

# MySSC & moodle

## Welcome to Distance Learning at South Suburban College!

Your online course content is available through the “My SSC” Portal (<http://my.ssc.edu>), under the section “My Moodle Courses”. As a student, you should login to the portal by using your assigned student email address (i.e. tmakin100@student.ssc.edu) and password.

Other Information about your course may appear inside the “My SSC” portal. Look for items under your “My to Do”, “My Week”, and “My Moodle Courses.”

If for some reason you have trouble accessing the “My Moodle Courses” section in the “MySSC” portal, please go DIRECTLY to <http://lms.ssc.edu> and enter your college user name and password.

The screenshot shows the MySSC Portal interface. On the left is a calendar for May 2011. The main content area includes 'Announcements' with several notices, a 'Multimedia' section with a video player for 'SSC 360', and a 'My Moodle Courses' section at the bottom. A red arrow points to the course '2011 SU Concepts of Biology (BIO-101-301)' in the 'My Moodle Courses' list.



Please click on the name of your course to gain access. If prompted to login by Moodle, please enter only your user name & password.

### EXAMPLE:

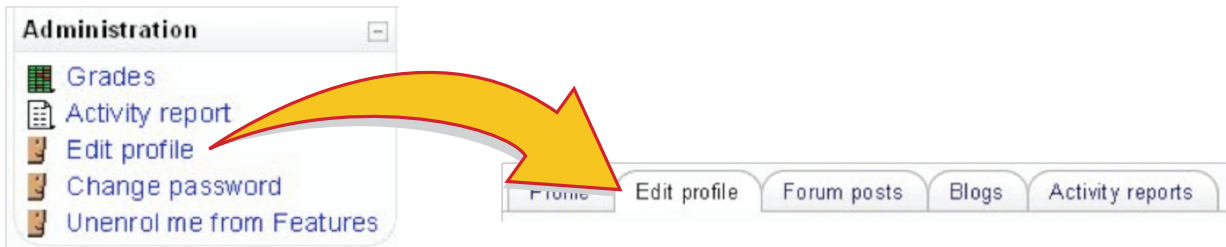
USER NAME: tmakin100    PASSWORD: .....

**DO NOT USE:** student/tmakin100 **OR** tmakin100@student.ssc.edu



## Forums

Most courses will allow the student to see their own course administration block. This block will allow the student to see information about themselves in the course.



Depending on the course, students may not see all of these tabs.

There are several settings that are accessible from your profile that will help make your use of Moodle more productive.

- **Email format:** You can choose to have emails sent from Moodle in Plain text format or Pretty HTML format. HTML format will include images and the Moodle color scheme in emails, but will be slightly larger in size.
- **Forum auto-subscribe:** If you select yes for this it will mean that when you post a message to a forum, you will be subscribed to that forum and receive email copies of all messages for that forum. You may unsubscribe from forums if you wish as well.
- **Email digest type:** You may choose to receive all emails from Moodle in one daily message. There is also the option to receive either the complete message or just the Subjects from forums you subscribe to.
- **Forum tracking:** This is a useful option to enable. If it is enabled on your Moodle site it will highlight unread forum messages so you can easily see what is new.

## Using Text Entry

Creating a message or adding text to Moodle is usually through a text entry area.

The screenshot shows the Moodle interface for adding a new discussion topic. The browser address bar displays 'moodle.ssc.edu/mod/forum/post.php?forum=560'. The form includes a 'Subject\*' field with 'Chapter 3' entered, a 'Message\*' text area containing 'Mr. Gossler' and a paragraph about Lenin's socialist concepts, and a 'Post to forum' button. Red arrows point from text boxes to specific form elements: 'Subject for your message or reply.' points to the subject field; 'Text format functions let you change font, add bold or color text as well as links and pictures.' points to the rich text editor toolbar; 'Text for your message is typed here.' points to the message text area; 'Choose to subscribe if you have not already.' points to the 'Subscription' dropdown; 'Attach a file from your local computer.' points to the 'Choose File' button; and 'Post your message to the forum when you are happy. You have a short period of grace when you can edit your message before it "sets".' points to the 'Post to forum' button. Other visible elements include the 'Format' dropdown set to 'HTML format', the 'Attachment (Max size: 16MB)' section, and a 'Mail now' checkbox.

Subject for your message or reply.

Text format functions let you change font, add bold or color text as well as links and pictures.

Text for your message is typed here.

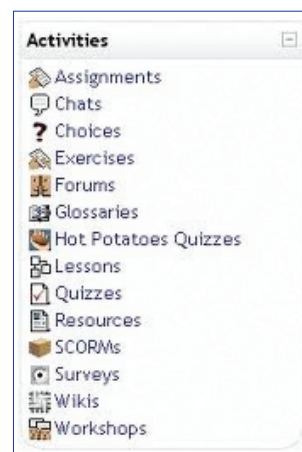
Choose to subscribe if you have not already.

Attach a file from your local computer.

Post your message to the forum when you are happy. You have a short period of grace when you can edit your message before it "sets".

## Activities Block

The activities block (see *Sample List*) shows the student all the activities available in a course.



*Sample List*

# **FREQUENTLY ASKED QUESTIONS ABOUT MOODLE**

## ***Navigation***

### **How do I jump between my courses?**



- ‘My Courses’ tab located at the top of the page
- ‘My Courses’ block if it has been added to the page you are on
- Go back to the homepage (see below) and then use the main course block (if it has been added!)

### **How do I get back to the homepage?**

Use the navigation bar at the top left of the page or the ‘Home’ tab located at the top of the page.

## ***Course Content***

### **Where have all of the weeks / topics gone?**

You have probably clicked on the  icon. To reveal all of the other weeks/topics you need to click on the  icon which you will see in the right margin of the week/topic. You can also use the dropdown box underneath the displayed week/topic to jump to a hidden section.

## ***Emails and Forums***

### **Why am I not getting any e-mails and others are?**

Make sure you are checking your “student.ssc.edu” email address or in some cases, the “Moodle mail inbox”. It could also be that you are not subscribed to the forums that are generating emails or that your course uses “Moodle mail” exclusively.

When it comes to emails, be sure to find out which method your instructor prefers.

### **How can I stop all of these e-mails?**

E-mails are an essential part of the way Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:

- Edit your profile and change your e-mail settings to digest
- Unsubscribe from non-essential forums (although they are there for a reason!)

*Continued on the next page*

# **MORE FREQUENTLY ASKED QUESTIONS ABOUT MOODLE**

## ***Assignments and Grades***

### **Why is my course average so low?**

Don't panic! The Moodle gradebook takes into account unmarked and unsubmitted work. In other words, you start with zero and as you progress through the course and complete graded activities the percentage will steadily rise.

### **Why is there no upload box?**

This is either because:

- The assignment has now closed
- The assignment is not yet open
- You already uploaded something and the settings prevent resubmissions

### **How can I see my recent assignment feedback?**

There are many ways you can access their feedback. The most common method is by simply going to the same place where you uploaded the work. One more common method is to follow the link in the recent activity block (if the teacher has included it on the course). Another method would be to access the grade book and then follow the link for the required assignment. Depending upon how the assignment was setup, you may receive an email when it has been marked with a direct link to the feedback.

## ***Quizzes***

### **Which button do I press when I have finished a quiz?**

That depends upon what you want to do....

- **Save without Submitting:** Saves your answers in case something happens with your session.
- **Submit All and Finish:** Submits the Assessment for Grading.

### **Why did I get a zero grade on my quiz?**

You might have exceeded the quiz time limit.

## ***Technical Support***

### **Who can I contact if I am in need of Moodle technical assistance?**

Please email [ssconline@ssc.edu](mailto:ssconline@ssc.edu) or call (708) 225-5825.