LEE ⚜ UNIVERSITY
Online

Moodle Foundations for Students

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Lee University Online - Technology Support

One: Username and Password

1. The username and password are for your account in Moodle, Lee Email, and Portico.

2. You should automatically receive your username and password.

3. They should look like following example:

    -Name: Ima Nue Student

    -Username: istude00

    -Lee email: istude00@leeu.edu

Two: Lee Email

1. Go to www.leeuniversity.edu

2. Find Student email under the column that says **Current Students.**

3. Fill in your username and password.

4. You MUST check your Lee email frequently. We suggest a minimum of every other day.

5. All official university emails are sent to your LEEU email account.

6. If you can't access your email please get in touch with the Lee University help desk at 423-614-8027.
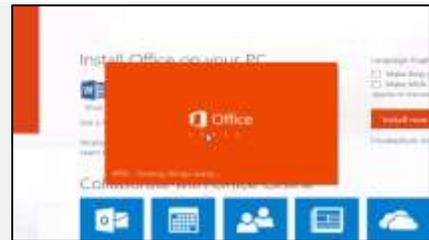
Three: Office 365
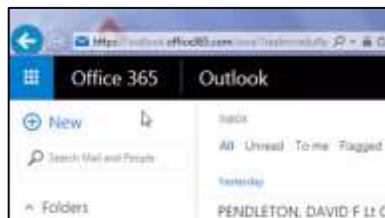
1. Navigate to your Lee University email and login. Once you have logged in, click '**Office 365**' on the top left of the screen.

2. On the right side of the page, uncheck the boxes and click '**Install Now**'.
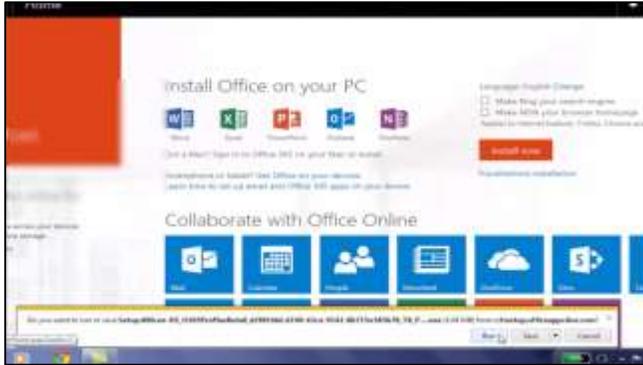
3. A prompt box should appear requesting your action. Click '**Run**' to download Office 365.

4. A box should appear informing you that Office 365 is downloading. Wait for the program to let you know that Office 365 is ready for you to set it up.

5. When you see the 'First Things First' screen, click '**Use Recommended Settings**'. Then the program will finish downloading.
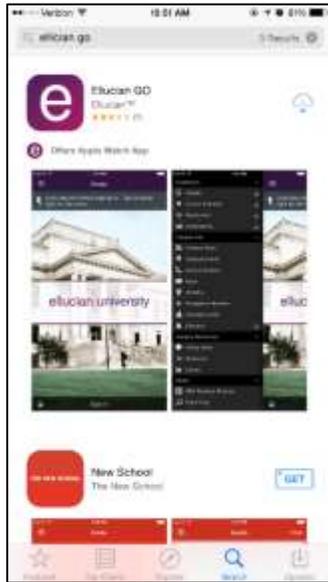
6. Once Office 365 is downloaded, navigate to your start menu and find **Microsoft Office 2013**. You now have access to the entire Microsoft Suite.

For more detailed instructions on downloading Office 365, click here to see the video tutorial.
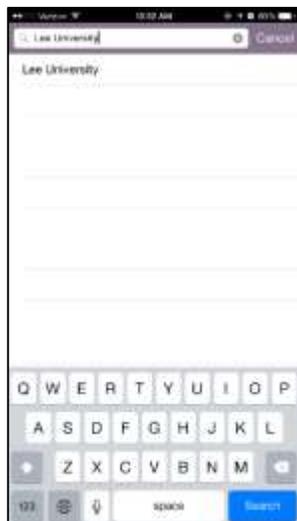
Four: Ellucian GO

*This app has been tested on Apple and
Android products such as phones and tablets.

1. In the App store on your device, search for '**Ellucian GO**'. The Ellucian GO app should be your first search result. Click '**Get**' to download the app on your device**.**

2. Once it's finished downloading, find the app on your home screen and click it to open.

3. The app will prompt you to choose your school. Scroll through the list of schools or Type '**Lee University**' into the text box and press the blue '**Search**' button to search for it. Lee University should appear in your results screen (right below the search bar) and you can click to choose it.

4. Once Lee University is chosen, it will take you to the Lee Home Page within the app. On the bottom center of the screen, click '**Sign In**'.


5. The app will take you to a sign-in page. Enter your Lee University User Name and Password and click '**Sign In**'.

6. Once you are logged in, you can access the menu by clicking on the flame in the top left corner of the screen. When you have accessed the menu, you can navigate to the '**Moodle**' menu item and click on it.

7. This will take you to the Moodle home page, where you can log in to Moodle and access your courses.

*When using this app one has a limited access to Portico.

Five: Firefox and Adobe

1. When using Moodle it is best to use Firefox http://www.mozilla.org .

2. Moodle can use different PDF readers. Many files are in PDF and require a reader. A recommended reader is Adobe PDF Reader http://www.adobe.com/products/reader.html .

For videos we recommend VLC-media player. It works on Windows, Linux, Mac, O5X, Android, and many others. http://www.videolan.org/vlc/

Six: Finding Moodle

1. Open your internet browser and go to www.leeuniversity.edu.

2. Scroll down to the red box at the bottom of the page that says **Quick Links**. In the 2nd column there is a link that says **Moodle**. Click on the link and it will take you to the homepage of Moodle.
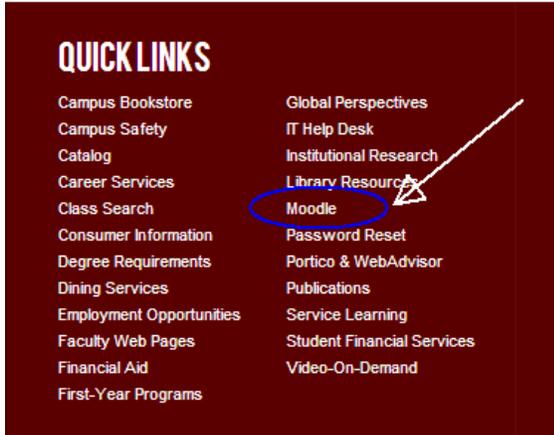
3. OR to go straight to the Moodle homepage go to http://moodle.leeuniversity.edu/.

4. You may want to save the link in your "Bookmarks" for easy reference.

5. Once on the Moodle homepage click **Log-in** at the top right hand corner.
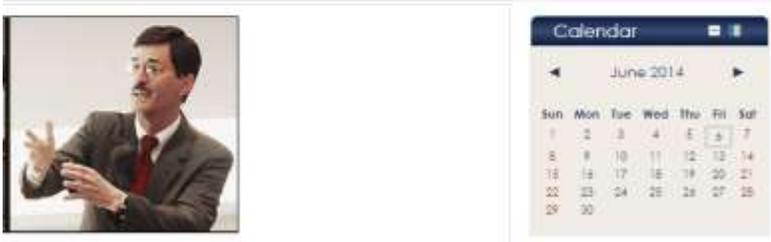
6. Fill in the boxes that say username and password. This will allow you to enter into your Moodle account.

Seven: Edit Profile

1. Go to **Administration**, on the left side of the screen.

2. Click on **My Profile Settings**.

3. Click **Edit Profile**.

4. This will give you general information from your account. It also provides some personal settings for you use Moodle.

5. We encourage you to add a profile picture. This is found within the **Change Picture** option. Select your image from your files and drag and drop into the open box.
Please note: The image will be cropped to a square and resized to 100x100 pixels. Use a nice crisp image for best results.


6. You are welcome to add additional information to your profile as you feel comfortable.

7. You will also find your Lee University ID Number, if needed, under the **Optional** heading.

Though Moodle shows the option under **My Profile Settings**, you CANNOT change your password within Moodle. This must be done via Portico/WebAdvisor.
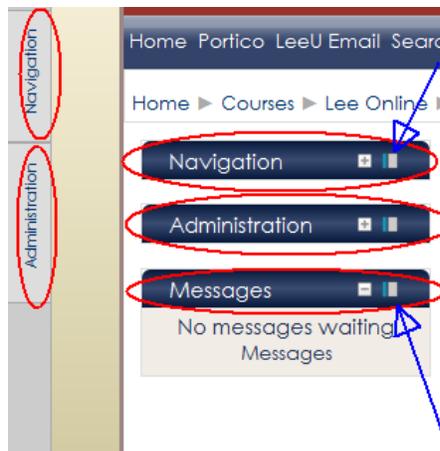
Eight: Side Bar Options

1. On each side one has the option to hide or move the Administration, Navigation, Calendar, etc.

2. The purpose of moving the docking boxes is to create more screen space.

3. Use the first symbol to hide content.
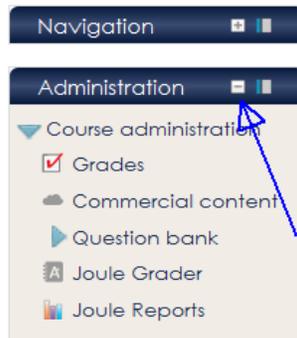
4   Use the second symbol to move to the sidebar.

Nine: Calendar

1. The calendar on the right side of your course homepage allows professors to show dates of assignments and exams.

2. The professor will NOT always use the calendar. Do not rely on the calendar for dates but be aware of the dates posted within the assignments.

3. To add events to your calendar click on the month located at the top of your calendar.

4. Then in the new page click on the gray box at the top right that says **New Event.**

5. Fill out the relevant information and click the box that says **Save Changes** at the bottom of the page.

Ten: Messages

1. On the left of your course homepage there is a box that says **Navigation**.

2. Click on **My Profile**.

3. Click on **Messages**.

4. Select the class and then find the person you want to message.
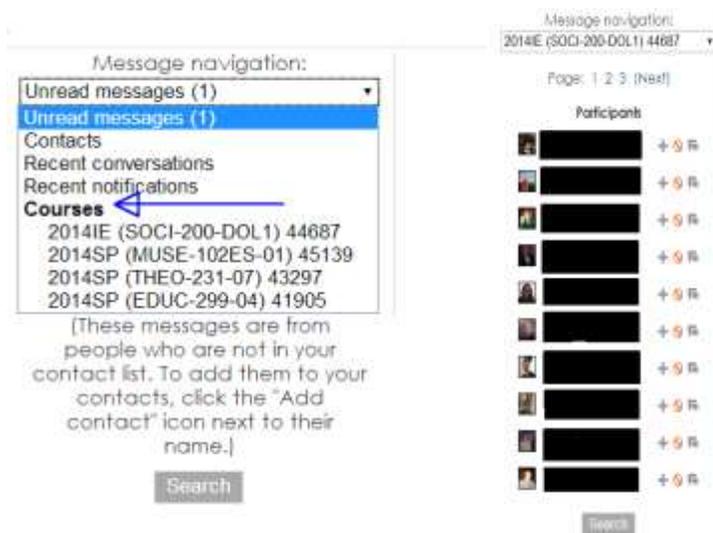
5. Click on their name and write in the message box.

6. Press Send.

7. You will receive all messages/ replies to your Lee email as well as with in Moodle.

Eleven: Finding Courses

1. Once logged in, your courses are listed under **My Courses**.

2. Click on the link to your course.

3. This will pull up your course homepage.

1. Next click add file at the top left of the submission box. This will allow you to search and upload files from your computer or drag files into the white space allotted.
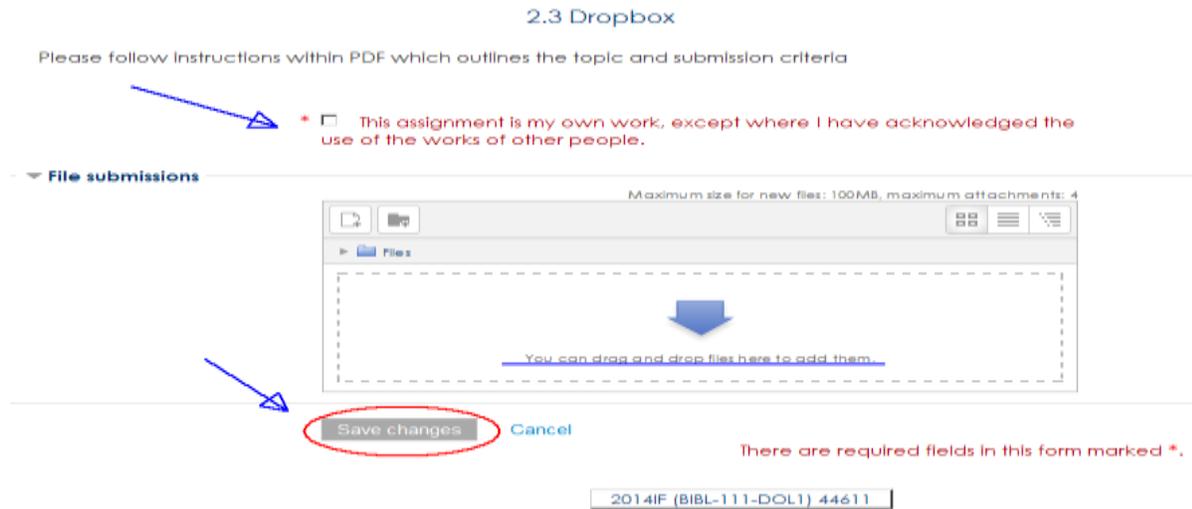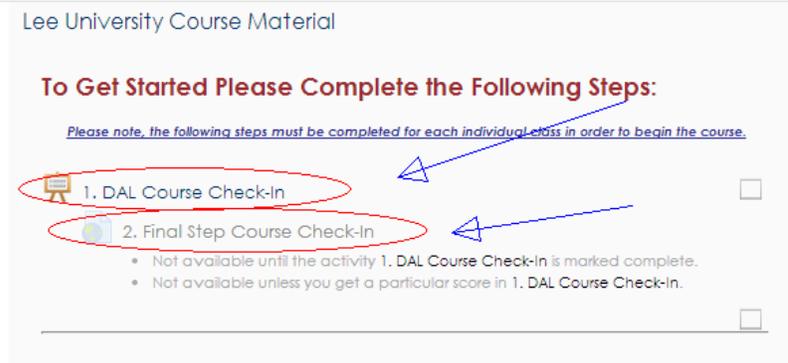

2. After the files are uploaded click the gray box that says **Save Changes**.

Twelve: Mandatory TWO step Check-in Process

1. Under To Get Started, click the link that says, **1. DAL Course Check-in.**

2. After completing the first check-in step, return to the main course page. Click on the next link that says, **2. Final Step Course Check-in.**


Thirteen: Dates and Units

1. Above each unit you will see the expected dates which are allotted for the assignments in each unit.

2. Each assignment except the Text/Media will contain two parts: the instructions and the place to submit your work.

3. The Text/Media contains instructions, and additional resources such as videos, other documents, and items to help you throughout the unit.
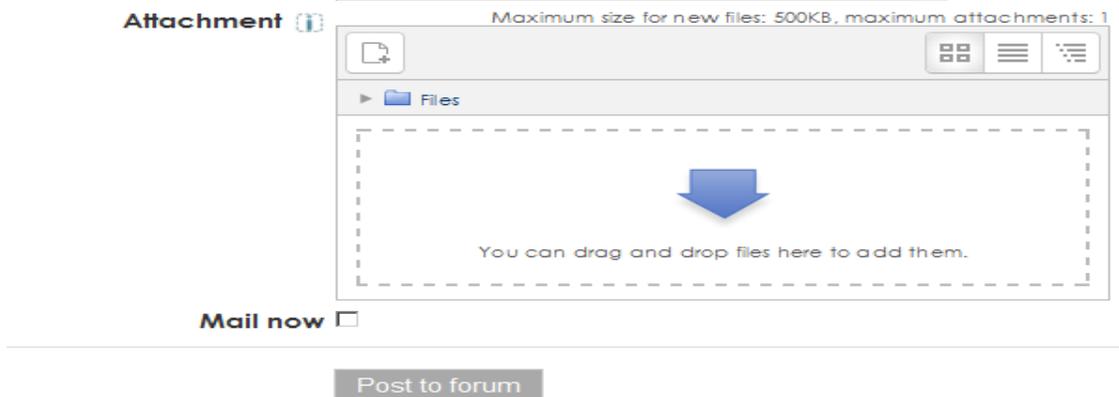
Fourteen: Responding to a Threaded Discussion (TD)

1. Always read the instructions in the Assignment above the forum.

2. Click on the TD to begin your work.
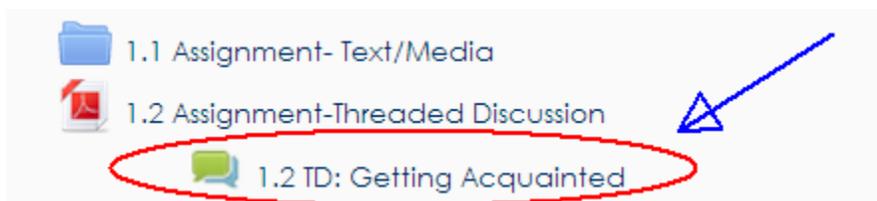
3. Click on the gray box at the top left that says **Add a new discussion topic.**

4. Fill in the necessary boxes for the assignment.

5. When done click the gray **Post to forum** box.

6. Some professors will give you the option to attach a document, BUT others will NOT. If the option is not given then respond in the message box.

7. Be certain to follow the instructions.

Fifteen: Replying to a College's Threaded Discussion

1. Click on the Threaded Discussion

2. To reply click on the response of another person.

3. Read their response and in the bottom right of the forum click **Reply.**

4. Add a message or an attachment and when you are done click the box the the bottom of the page that says **Post to Forum.**

Sixteen: Course Project or Unit Assignment Drop Box

1. Always read the instructions in the Assignment above the drop box.

2. Click on the drop box.

3. Click on the gray box at the bottom that says **Add Submission**.

4. Read the red words and check the box if you understand and agree.

Seventeen: Exams/ Quizzes

1. Always read the instructions in the Assignment above the Exam/Quiz verify if there is a time limit and plan accordingly. Once the timer begins it cannot be paused.

2. Click on the quiz.

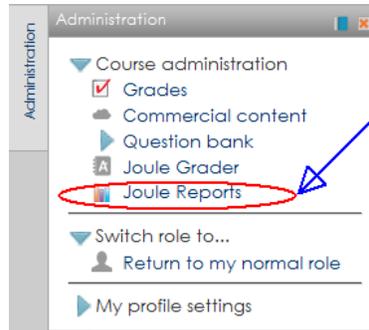3. Read the Attempts allowed and if you want to proceed then click the gray box that says: **Attempt Quiz Now.**
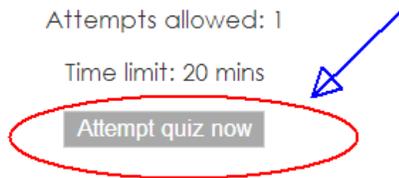
Eighteen: Grades

1. Go to **Administration**, on the left side bar.

2. Click on **Grades**.
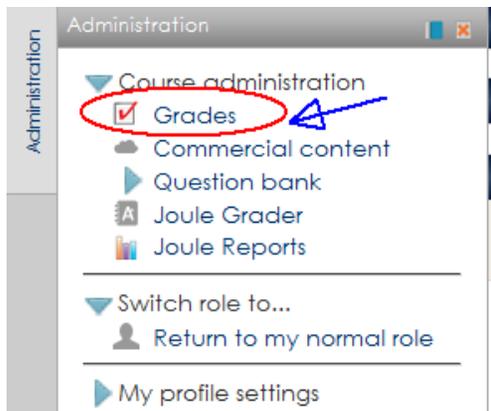
Ninteen: Your Activity

1. Go to **Administration** on the left of your course homepage.

2. Click on **Joule Reports**.

3. Click on **Recent Activity**.

4. This allows you to view your past Log-ins and assignment submissions.

Twenty: How to upload videos to Vimeo

*Vimeo is a video sharing website which users can upload, share, and review videos.

1. Go to the Vimeo website- http://vimeo.com

2. Create a free Vimeo account and click *Join*.

3. While logged in check your e-mail for a message to *Complete Your Registration*.

4. To upload videos click the gray box on the right side that says *Upload a Video*.

↑ Upload a video

5. Read the rules given and then if you understand, click *Choose a Video to Upload*.

Upload Your Video

Please follow these rules:

1. Upload only videos you created yourself. + More
2. Certain types of content are not allowed on Vimeo. + More
3. Commercial and business videos can only be uploaded with Vimeo PRO. + More

Still have questions? Read the full **Vimeo Guidelines**.

↑ Choose a Video to Upload

After selecting a video you may either add another video, or click *Upload Selected Videos*.

Files:

+ Add another video to upload

↑ Upload Selected Videos

Please note: *Vimeo Basic only allows 500MB per week of storage space. Be certain to check your file size.*

6. When the upload is complete you may go directly to the video or you can fill out the basic information/ settings. If you have filled in the appropriate information, click *Save Changes* and then proceed to your video

✔ DONE! GO TO VIDEO

Basic Info

Description

Tags

Credits

7. In order to share the video with others, the setting MUST be set on PUBLIC.

8. To share, copy and paste the vimeo link into your word document.

EX: https://vimeo.com/105770055

Twenty-one: IP Conflict Error

1. We have several faculty and students who connect to Moodle via their iPad or Android tablet who often experience connection issues. This occurs more frequently when using either a phone service provider or satellite connection. The best way we have discovered to resolve this problem is to create a connection to the Lee network and your computer or tablet becomes a "virtual desktop." The process listed below will result in your iPad, tablet or PC replicating the look and feel of a computer on campus with access to all the programs in the university computer labs.

This will resolve the Hughes.net, mobile hotspot connections, hospitals, hotels, & other providers that constantly refresh web pages. We suggest calling the DAL and checking in before using this option as it can become complicated and is very slow.

IP Conflict Resolution:

2. If you are using and iPad or Android tablet we recommend downloading VMWare from the respective App Store. Use the directions for filling in the connection information. Blessings.

3. **Go to the following website:**
    https://my.vmware.com/web/vmware/info/slug/desktop_end_user_computing/vmware_horizon_view_clients/3_0

4. Select your operating system from the list.
    (Note w/ the Windows operating system you must know if you have a 32 or 64-bit computer. If unsure, go to the Control Panel and select System. Near the middle of the page will be the information needed.)
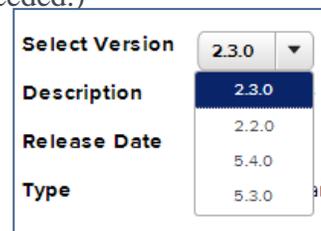
5. Click *"Go to Downloads"*

6. Select the latest version from dropdown list.

7. Select Download
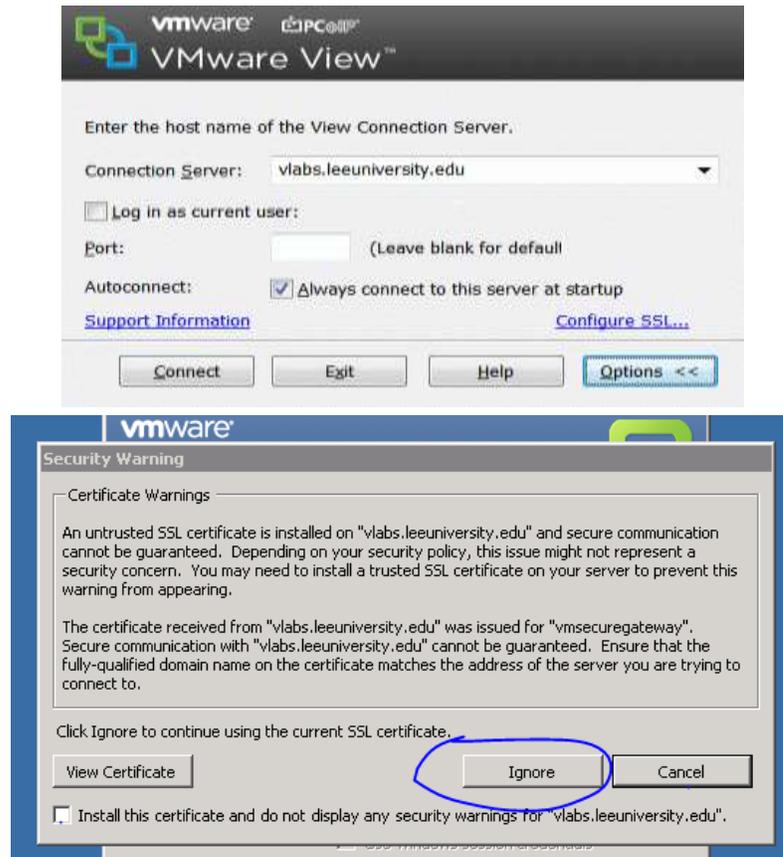
8. Install the software.

9. **Signing into VMWare**

10. A window opens asking for a server name or IP address, simply enter vlabs.leeuniversity.edu

11. Supply your Lee University username and password when requested.

(If a second page appears informing you of a "Certificate Warning" choose the "Ignore" button).

12. A new screen will appear. This is the exact same as the Lee University computer labs with access to the software programs found on the virtual desktop including Microsoft Office.

13. Select either the Firefox or Chrome web browser. You may click on the Moodle link or type in
moodle.leeuniversity.edu

14. **A note for Android Tablet or iPad/iPhone users**
Because you are using the virtual desktop on a tablet it may take some practice to get used to the interface and how to move around the Moodle environment. Be patient with yourself and keep playing with it until you feel comfortable.