Distance Education & Instructional Technology

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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.
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 **Allow** 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 **Remove Website** button to remove it from the exceptions list.

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

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

![Week 4: January 30-February 3]

- Journal 6
- Grammatical Sentences: Run-Ons
- Printable Run-Ons Handout
- Run-Ons Video Exercise
- Run-Ons: Exercise 1
- Run-Ons: Exercise 2
- Journal 7
- Grammatical Sentences: Irregular Verbs
- Printable Irregular Verbs Handout
- Irregular Verbs Video Exercise
- Irregular Verbs: Exercise 1
- Irregular Verbs: Exercise 2

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 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.

Scroll down to see User picture section!
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*. 

![Forum preferences settings](image-url)
Navigating Lessons

1. When you first access Moodle, it should look something like this:
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.
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:
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:
5. Once you access a lesson, your screen should look like this:

![Image of lesson interface]

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

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:
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:
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.
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**:

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

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:

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:
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.
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:
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:**
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:
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.
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:
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:

![Emotional and Social Development in Middle Adulthood Quiz - Requires Respondus LockDown Browser + Webcam](image)

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.

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.