# Moodle Student Guide*

## TILLAMOOK BAY COMMUNITY COLLEGE

TILLAMOOK BAY COMMUNITY COLLEGE | 4301 3RD ST, TILLAMOOK, OR 97141

# CONTENTS

## WELCOME TO MOODLE

Congratulations on beginning your student career at TBCC!

Moodle stands for, Modular Object-Oriented Dynamic Learning Environment. It is a free, open-source learning management system or e-learning system. At TBCC, instructors use Moodle in different ways. Some instructors use Moodle to teach their entire class, these are considered Online courses. Other instructors use Moodle as a place where students can download books and materials, have discussions in the discussion forums and watch lectures, these courses are considered Hybrid courses. Whether you are enrolled in an Online course or a Hybrid course, this tutorial will help give you the skills to succeed.

If you have a question or run into a problem that this tutorial does not cover, please contact Heather Brown at heatherbrown@tillamookbaycc.edu or at 503-842-8222 x 1050. Heather is available Mon.-Fri. from 8-5.

## TECHNOLOGY REQUIREMENTS

### INTERNET BROWSER

We recommend using a recent version of Mozilla Firefox or Internet Explorer (Microsoft Edge for Windows 10 users), click on either icon to download for free.

| Internet Explorer | Mozilla Firefox |
|---|---|
|  |  |
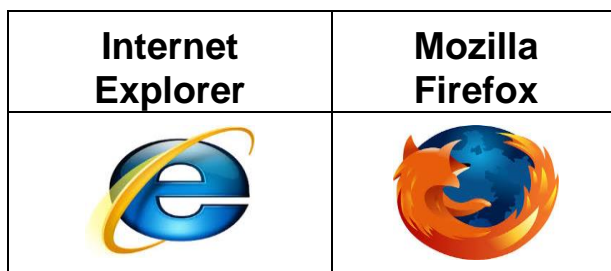
### PDF VIEWING SOFTWARE

In some instances you will need to upload or download files in a course, these files may be .pdf files In order to view these files you will need a PDF reader. We recommend using the most recent version of Adobe Reader. You can download Adobe for free by clicking on the icon and following the download instructions at the Adobe website.
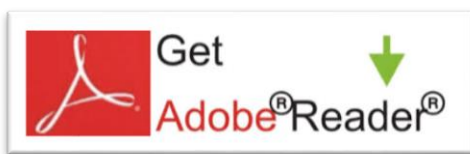


 Follow the download directions carefully. Make sure that other programs are not automatically installed on your computer during the download. Some companies attempt to include other programs (these are often toolbars) in a download but there will usually be a check box to opt out of the program you don't want.

There are two ways to access Moodle. One way to access Moodle is through MyTBCC, the TBCC student portal. If you are using MyTBCC for the first time, your username is your TBCC ID Number and your password is your birthdate (mm/dd/yy).

The second way to access Moodle is from the TBCC homepage. We will cover each of these methods of accessing Moodle in the following sections.

To access Moodle from MyTBCC:

1. Go to the TBCC home page at http://www.tillamookbaycc.edu.
2. On the top, right-hand of the screen click on MyTBCC.
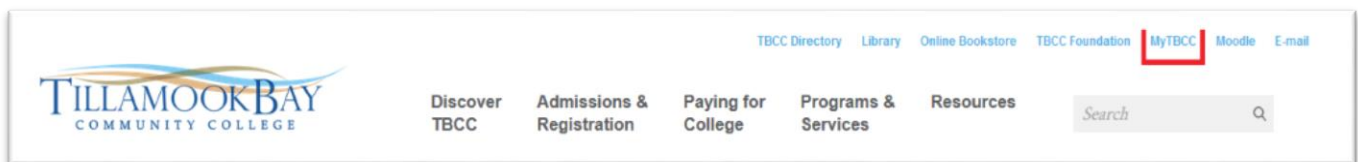


3. Login to MyTBCC on the top of the screen:



4. Access Moodle from the **Quick Links** block on the left-hand side of the screen by clicking on Moodle.

**Quick Links**

⊞ **My Pages**
Main TBCC site
Library
OER Information
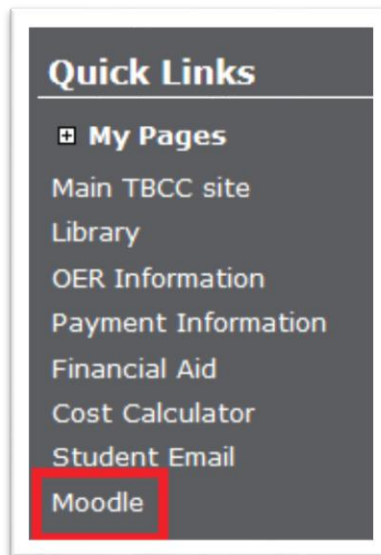Payment Information
Financial Aid
Cost Calculator
Student Email
Moodle

5. To Login to Moodle, enter your username and password in the top, right-hand side of the screen:



Home          You are not logged in (Log in)
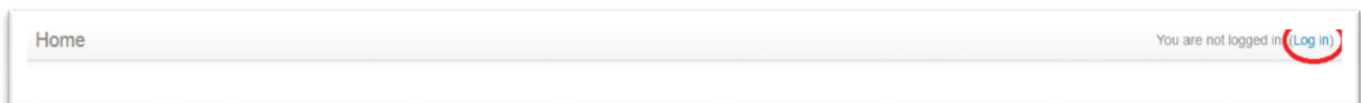
To login to Moodle from the TBCC home page:

1. Go to the TBCC home page either by clicking the following link or typing http://www.tillamookbaycc.edu into the address bar in your internet browser.
2. On the top, right-hand corner of the screen click on Moodle.



TBCC Directory   Library   Online Bookstore   TBCC Foundation   MyTBCC   Moodle   E-mail

TILLAMOOK BAY
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Discover    Admissions &    Paying for    Programs &    Resources
TBCC    Registration    College    Services      *Search*   🔍
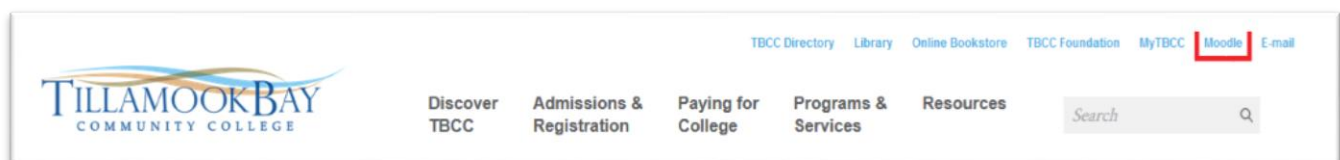
3. On the top, right-hand corner of the screen click on **Login**.



Home          You are not logged in (Log in)
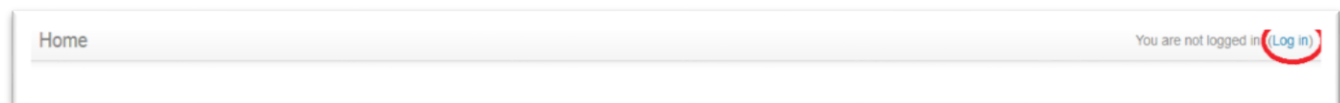
4. If this is your first time on the TBCC Moodle site you will need to create an account. If you need help creating a new account please contact Student Services or see the "*Quick Guide*" on the logon screen of Moodle..

*Note - If you have any questions about getting started in online classes at TBCC, please contact Student Services at 503-842-8222 x 1100.*

Now that you are logged in to Moodle, you will need to enroll in your course/s. To enroll in your course/s, choose your course from the courses list. For purposes of this tutorial we will be enrolling in Math 20.

1. Click on the arrow next to the type of course you are enrolled in. Click on the name of the course to open it and enroll.



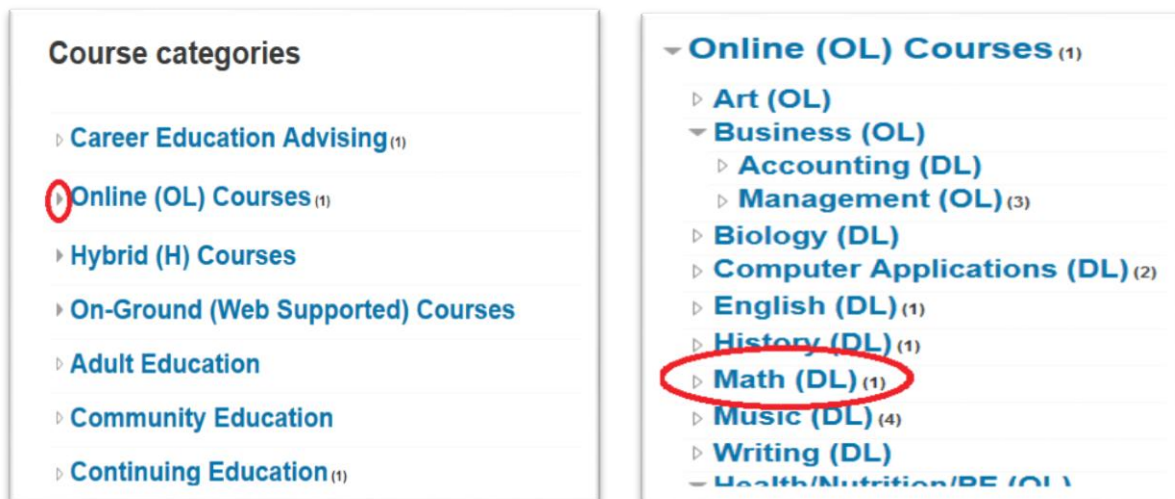2. TBCC instructors use **Enrollment Keys** to ensure that only registered students can access the course. Once your course opens, you will need to enter the **enrollment key** you received from your instructor. First, click on the title of the course:



Math 20-1 - Basic Math - Spring 2016 (Sarah Miller)

Teacher: Sarah Miller

Covers fractions, decimals, percents, integers, and measurements to write, manipulate, interpret, and solve application and formula problems. Introduces concepts of basic statistics. A scientific calculator is required.

3. Enter your **enrollment key** in the box exactly as it is typed from your instructor and then click on the button that says Enrol me:

## FINDING YOUR COURSES

***Note - Be sure you are logged in to Moodle before attempting to access your courses. You will also need to <u>enroll</u> in a course before it will appear on your Moodle home page.***

There are two ways to access your courses, one way is from the **Navigation Block** on the left-hand side of the screen, and the other is from your Moodle **Dashboard**.

*If you are using a tablet or smartphone the Navigation Block will appear under the main course block.*

### NAVIGATION BLOCK

One way to access your course/s is to go to the **Navigation** block and click the arrow next to **My Courses**.
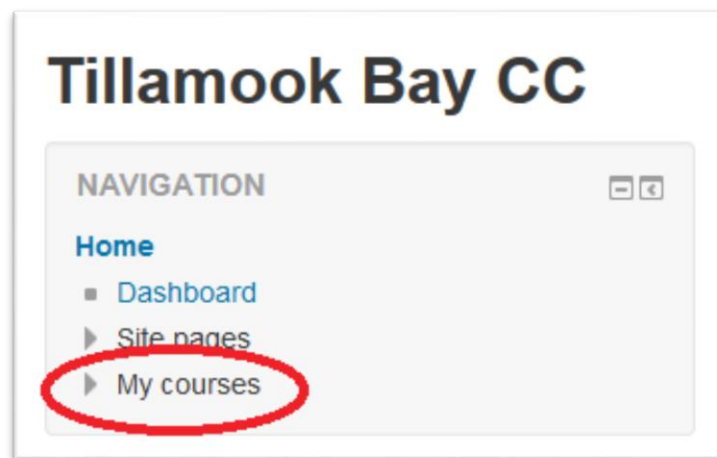


<u>If you have registered for a course **AND** your instructor has made your course available</u> it will be listed under **My Courses**. Choose the course you want to work in by clicking on its name.

Another way to access your course is through your **Dashboard**. To access your **Dashboard** click on the arrow next to your name in the top, right-hand corner of the screen and a drop-down menu will appear, click on **Dashboard**.
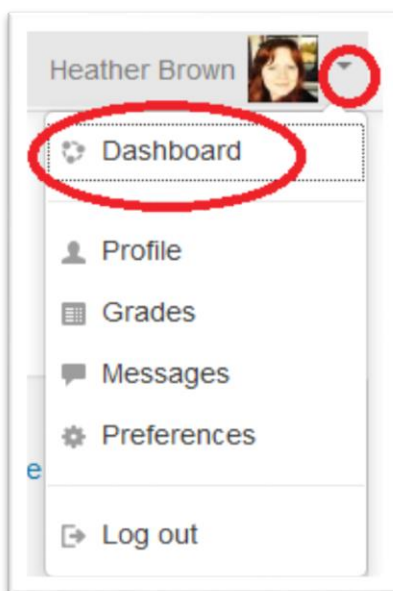


Once your **Dashboard** opens, you will see a block in the center of the screen called, **Course Overview**. **If** you have registered **AND** your instructor has made your course available, your courses will be listed in this block. Choose the course you want to work in by clicking on its name.

## WHAT TO DO IF YOUR COURSE IS MISSING

*Note - Some instructors don't make their courses available until after the start of the term, and others do not use Moodle at all*.

If a course for which you are registered does not appear in your list of courses **AFTER** the term starts, please take **both** of the following steps **BEFORE** contacting Student Services:

1. Make sure that your instructor has made the course available. Locate the **Search courses** field just above the list of **My courses** on your Moodle home page. Enter the title of your course in the search field and click on **Go**. If the title is displayed, check the term "category" to see if it is the course you're looking for. If you don't find the title listed for the current term, your instructor has not yet made the course available to students.

2. Make sure you are registered for the course. Wait-listed courses will not be available to you in Moodle.

3. Double-check that you have entered the enrollment key you received from your instructor correctly, remember to enter it **exactly** how your instructor has typed it.

**If** your instructor has made the course available to students **AND** you are fully registered for it and you still don't see it in your list of courses, contact Student Services.

***Note - If a course has been made available while you are already logged into Moodle, you will need to reload (or refresh) your Moodle home page to see the course. (In most cases, you can reload the page by clicking on the circular arrow on the browser address bar.)***

## GETTING AROUND IN YOUR COURSE

Once you open your course there are two ways to get around within the course. The main course content will be in the large block in the center of the screen.

On the left side of the page are **blocks** labeled **Administration**, **Navigation**, etc. The **Administration block** provides access to your course grades. The **Navigation** block offers access to materials posted in the course plus a link to all of your courses. The **Navigation block** also provides access to a course participant list and your dashboard. The **Activities block** offers quick links to all of the activities and resources posted in your course. **TBCC Policies and Support** information will be located in a block on the right-hand side of the screen. You may also see other blocks such as a **Calendar block**, Latest News, Activity, Comments etc. however it is up to the individual instructor which blocks they make available in each course.

*If you are using a tablet, smartphone or reader some blocks will be moved underneath the main course block and you will need to scroll down to see them.*

Most TBCC courses will contain a **book** titled, **Getting Started** which will give you instructions for what steps you should take to begin the course. It is highly recommended that you start your course by reading this book and following the instructions your instructor have outlined within it.

If your instructor has enabled them, **forums** are a place where students can hold discussions regarding course content, ask questions or share introductions. Some instructors may choose to make forum participation part of your grade for the course. To ensure you receive credit for forum participation, read the **Getting Started** book in each course to find out whether or not Forum participation is mandatory in each course you are enrolled in.

These are the forums our instructor has made available for our tutorial course Math 20:



When you click on one of the forums, a list of discussions will appear. Click on the discussion you wish to participate in to see it:
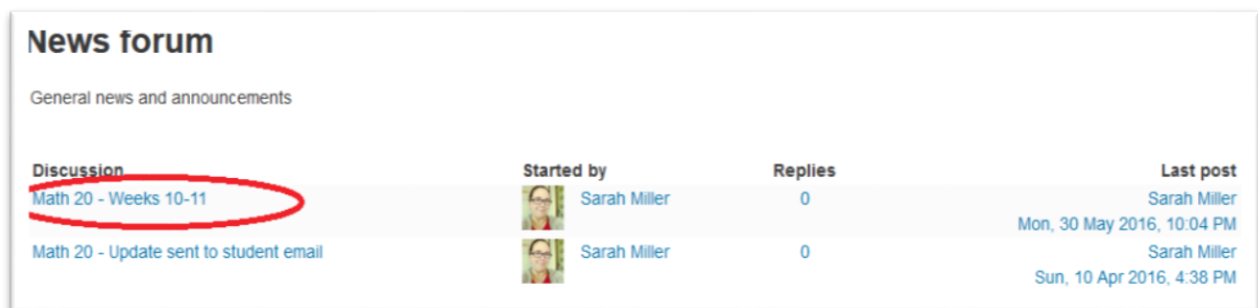


## UPDATING YOUR PREFERENCES

Your Moodle profile default may be set to "auto-subscribe" you to a forum once you post to it. You can disable this setting (and stop future automatic subscriptions) using the following instructions:

1. Click on the arrow next to your name in the top right corner of the Moodle page.

2. Choose **Preferences** from the options listed.
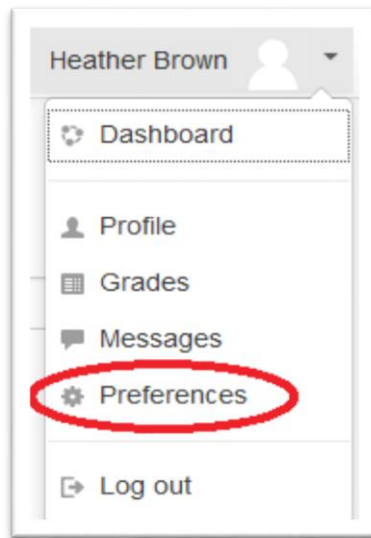
3. Click on **Preferences**, then **Forum preferences**.
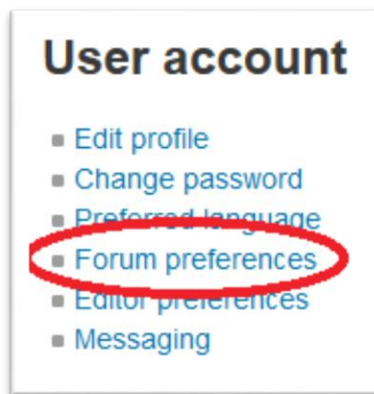


4. Make any changes you would like to make to your forum using the drop-down menus.



5. **Make sure you save any changes you have made by clicking on save changes**.

Your auto-subscribe setting will apply to future forums in which you post in all of your course sites. If you are currently subscribed to a forum, you must unsubscribe yourself as shown on the next page.

***Note: These steps will need to be taken in all of your current courses where you have posted to a discussion forum and generated a subscription.***

## SUBSCRIBING/UNSUBSCRIBING TO FORUMS

***Please note that some instructors may not make the option to unsubscribe to their forum available. In other words, in some courses you will be "auto-subscribed" to a forum and you will not be able to change it.***

If your instructor has chosen students to be "auto-subscribed" to forums in their course, the menu option will look like this:
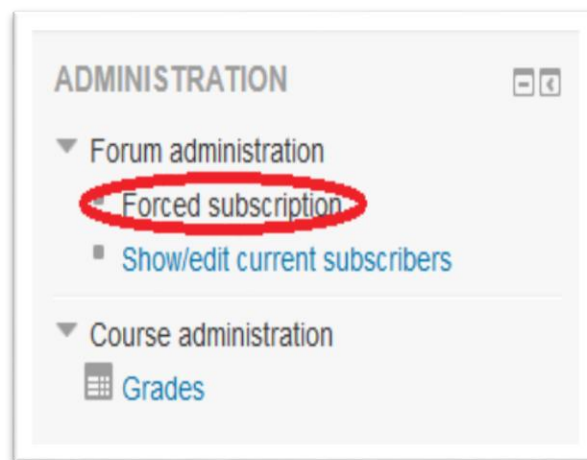


## ANNOUNCEMENTS



The **Announcements Forum** is the one forum from which no one can unsubscribe. Your instructor uses this forum to communicate important information about the course, so you will still receive emails when your instructor posts to this forum. It is recommended that you check the announcement forum every day.

Students are able to reply to a post in this forum however they cannot start a new discussion in this forum; only the instructor can start a new discussion.

## UPDATING YOUR PROFILE

Profiles help to build a sense of community. Your Moodle profile will be accessible in any course in which you are enrolled, so you need only create it once and update it as needed. Updating your profile is easy to do!

**Editing Your Profile**

To view or edit your profile:

1. Click on your name in the upper right corner of any Moodle course page and choose **Profile**.
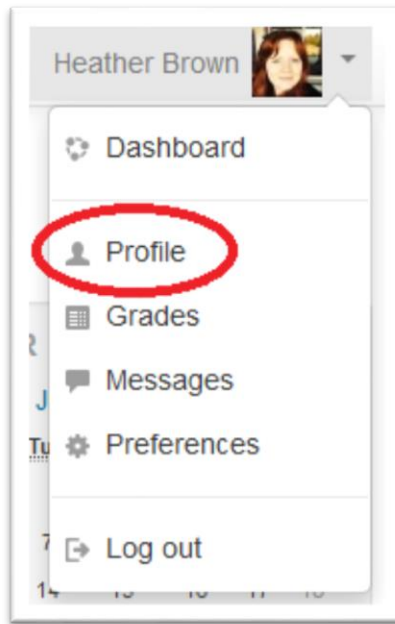


2. Click on the **Edit profile** link in your dashboard.



3. Fill in the city/town field and as many other fields as desired.

4. Click on the **Update profile** button at the bottom of the page when you are finished.

*How to edit specific fields in your profile is described in the following pages...*

## CHANGE YOUR NAME

You cannot change your name in Moodle. If you need to make a name change with TBCC, please visit Student Services to fill out a Name Change form. Once you have done this, you can submit a request to have your name changed in your email and Moodle accounts.

## CHECK EMAIL SETTINGS

Moodle will automatically send messages to your TBCC email address. If you wish to use another email address for this purpose you will need to forward your TBCC email to an email address of your choice.

Using your TBCC email has benefits! Did you know that by using your TBCC email address, you will have access to **free** software including Microsoft Office Word, Excel, PowerPoint, One Note, and Outlook? You will also have access to our One Drive which will give you free storage for documents!

## PERSONALIZE YOUR PROFILE

The Description and Picture fields allow you to personalize your profile and share information about yourself with your instructors and fellow students.

Use the Description field to enter information about yourself such as your background and interests, your major, etc. Remember that the information here will be displayed in all of your courses.

## PROFILE PHOTO

You are encouraged to include a picture in your profile. Here are some things to know about this feature:

- A smaller version of your picture will appear next to your forum postings.
- Your picture must be saved in JPG or PNG format.
- Profile pictures are automatically cropped and resized to 100 x 100 pixels, so be sure to use a close-up of your face, not a full-length photo.

Upload your photo by dragging and dropping it into the file selection box or by clicking on the **Add link** at the top of the box.

## PARTICIPATING IN FORUMS

Online forums allow you to reflect and share your thoughts about what you are learning. Messages remain posted in the forum for participants to read and respond to within a time frame set by your instructor.

Online discussions are usually considered to be homework, so be sure to review your writing prior to posting your thoughts. Follow your instructor's guidelines carefully to ensure that you receive full credit for your postings. For example, you might be required to post to a forum at least once during the first half of the week, and then respond to another student's posting by the end of the week.

It is a good idea to first, draft your forum posts and responses in a Microsoft Word document. Save the document to your computer and then copy/paste it into the Moodle forum.

If you craft a lengthy reply in Moodle, and Moodle "times you out" while you are typing, **you will** lose what you typed. In order to avoid this, copy what you have typed onto your clipboard before clicking submit.

*Note - Moodle will log you out after 2 hours of inactivity.*

1. Select the text that you want people to click on to link them to a website.
2. Click the embed link icon.
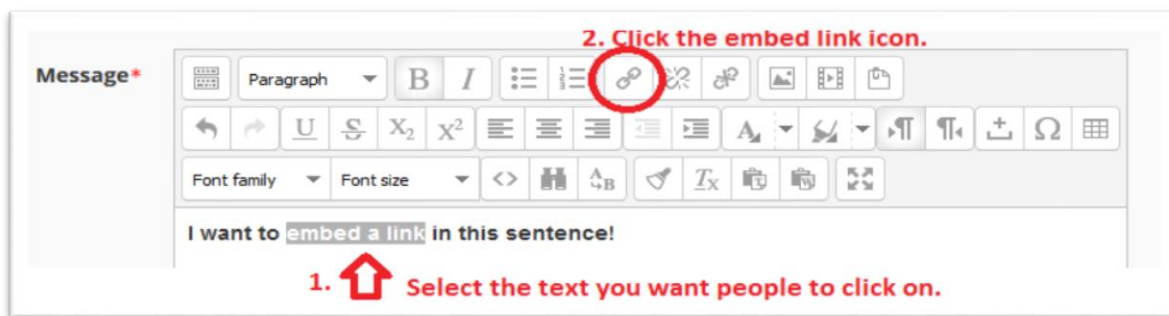


3. Type the URL (web address) for the website you want to link to in the Link URL box. Type the words you want people to see in the Title box.
4. The Target drop-down menu gives you the option of whether you want the link to open in a new window or the same window. Choosing the option, "Open in New Window" will open the website in a new window which allows your reader the ability to keep their current window open.
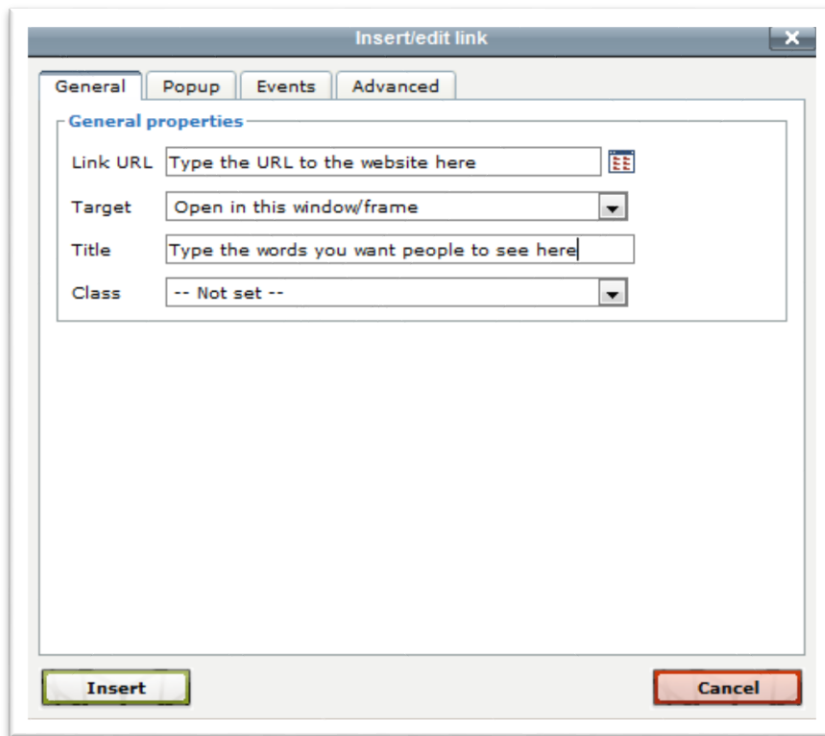
5. Click Insert.

## INSERT AN IMAGE

Some things to consider **before** you attempt to insert an image into a text entry box in Moodle:

- ✓ Images must be saved as individual files in order to be inserted in Moodle.
- ✓ Acceptable image file types are .jpg, .gif, and .png.
- ✓ You **cannot copy and paste or drag and drop an image into Moodle**. You must use the **Insert/edit image** icon on the toolbar, as described earlier in this tutorial.
- ✓ Images will display in their original size, so be prepared to adjust them for best fit which we will cover later. Acceptable image file size is **UNDER** 1MG.

To insert an image into the forum text entry box:

1. Place your cursor where you would like the image to appear within the text entry box.
2. Click on the **Insert Picture** icon covered in the Text Editor Guide, the Insert Image menu will open.
3. Click the **Find or Upload** image button.
4. Enter a description of your picture in the **Image Description** box.

1. Click the Find or Upload an image button.

2. Add a description for the image.

3. Click the Appearance tab.
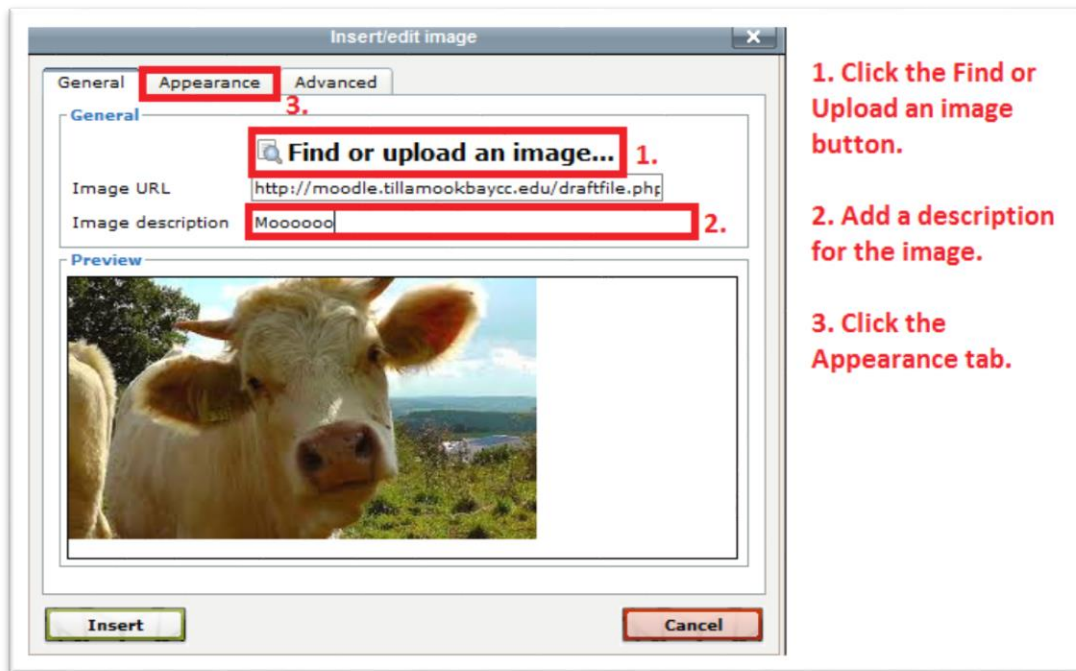
5. Click the **Appearance** tab.
6. Choose the **Alignment** of your image.
7. Check the size of your image in the **Dimensions** box.
8. It is helpful to add a 10 point border around your image in the **Border** box, however this is not required.



1. Click the Appearance tab.

2. Choose the Alignment.

3. Check the size of your photo in the Dimensions boxes.

4. It is helpful to add a 10 point border around your photo in the border box.
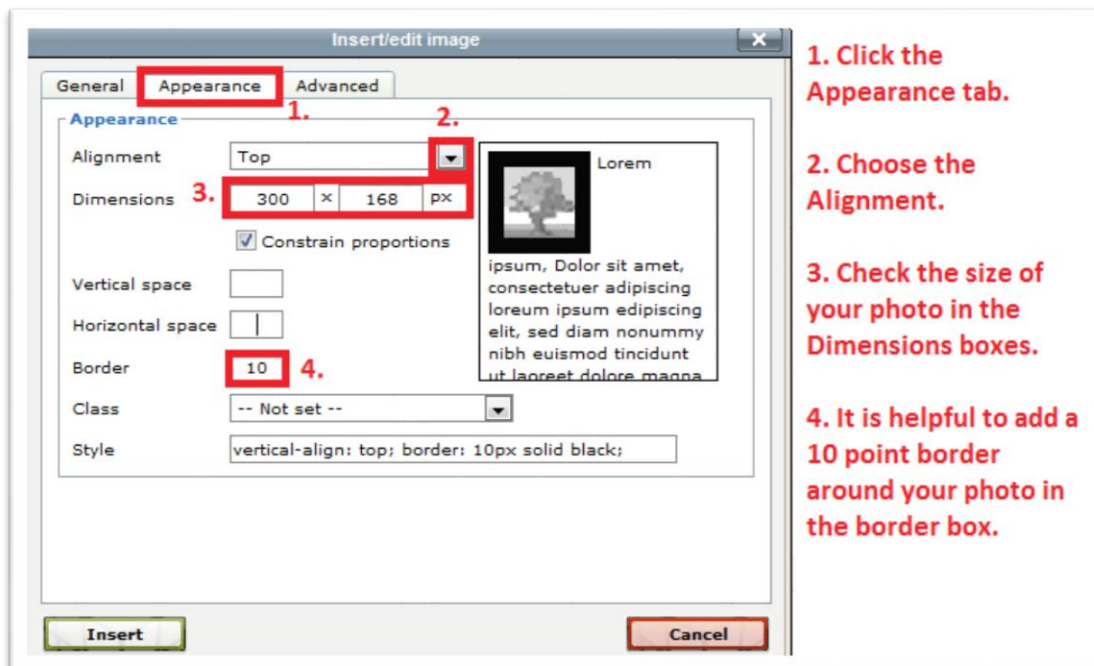
## WORKING IN GROUPS

Some TBCC instructors use the Group function in Moodle. They may ask you to work in Groups on an assignment or have a group discussion. There are two different types of groups in Moodle, **Visible Groups** and **Separate Groups**.

**Visible Groups**: Everyone can see the work done in the visible groups however you can only work in the group you are assigned to.

**Separate Groups**: Only group members (and the instructor) can see and contribute to the work being done in the group.

### WORKING IN THE GROUP FORUM

Enter your designated Group Forum and click on the **Add a New Discussion Topic** button to start a new conversation or enter a new posting. If you wish to respond to another student's post (or the instructor) simply click the **Reply** button in their post. If you need help posting in forums please consult the Text Editor Guide.

You won't be able to see who is in your group until people start posting or unless your instructor announces it.

### SHARING FILES WITH YOUR GROUP

To share files with your group members, open the forum designated for your group work. If you are unsure of which group you are assigned to, ask your instructor.

1. Use the **Add a new discussion topic** link to post a message.
2. Click the **Manage Embedded File** icon (covered in the Text Editor Guide).
3. If you need to attach multiple files and the forum is set up to accept only a single file, ask your instructor to adjust the forum settings.
4. *Note – Maximum file size for new files is 256MB.*
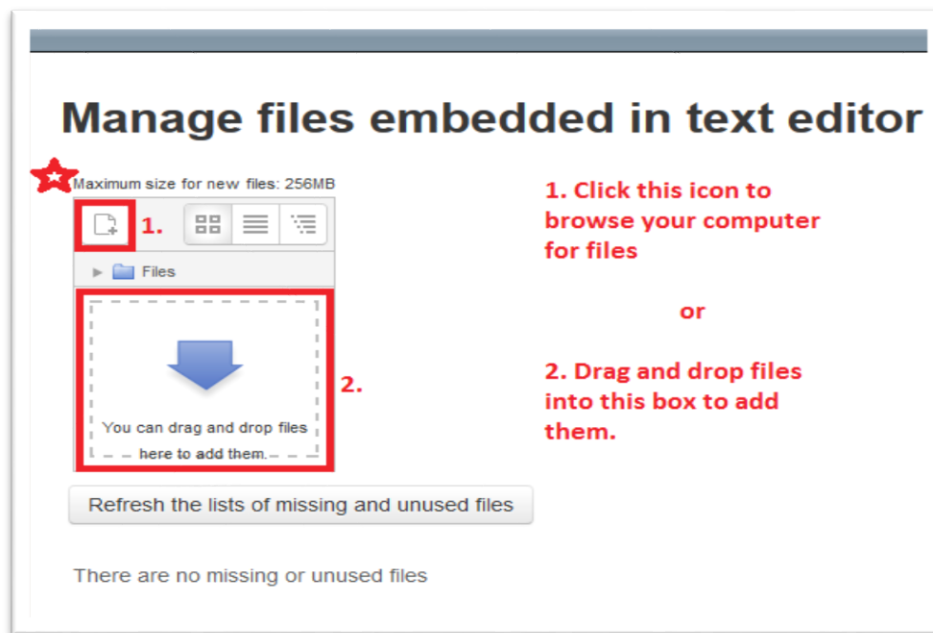
## WORKING IN ASSIGNMENTS

Your instructor has many options for how to assign work in Moodle. Please make sure to read the **Getting Started** book in your course to see what kind of assignments your instructor uses. Activities may include written assignments, video assignments, forums, quizzes, exams, interactive simulations, wikis, presentations, or other participatory activities.

Some assignments will be done online which will not require you to upload anything to Moodle. There are other assignments which require you to work on them offline on your computer and then upload the file to Moodle.

## UPLOAD MULTIPLE FILES

You may find that you need to upload a folder with multiple files to an assignment link for a term project. To do so, you will need to compress your folder and create a .zip archive file. Once you have created your compressed file, open the assignment link in Moodle and use the **Add Submission** button to locate and upload your .zip file. Click on **Save Changes** to submit.

### COMPRESS FILES ON A PC

1. **View Files**. Open your internet browser and locate the files that you plan to submit.

2. **Verify Files Names**. Review the names of the files you intend to submit. If any files contain # signs or other symbols, rename them to delete the symbols from the file names.

3. **Prepare Folder**. Create a folder with an appropriate name to hold the desired files and move (or copy) all of the assignment files into the folder.

4. **Compress Folder**. Right-click on the folder and choose **Send to** then choose **Compressed (zipped) folder**.

The zip archive will appear in the same location. It will have the same name as the original folder, but it will be displayed with a zipper icon. If your folder view is set to display file types, the file name will include a ".zip" extension.

1. **View Files**. Open **Finder** and locate the files that you plan to submit.

2. **Verify Files Names**. Review the names of the files you intend to submit. If any files contain # signs or other symbols, rename them to delete the symbols from the file names.

3. **Add file extensions (if necessary)**. If the file extension (e.g., .doc for a Word document, .ppt for a PowerPoint presentation, etc.) is missing from any of your file names, rename the file to add the correct file extension.

4. **Prepare Folder**. Create a folder with an appropriate name to hold the desired files and move (or copy) all of the assignment files into the folder.

5. **Compress Folder**. Ctrl+click (or right-click) on the folder and choose **Compress**.

6. Check the size of the zipped file to make sure it is less than 50 MB.

## TAKING TESTS

Some instructors use the Moodle quiz option for quizzes and tests. Some instructors use an external quiz tool that requires you to go outside of Moodle to take your quiz or test. These instructions are for the internal Moodle quiz tool. If you need help with an external quiz tool please ask your instructor.

If your instructor uses the Moodle quiz tool there are many different question types available such as, multiple choice, true or false, fill in the blank or essay questions. Here is what the Moodle quiz tool looks like (this example uses multiple choice questions):

1. The Quiz Navigation box shows you your progress in the quiz.

2. If your quiz is timed, this box will show you how much time you have left.

3. You can flag a question if you want to come back to it later.

4. Click this button to chose your answer.

5. Click next to go on to the next page of questions.
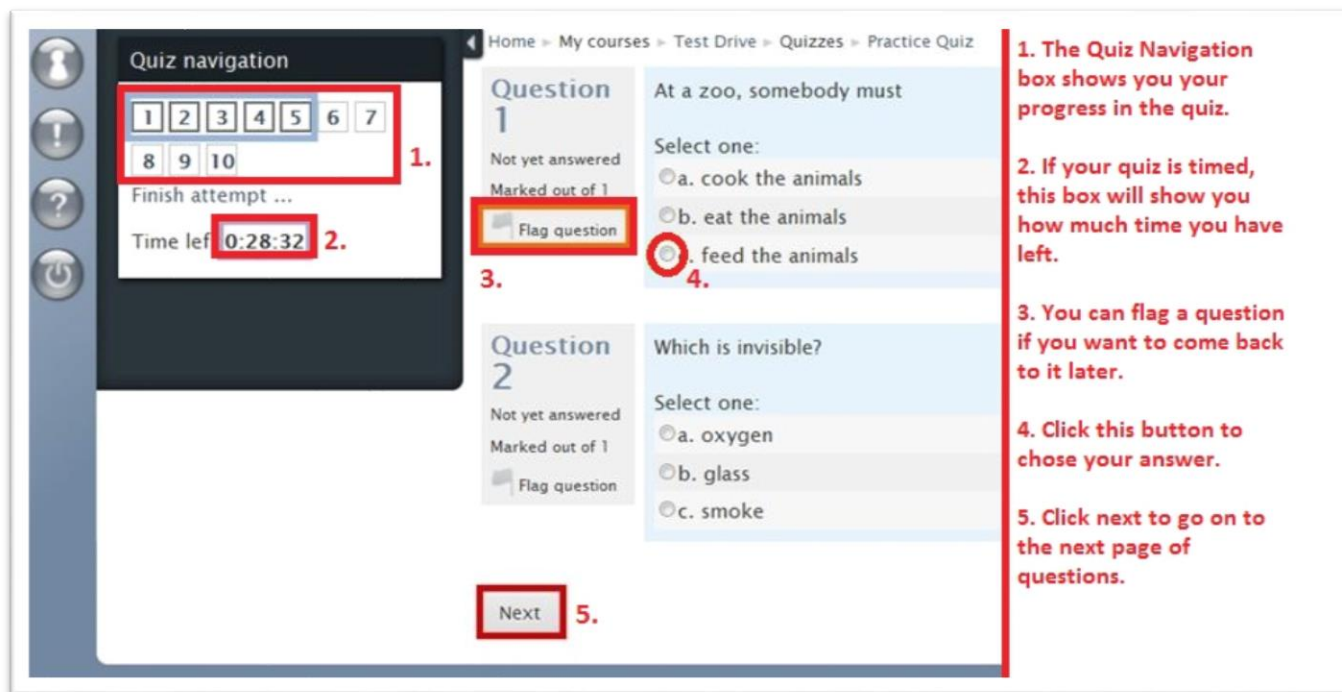
## CHECKING YOUR GRADES

***Note - Not all TBCC instructors use the Moodle gradebook, please make sure you confirm with your instructor if they use this option or not.***

If your instructor uses the Moodle gradebook, you can locate your grades under the **Administration** block on the left-hand side of the screen. Click Grades to access the Gradebook.
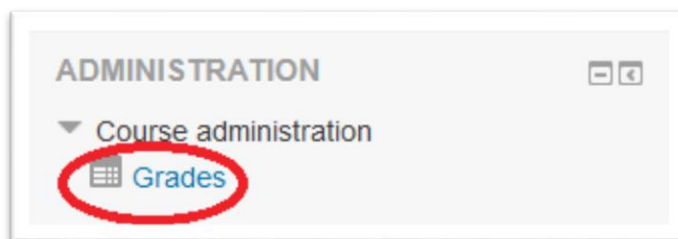


If you have questions about a grade you received, contact your instructor.

## OTHER MOODLE RESOURCES

If you have other questions about Moodle, there are several resources online you can refer to. Here are some useful sites you may want to look at:

- Moodle's Student FAQ page
- Moodle's Student Tutorial
- Moodle Video Tutorials

When you first enter the Moodle text entry box, you will see one of three rows of text entry tool icons (we will go over how to open the other two rows of tools below):

1. **Toggle Toolbars** – When you click this box two more toolbars will open.
2. **Format** – Opens a drop-down menu giving you different format options for selected text.
3. **Bold** – Adds **bold** to selected text to make it darker.
4. **Italics** – Adds *italics* to selected text to add emphasis.
5. **Bullets** – Will add a bulleted list to your text.
6. **Numbered Bullets** – Will add a numbered, bullet list to your text.
7. **Embed Link** – This button will add a web link to selected text.
8. **Unlink** – This button removes web links from selected text.
9. **Prevent Automatic Linking** – Auto-linking is a feature of Moodle by which words or phrases used within a Moodle site are automatically linked (by highlighting in grey by default) to a glossary and database entries, and activity and resources within the course with the same name.
10. **Picture** – Adds a picture of your choice.
11. **Video** – Adds a video of your choice.
12. **Manage Embedded Files** – Allows you to add a file to your text entry box.
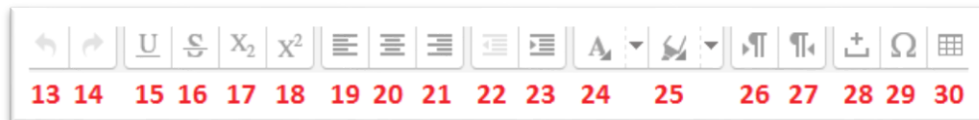
13. **Undo** – Clicking this button will undo the last action you performed.
14. **Redo** – Clicking this button will redo the last action you performed.
15. **Underline** – Underlines selected text.
16. **Strikethrough** – Adds a ~~strikethrough~~ line through selected text.
17. **Subscript** – Allows you to add subscript to selected text.
18. **Superscript** – Allows you to add superscript to selected text.
19. **Left-justify** – Aligns selected text to the left side of the text entry box.
20. **Center** – Centers selected text within the text entry box.
21. **Right-justify** – Aligns selected text to the right-side of the text entry box.
22. **Outdent** – Moves the selected text left.
23. **Indent** – Moves the selected text right.
24. **Text Color** – Clicking the arrow next to the button will open a color menu to change the color of the selected text.
25. **Highlight** – Highlights selected text. Clicking the arrow next to the button will open a color menu to select the desired highlighter color.
26. **Direction Left to Right** – Clicking the button changes the text direction from left to right.
27. **Direction Right to Left** – Clicking the button changes the text from right to left.
28. **Hard Space** – Adds a hard space to the selected area.
29. **Symbol** – Add a symbol to your text entry box. Clicking the button will open the symbol menu.
30. **Edit Table** – Adds a table to the text entry box. Clicking the button will open the table edit menu.

31. **Font Family** – Clicking on the arrow will open the font menu, this allows you to change the font of selected text.
32. **Font Size** – Clicking on the arrow will open the size menu, this allows you to change the size of selected text.
33. **Edit HTML Source** – Clicking this button will open an html editing box allowing you to add HTML code to your text entry box.
34. **Find** – Find a specific word or phrase within your text.
35. **Find and Replace** – Find a specific word or phrase and replace it with desired text.
36. **Clean Up Messy Code** - If you paste text into your editor from another program, you may want to click on this button to remove any hidden code so it does not make a mess of your text.
37. **Remove Formatting** – Removes any formatting from selected text.
38. **Paste as Plain Text** – Pastes text from the clipboard minus any formatting it may have had.
39. **Paste from Word** – Allows you to paste selected text from Microsoft Word.
40. **Toggle Full-Screen Mode** – Expands the text entry box to full-screen. **Note**: when you expand to full-screen, the text editor will close the two, bottom toolbars. To exit full-screen mode you will have to push the Toggle Toolbar button to bring them back, then push the toggle full-screen mode button again and the text entry box will return to normal size.

## WHERE TO ENTER TEXT

There are two places in the text editor to enter text. The first place is the **Subject Box** where you will enter the Subject or Title of your entry. The second place is the **Message Box** where you will enter your post. To enter text in either of these boxes just click the box and your cursor will automatically be placed in the top, left-hand corner of the box ready for you to begin typing.
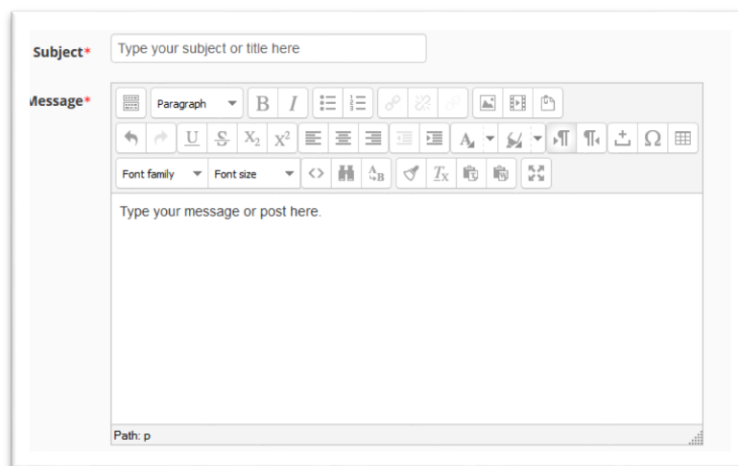


## HOW TO EDIT TEXT

In order to edit text in either the **Subject** box or the **Message** box, you will need to **select** the text you want to edit. To select text, place your cursor at the beginning of the text you wish to select, click and hold the left mouse button and drag it to the end of the text you wish to select and let go. Your text

should now be **highlighted**. Once your text is selected, you can use the editing tools covered earlier to apply different effects to your text. For example, here are the steps to add bold to a word:

1. Type your text you wish to edit.
2. Select the text you wish to edit by placing your mouse at the beginning of what you wish to edit, click and hold the left mouse button and then let go. The text should now look like this (colors may be different depending on what browser you use):
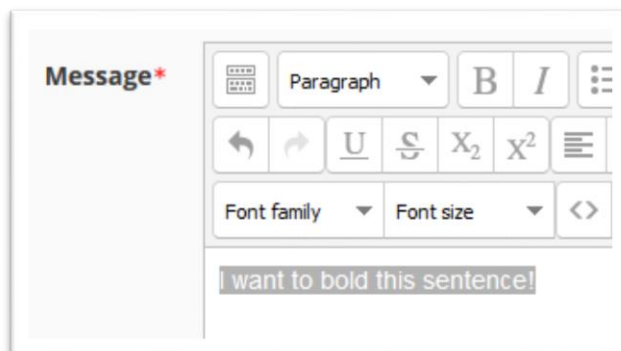


3. Next, click the button for which effect you wish to add. For this example, we will add **Bold** to the sentence so we will click the button with the upper-case B.
4. Your text should now appear in **Bold** and you can now click anywhere on the screen.
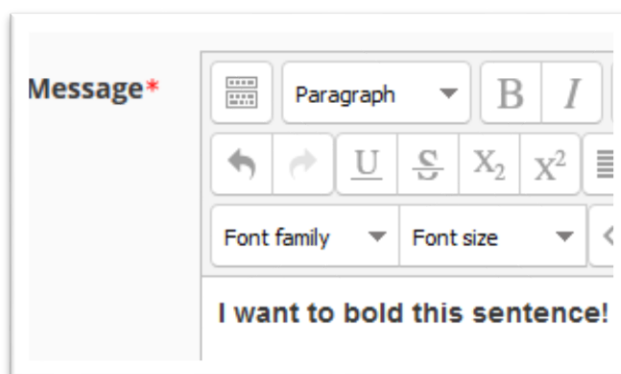


## SAVING YOUR TEXT

Unlike Microsoft Word, Moodle does not have an option to save your text in order to come back to it later. It is important to note that if you close Moodle or if Moodle logs you out, you **WILL** lose what you have entered into the text editor.

There are a couple tricks to preventing losing what you have typed.

1. One option is to type your message in a Microsoft Office Word document first and then copy/paste it into the Moodle text entry box.
2. The second option is to select what you have typed into the Message box **BEFORE** clicking the submit button and then copying it to the clipboard by holding down the **CTRL + C** buttons. This will temporarily save your text to the clipboard which will allow you to paste it back into the Message entry box if you have been logged out or disconnected for any reason.

*It is STRONGLY suggested doing one of these two options when entering your message/post.*

## TESTING IN MOODLE

If you lose your internet connection during a test in Moodle you will most likely lose your test attempt. Some instructors only allow one test attempt so if this happens you may fail the test! Please make sure to follow these tips to help avoid this problem.

- Make sure you have a high-speed internet connection prior to taking a test in Moodle.
- Try to avoid using a wireless connection during a test.
- If you are using a dial-up modem on the same line you use for voice calls, make sure you disable call-waiting.
- If you use a dial-up modem on the same line you use for voice calls, make sure to inform other members of your house hold that you are about to take a test and ask them to avoid using the phone line until you are finished.

### BEFORE YOU TAKE A TEST/QUIZ IN MOODLE

- ✓ Check your instructor's syllabus for test and quiz policies.
- ✓ Some instructors only allow one attempt at quizzes and tests.
- ✓ Make sure you do not wait until the last minute to take a test.
- ✓ Close all other non-essential programs and windows on your computer prior to starting a test.
- ✓ Most tests/quizzes on Moodle are timed. Make sure you have everything you need for the test ready prior to starting such as; pens/pencils, paper, textbook etc.

### DURING A TEST/QUIZ IN MOODLE

- ✓ Do not open any other windows, browser tabs or other programs during a test.
- ✓ Some tests/quizzes will have more than one page of questions. If this is the case there will be a Next button at the bottom of the screen to go on to the next page of questions.
- ✓ Make sure you answer all questions before hitting submit.
- ✓ Watch the time while you take a test, most tests/quizzes are timed in Moodle.
- ✓ If you need to click on the screen during the test for any reason, make sure you are not accidentally changing a test answer. (This may happen if you use a mouse with a scrolling wheel.)

### AFTER A TEST/QUIZ IN MOODLE

- ✓ After submitting the test, you should see a confirmation of your submission. If you see a test page with no answers selected, use the "Back" button to return to your test and resubmit.
- ✓ If you receive an error message, note the message word-for-word, along with the date, time and your steps preceding the error. Then, report the error message to the TBCC Information Technology Dept. for troubleshooting. You can reach them at either 503-842-222 x 1610 or sherylneu@tillamookbaycc.edu. When reporting errors, please provide as many details as possible, including course number, test name, question number, browser and operating system.
- ✓ ***Contact your instructor for instructions on what to do next.***
- ✓ If your test allows multiple attempts, log out of Moodle and restart the browser before beginning another attempt.