

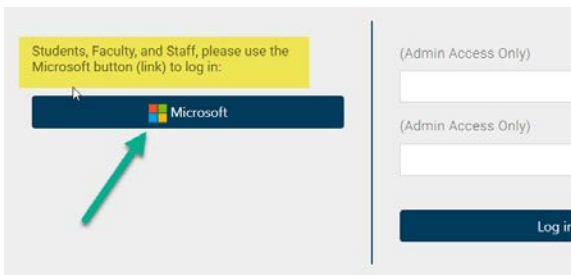
Open LMS (Moodle) a Quick Start Guide for Students

Logging In

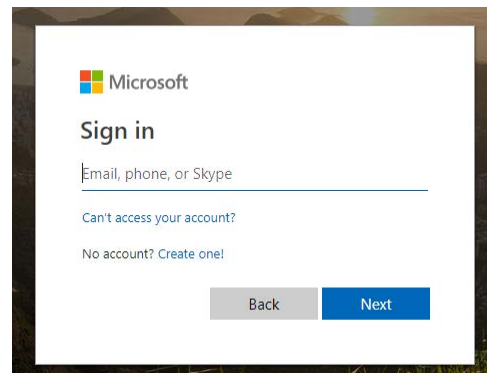
1. Go to <https://moodle.carteret.edu>
2. At the top right corner, click **Login**.



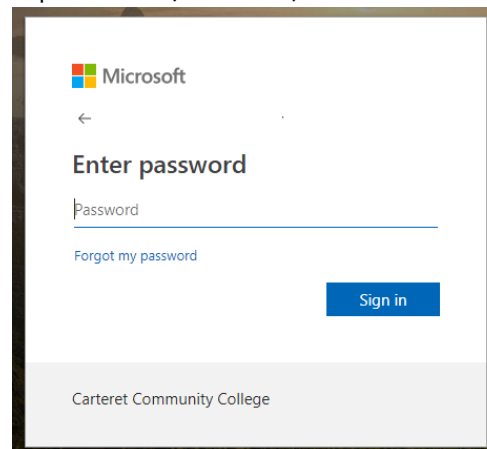
3. Look for the Microsoft Logo, below the blank Admin Access fields, and click that link.



4. Enter your Email address and password. Note: your Moodle username is your email address and is the same as your User ID + @student.carteret.edu. (If you do not know your User ID, please contact the IT helpdesk at help@carteret.edu or call 252.222.6196)



Your password is the same as your password for Carteret Compass. In fact, passwords are the same for Carteret Compass, Email, YuJa, and Open LMS (Moodle).



When you change your password for one, it will change for all four. If you do not know your password, you can go to <https://reset.carteret.edu>, enter your username, answer the three security questions asked, and reset your password. *Do NOT use the "Forgot my password" reset option at the Microsoft login.* If you have

forgotten your password, you must use the [CCC Password reset portal](#).

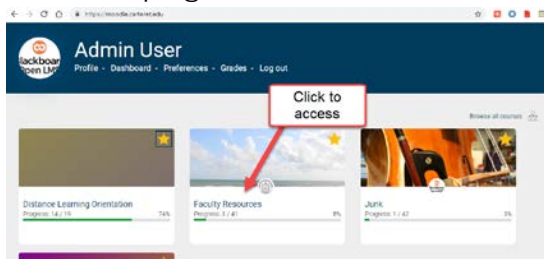
5. If you have trouble logging in to any of these systems (Open LMS, Carteret Compass, or Email), please contact the IT helpdesk at help@carteret.edu or call 252.222.6196

campus wireless network, or other technology issues contact the IT help desk at help@carteret.edu or 252.222.6196

2. For questions about using Open LMS (Moodle), contact the Distance Learning help desk at dl@carteret.edu or 252.222.6397

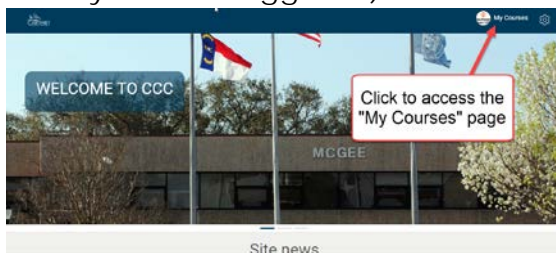
Accessing Your Courses

1. After logging in you are on the "My Courses" page.



Simply click on the course name you wish to access. Remember that courses will not show up in Open LMS until the first day of class.

2. If you close this page, you will be on the Open LMS home page and you can get back to My Courses by clicking on the My Courses link (at the top right of the home page – once you have logged in).



Getting Help

1. For questions about logging in to Carteret Compass, Email, Open LMS (Moodle), gaining access to the

Submitting an Assignment

1. Click on the name of the assignment from the course home page or via the activities block. (Note: the first assignment for the vast majority of your courses will be an "attendance verification" or "census" quiz. A popup notification will guide you to this quiz when you enter the course and until you complete it - see the *Taking a Quiz* section below)
2. Click the "Add Submission" button.
3. Drag and drop your file(s) into the "File Submission" area
4. Click the "Save Changes" button.
5. You will be returned to the Assignment information page.
6. If you need to make changes prior to the assignment due date, and your instructor has permitted this, you can click the "Edit Submission" button.
7. If you want to delete a file previously uploaded, click on the file and then click the "delete" button. You can then repeat steps 3 & 4 above.
8. To return to the course, click on the name of the course in the navigation bar at the top of the window (called "breadcrumbs").

Taking a Quiz

1. Click on the name of the quiz from the course home page or via the activities block
2. Click the "Attempt quiz now" button
3. If the quiz is timed, you will receive a notice that it is timed and confirming that you want to start the quiz. If the quiz has any additional restrictions, or special settings, they should also be displayed – **pay attention to these**.
4. Click "Start Attempt" to begin
5. If the quiz is timed you will see a timer counting down. If you leave the quiz and return, the timer will continue to count down during your absence.
6. If you do not submit the quiz by the end of the time limit, the quiz may be submitted automatically or may not count at all, depending upon the settings.

Posting to Forums

1. Click on the name of the Forum from the course home page or via the activities block
2. Read any instructions for the Forum.
3. If you are to post a new discussion, click the "Add a new discussion topic" button, fill in the subject and the message, add a file if desired or required, and click "Post to forum". **You will have 30 minutes to edit the post unless you check the box to submit the post without any editing time delay.**
4. If your instructor requires you to reply to other posts, you will need to click on the subject of another post and then click "reply".

5. Subscriptions to Forums can best be managed by accessing the forums through the Activities block on the course dashboard.

Keeping Track of Deadlines

1. *Be sure to refer first to the Course Syllabus posted by your instructor!* Your instructor may post all due dates as a tentative schedule, reading schedule, etc.
2. You can also refer to the Calendar block found in your dashboard or look to the Upcoming events block.
3. Most importantly, log in frequently, checking for updates, and *communicate clearly with your instructor if you have any questions about due dates and assigned tasks.*

Tracking Progress

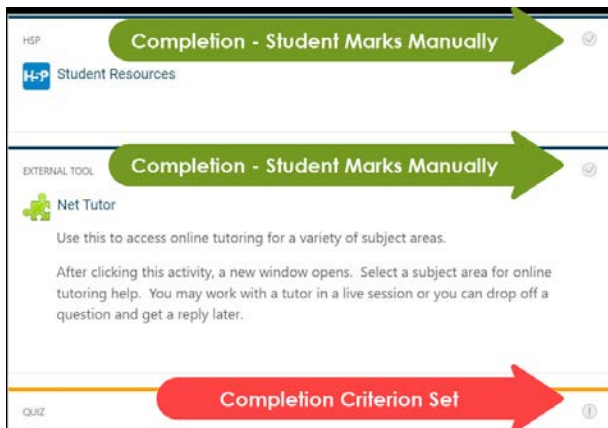
1. By default, activity completion status is turned on for all courses.
2. Below each section heading you will typically see something like: "Progress: X/Y" where "X" represents the number of activities completed and "Y" represents the number of activities in the section.

Welcome and Introductions

Progress: 0 / 3

3. Some activities can be marked complete by students and some have specific criteria that must be satisfied before they are counted as

complete. In a few sections there may also be an item or two which are completely hidden and not available to students until a specific time, or not at all. So, use the completion progress as a guide, but don't stress if you end up thinking you completed all activities in a section but the progress bar shows something like "Progress: 4/5". The syllabus and your instructor will be the final authority regarding the tasks you need to complete for the course. Look for icons at the top right of each activity.



Stepping Back

– Before You Begin

Online Readiness Check

A marvelous way to perform a self-evaluation of your readiness to take online courses can be found via the link below. The self-evaluation provides helpful strategies and a way to email the results to your instructor or advisor, so they can provide more personalized assistance and advice for your success as an online student.

[Linked Here](#)

Browser support

CCC recommends updated versions of Google Chrome, Mozilla Firefox, or Safari. You can check to see what version you are currently using by going to the following web site:

[Linked Here](#)

Internet Connection Speed

Since many online courses make use of video content and may offer students webinar style online sessions, CCC recommends reliable internet service with speeds at least 3-5 Mbps, but around 25 Mbps or greater would be ideal. You can read more about internet speed and check your internet service at the following web site:

[Linked Here](#)

Testing and Online Proctoring

Carteret Community College instructors may use SafeExam Browser or Respondus LockDownBrowser and Monitor for video proctoring to deter cheating on quizzes and exams. Students will need to be able to download SafeExam Browser or LockDownBrowser the first time it is used.

Respondus Monitor requires a **web camera** and a **microphone**. Since a number of instructors also use Collaborate, MS Teams, or Zoom, webinar or synchronous online communication tools, enabling screen sharing, application sharing, video and audio communication, collaborative white-boarding, etc., CCC recommends a web camera and microphone for all online students. Some recommendations at the lower end of the cost spectrum include (Summer 2023 Amazon pricing):

- eMeet c960 (~ \$30-40)
- NexiGo N60 HD (~ \$40-50)
- Logitech c270 (~ \$25-40)
- Logitech c920 (~ \$80)