

The background features a dark blue and black color scheme with a white line graph. The graph has several data points, some of which are highlighted with a yellow glow. A prominent data point is labeled with the value '289.33'. The overall aesthetic is modern and technical, suggesting a focus on data and technology.

MOODLE USER GUIDE FOR STUDENTS

2023

Distance Education & Instructional Technology

Online Support-

Email:

online@blackrivertech.edu

24/7 Online Ticket System:

<http://ticket.blackrivertech.org/>

Regina Moore

Director

regina.moore@blackrivertech.edu

870-248-4049

Administration Building | Room 133

Keri Zimmer

Instructional Technologist

keri.zimmer@blackrivertech.edu

870-248-4058

Pocahontas - Administration Building |
Room 133

Table of Contents

- [Contact Support](#)
- [System Requirements](#)
- [Pop-up Blockers](#)
- [Logging In](#)
- [Dashboard](#)
- [Editing Profile](#)
- [User Profile Image](#)
- [Navigating Lessons](#)
- [Common Course Activity Icons](#)
- [Journal Entry](#)
- [Question Forum](#)
- [Downloading Documents](#)
- [“To Do” Progression](#)
- [Quiz Navigation](#)
- [Navigating Books](#)
- [Navigation Block](#)
- [Dashboard Calendar](#)
- [Opening Links](#)
- [Respondus LockDown Browser](#)
- [Moodle Mobile App.](#)

System Requirements

Generally, the only requirement is a computer with Internet access and a web browser. However, not all features are supported in older web browsers, so we suggest using the latest Firefox, Chrome, or Safari. We highly recommend Firefox or Chrome as the BRTC Moodle site has been optimized for use with it. Some courses may require additional plugins and software such as QuickTime or Acrobat Reader. Most classes require word processing software such as Microsoft Word. Each course syllabus should list specific software requirements.


For more information, please visit:

<http://www.blackrivertech.org/distance-education/technical-requirements>


Pop-up Blockers

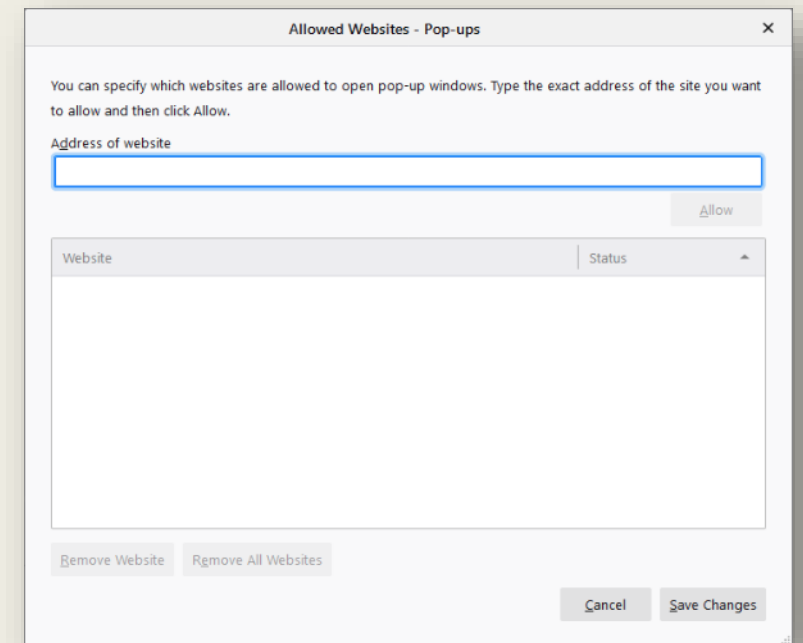
Pop-up blockers should be disabled in order to display Moodle content correctly. Depending on your browser there's a few different ways to correct this:

Google Chrome-

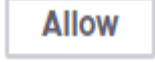
1. On your computer, open Chrome.
2. Go to a page where pop-ups are blocked.
3. In the address bar, click Pop-up blocked. . The icon shows a small browser window with a red 'X' over it, indicating a blocked pop-up.
4. Click the link for the pop-up you want to see.
5. To always see pop-ups for the site, select Always allow pop-ups and redirects from [Blackrivertech.org] and then *Done*.


Firefox-

1. Click the menu button  and select **Settings**.
2. Select the **Privacy & Security** panel.
3. Go down to the **Permissions** section.
4. Uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether.
5. Click the **Exceptions...** button to the right of **Block pop-up windows** to open a dialog box to choose which sites are allowed to display pop-ups.



The dialog box offers you the following choices:



Type or paste the address of a website and click the  button to add it to the list of sites that will be allowed to open pop-up windows.

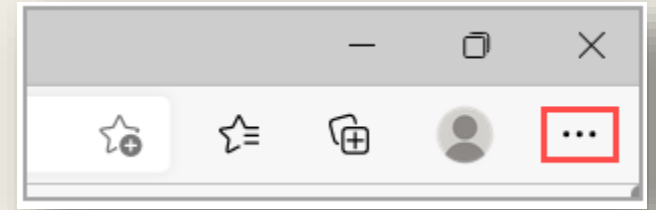
Select a website from the list and click the  button to remove it from the exceptions list.

Click the Remove All Websites button to remove all websites from the exceptions list.

Click the  button to apply your changes.

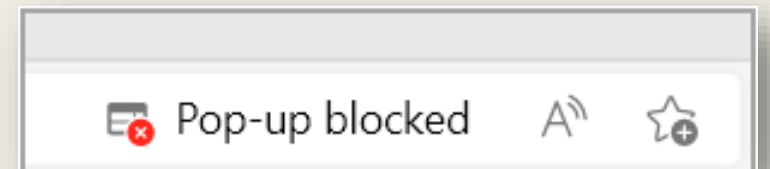
Microsoft Edge-

1. Go to **Settings and more**  at the top of your browser.
2. An image showing the Settings and more menu in Microsoft Edge.
3. Select **Settings**  > **Cookies and site permissions**.
4. Under **All permissions**, select **Pop-ups and redirects**.
5. Turn off the **Block (recommended)** toggle.




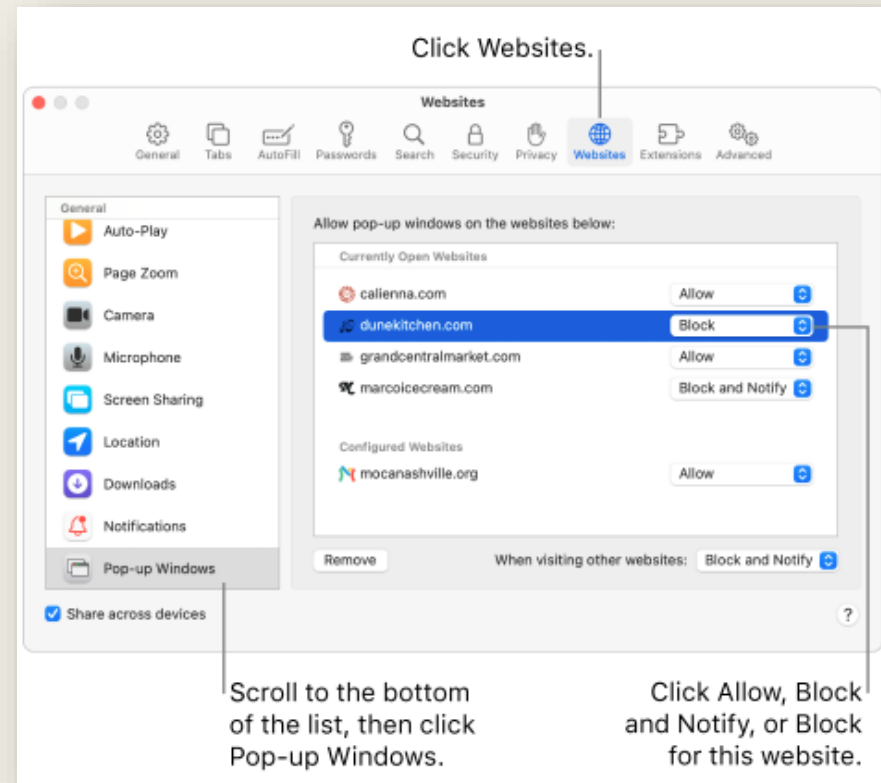
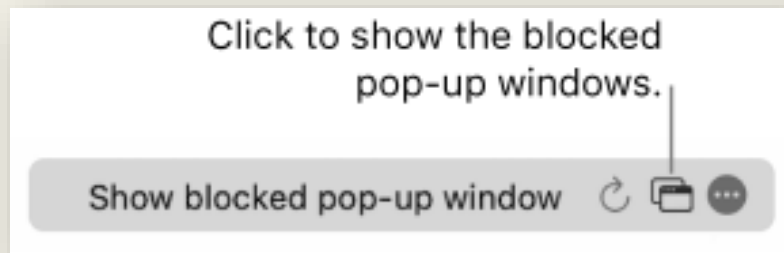
When this feature is turned on and a pop-up has been blocked, Edge will display the following image in your web browser's address bar.

Pop-up blocked icon in the Microsoft Edge address bar.



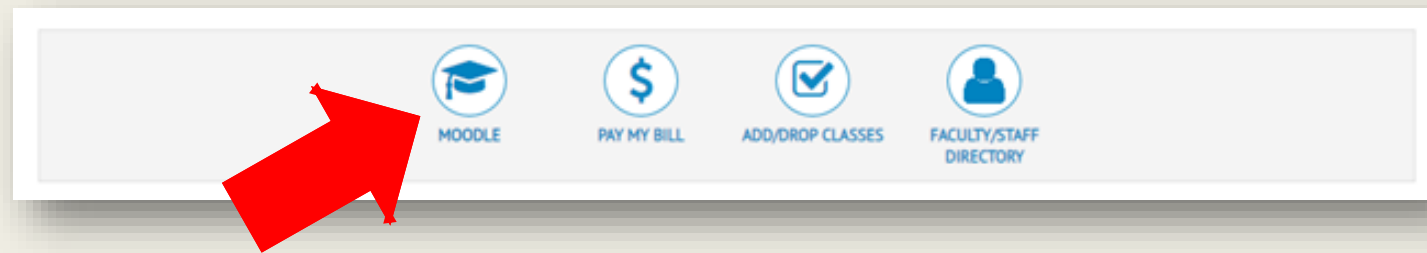
Safari-

1. In the **Safari app**  on your Mac, go to the website.
2. Choose **Safari > Settings**, then click **Websites**.
3. Click Pop-up Windows on the left.
4. If you don't see Pop-up Windows, be sure to scroll to the bottom of the list.
5. In the pop-up menu for the website, choose **Allow**: Pop-ups for the website appear.

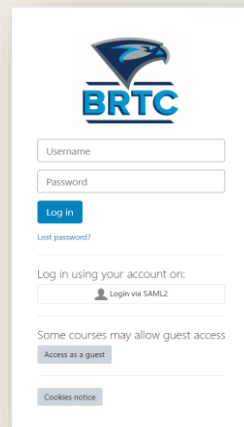


Logging In

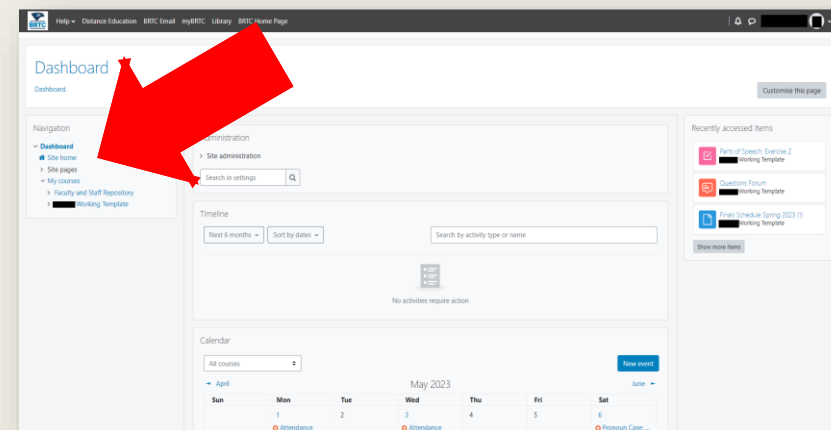
1. Click on the Moodle icon (graduation cap) in the center of your portal home page.



2. Clicking that should bring you to either the Moodle log in screen (if it's your first time using it) or directly to your Moodle dashboard. Your courses will be in the Navigation block on the left side of the screen:



OR



Dashboard

The screenshot displays a Moodle dashboard with the following components:

- Header:** BRTC logo, navigation links (Help, Distance Education, BRTC Email, myBRTC, Library, BRTC Home Page), and user profile icons.
- Dashboard Title:** "Dashboard" with a sub-link "Dashboard" and a "Customise this page" button.
- Basic course search:** A search box with the text "Search courses" and a magnifying glass icon.
- All Users List:** An empty input field.
- Navigation:** A sidebar menu with "Dashboard" selected, containing links for Site home, Site pages, My courses, Library Resources, Faculty and Staff Lounge, Student Lounge, Faculty and Staff Repository, Working Template, and Test.
- Course overview:** A central section with filters (All, Search), sorting options (Sort by course name, Card), and a grid of course cards. Each card shows the course name, category, and completion percentage (e.g., "1% complete", "0% complete").
- Recently accessed items:** A list of items including "Moodle Guide for Students (2020-2... Student Lounge)", "Test Quiz Working Template", and "Choice Test Working Template", with a "Show more items" button.

Navigation Block- This is the main block you'll use to access your various courses quickly. For more information on this check: ([Navigation Block](#))

Basic Course search- Use this feature to search for a specific course that you may want to look into or maybe you just don't see it on your navigation block. If that is the case it's recommended you inform your instructor or Distance education so they can correct that issue.

Recently accessed items- This block will display your 3 most recent activities you've interacted with, you can use it to quickly return to an activity you were working on if you for any reason had to move on to some other activity (it also shows 3 additional activities if you click the **Show more** button)

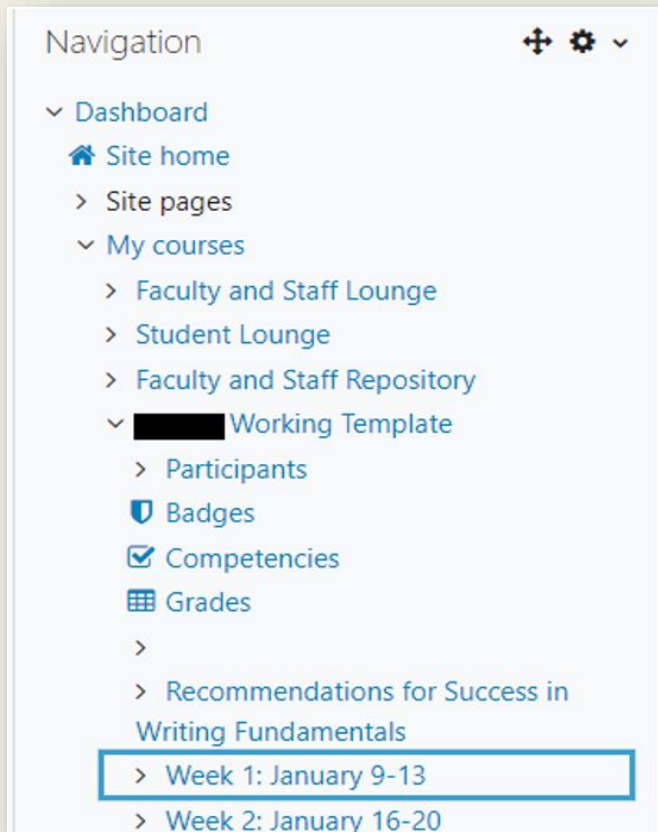
Course Overview- This is an overall display of all the courses and resources you have access to, simply click on any of them to be sent directly to that course.

Timeline- This block will show you any upcoming or past due assignments up to 6 months ahead of time if your instructor has them visible for you to complete. It's a great visual representation to help you prepare for each week or even further ahead of time.

Calendar- Serves a similar purpose to the timeline block just in a calendar format, but you gain access to additional features like setting your own reminders, notes, etc. For more information on this check: ([Dashboard Calendar](#))

Navigation Block

The Navigation block is a great way to move throughout the course without having to be on the main page. If you're currently inside of a week in the course (Quiz, Journal, Video page, etc.) the navigation block should always be present and look something like this:



A screenshot of a navigation menu. The menu is titled "Navigation" and includes icons for adding, settings, and a dropdown. The menu items are: Dashboard, Site home, Site pages, My courses, Faculty and Staff Lounge, Student Lounge, Faculty and Staff Repository, Working Template (with a redacted name), Participants, Badges, Competencies, Grades, Recommendations for Success in Writing Fundamentals, Week 1: January 9-13 (highlighted with a blue box), and Week 2: January 16-20.

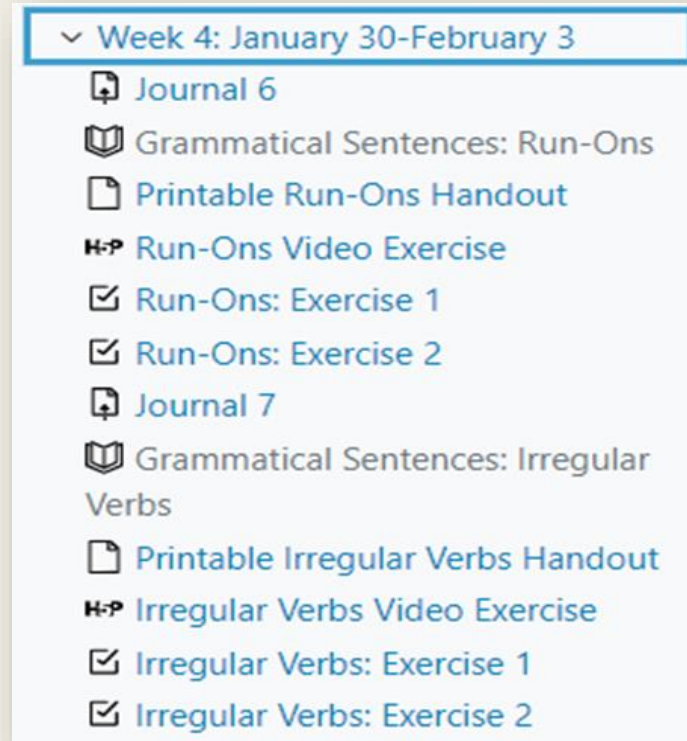
- Navigation
- Dashboard
- Site home
- Site pages
- My courses
 - Faculty and Staff Lounge
 - Student Lounge
 - Faculty and Staff Repository
 - Working Template
 - Participants
 - Badges
 - Competencies
 - Grades
 - Recommendations for Success in Writing Fundamentals
 - Week 1: January 9-13
 - Week 2: January 16-20



A screenshot of a list of weeks. The list contains 13 items, each starting with a right-pointing chevron and followed by the week number and dates: Week 3: January 23-27, Week 4: January 30-February 3, Week 5: February 6-10, Week 6: February 13-17, Week 7: February 20-24, Week 8: February 27-March 3, Week 9: March 6-10, Week 10: March 13-17, Spring Break March 20-24, Week 11: March 27-31, Week 12: April 3-7, Week 13: April 10-14, Week 14: April 17-21, and Week 15: April 24-28.

- Week 3: January 23-27
- Week 4: January 30-February 3
- Week 5: February 6-10
- Week 6: February 13-17
- Week 7: February 20-24
- Week 8: February 27-March 3
- Week 9: March 6-10
- Week 10: March 13-17
- Spring Break March 20-24
- Week 11: March 27-31
- Week 12: April 3-7
- Week 13: April 10-14
- Week 14: April 17-21
- Week 15: April 24-28

1. If you click the arrow next to any of the weeks, you get a breakdown of all the material for that specific week:



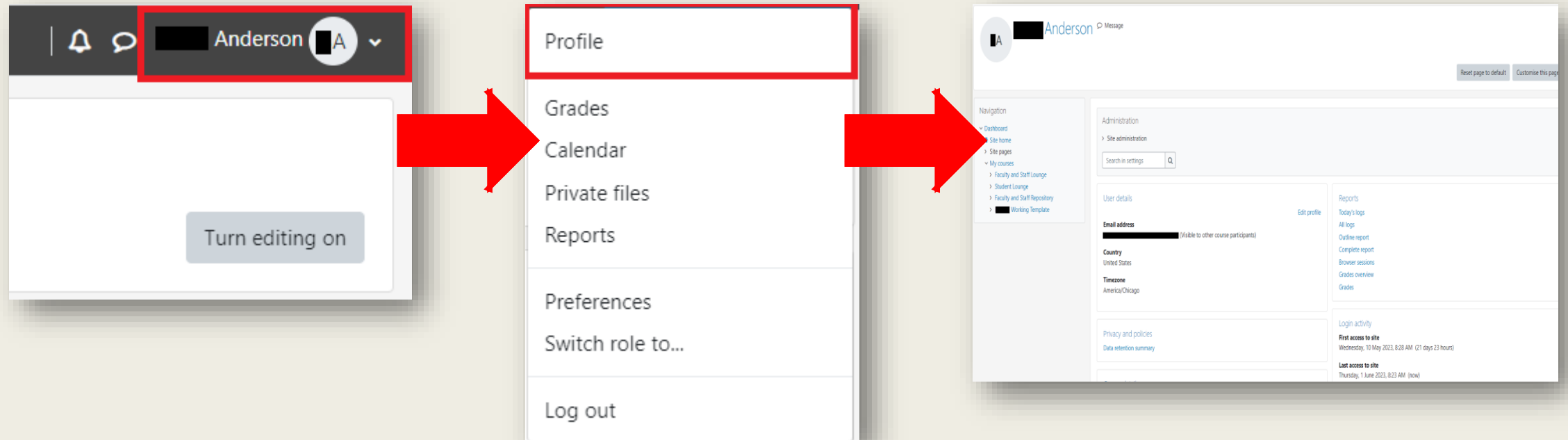
2. To navigate to the specific assignment you want to view, just click it in the drop down and it will take you directly to that page.

3. You can also use this to navigate back to your dashboard, as well as look at your grades, move to one of your other classes (you can do this by clicking the arrow next to ***My Courses***)

Editing Profile

Your profile is your identity on Moodle. All BRTC Moodle users can see it, including your instructors. Your profile also contains email information.

1. To view your profile, click **your name** in the top right corner, then click **Profile**.



2. On the next page, click the **Edit profile** in the top right corner of the **User details block**. This brings up a menu with several preference options. It is recommended that you explore the preferences below:

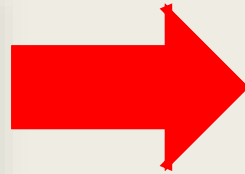
User details

Email address
[Redacted] (Visible to other course participants)

Country
United States

Timezone
America/Chicago

[Edit profile](#)



Edit profile

▼ General

Username

Choose an authentication method

Manual accounts

Suspended account

The password must have at least 8 characters, at least 1 digit(s), -, or #

New password

Force password change

First name

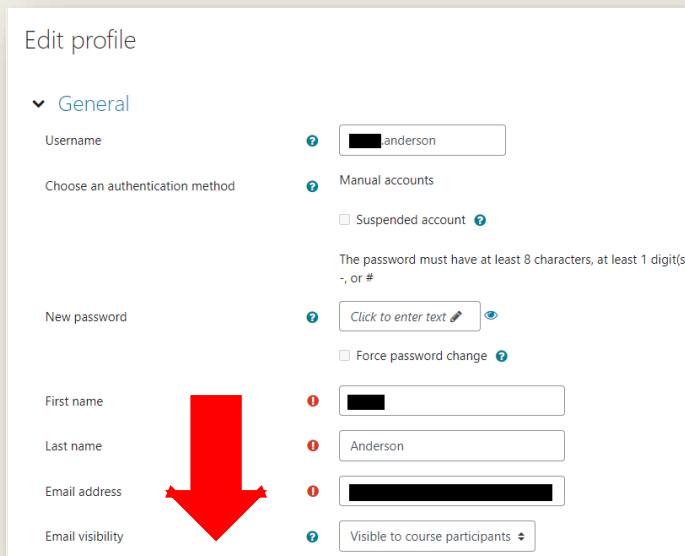
Last name

Email address

Email visibility

User Profile Image

Among other settings, you can add/change your picture. Find the User Picture heading. As you upload a picture, please keep the picture small, about 100x100 pixels and 500kb or less in size. Moodle accepts either PNG or JPG format. Again, remember that this profile is accessible to all members of the Black River Technical College Moodle community, and your teachers will see this picture. Please keep your image tasteful and only use an image of yourself. The same caution is applicable to your description.



Edit profile

General

Username

Choose an authentication method

Manual accounts

Suspended account

The password must have at least 8 characters, at least 1 digit(s), -, or #

New password

Force password change

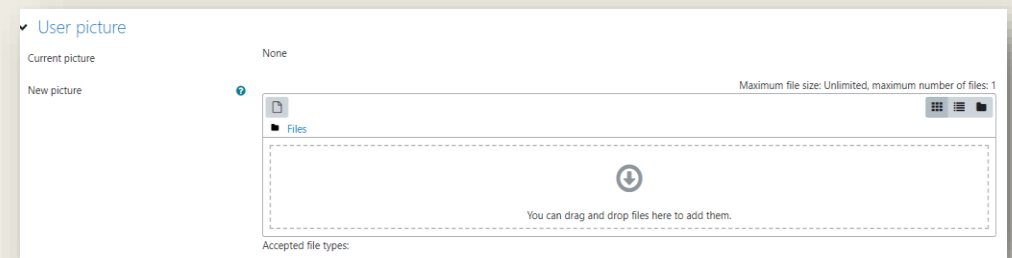
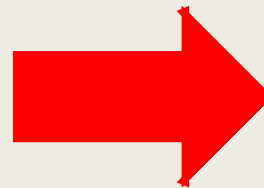
First name

Last name

Email address

Email visibility

Scroll down to see **User picture** section!



User picture

Current picture None

New picture

Maximum file size: Unlimited, maximum number of files: 1

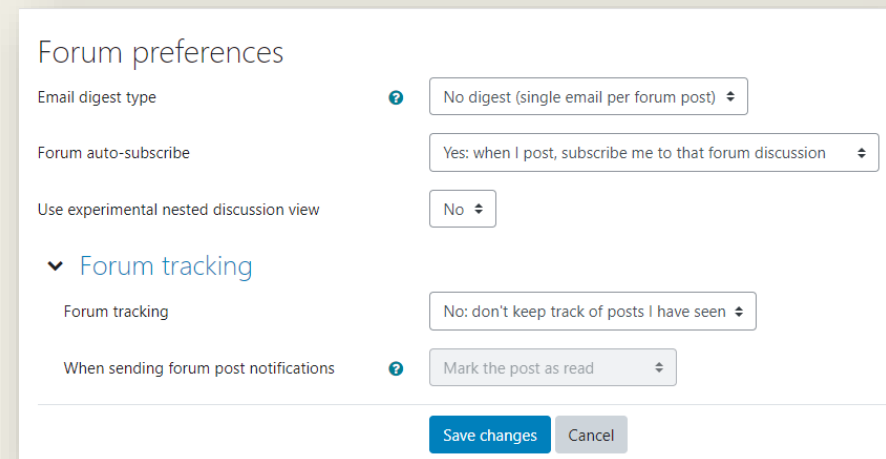
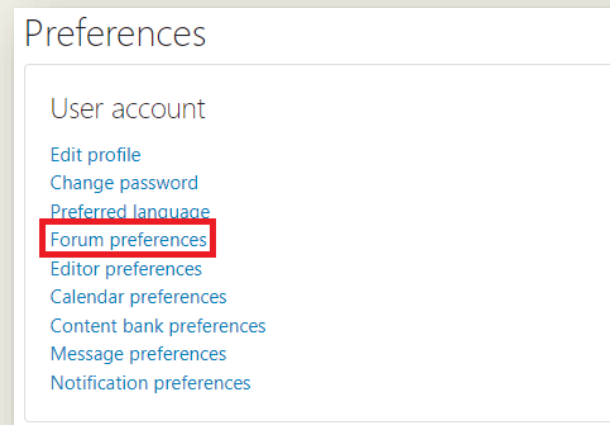
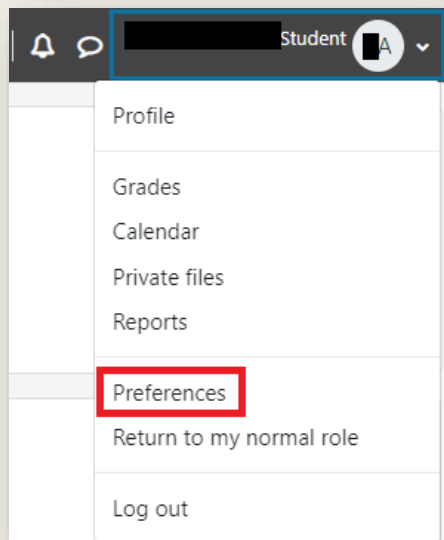
Files

You can drag and drop files here to add them.

Accepted file types:

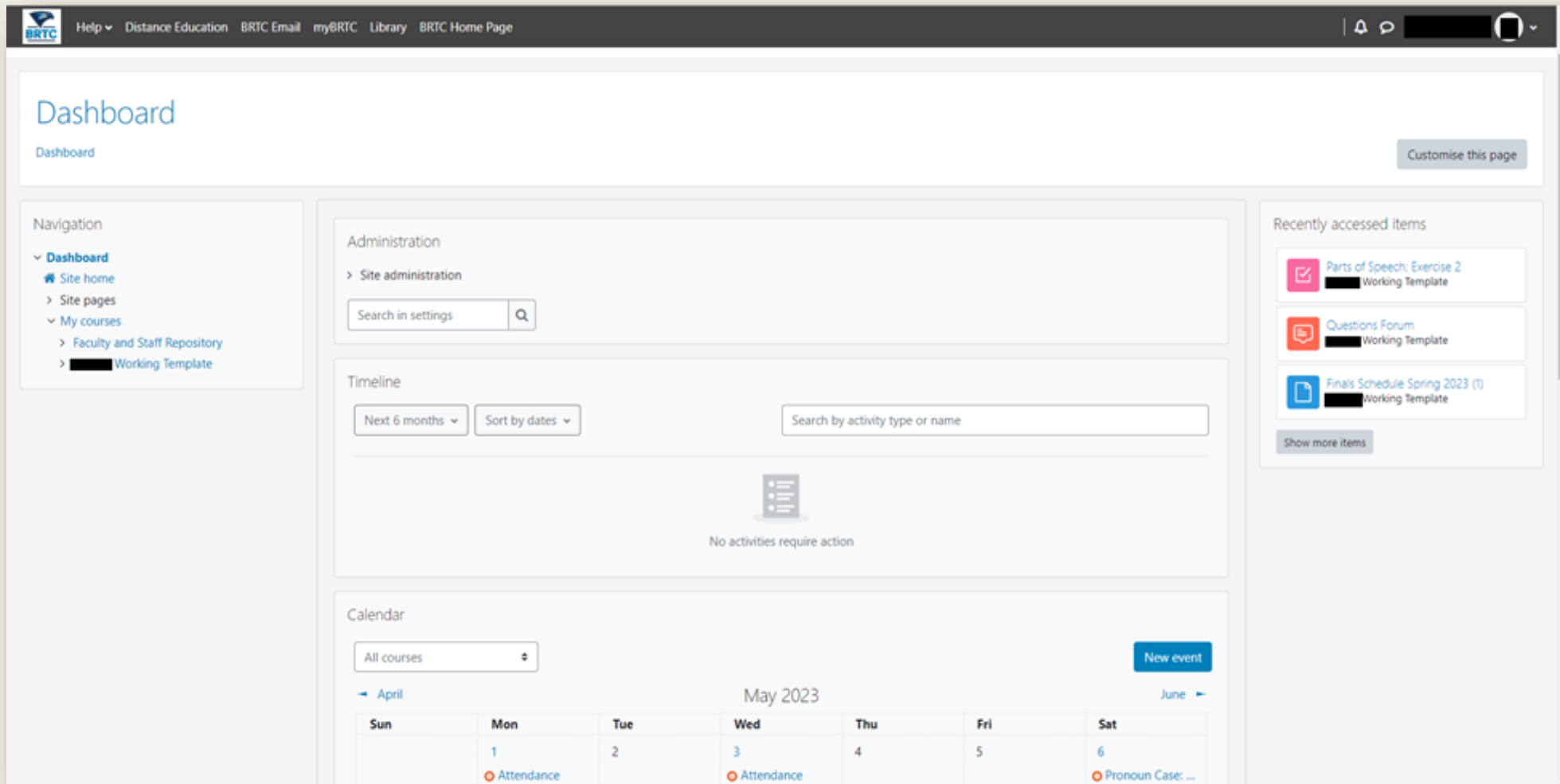
Forum preferences are something you can edit to change how you want to be notified about others posting on Forums you either create or want to be reminded about:

- **Email digest type:** Limit your emails by selecting *Subjects*.
- **Forum auto-subscribe:** If you select **Yes**, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting No will limit the number of emails you receive.
- If you enable *Forum tracking*, new forum posts will be highlighted for you.
- When sending forum post notifications, choose *Do not mark this post as read*.



Navigating Lessons

1. When you first access Moodle, it should look something like this:



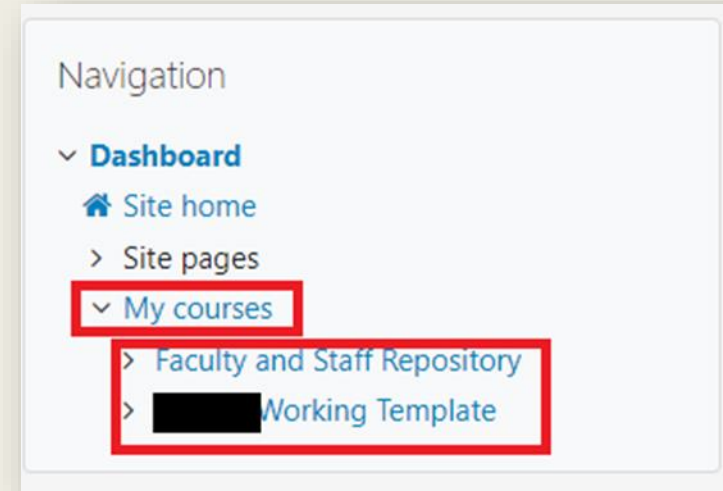
The screenshot shows a Moodle dashboard with a dark header bar containing the BRTC logo and navigation links: Help, Distance Education, BRTC Email, myBRTC, Library, and BRTC Home Page. On the right side of the header are notification and user profile icons.

The main content area is titled "Dashboard" and includes a "Customise this page" button. It is divided into several sections:

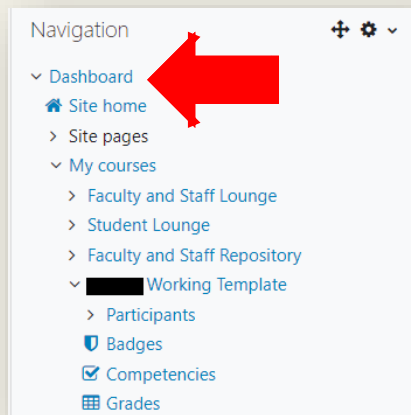
- Navigation:** A sidebar menu with "Dashboard" expanded, showing links for Site home, Site pages, My courses, Faculty and Staff Repository, and a Working Template.
- Administration:** A section for "Site administration" with a search box for settings.
- Timeline:** A section for tracking activities, with filters for "Next 6 months" and "Sort by dates", and a search box for activity types or names. It currently displays "No activities require action".
- Calendar:** A calendar view for May 2023, filtered to "All courses". It shows events for Monday the 1st (Attendance), Wednesday the 3rd (Attendance), and Saturday the 6th (Pronoun Case: ...). A "New event" button is present.
- Recently accessed items:** A list of three items: "Parts of Speech: Exercise 2 Working Template", "Questions Forum Working Template", and "Finals Schedule Spring 2023 (1) Working Template". A "Show more items" button is at the bottom.

2. Now to navigate to the courses you'll just need to click on **My Courses** in the Navigation block:

Once you're here, you're ready to begin going through your course and start completing assignments, reading, watching videos, or whatever else your instructor may need from you.



To return to the dashboard from within a course, simply click the **BRTC logo**, the text **BRTC Moodle** at the top left of your screen, the breadcrumbs bar located near the top left of any page you visit, or by clicking the **Dashboard** link in the Navigation Drawer.



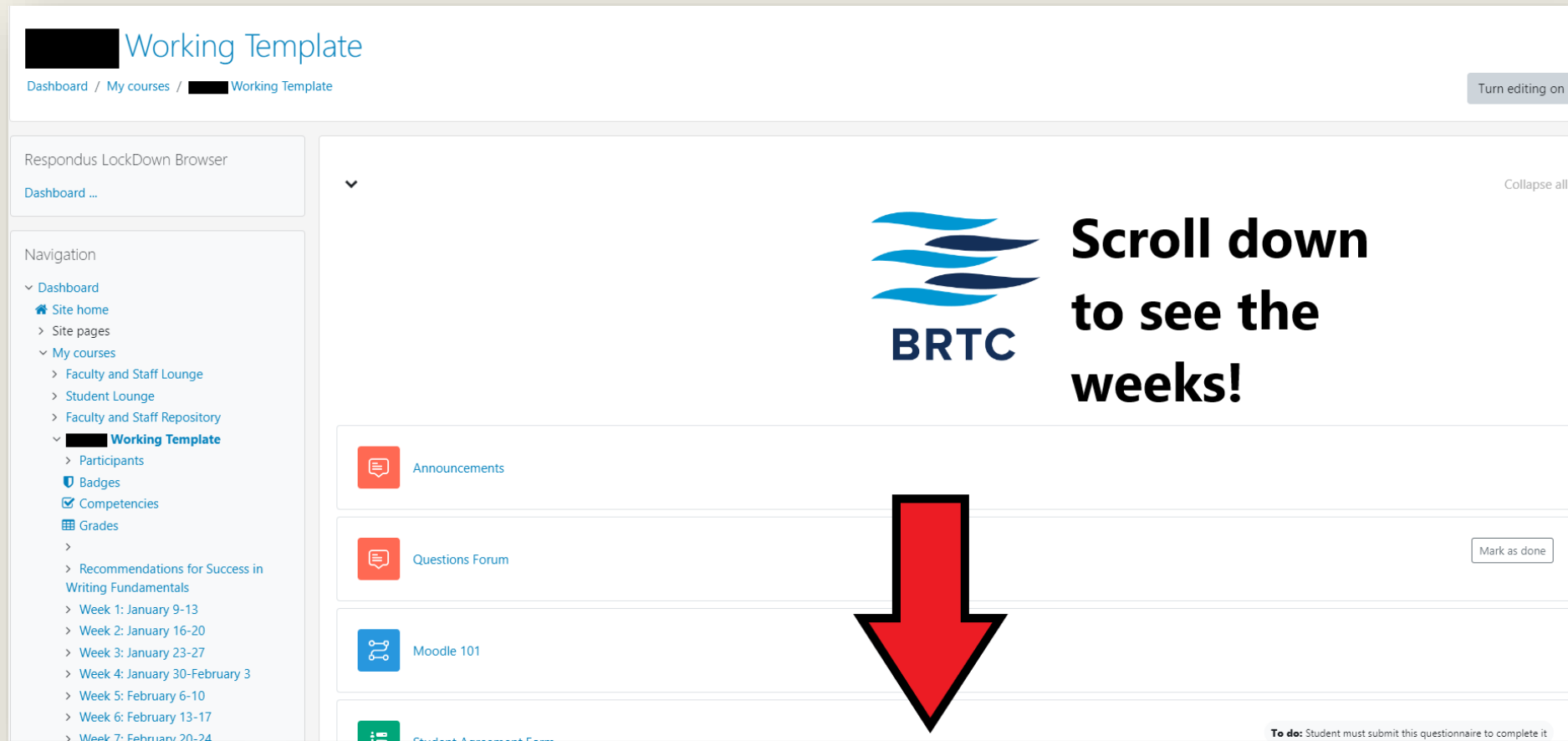
OR

Dashboard My courses / Working Template

OR



3. Once you access the course from your dashboard, an introductory page is shown with buttons for navigation through a lesson. The display may vary according to how your teacher has set up the lesson. For example, there may or may not be a list of pages down the side; there may or may not be an ongoing score. The page should look something similar to this:

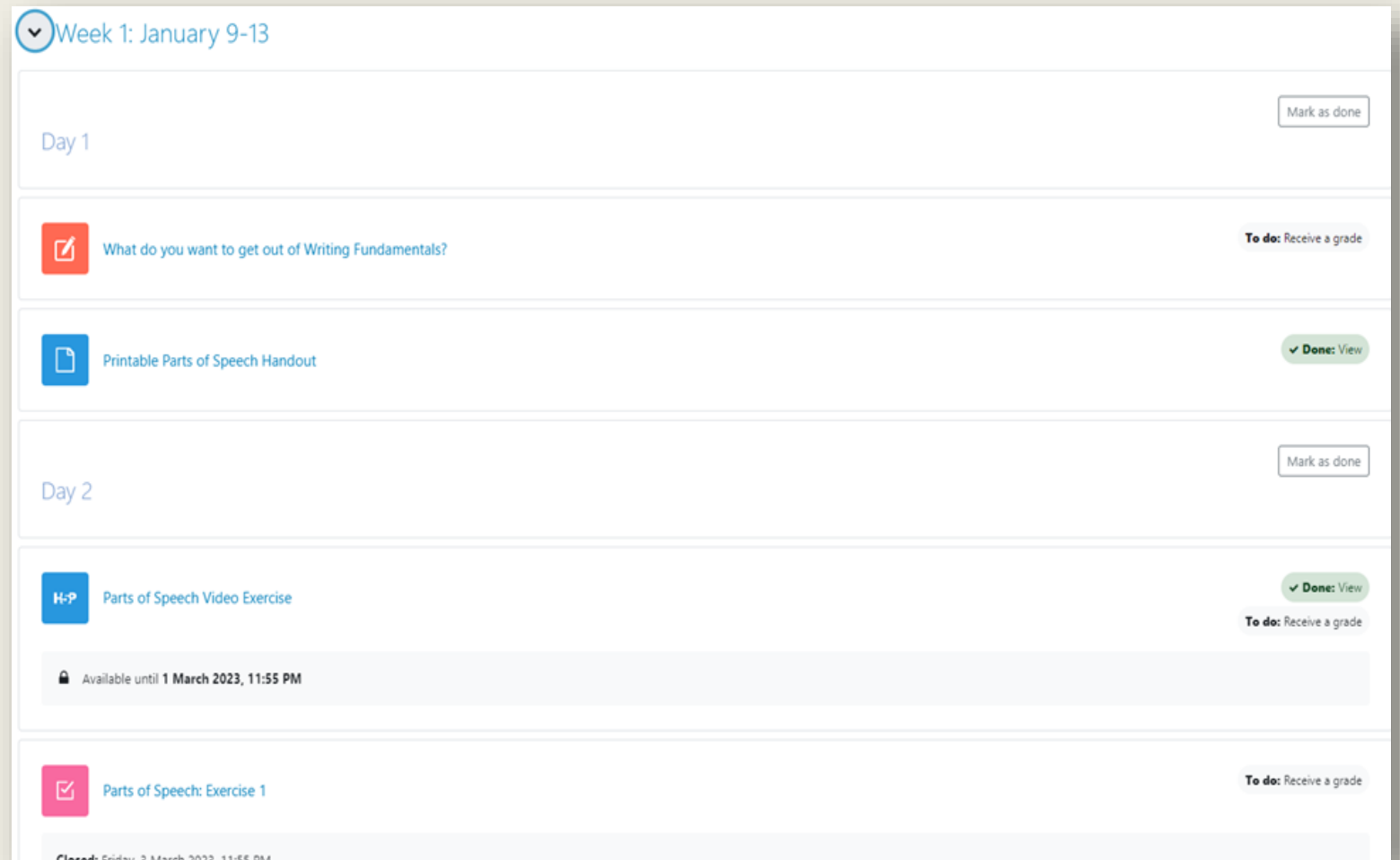


The screenshot shows a Moodle course page for 'Working Template'. The breadcrumb trail is 'Dashboard / My courses / Working Template'. A 'Turn editing on' button is in the top right. On the left, there is a 'Navigation' sidebar with a tree view: Dashboard, Site home, Site pages, My courses (Faculty and Staff Lounge, Student Lounge, Faculty and Staff Repository, Working Template), Participants, Badges, Competencies, Grades, Recommendations for Success in Writing Fundamentals, and a list of weeks from Week 1 to Week 7. The main content area features the BRTC logo (three blue wavy lines above the text 'BRTC') and the text 'Scroll down to see the weeks!'. Below this are three activity boxes: 'Announcements', 'Questions Forum' (with a 'Mark as done' button), and 'Moodle 101'. A large red arrow points downwards from the text. At the bottom right, a 'To do:' notification states: 'Student must submit this questionnaire to complete it.'

4. Moving through a lesson is very similar to the previous version of Moodle, you'll start by clicking on the week you want to work on and this should be the screen you see, if the instructor has things like announcements or something else besides the weeks at the top of the page you may just have to scroll down to access them:



- > Week 1: January 9-13
- > Week 2: January 16-20
- > Week 3: January 23-27
- > Week 4: January 30-February 3
- > Week 5: February 6-10
- > Week 6: February 13-17
- > Week 7: February 20-24
- > Week 8: February 27-March 3
- > Week 9: March 6-10
- > Week 10: March 13-17
- > Spring Break March 20-24



Week 1: January 9-13

Day 1

Mark as done

What do you want to get out of Writing Fundamentals? To do: Receive a grade

Printable Parts of Speech Handout Done: View

Day 2

Mark as done

Parts of Speech Video Exercise Done: View To do: Receive a grade

Available until 1 March 2023, 11:55 PM

Parts of Speech: Exercise 1 To do: Receive a grade

Closed: Friday, 3 March 2023, 11:55 PM

5. Once you access a lesson, your screen should look like this:

The screenshot shows a lesson page with the following elements:

- Title:** What do you want to get out of Writing Fundamentals?
- To do:** Receive a grade (highlighted in a grey box)
- Instruction:** What do you want to get out of Writing Fundamentals? Write 150-200 describing your goals for the class.
- Visible groups:** All participants
- Action:** View 0 journal entries (blue link)
- Button:** Start or edit my journal entry (blue button)
- Status:** You have not started this journal yet
- Navigation:** ← Finals Schedule Spring 2023 (1) (blue link)
- Jump to:** Jump to... (dropdown menu)
- Resource:** Printable Parts of Speech Handout ► (blue link)

6. Once you complete the lesson, click **you should see a green “to-do” at the top of the page**, and then you’re ready to move on. Click one of the arrows or the **“Next”** button to navigate to the next page.

Common Course Activity Icons



This is the icon for forums. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students.



This is the icon for a quiz, exam, or standard assignment. The link next to this icon will take you to a quiz or an exam within your course.



This icon represents a URL. The link next to this icon will take you to an external link



This icon represents a HP5 File. This link usually is part of a video or other interactive activity/ assignment.



This icon represents a folder. The link next to this icon will take you to a page with additional files.



This icon represents a page. The link next to this icon will take you to a page with additional text and resources.



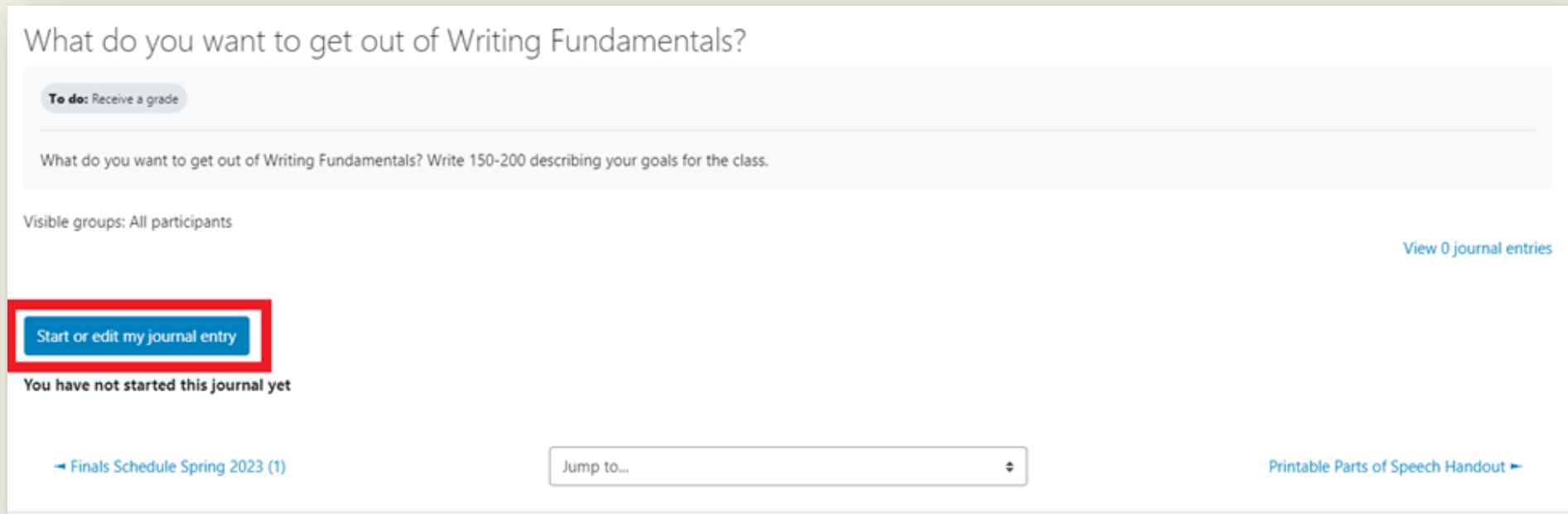
This icon represents a book. The link next to this icon will take you to a page displaying a collection of text or resources that is organized by chapters.



This icon represents a Journal. The link next to this icon will take you to a Journal Entry page, which functions similarly to a discussion forum.

Journal Entry

1. When an instructor has an “in Moodle” journal for you to complete, it will look something like this:



What do you want to get out of Writing Fundamentals?

To do: Receive a grade

What do you want to get out of Writing Fundamentals? Write 150-200 describing your goals for the class.

Visible groups: All participants

[View 0 journal entries](#)

Start or edit my journal entry

You have not started this journal yet

[← Finals Schedule Spring 2023 \(1\)](#) [Printable Parts of Speech Handout ▶](#)

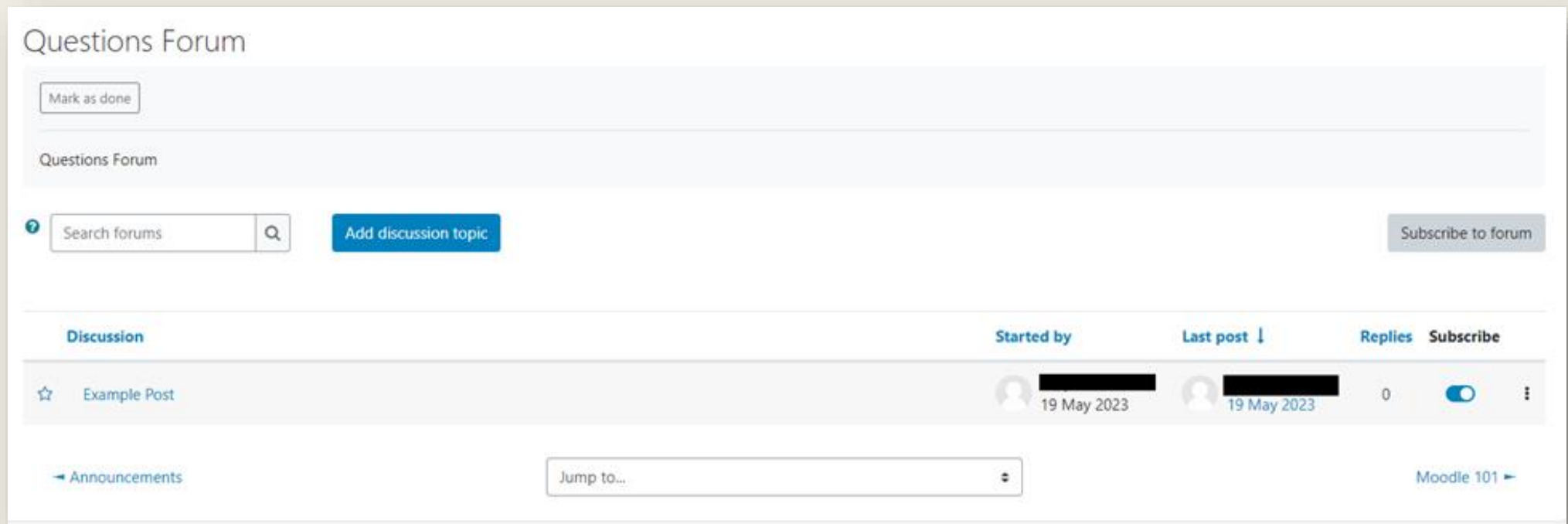
2. Clicking on ***Start or edit my journal entry*** and you'll instantly be brought to this screen:

The screenshot shows a web interface for a journal entry. At the top, there is a 'To do' notification: 'Receive a grade'. Below that is a prompt: 'What do you want to get out of Writing Fundamentals? Write 150-200 describing your goals for the class.' The main content area is titled 'What do you want to get out of Writing Fundamentals?' and contains a text entry field. Above the text field is a rich text editor toolbar with icons for undo, font size, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, smiley, image, video, audio, and help. Below the text field are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. At the bottom left, there is a 'Required' indicator. At the bottom center, there is a 'Jump to...' dropdown menu. At the bottom right, there is a link for 'Printable Parts of Speech Handout'.

3. Just enter what you need to and once you're done writing or editing your work, just click ***Save Changes***

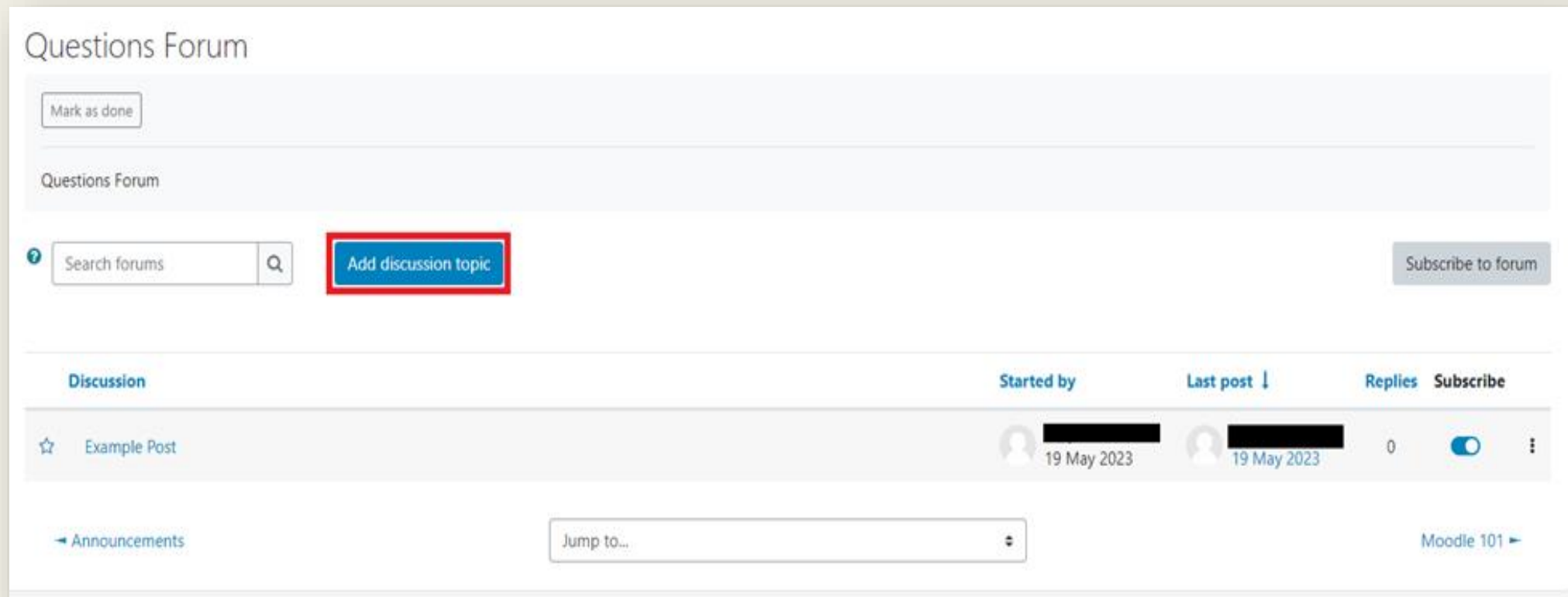
Question Forum

1. Question Forums will usually consist of a general question the instructor wants to ask the class and then have the students discuss it among themselves, typically it works similar to a post on any other social media platform. A student will respond to the question and once they post that response the screen should look something like this:



The screenshot displays a Moodle 'Questions Forum' interface. At the top, there is a 'Mark as done' button. Below it, the forum title 'Questions Forum' is shown. A search bar labeled 'Search forums' with a magnifying glass icon and a blue 'Add discussion topic' button are positioned on the left. A grey 'Subscribe to forum' button is on the right. The forum content area shows a single post titled 'Example Post'. The post header includes a star icon, the title, and a 'Discussion' label. To the right of the title, there are columns for 'Started by' (with a user icon and the date '19 May 2023'), 'Last post ↓' (with a user icon and the date '19 May 2023'), 'Replies' (with the number '0'), and 'Subscribe' (with a toggle switch). At the bottom of the forum, there is a 'Jump to...' dropdown menu and a link to 'Moodle 101'.

2. Now if you want to make your own post you can do so by clicking on ***add discussion topic*** and the screen should look like this:



The screenshot displays a Moodle forum interface for a 'Questions Forum'. At the top, there is a 'Mark as done' button. Below it, the forum name 'Questions Forum' is repeated. A search bar labeled 'Search forums' with a magnifying glass icon is on the left, and a 'Subscribe to forum' button is on the right. The 'Add discussion topic' button is highlighted with a red rectangular border. Below the search bar, there is a 'Discussion' section with a list of forum posts. The first post is 'Example Post', started by a user on 19 May 2023, with 0 replies. At the bottom, there is a 'Jump to...' search box and a 'Moodle 101' link.




Questions Forum

Mark as done

Questions Forum

Search forums

Discussion

	Started by	Last post ↓	Replies	Subscribe
☆ Example Post	 [Redacted] 19 May 2023	 [Redacted] 19 May 2023	0	<input checked="" type="checkbox"/> 

← Announcements

3. From here you just enter what you want to title your post and then give it a more detailed description on what you're trying to ask or say. Once that's complete, just click ***Post to Forum*** and it will add your post to the list along with any other students who may have made their own.

The screenshot shows a forum post creation interface. At the top left, there is a search bar labeled "Search forums" with a magnifying glass icon. To its right is a blue button labeled "Add discussion topic". At the top right, there is a grey button labeled "Subscribe to forum". Below the search bar, the "Subject" field is a text input box with a red required field icon to its left. Below the subject field is the "Message" field, which is a large text area with a red required field icon to its left. Above the message field is a rich text editor toolbar containing icons for undo, bold (A), italic (I), text color, background color, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert link, smiley, image, video, audio, and help (H-P). At the bottom of the message field, there are three buttons: "Post to forum" (highlighted with a red box), "Cancel", and "Advanced". In the bottom left corner, there is a red required field icon followed by the text "Required".

4. Occasionally students will be asked to respond to other students' questions, or discuss answers with one another via this method. To do that you'll simply go to which ever student you wish to reply to and click the **highlighted title**:

Questions Forum

Mark as done

Questions Forum

Search forums Add discussion topic Subscribe to forum

Discussion Started by Last post ↓ Replies Subscribe

☆ **Example Post** 19 May 2023 19 May 2023 0

Announcements Jump to... Moodle 101

And it should pull up their post, here you can see their full post description:

Questions Forum

Example Post

Display replies in nested form Move this discussion to ... Move Settings

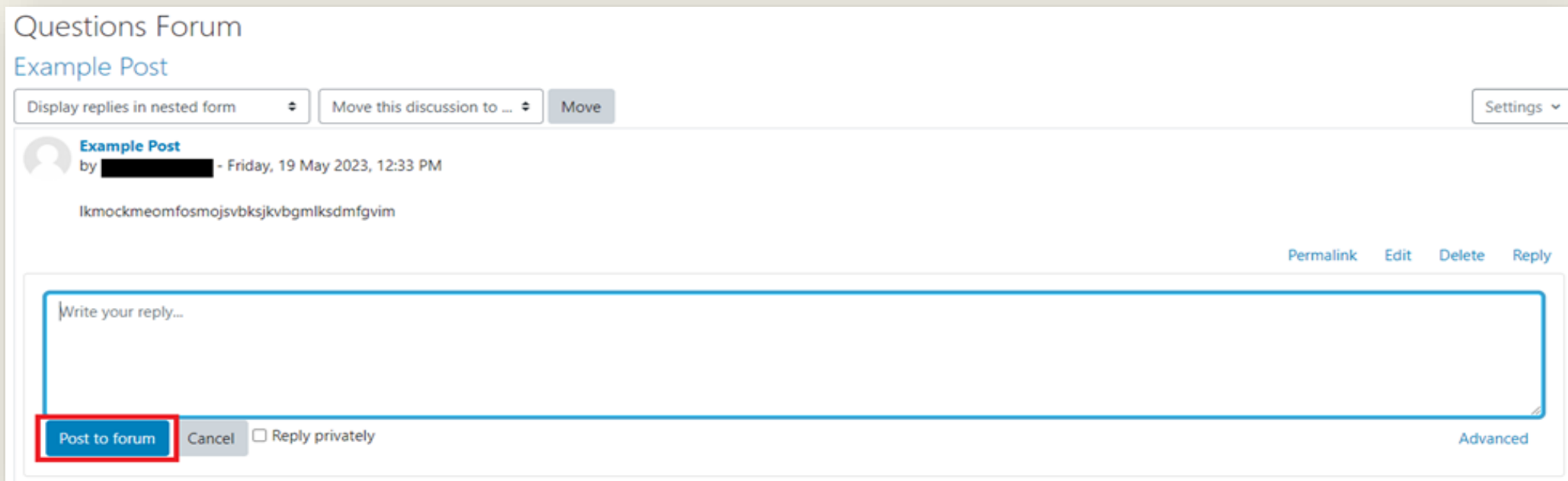
Example Post by [redacted] - Friday, 19 May 2023, 12:33 PM

lkmockmeomfosmojsvbksjkbvbmksdmfgvim

Permalink Edit Delete **Reply**

Announcements Jump to... Moodle 101

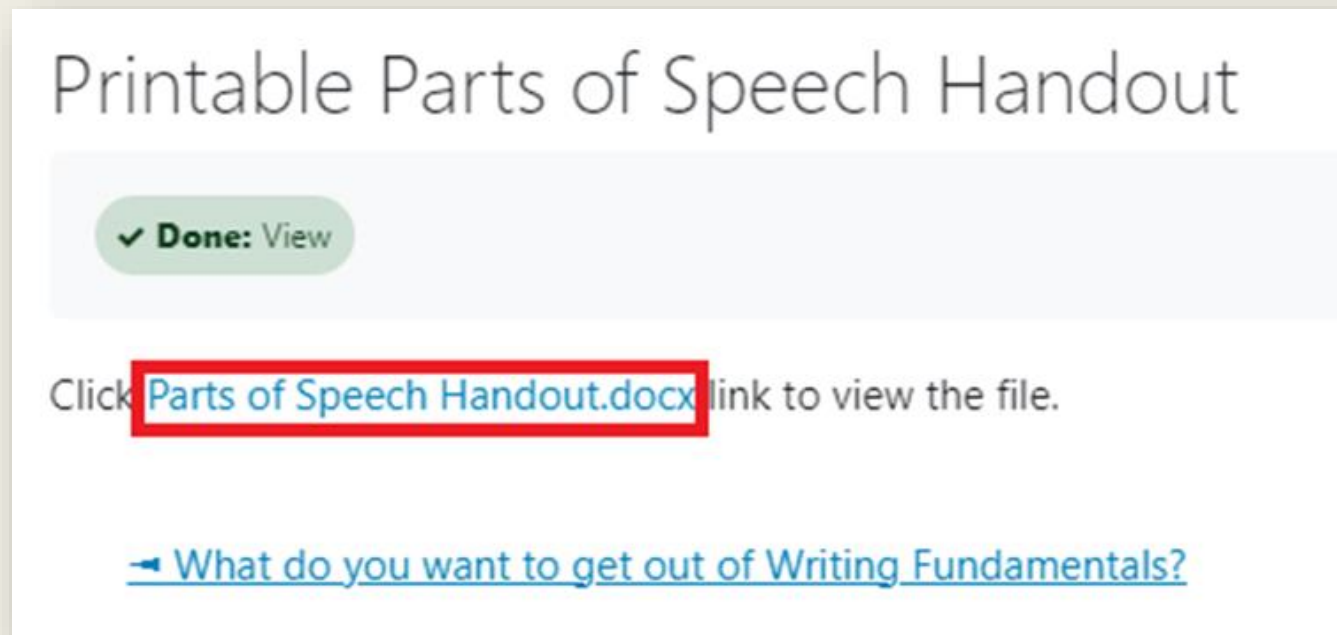
5. If you wish to respond to that post, click on **Reply**, located on the right side of the post. Doing that will bring up the reply box, just enter your response and once you're done, click **Post to forum** and your reply will be added to the thread:



The screenshot shows a forum interface. At the top, it says "Questions Forum" and "Example Post". Below this are several controls: a dropdown menu for "Display replies in nested form", a "Move this discussion to ..." dropdown, a "Move" button, and a "Settings" dropdown. The main post area shows a user profile icon, the text "Example Post", and "by [redacted] - Friday, 19 May 2023, 12:33 PM". The post content is "Ikmoockmeomfosmojsvbksjkbvgmlksdmfgvim". To the right of the post are links for "Permalink", "Edit", "Delete", and "Reply". A large text input box is open below the post, with the placeholder text "Write your reply...". At the bottom left of the input box is a "Post to forum" button, which is highlighted with a red rectangle. To its right are "Cancel" and "Reply privately" (with an unchecked checkbox). At the bottom right of the input box is an "Advanced" link.

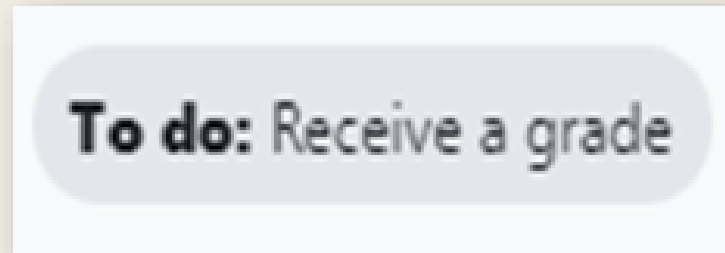
Downloading Documents

Occasionally instructors may provide you with documents you will need to download (Syllabus, handouts, etc.) to do so, simply click on the **highlighted document** and the download should begin immediately:

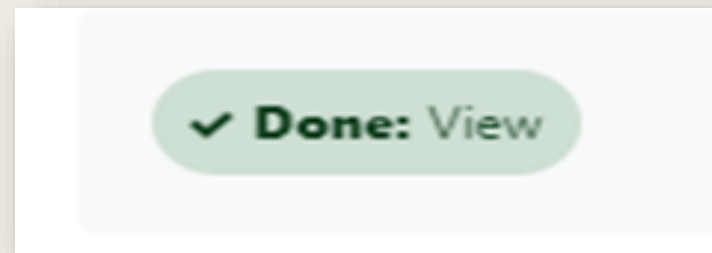


“To Do” Progression

A new feature of Moodle is the “**To Do**” icons on each page. When accessing course work for the week, pay attention to this icon on each page:



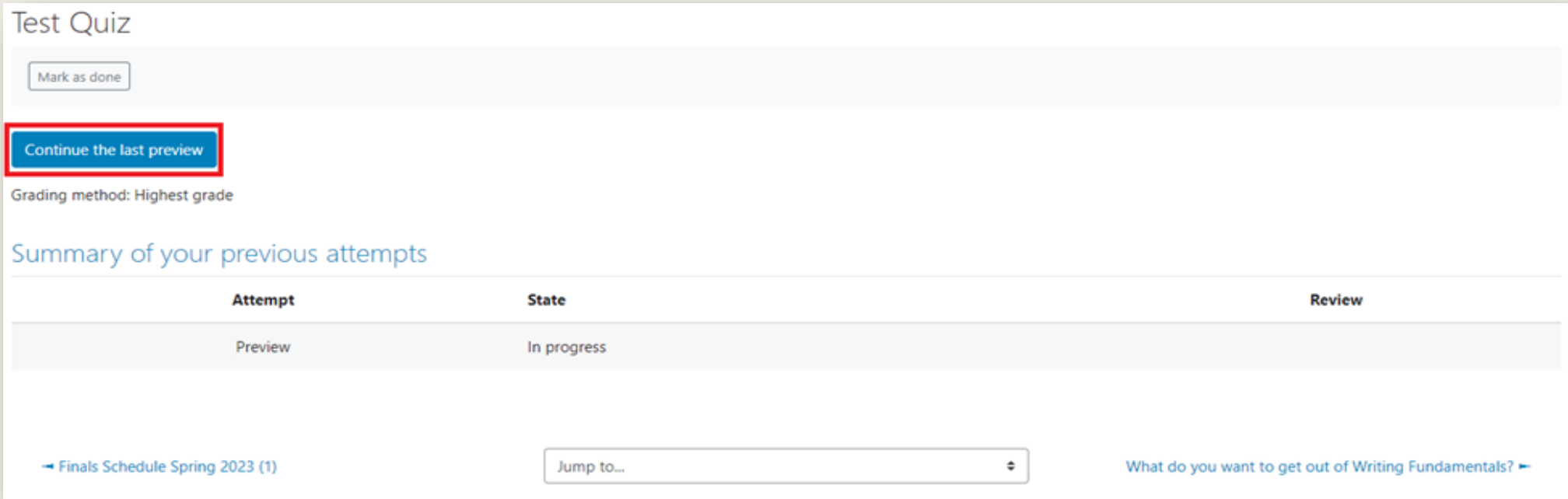
OR



While it may not show specific instruction, it can often show you if you’ve completed the necessary requirements created by the instructor, once it shows a green **Done** icon, you’ll know you’ve completed this page’s objective.

Quiz Navigation

This is what a quiz page will look like:



The screenshot displays a quiz page titled "Test Quiz". At the top left, there is a "Mark as done" button. Below it, a blue button labeled "Continue the last preview" is highlighted with a red border. Underneath the button, the text "Grading method: Highest grade" is visible. A section titled "Summary of your previous attempts" contains a table with the following data:

Attempt	State	Review
Preview	In progress	

At the bottom of the page, there is a navigation breadcrumb "← Finals Schedule Spring 2023 (1)", a "Jump to..." dropdown menu, and a link "What do you want to get out of Writing Fundamentals? →".

On this page you're able to see a few things (grading method, grade required to pass, due date and time of the quiz, and the instructions that go along with the assignment)

1. To complete the quiz, simply click **Begin quiz** (in this version it says “**continue**”, but it should say begin, as long as this your first attempt) and once you’re done, click **Finish Attempt** and you’ll be given a grade and depending on how the instructor set it up, you may be able to retake the quiz but regardless you’ll see the grade you made once you’ve finished it the first time:

Test Quiz

[Mark as done](#)

[Continue the last preview](#)

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review
Preview	In progress	

[← Finals Schedule Spring 2023 \(1\)](#) [What do you want to get out of Writing Fundamentals? ►](#)

Navigating Books

Occasionally in your course, you may come across a page that looks something like this:

Depending on how your instructor set up their course it may be at the beginning or end of each week, think of it like a summary or your assignments for that day or week if your instructor has it set up that way, it's essentially just a shortcut to them. Just click on any of the highlighted or underlined assignments and it will take you directly to that assignment's page.

The screenshot shows a course navigation interface. On the left is a 'Navigation' sidebar with a list of items: Dashboard, Site home, Site pages, My courses (with sub-items: Faculty and Staff Lounge, Student Lounge, Faculty and Staff Repository, Braye's Working Template, Participants, Badges, Competencies, Grades), Recommendations for Success in Writing Fundamentals, Week 1: January 9-13 (with sub-items: What do you want to get out of Writing Fundamentals?, Printable Parts of Speech Handout, **Parts of Speech Video Exercise**, Parts of Speech: Exercise 1, Parts of Speech: Exercise 2), and Grammatical Sentences: Parts of Speech. The 'Parts of Speech Video Exercise' and its sub-items are highlighted with a red box. On the right is a page header with a 'Previous' button, a red box containing the text '2. Exercise' followed by 'Parts of Speech Video Exercise', 'Parts of Speech: Exercise 1', and 'Parts of Speech: Exercise 2', another 'Previous' button, and a blue arrow pointing to 'Parts of Speech: Exercise 2'. Below the header, the text 'Same thing!' is displayed.

Dashboard Calendar

One of the features on your dashboard is the Calendar, it will keep and up to date visual display of any assignments due that week or in the future weeks or months, this goes for all of your classes:

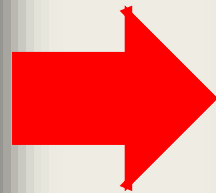
The screenshot shows a calendar interface for May 2023. At the top left, it says "Calendar" and "All courses" with a dropdown arrow. On the top right, there are icons for a plus sign, a gear, and a dropdown arrow, along with a blue "New event" button. Below the header, there are navigation arrows for "April" and "June", and the text "May 2023" in the center. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. Assignments are listed as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 ○ Attendance	2	3 ○ Attendance	4	5	6 ○ Pronoun Case: ... ○ Pronoun Case: ... ○ Adjectives and ... ○ Adjectives and ... 37 more
7	8 ○ Attendance	9	10	11	12	13

Simply click on the activity and it will display the description your instructor has provided, and to access the assignment, click on ***Go to activity***:

June ▶

Sat
6
Pronoun Case: ...
Pronoun Case: ...
Adjectives and ...
Adjectives and ...
37 more
13



Pronoun Case: Exercise 1 closes ×

- Saturday, 6 May, 11:55 PM
- Course event
- This exercise is over the information found in Pronoun Case. Make sure you have read the information provided and watched the video before attempting the exercise.
- ██████ [Working Template](#)

[Go to activity](#)

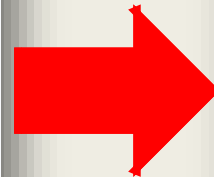
If you have more assignments due than what one day can show, just click on the **More** button and this screen should display all the assignments and when they're due that day:

Sat

6

- [Pronoun Case: ...](#)
- [Pronoun Case: ...](#)
- [Adjectives and ...](#)
- [Adjectives and ...](#)

37 more



← Friday Saturday, 6 May 2023 Sunday ▶

Pronoun Case: Exercise 1 closes

○ Saturday, 6 May, 11:55 PM
📅 Course event
☰ This exercise is over the information found in Pronoun Case. Make sure you have read the information provided and watched the video before attempting the exercise.
📄 Working Template

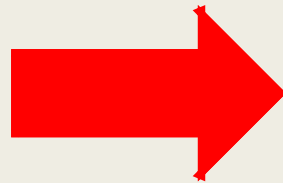
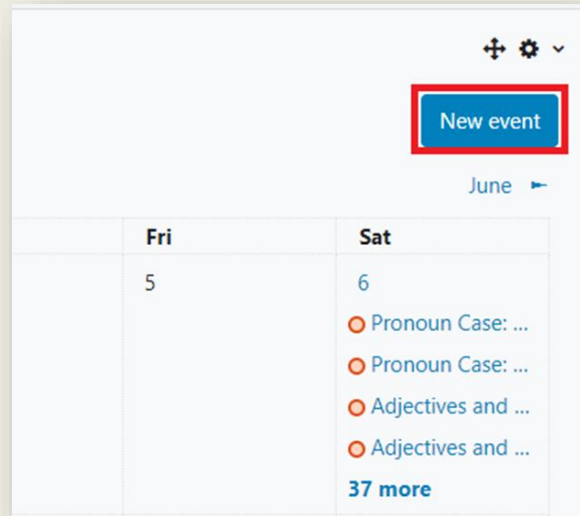
[Go to activity](#)

Pronoun Case: Exercise 2 closes

○ Saturday, 6 May, 11:55 PM
📅 Course event
☰ This exercise is over the information found in Pronoun Case. Make sure you have read the information provided and watched the video before attempting the exercise.
📄 Working Template

[Go to activity](#)

If you want to add a reminder or note to yourself in the calendar, just click on any of the dates and you can add an event or click **New event**:



Here you can add a title, select the date, add a description, select a duration, and even have the event repeat if it's something you want to be reminded of daily, weekly, or monthly.

A screenshot of the 'New event' form. The form is titled 'New event' and has a close button (X) in the top right corner. It contains several fields and options:

- Event title:** A text input field with a red information icon to its left.
- Date:** A date picker showing '25', 'May', '2023', '14', and '06' with a calendar icon.
- Type of event:** A dropdown menu currently set to 'User'.
- Description:** A text area with a 'Show less...' link above it. Below the text area is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and other formatting options.
- Location:** A text input field.
- Duration:** Radio buttons for 'Without duration' (selected), 'Until', and 'Duration in minutes'. Below 'Duration in minutes' is a text input field.
- Repeat this event:** A checkbox that is currently unchecked.
- Repeat weekly, creating altogether:** A text input field containing the number '1'.
- Required:** A red information icon followed by the text 'Required'.
- Save:** A blue button labeled 'Save' in the bottom right corner.

Opening Links

Occasionally your instructor may have a video, article, or other activity they want you to complete/ read that is located on another page. To access these all you have to do is click on the **highlighted link** and the page should pull up. If it for some reason does not, there may be an issue with the link itself that your instructor may not be aware of, in this even please contact you instructor to inform them:

List of Common Prepositions

Mark as done

Click <https://englishgrammarhere.com/prepositions/100-prepositions-list-in-english/> link to open resource.

← Printable Subjects, Verbs, and Prepositional Phrases Handout

Jump to...

Respondus LockDown Browser

LockDown Browser

LockDown Browser is a custom browser that increases the security of online testing in Moodle. When students use LockDown Browser to access a quiz, they are unable to print, copy, go to another URL, access other applications, or close a quiz until it is submitted for grading.

A quiz that requires LockDown Browser will prompt students to download the program when they click on the quiz link. Students should download and install the program as they would any other Windows or Mac program.

Respondus Monitor

Respondus Monitor is a webcam feature for LockDown Browser that records students during online, non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded video.

Respondus Monitor requires the use of a webcam, which is reflected in the quiz title:



Example of a Quiz Requiring LockDown Browser and Respondus Monitor

Troubleshooting Tips-

Students having issues with LockDown Browser and Respondus Monitor should follow these steps:

1. Let the course page fully load before clicking on the quiz or exam. Verify the course page fully loads by observing the little circle at the top left of the screen. Once the circle stops turning, click on the quiz or exam.
2. Access the quiz from inside the course. Do not access the quiz from the Calendar block or Upcoming Events block.
3. Review the technical requirements, making sure the computer meets them (see this link).
4. Read the quick start guide for students (see this link).
5. See this document for additional troubleshooting tips.
6. Call Keri Zimmer at 870-248-4058.

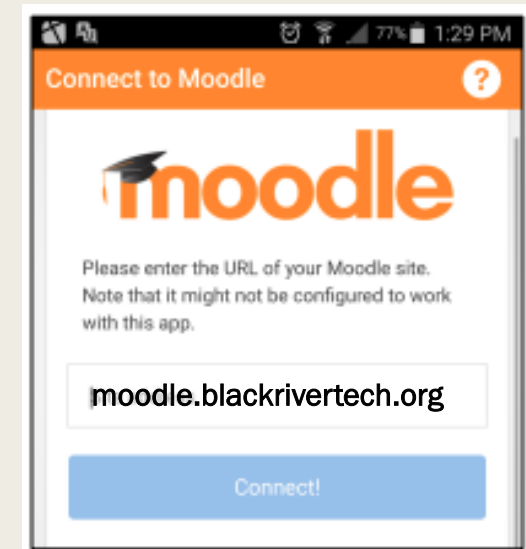
Moodle Mobile App.

Moodle is also available for your smart device. The app is called **Moodle Mobile** and is available for Android and iOS devices. Once you have installed and opened the app, you will see this screen:

Step 1:

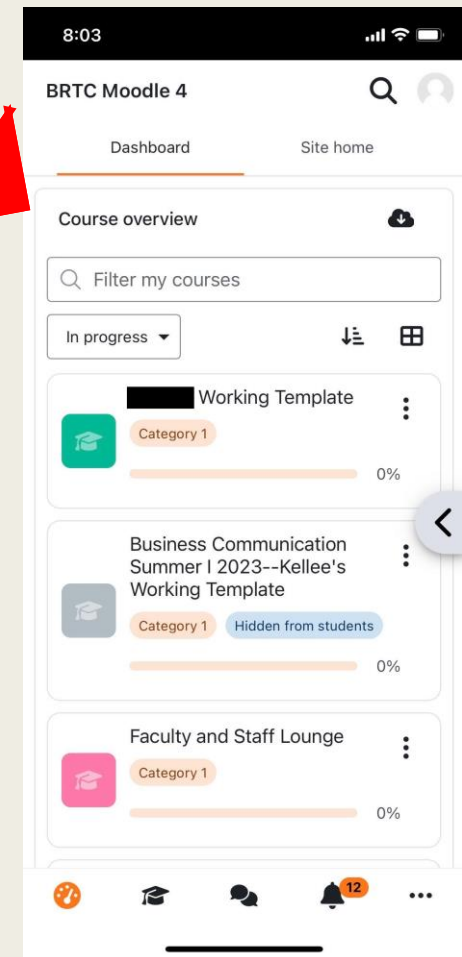
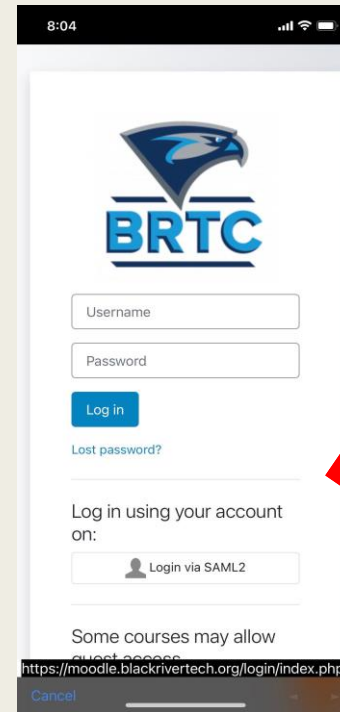
In Site address, enter: **moodle.blackrivertech.org** then hit

Connect!



Step 2:

Enter in your login credentials for myBRTC.



Once you log in, a list of your courses appears. If you tap the button with three horizontal lines in the top left corner, this will open up the Navigation Drawer. Navigating the mobile app will be similar to navigating Moodle within a browser.