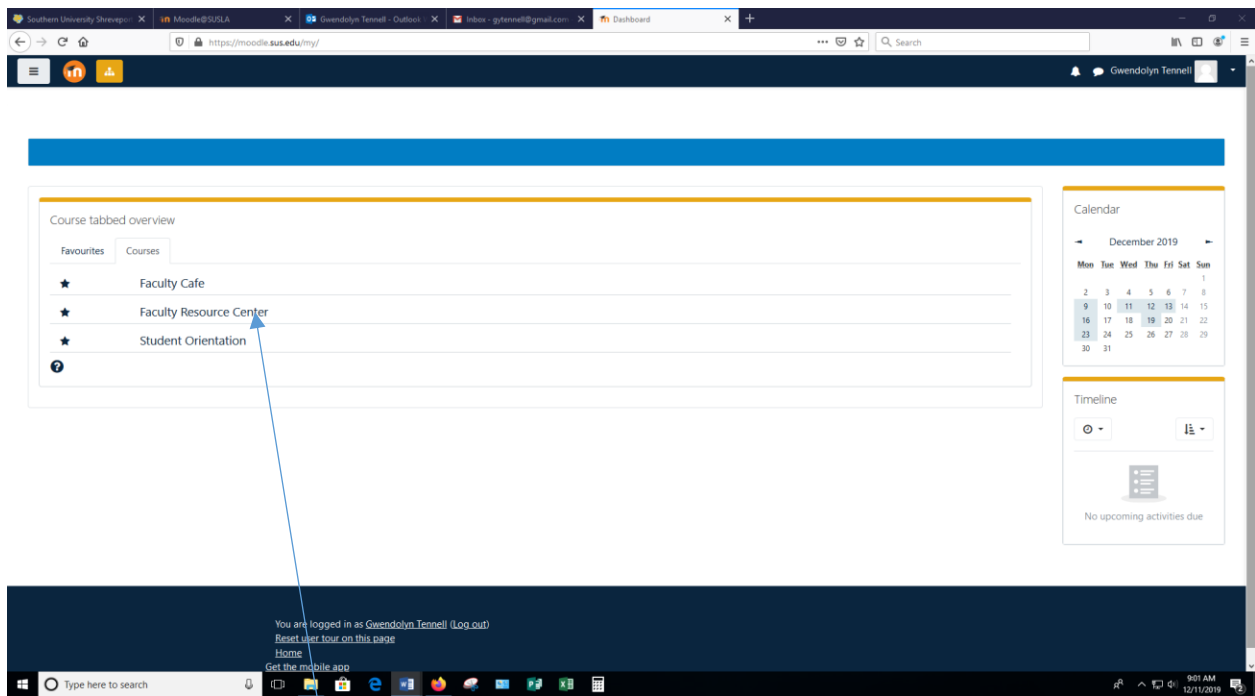
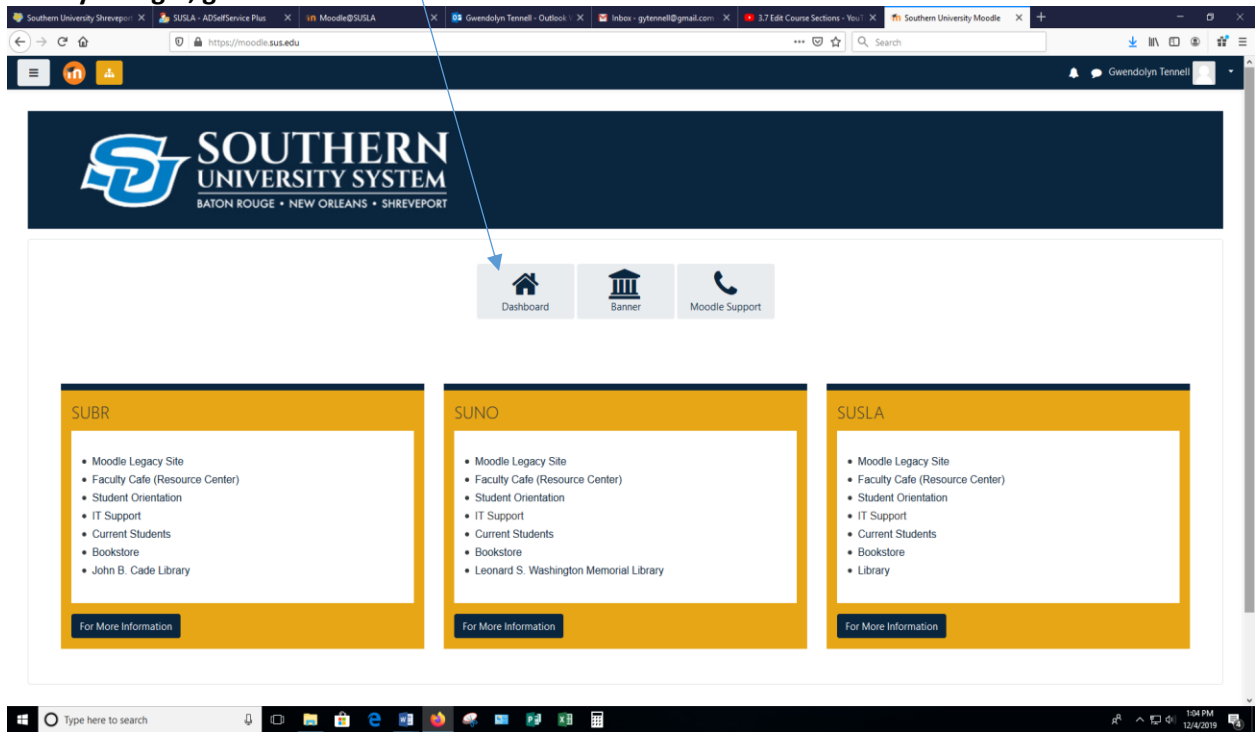
If you cannot log in go to www.susla.edu and scroll to the bottom of the page.

Click on the E-Learning page link. Click on the "problem for students" link and fill out the form.

Or click here <https://docs.google.com/forms/d/1bJXlsHk-xvraSthfXGpVI-yeYnbrLXL1fQuwUPYZLIs/edit>

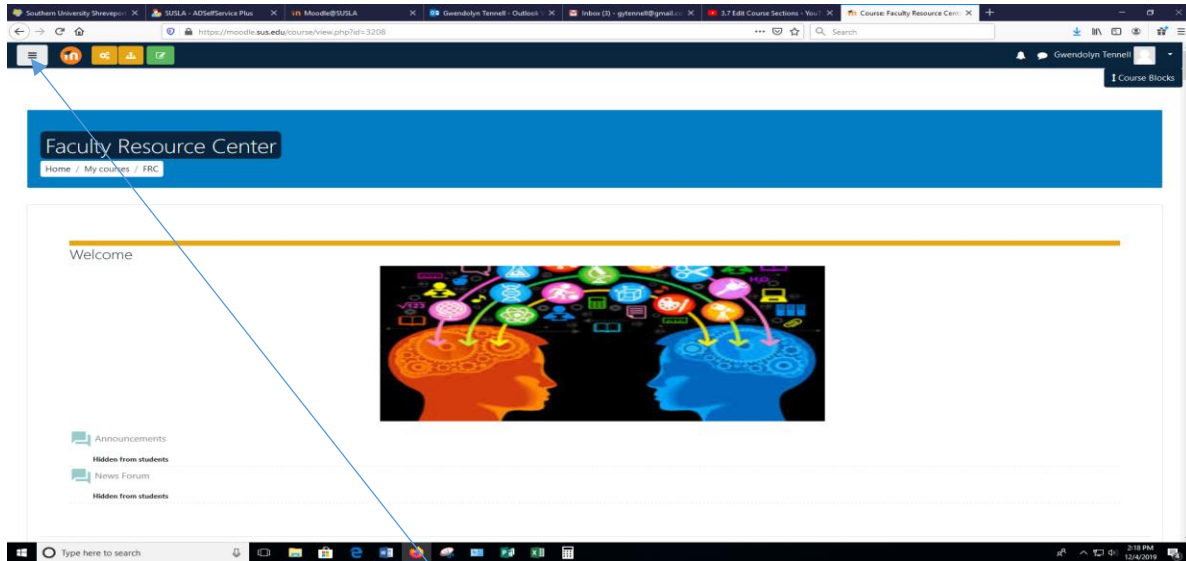


Once you login, go to Dashboard

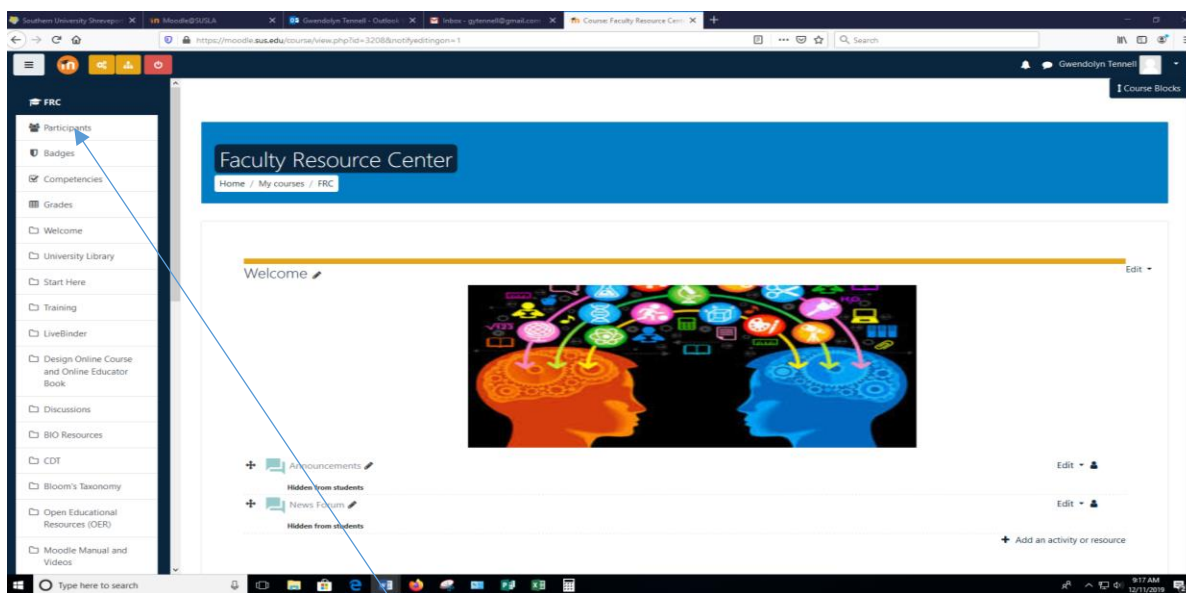


Click on your course

How to Communicate with your Instructor and Class Mates through Moodle





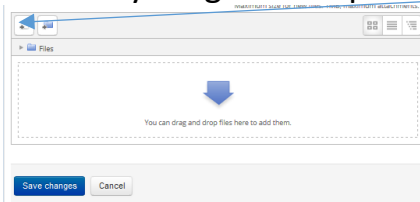
Click here to view the side bar



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”




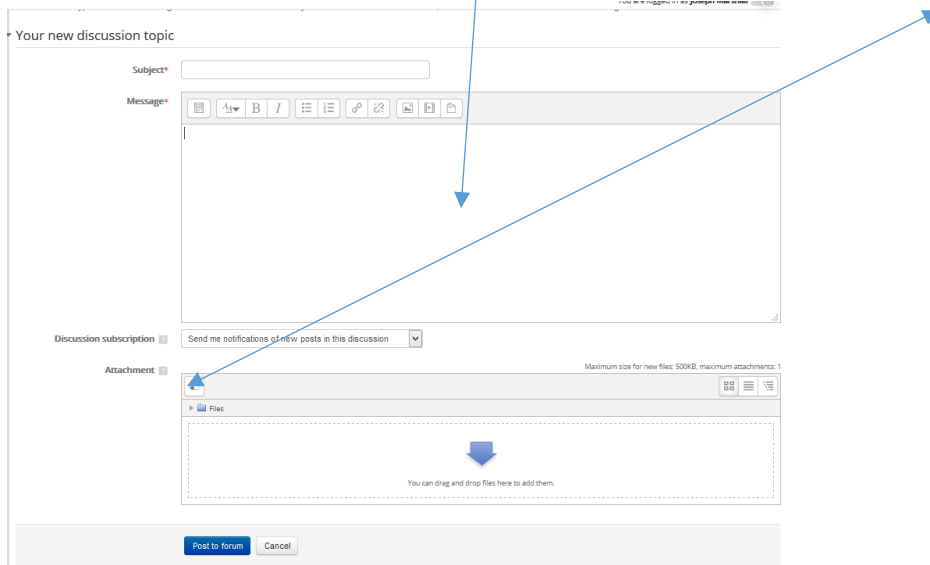
6. Go to the location where the file was saved
7. Click on “Upload a file” and/or “Browse”
8. Select the file to be uploaded
9. Click “Open”
10. Click “Upload this file”
11. Click “Save Changes”
12. You may “Edit Submission” until your Instructor grades your work or the last date to submit your assignment.

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

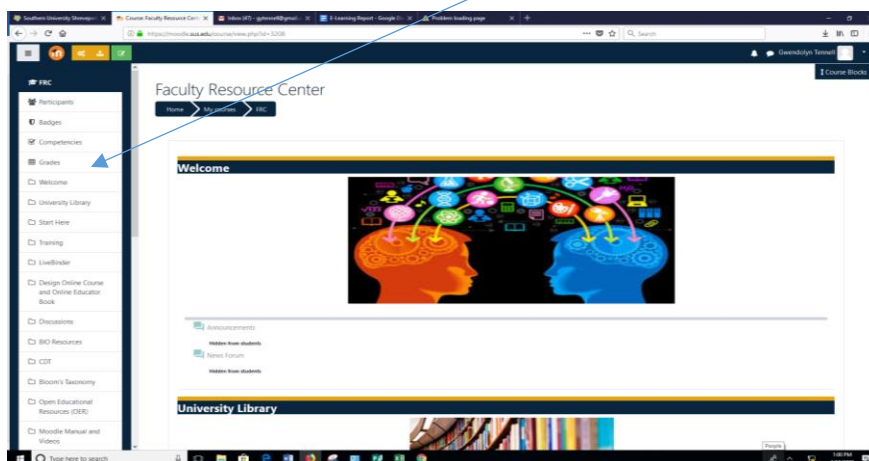
1. Click on the Forum Icon 
2. Read the assignment thoroughly
3. Click on or Reply
4. Post your Assignment in the New Discussion Window or Upload a file.



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.grammarly.com/native/>

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

What is LockSmith@SUSLA?

[LockSmith@SUSLA](#) is a secure, simple-to-use, web-based self-service account login and password management system. The tool enables domain users to reset their passwords, unlock their accounts, and update their personal details (e.g. telephone numbers, etc) seamlessly without the need to rely on IT staff. The elimination of the man-in-the-middle accords users the power to manage their own password securely via the web, anytime, and anywhere. All faculty, staff, and students are encourage to enroll in LockSmith now – it only takes a couple of minutes!

The [LockSmith@SUSLA](#) allows users to:

- Self Manage Password using web portal
- Unlock accounts without Helpdesk
- Update personal info in Active Directory real time
- Validate Identity using Secret Questions/Answers
- Receive password expired notification via Email
- Receive account activity notification via Email
- Reduce dependencies on IT technical staff

New USERS should enroll now at [LockSmith@SUSLA](#) or click on the logo above to begin using the service. Faculty, staff, and students can login by using their existing usernames and passwords.

Important

- Please LOG out and CLOSE all browser windows once you have finished using this tool. Failure to do so can compromise your account.
 - Do NOT share your user account password with others.
 - **PLEASE NOTE: This tool is for computer logins and all applications except Banner. The Banner System requires Banner-ID and PIN.**
-

Getting Started

1. Log in to [LockSmith@SUSLA](#) to begin.
2. Underneath the title, "Domain User Login", you will see two textboxes labeled "User Name" and "Password". Enter your username and password in these textboxes respectively. The text in the drop-menu labled "Log on to" should remain the same.
3. Once you have entered your username and password and clicked the "Login" button, you will be prompted to begin the SUSLA Password Self-Service enrollment process.
4. Click the link labeled "Click to proceed".

5. You will see the option to set two security questions and their answers. NOTE: The minimum and maximum length for answers is 3 and 25 characters respectively.
6. Once you have selected two questions and created/confirmed the answers, click the button labeled "Save".
7. You will be directed to a confirmation page after successful completion.

CREATE LOCKSMITH ACCOUNT

WHY: Your password expires every 90 days. When it is within 10 days, a message will be sent to your SKYMAIL. At that time, you will be prompted to create a NEW password. EACH time your password expires, it is your responsibility to RESET it. By creating a "LOCKSMITH" account, you are given the "ACCESS" to reset your account.

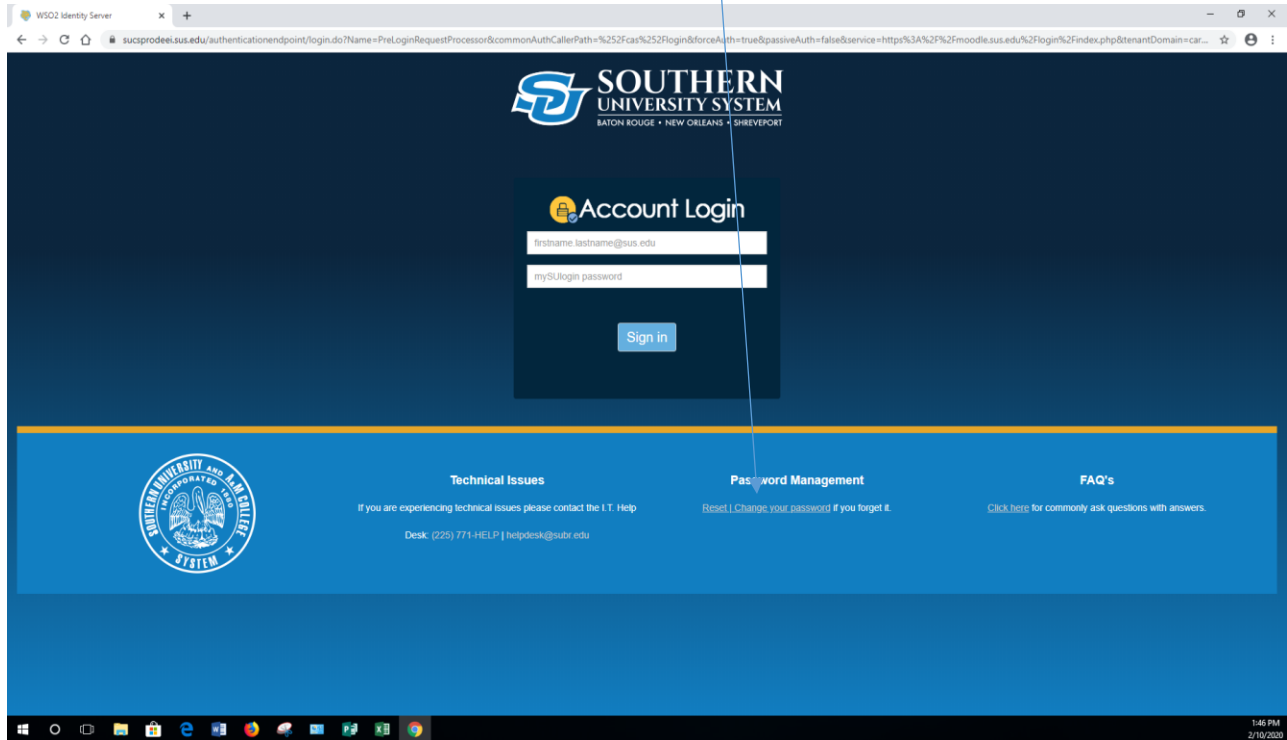
- 1) Go to the SUSLA website – www.susla.edu
- 2) Click the TECHNOLOGY tab
- 3) Select Locksmith@susla

- 4) Type in your USERNAME
 - a. Remember - the username is the same that username that was used to log into your skymail

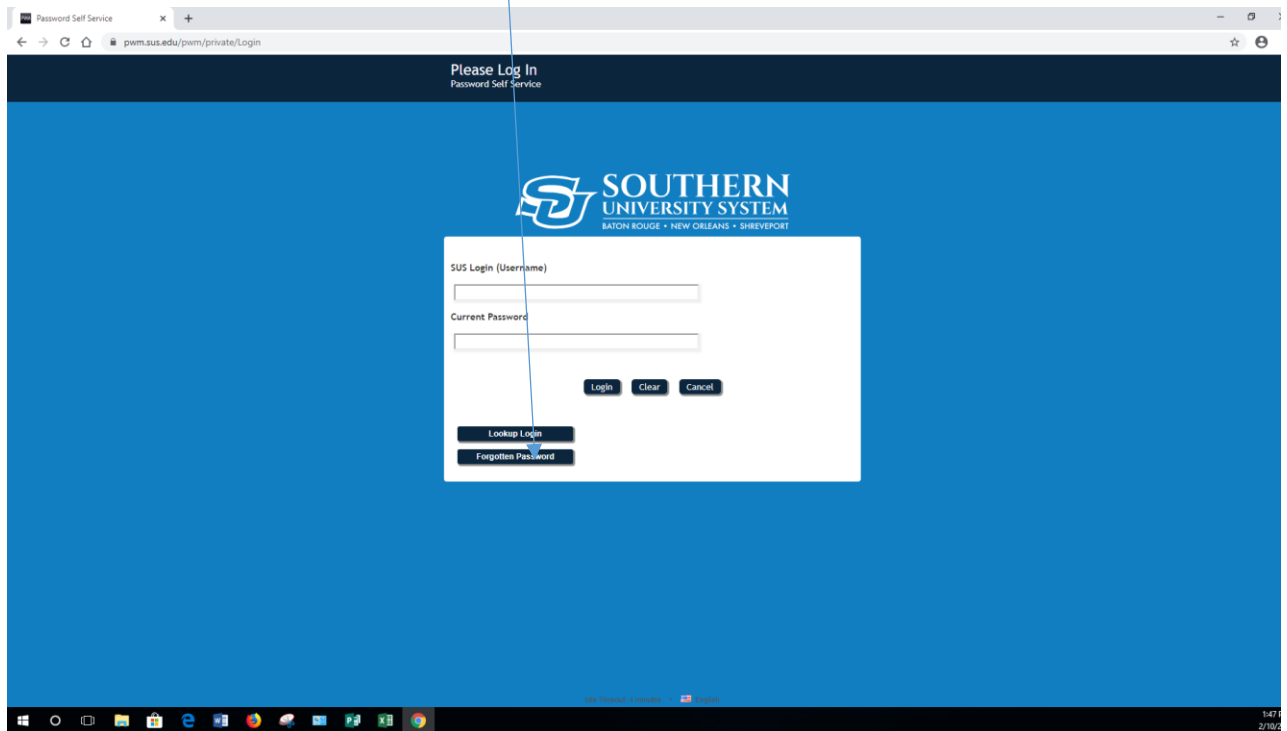
- 5) Type your PASSWORD
 - a. Remember – the password is the same password that was used to log into your skymail.
 - b. The password that you CREATED after logging into skymail for the first time.

- 6) Once you are logged in, you will be prompted to "CLICK HERE" to finish the set-up of your LOCKSMITH account.
 - a. Select the two SECURITY QUESTIONS & answer them.
 - b. Select questions and answers that you are NOT likely to forget.
 - c. Go to your phone. In NOTES, save your responses for future use.
- 7) Log out.

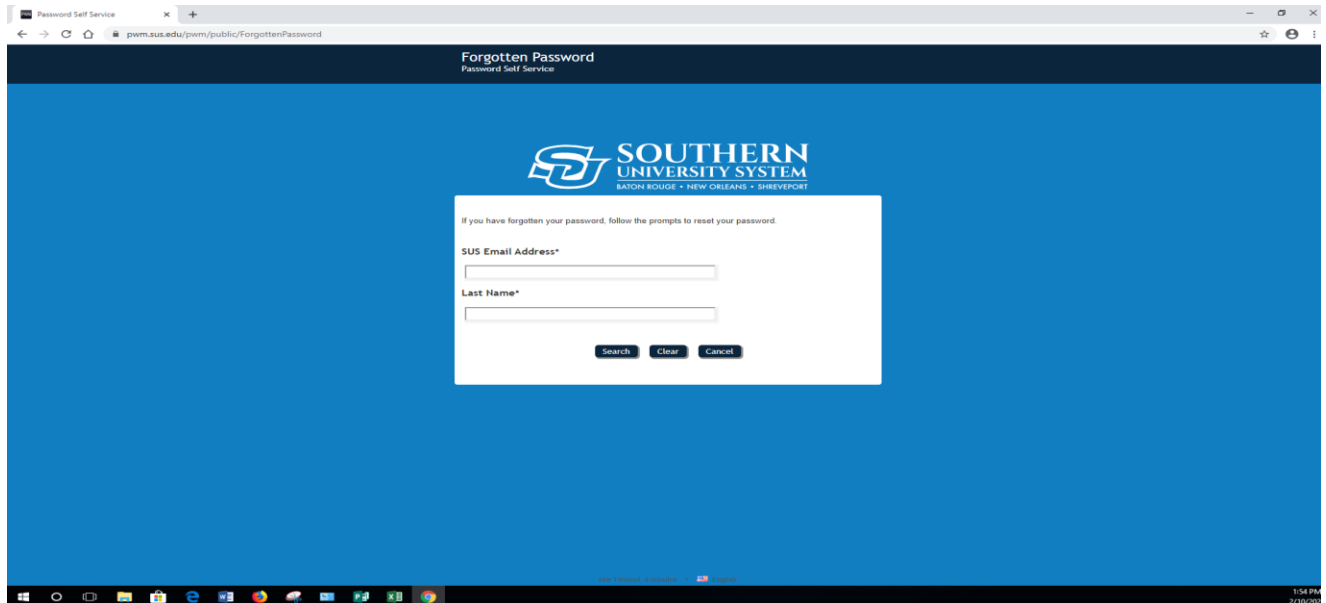
Reset or Change Your Password



Click on "Forgotten Password"



Fill out the blanks, click on “search” and follow the prompts.



Turnitin



[How to upload an assignment through Turnitin in Moodle \(Student view\)](#)

<https://youtu.be/QXK3Xs2I2XE>

[How to check for plagiarism using Turnitin through Moodle \(Student view\)](#)

<https://youtu.be/myj3QMc7SX4>

[How to get your feedback from Turnitin in Moodle \(Student view\)](#)

<https://youtu.be/3y2eDjzdx1U>

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.

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.

