



# Moodle Quick Start Guide for Students Grambling State University

## Logging in

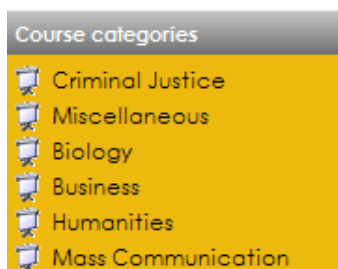
Go to [www.gram.edu](http://www.gram.edu), click on Quick Links, Click Moodle.

1. Type your username. Your username will be your **G#**.
2. Type in your password. Your password will be **gsumoodle**.
3. Now, Click the “Login” Button.

Username: g00123456  
Password:   
Login  
Lost password?

## Accessing Your Course

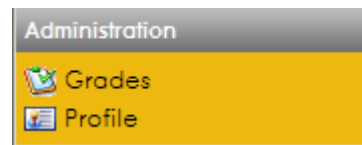
Your courses are listed in the “Navigation” block under “My Courses” Click on the course name to enter the course. You may have to click through a few menus to get to the course.



Note: Most courses are not available to students until the first day of the semester. If your course does not appear, please check Banner to verify your enrollment. If you are enrolled and the course is not appearing contact the Office of Distance Learning (ODL) helpdesk at [dlhelpdesk@gram.edu](mailto:dlhelpdesk@gram.edu).

## Checking Your Grades

To view your grades, click on the “Grades” link in the Settings” block on the left side of the course.



## Submitting Assignments

**Submitting Assignments:** There are four types of assignments possible in your course.

1. **Offline** – Scored activities like participating in a field trip or other face-to-face activity, or completing something to deliver to your instructor.
2. **Online** - Typing in a response in an online box created by the instructor before a due date.
3. **Upload file** - Create a file (usually a Word document, but can be any type specified by the instructor) and submit it for grading.

To Upload a file to complete an assignment, use the “Browse: button near the button near the bottom of the page to select your file from your computer’s file list. Double-click “Open.”

Upload a file (Max size: 2MB)

Click on the “Upload this file” button. When you return to the assignment screen, your upload files will appear which confirms that it has been uploaded successfully.

Note: Your Teacher pre-determines whether or not you can re-submit an assignment.

## Forum Participation

Forum Participation: Forum discussions are listed by the time of entry. Messages are saved on the server and available for all other Participants in the course. If your instructor provides these two options, you will have 30 minutes to delete or edit your post.

Each topic (“thread”) in the forum list contains its own conversation. By clicking on the subject of the topic, you see the conversation. Using a nested format, replies appear indented from the message to which they reply.

Click “add a new discussion topic” to begin your forum contribution. This will present your message as its own topic. Don’t create a new topic to reply to an existing discussion—use Reply (bottom right corner under discussion post.

When adding to discussion, always use good manners, minimize abbreviations or slang that could be misunderstood and avoid profanity or other inappropriate language. As a courtesy to others, include a brief descriptive subject line.

## Test Taking in Moodle

1. Click on the quiz title in the current module or from the “Quiz” link the “Activities” block.
2. Click on the “Attempt quiz now button” and then on “Start Attempt.”
3. Notes any special instructions, including the time limit and closing date.
4. Begin taking the quiz.
5. When finished, click on “Submit all and finish” and click on “Submit all and finish” again to confirm your submission.

## Updating Your Profile

Your Moodle profile displays information about you to other Moodle users. You can also add a photo to your profile. It is also worth checking your timezone is accurate, as this may affect when you can access scheduled events such as quizzes or assignments.

To edit your profile:

1. Click on the {Settings} button and expand the {My profile settings} menu
2. Click the {Edit profile}
3. Edit the fields you wish to change
4. Click the {Update} profile bottom