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E-Learning Orientation

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Contents

Contents	. 2
How to Log-in to Moodle	. 3
How to Communicate with your Instructor and Class Mates through Moodle	.4
How to Submit an Assignment (file) in Moodle	.4
How to Submit an Online Text Assignment in Moodle	.4
How to Post and Reply to a Forum	. 5
How to View My Grades?	. 5
Grammarly	. 6
Moodle Mobile App	.7
Moodle Desktop App	. 8
What is LockSmith@SUSLA?	. 9
Important	. 9
Getting Started	.9
Create Locksmith Account	LO
Reset Your Password	L1
Changing Your Password	L1
Unlocking Your Account	L1
Turnitin	L2
	L2
How to upload an assignment through Turnitin in Moodle (Student view)	L2
https://youtu.be/QXK3Xs2I2XE	L2
How to check for plagiarism using Turnitin through Moodle (Student view)	L2
https://youtu.be/myj3QMc7SX4	12
How to get your feedback from Turnitin in Moodle (Student view)	L2
	L2
https://youtu.be/3y2eDjzdx1U	12
GCFLEARNFREE	13

How to Log-in to Moodle

- 1. Type <u>www.susla.edu</u> in your bowser or https://moodle.susla.edu/
- 2. Scroll down and click on "MOODLE E-LEARNING SYSTEM"
- 3. Type in your username and password
 - a. If you are a new Moodle user, follow the steps below to create your username and password.

ATTENTION: Effective immediately ALL Students registered for classes, will receive access to Moodle, Skymail, Campus Login and Wi-fi. You will be using the same credentials (passwords) to log in to each.





The activation of Skymail is especially important for all online students because **MOODLE** sends all messages from the instructor to the students Skymail accounts. Don't miss important emails from your instructors! **MOODLE** also communicates with Skymail for password resets. Don't forget to activate your<u>Skymail</u>! Welcome to Southern University at Shreveport



SUSLA continues to expand online course offerings and fulfilling the University Virtual Campus Initiative (VCI).



Student UserNames are your first initial, the first nine characters of your last name without special characters $(\backslash, - ")$, and the last four digits of your Banner ID located on your student schedule, your fee sheet and on the back of your Student ID card. *For example:*

Your Banner ID is 900099999

Your firstname initial is J.

- If your last name is Smith, your user ID will be jsmith9999.
- If your last name is Smith-Alex, your ID will be jsmith9999.
- If your last name is Washington, your ID will be jwashingto9999.
 (First 9 characters, in this example, the last name is larger than 9 characters)

Your initial password is your 6 digit date of birth- no dashes or spaces. For example:

Your **DOB** is **March 30, 1990** Your **password** will be **033090**.

Note:Don't be a victim of identity theft. No one at SUSLA will ever ask you for your password

How to Communicate with your Instructor and Class Mates through Moodle

- 1. Click on Participants under "Navigation"
- 2. Select the User Name(s) or Select all for all users.
- 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"

			88 🔳 🕅
Files			
	-		
	You can drag and drop files I	here to add them.	

- 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 Add a new discussion topic 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" under "Navigation"
- 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: <u>http://bit.ly/1vMojEh</u> Safari Extension: <u>http://apple.co/1XuN2Hh</u> Firefox Extension: <u>https://addons.mozilla.org/en-us/firefox/user/grammarly/</u> Edge Extension: <u>https://www.microsoft.com/en-us/store/p/grammarly-for-microsoft-edge/9p59wxtbhzzm</u>

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 -----<u>https://moodle.susla.edu</u> Sign in using your SUSLA 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 <u>https://www.microsoft.com/en-us/store/p/moodle-desktop/9p9bwvhdc8c8</u> Download the Moodle Desktop app

Open

When prompted input SUSLA's Moodle URL ----- <u>https://moodle.susla.edu</u> Sign in using your SUSLA sign-in

----- (For MAC users)

Go to your Microsoft Store and search for Moodle Desktop or Go to <u>https://itunes.apple.com/us/app/moodle-desktop/id1255924440?mt=12</u> Download the Moodle Desktop app

Open

When prompted input SUSLA's Moodle URL ----- <u>https://moodle.susla.edu</u> Sign in using your SUSLA sign-in

What is LockSmith@SUSLA?

<u>LockSmith@SUSLA</u> 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 <u>LockSmith@SUSLA</u> 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 toLockSmith@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 <u>www.susla.edu</u>
- 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 Your Password

- 1. Log in toLockSmith@SUSLA to begin.
- 2. Click on the link labeled "Forgot your password?"
- 3. Enter your SUSLA username in the textbox provided. Example: jdoe1234
- 4. Next, answer both of the security questions and confirm their answers in the textboxes provided and click the "Continue" button to proceed.
- 5. Once you arrive at the Reset Password page, enter a new password and confirm your password in the textboxes. Finally, enter the CAPTCHA code in the final textbox. NOTE: The CAPTCHA phrase is *not* case sensitive.
- 6. You will then be taken to a confirmation page notifying you that your password has been reset. You may now use this password for campus lab and webmail access.
- 7. You will also receive a confirmation email notifying you of the changes that have occurred.

Changing Your Password

- 1. Log in toLockSmith@SUSLA to begin.
- 2. Sign in to SUSLA Password Self-Service using your SUSLA username and password.
- 3. Once you have logged in, you will arrive at the "Change Password" page.
- 4. Enter your current password in the "Enter Old Password" textbox provided.
- 5. Enter and confirm your new password in the other textboxes.
- 6. Once you click "Ok", your password will be changed.
- 7. You will also receive a confirmation email notifying you of the changes that have occurred.

Unlocking Your Account

- 1. Log in to LockSmith@SUSLA to begin.
- 2. Enter your SUSLA username in the textbox provided. Example: jdoe1234
- 3. Next, answer both of the security questions and confirm their answers in the textboxes provided and click the "Continue" button to proceed.
- 4. You will then be taken to a confirmation page notifying you that your account has been unlocked. You may now use your account for campus lab and webmail access.
- 5. You will also receive a confirmation email notifying you of the changes that have occurred.



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

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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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