

Student Orientation

Step 3: Get started in your Moodle classes.

Video script text

For the past two steps, we have been working in the SU Student Portal called Orbund. However, you will be taking your online classes through a web application called Moodle. Moodle is an online learning environment—the place where you will be taking courses and connecting with other students virtually. You can think of Moodle like an online school with many online classrooms. The SU Student Portal is your gateway to Moodle, so to access your Moodle courses, you will always need to login to the Student Portal first at online.summituniversity.org.

Once logged in to your student portal account, you can enter any of your courses by clicking on **Classes**, then **selecting the class** that you would like to enter. Depending on the type of course you are taking, you will see a **selection of sections containing important class documents and information related to your course**. Read these documents carefully for information about course textbooks and other important details related to your course.

Beginning on the first day of your course, you will see a section appear called **Moodle Course Access**. To start your course in Moodle, **click on this section** to open it, and then **click on the link**. This will log you into Moodle and open your Moodle course in another window. Depending on which type of browser you are using, *you may need to enable popups and/or accept a security warning to complete the process*. If you need help with this, please contact SU Tech Support by opening a customer support ticket at: <http://summituniversity.org/techsupport>.

The first time that you enter Moodle through the SU Student Portal, you will be asked to **accept the Moodle Site Policy**. Read through the policy, then **scroll to the bottom of the page** and click **Yes**. You will then be directed to your Moodle course.

The first page that you will see is the course main page. Each course has a course main page with a main section on the left, which contains course content, and a sidebar on the right, which shows blocks of information and links.

Most courses have a **General resources** section at the top of the course main page, followed by units with links to readings and assignments. To begin your course, **review the course syllabus or overview** and other course documents first for important information about your course. Then **scroll down to Unit 1**, read the introduction and **click on the first link to start the unit**. When you have finished the reading or activity, **click on the course number at the top of the page to go back to the course main page**.

Use the **small checkboxes** to the right of each unit link to keep track of what you have completed. Most courses typically require one week to complete each unit, so make sure that you finish readings and assignments for these courses on time. Although extension courses are self-paced, we still recommend that students try to complete one unit per week.

The current unit in most academic courses will be highlighted in yellow and you can access it by scrolling down the page, or clicking on the highlighted unit link on the sidebar.

Check your grades for your academic courses at any time by clicking on the **Grades** link in the **Administration** block.

Once in Moodle, you can access any of the other courses you are taking via right-hand sidebar by clicking on any of the course links in the **My courses** block. Click on **My home** page link at the top of the page to access your personal online **Dashboard** in Moodle. This page contains links to your current courses and shows you upcoming assignments, events, files and important links to things like Student Services and SU Tech Support.