**Open LMS/Moodle**

**Student Guide**

**Fall 2020**

##

Open LMS/Moodle Help

Contact IT via email

support@lincoln.edu

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**Welcome Letter**

Hello!

Welcome to Lincoln University, the oldest degree-granting HBCU in the nation! This letter is to introduce you to Open LMS/Moodle, Lincoln University’s learning management system.

Some of your instructors will use Open LMS/Moodle to supplement your online course. The purpose of using a learning management system is to familiarize you with interactive content, allow you access to content when you cannot meet face-to-face, help you learn to establish a professional and academic learning community, and to minimize the use of paper.

Your Open LMS/Moodle course may include your syllabus, an important document for each of your courses, which lists the expectation of the course. You will refer to your course syllabus throughout the semester. Your instructor may use Open LMS/Moodle to post important course resources, such as articles, videos, and links to other content the instructor will be using to assist you with your learning. Your Open LMS/Moodle course may also include activities such as quizzes, discussion forums, assignments, and journals.

Enjoy your semester!

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# Tips for Success

* Login to your Open LMS/Moodle course on the first day of your class or when your instructor informs you that the Open LMS/Moodle course is available.
* Read and print the Course Syllabus.  Your course syllabus lists the course requirements, how your work will be assessed, your instructor’s contact information, as well as college and course policies.
* Each course and instructor will have different requirements. Read each syllabus for each course.
* Login to Open LMS/Moodle and check for updated information and complete course requirements at least three times per week.
* It is recommended that you type your assignments including forum responses in a document and save them to your computer. By doing so, you always have access to your submitted assignments. Once you type your assignment, you can upload and submit your assignment; or, copy and paste your response in the forum or online page. If you do not have Microsoft Office, please contact the Office of Information Technology at 484-365-8134 or 484-365-4357. You may obtain access to Office365 while you are a student at Lincoln University.

## Who do I contact for Open LMS/Moodle help?

If you forget your password, you can request a new password at the login site.  Just click “Forgotten your username or password?”

* For help with your course materials, please see your instructor.
* For help with how to use Open LMS/Moodle, see your Instructor or contact the IT help desk.

**Moodle** **Help:** Open LMS/Moodle Help: support@lincoln.edu

 8:00 am – 5:00 pm  Monday – Friday  484-365-8134 or 484-365-4357

## How do I locate Open LMS/Moodle and login to my dashboard?

There are two ways to get to the Open LMS/Moodle landing page. In your browser’s URL box, type lincoln.mrooms.net, then start with #5 below to set your password and login to Open LMS/Moodle. Or, follow the directions below. For additional help with logging in, view the login video on the Open LMS/Moodle landing page: <https://lincoln.mrooms.net>

1. Go to Lincoln University’s home page
2. Click on Quick Links
3. Click on Lincoln Online
4. On the right side, click Log in to Open LMS/Moodle
5. Top right corner, click Login
6. Click Forgotten your user name or password
7. Type in the first part of your Lincoln email address
8. Click search
9. You will receive an email to your Lincoln University email
10. Click on email from Admin User
11. Click on the large link
12. You are now at the page to set your password
13. Your password has to be at least 8 (eight) characters (must include one capital, one lower case, one number, one non-alphanumerical character)
14. Type your password in the first box
15. Type your password in the second box to confirm
16. Click Save changes
17. You are now on your Open LMS/Moodle Dashboard

## Why can't I access my course?

* You cannot login to Open LMS/Moodle or cannot see your course on your dashboard. - Usually courses are hidden before the start of classes. If you do not see your course on your dashboard, or cannot login to Open LMS/Moodle, contact your instructor and explain your situation.
* You have not been enrolled in the course. - Contact your academic advisor or the Registrar's office.
* You have not been attending class and you were removed from the course by the Registrar's office.  - Remind your instructor to send an email to the Registrar to reinstate you.

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## How do I navigate?

1. When you login, you are on your dashboard. The dashboard lists all of your courses.
2. Nav Drawer - When you login, on every page on the left side is the “nav drawer.” This contains links to your courses and course materials. It is closed and opened by the hamburger icon  on the top left of your screen.
3. Breadcrumb Trail - Move backwards in the course by using the links in the breadcrumbs trail at the top of your screen.
4. The right side of has the main menu with useful links to support you academically.
5. Also, on the right side are blocks these may vary based on your course. Your instructor may activate blocks. Blocks are not visible in the mobile app version of your course.

## Your Profile

It is recommended that you add your picture to your Open LMS/Moodle profile. The picture will display wherever your profile information is used such as in Forums or when your instructor views your profile. Click on your name on the top right of the page.

* On the right top corner of your screen, click your name.
* Click Profile
* Under user details, click Edit profile
* Do not change your user name, first name, last name or email address. If you do, you will not be able to login again. If you accidently change one of these items, you will need to contact IT at support@lincoln.edu
* There is a description box. You may enter some background information about yourself for others to read.
* The next section is User picture. Click the blue arrow to upload your picture. Your fill will appear in the box.
* At the bottom of the Profile page, click update profile. If you do not click this box, your upload will not be saved.

## Open LMS/Moodle Apps

To download the Open LMS app to access Lincoln University Open LMS/Moodle, complete the following steps:

* On your smartphone, go to your app store: [Google Play](https://play.google.com/store/apps/details?id=com.mrooms.bbopen" \t "_blank) or [Apple iTunes](https://itunes.apple.com/us/app/blackboard-open-lms/id1212149426?mt=8" \t "_blank).
* Download the **Open LMS**app to your device.
* Wait for the application on your device to complete the installation.
* Open the app, and enter the URL for Lincoln University's Open LMS/Moodle site:  https://lincoln.mrooms.net
* Enter your username and password (the same information you used to access the site from your computer).

## Resources and Activities

* Resources include links to websites, videos, and reading materials. Resources are materials you need to complete your assignments.
* Activities require student interaction and are usually graded. Activities may include discussion forums, quizzes, and assignments.

Discussion Forums

Your professor may use discussion forums in your course. In an online discussion forum, you will be asked to answer a question and comment on the replies of your classmates. You may find it easier to formulate your answer in Microsoft Word so that you can edit for clarity and grammar. You can copy and paste your answer in the discussion.

There are several forum types that your professor may use in your course. These include:

* A forum where you can post only one discussion
* A question and answer forum, where you must post before you are able to view other students’ posts.
* A standard forum where anyone can start a new discussion at any time.

Many professors will use the question and answer forum by posting a discussion question based on course content or reading materials. Each student must respond to the question before commenting on other students’ posts. Your professor will provide instructions on how to participate in the forum.

You will see a “reply” link after the question. You will click on “reply” to respond to the forum question. To reply to a student’s post, you will also click “reply” associated with the post in which you are going to respond. These forum posts are often graded. It is imperative to follow your professor’s instructions or rubric to receive full credit for your discussion post.

Discussion forums are also used for Announcements and as a social space for students to get to know each other. As always, follow the instructions your Instructor has provided to introduce yourself in the forum.

Quizzes or Exams

You may be required to take quizzes or exams directly in Open LMS/Moodle. They may be comprised of multiple choice, matching, short answer, or numerical. The instructor may set a time limit so that you can only access the quiz during a certain time frame. Follow your instructor’s directions for completing the quiz. The quiz is graded automatically with the exception of essay questions, which will be graded by your instructor. Please note that instructors have the option of requiring you to click a submit button at the end of your quiz before time runs out.

If your instructor uses the Open LMS/Moodle grade book, your grade is automatically recorded in the grade book.

## Tips for taking a quiz

* Start your quiz as soon as you can. If your instructor schedules three days for your quiz, plan to take the exam early on the first day. That way, if you have an issue, you will have time to contact technical support and your instructor.
* Be prepared. Have any materials that you need at hand.
* Read all of the instructions. If you have any trouble taking your quiz or understanding questions, contact your instructor immediately.
* Check your Internet connection. You need to make sure that you have a strong internet connection.
* Do not refresh the page, close the window, or click the browser's back button while taking a quiz. If you experience problems during a quiz, contact your instructor immediately.

## Submit quizzes

Instructors use quizzes to assess your mastery over course content and objectives.

Your answers are submitted for grading, and the results are recorded in the Gradebook. You can view your grades when your instructor makes them available to you.

### Take a quiz

Quiz > Attempt quiz now

1. On the Navigation menu, select My Courses, and then select the name of a course.
2. Navigate to the quiz and select the associated link.
3. Select Attempt quiz now.
4. Answer the questions.
5. At the end of a quiz you can view a summary of your attempt. You are shown if any questions have not been answered and if you have any flagged questions.
6. Select Return to attempt to finish the quiz if you need to answer a question. Select Submit all and finish to submit the quiz to your instructor.

## Feedback and grades

The majority of questions in quizzes are auto-graded. When creating a quiz, your instructor defines the correct answers and assigns a certain number of points to each question. The system validates your answers against the key and assigns the score. You may see your score immediately after completing the quiz if all questions are auto-graded and your instructor releases this information. Your instructor may choose a date in the future before releasing specific quiz information to allow for your classmates to take the quiz.

Essay and Short Answer questions are not auto-graded. Your instructor must manually grade these question types. Grades for quizzes with these question types are released after your instructor finishes grading and allows it.

## Submit assignments

Assignments allow your teachers to collect your work, review it, and provide you feedback including grades. Depending on how an assignment is configured, you can submit files (Word-processed documents, spreadsheets, images, audio, video clips) or type your response directly into a text box.

Your professor may require you to submit assignments through Open LMS/Moodle.

* Click on the link your professor has provided for submitting assignments
* Click “Add submission”
* On the next screen, on the left side, click “Upload a file,” then click “Browse” and select your file.
* Click “Upload this file” at the bottom of the screen
* Click “save changes”
* On the next screen, click “submit assignment”

## Other Tools

Your instructor may use other Open LMS/Moodle tools in your course. Please contact your instructor, student tutorials, or the Open LMS/Moodle helpdesk if you have problems with these features.

* Glossary
* Survey
* Workshop
* Journal
* Interactive Content

## Gradebook

* The nav drawer has a link to your gradebook.
* Gradebook may or may not be used by your instructor.

## Quickmail

Your instructor may use Quickmail. If your instructor uses Quickmail, you will also be able to use Quickmail. This is a tool for you to quickly email your instructor and classmates. The email will be sent to your Lincoln email account.

If your instructor is using Quickmail, you should set up your signature by following these directions:

* In the Quickmail block on the right of your screen, click Signature
* Give the signature a title (this can be anything you want to name it, i.e., “my signature”
* In the text box, type in how you want your name and information to appear in your emails
* Click “Save changes” at the bottom of the page