Moodle Orientation

Accessing Moodle from Skyline
- Begin on the home page of the Skyline website- **https://skyline.northcentral.edu/**
- Click the Moodle button

Logging in to Moodle
- Click the Log In button

- Enter your username and password and click Login
- Your username will be your "first name.last name"

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Moodle's Home Page
- Access important links for school related business and class related work
    - See a calendar or your assignments and when they are due
    - Check your grades
    - Register for classes
    - Submit a variance request
    - Track of your chapel attendance

- The Moodle home page will also give you access to your courses for the current semester

How is course information organized on Moodle?
- Course information is organized weekly, according to the syllabus. Quizzes, assignments, and readings are posted on the corresponding week.
- This can vary depending on the professor, so be sure to look at each of your classes to see how that specific one works

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Uploading an assignment to Moodle
- Click on the assignment that is due
  - Generally there will be this symbol in front of any due item
- The picture below is an example of how it will look
- Click the "Add Submission" button

Reading Summary #3

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 26 September 2016, 6:30 PM
Time remaining	5 days 5 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

Make changes to your submission

- There are two options for this point to upload your file
1. Either click and drag your document from your desktop or file folder, and place it in the box provided
2. Or click the "page addition" button

File submissions

Maximum size for new files: 50MB, maximum attachments: 1
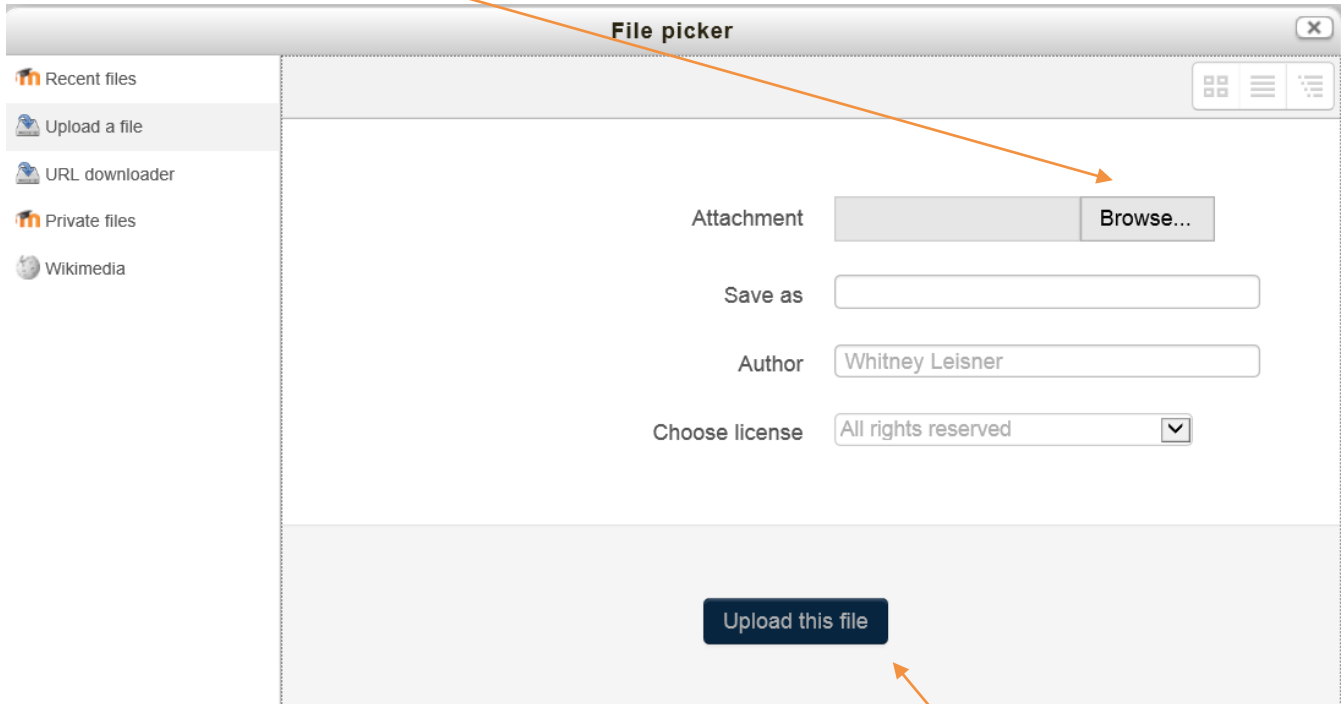
▶ 📁 Files

You can drag and drop files here to add them.

Save changes   Cancel

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- When following option 2. this window will appear
- Click the "Browse" button

- Select whatever file you need to upload, and click the "Open" button
- That window will close, and bring you back to the screen shown above
- Click the "Upload this file" button
- The window below will reappear with you document file pictured
- **You must click the "Save changes" button**
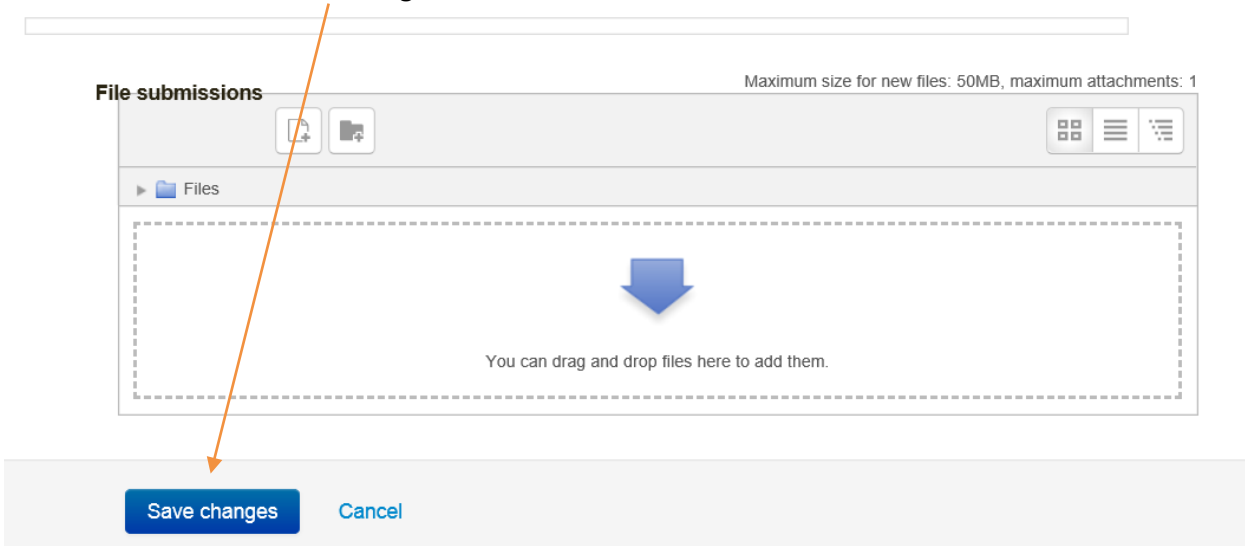
- If you do not click this button, your assignment will not submitted to the online folder
- You will get an email to your NCU account confirming that your assignment has officially been submitted
- If you do not get this email kickback, then the process has not been completed correctly