



Student FAQ

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How do I login?

The easiest way to access Moodle is from the Scholar home page, <https://scholar.shorter.edu>. Once Scholar is displayed, you will see a link on the left side of the page for *Moodle*. Once you click the Moodle link, your Scholar ID and PIN are needed to complete the Moodle login. Please contact the Shorter University HelpDesk at (855) 429-5743 if you need additional information.

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What do I see when I login to Moodle?

When you first login to Moodle, you will see your home page and your courses are listed in the middle of the screen. To access any particular course, just click on the course name and that course will be displayed.


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How do I see my assignments and quizzes?

The course's syllabus, resources and assignments are listed in the middle of the course's home page. The course is either setup on a Weekly format or by Topics. The Assignments are indicated by the icon



and followed by the name of the assignment. By clicking on the assignment, not only will you see the dates of the assignment, such as when it is due, and the instructions for the assignment but also how to submit the assignment for grading.

Quizzes are indicated with the icon  and are followed with a description of the quiz. As with the assignment, clicking on the quiz provides information for that particular quiz. The quiz is different in that it may have a time limit and you may be limited to the number of times you can attempt a quiz. Please speak with your instructor if you have further questions.

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How do I see my grades?

From the course home page, there is a link on the left side of the screen for grades. Click on this link and your grades will be displayed.

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I don't see any grades?

If you don't see any grades for a course, talk with the instructor. It may be that no assignments have been graded and returned for viewing or possibly the instructor is not allowing grades to be displayed until certain conditions are met.

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Why can't I see course syllabus and/ files?

There are a couple of reasons why this occurs. If the syllabus is a PDF, the primary reason is the students' Adobe Reader program is not the most recent or up-to-date version. Visit <http://get.adobe.com/reader/> to download a FREE version of the latest reader.

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When I click on a resource nothing happens

It is likely that your web browser is blocking a pop-up window from appearing. Check for a yellow or white bar stretching across the screen at the top of the browser viewing window.

In Firefox there will be an 'Options...' button where you can Allow pop-ups for this site.

In Internet Explorer navigate to Tools-> Internet Options -> Privacy (tab) -> Sites. Now type the address of the site and click allow.

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Can I change my email address in Moodle?

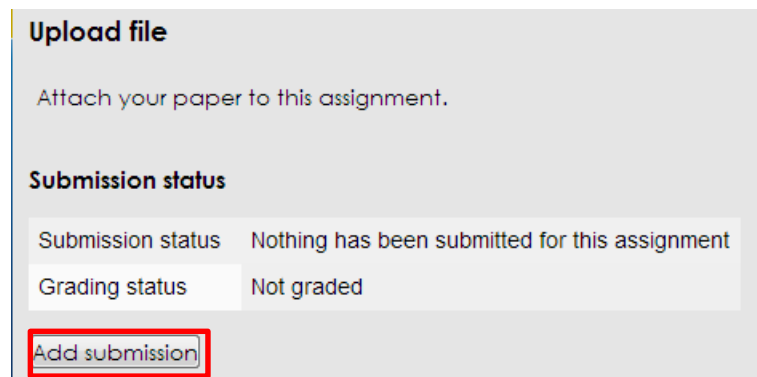
No-you cannot change your email in Moodle.

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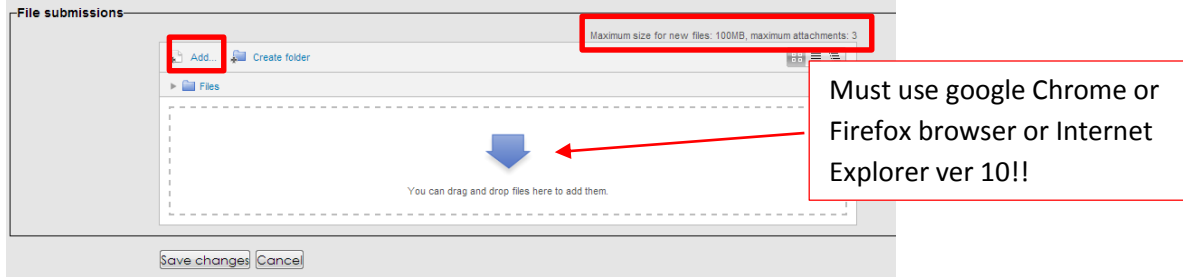
How do I upload a file?

When an assignment specifies that you upload your work, you will need to place your work in a file that can be uploaded via Moodle. When you click on the assignment, you will see a screen displays if you have added a submission or for you to ADD SUBMISSION.

The screenshots below demonstrates how to ADD SUBMISSION:



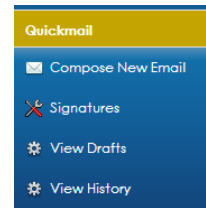
You can now select “ADD” to browse and attach your file or you can choose the option of “Drag/Drop” your file(s) in the box supplied. Please note that if you use the “drag/drop” feature, if you are using Internet Explorer as your web browser, you MUST have ver 10 or this feature will not work. It is supported in Google Chrome and Firefox. Also, you will see the size limit of the file you can upload also with any limits on the number of files you can attach listed to the right of the file box area.



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How do I check/send quickmail?

Open your course homepage and locate the link for Quickmail and chose “compose”. When the dialog box opens, you can Select a Name to add and then complete the rest of the form like any other email message.



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How do I upload a Profile Picture to Moodle?

Login to Moodle with your ID# and PIN.

Click on your name located in the upper right of the page. Select the *EDIT PROFILE* tab.

Browse for your picture and select UPDATE Profile at the bottom. Follow these same steps if you wish to change or delete your picture. Note: if your new picture doesn't appear automatically or doesn't appear to update, you will need to “Refresh” your web browser. This is usually accomplished by clicking on the “circle arrow” at the end or beginning of the address bar.

Also, if your picture still doesn't appear, you may need to type some “text” in the Description box of your Edit Profile setting.

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