

# Online Student Orientation

## A Virtual Walk to Class

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Welcome to West Virginia State University Online!

Let's virtually walk to class together by exploring WVSU's Moodle portal, touring your online campus, and investigating a sample course.

You can pause, rewind, or fast forward at any time by using the controls in the viewer window. Select specific topics by clicking on them in the right-hand menu.

### Five Learning Outcomes

After you complete this virtual walk to class, you'll be able to:

- Access your online courses,
- Navigate your online class,
- Operate your classroom tools,
- Locate information and assistance, and
- Achieve your online educational goals.

## ACCESS YOUR ONLINE COURSES: Explore the Moodle Portal

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Let's examine the learning management system, or LMS, on which your courses are found. WVSU uses the Moodle LMS for all its online courses and programs. Learn how to access your classes, and become familiar with the online layout.

### Locate the Moodle Portal, Part One

You can access the WVSU Moodle portal in two ways. One way is to enter Moodle from West Virginia State University's homepage at [wvstateu\(dot\)edu](http://wvstateu(dot)edu).

In the navigation ribbon at the top of the page, select "MyOnline."

### Locate the Moodle Portal, Part Two

The other way to access the [WVSU Moodle portal](#) is to type the address directly into the address bar of your online browser: [myonline\(dot\)wvstateu\(dot\)edu](http://myonline(dot)wvstateu(dot)edu).

Whether you access the portal through the University homepage or by typing the address directly into your browser, you will arrive at the gateway to your West Virginia State University online.

## **Log In**

From the portal homepage, log in to Moodle with your WVSU username and password in the Moodle block on the left-hand side of the page.

Your username is everything that comes before the “at” symbol in your e-mail address.

Your password is the same password you use to log in to your State e-mail and MyState.

## **Ask the Help Center – On-Campus Technical Support**

If you need log in or any other technical assistance, two support sources are available to you.

Discover how to access on-campus technical support by selecting “Campus Technical Support” in the top menu ribbon.

Live technical assistance is available in person in Wallace 222 and on the phone at 304-766-3300 Monday through Friday from 8:30 a.m. to 5:00 p.m. EST. You can also contact them by e-mail or by submitting a help desk request through the online portal at col(dot)zendesk(dot)com.

## **Ask the Help Center – Virtual Help Center**

For off-campus technical assistance up to 24 hours a day, seven days a week, find the Moodle Help Center block. Click on any of the icons in the Help Center block menu.

Find Help Center articles in the knowledgebase. Live Chat with or e-mail a technical support specialist from 6:00 a.m. through midnight EST.

Click the phone icon to learn how you can speak to a technical support specialist by phone 24 hours a day, seven days a week.

## **Call a technical support specialist, 24 hours a day, 7 days a week**

You may wish to add the twenty-four-hour-a-day, seven-day-a-week technical support phone number to your cell phone contacts for easy access when you might need it most.

That number is 1-800-985-9781.

## **Enter your online classroom**

Once you log in to the WVSU Moodle portal, click on the navigation drawer in the upper-left corner of the page.

Select a course by name to enter your online classroom.

## **First Learning Outcome Unlocked!**

You have now learned how to access your West Virginia State University online courses.

## **NAVIGATE YOUR ONLINE CLASS: Tour the Course Shell**

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Now that you can log in to Moodle and access your courses, let's take a look at what you can expect in your online classes.

### **Go to your online class**

Using the skills you learned in the last section, you can now log in to Moodle and enter your courses from the navigation drawer in the upper-left corner to be taken to a course homepage.

We're going to enter American History One to take a look around. You won't have this course in your list. American History One is a sample course for this presentation so that we may examine Moodle together here.

### **Discover Your Online Classroom**

This is the homepage for American History One. A course banner image lets you know the name of the course you are in, and you can access information and tools you'll need throughout the course directly underneath this banner.

Click on "Course Announcements" to enter a separate area for general news and course announcements. Check this news area often for important class announcements from your instructor.

Titles of the most recent news forum entries are highlighted in the "Latest News" block on the right-hand side of the page.

### **Locate Your Syllabus and Other Course Resources**

In every course you take, you will receive a syllabus, which is a document outlining the course content, your learning outcomes, assignments, and other matters pertaining to the class.

You will also find in the syllabus information about the materials you'll need and how your grades will be calculated, class and school policies, and a calendar of readings and assignments.

Most importantly, you'll find contact information for your instructor on the very first page of the syllabus. Contact your instructor if you have questions about the course, want to discuss course topics, or simply to say hello. Read your syllabus carefully, and print it so that you have easy access to it when you need it.

## **Find Your Lessons**

Below the course banner and resources available to you, your lessons begin.

Scroll down the page to find all your course lessons arranged in topics, weeks, units, or modules.

Each lesson may contain the kinds of items that are found in American History One, Topic One: various learning resources and lecture items, study aids and supplemental resources, and assignments and lesson activities that will help you reach your goals.

## **Begin Your Learning**

Begin your learning in the first lesson, working through each item. Select any item in the list to open it. Let's explore inside "Lesson 1 Reading Assignment."

## **Finding Your Way Back**

When we click on "Lesson 1 Reading Assignment," we arrive at a new page with a list of textbook readings and interesting articles and videos from the World Wide Web.

Click on any hyperlinked text to follow the link.

To return to the course homepage, select "Topic One" in the breadcrumb trail.

## **The Navigation Block**

You can navigate to topics and individual items from the homepage quickly by using the Navigation block on the right-hand side of the homepage. Click the plus sign to expand the block, and select a topic to view a complete menu.

You can even use the "Courses" button at the bottom of the navigation block to navigate to other courses in which you may be enrolled.

## **Second Learning Outcome Unlocked!**

You have now learned how to navigate your online class.

## **OPERATE YOUR CLASSROOM TOOLS: Secure Your Learning**

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Your online classroom is a rich place for learning. In this section, learn to use the tools to access, communicate, and show off your learning.

## **How to Check Course Announcements**

You'll find a forum for news and announcements underneath your course banner. Your instructor may have titled it "News Forum," "Course Announcements," or a similar name. Check this forum for course announcements every time you log in to class by clicking on the forum title to enter.

Then, view a list of announcements by title in the "Discussion" column. You will not be able to post or reply to the news and announcements forum unless your instructor has enabled it. Click on an announcement title to view the whole message and, if it is enabled, to reply.

## **How to Use the Calendar**

If enabled in your course, Moodle's calendar feature helps you keep track of course due dates. You can also make the calendar your own by adding your own items.

Access the calendar in the navigation drawer or in the Moodle block on the right side of the course page.

## **How to Submit an Assignment, One**

To submit an assignment, first click on the assignment title in your course activities to enter the submission area. You'll find instructions for the assignment, any available rubrics, and any other information you may need to submit your assignment.

Click "add submission" to begin submitting your assignment.

## **How to Submit an Assignment, Two**

The submission page is where you can upload files that you wish to submit to your instructor. Click in the submission box to use the directory to find your files on your computer, or drag and drop files into the submission box.

When you have uploaded your file, select "Save changes" at the bottom of the page.

## **How to Post in the Discussion Forum, One**

To participate in a discussion forum, click on the forum title on your course homepage to enter the discussion area. You'll then see any forum prompts or instructions.

Click "Add a new discussion topic" to enter your post.

## **How to Post in the Discussion Forum, Two**

To participate in a discussion forum, click on the forum title on your course homepage to enter the discussion area. You'll then see any forum prompts or instructions.

Click "Add a new discussion topic" to enter your post.

## **How to Reply in the Discussion Forum, One**

To reply to a post in the forum, re-enter the discussion forum to see a list of posts already in the forum.

A post and its replies are together called a thread. Click on a thread title to open the message.

## **How to Reply in the Discussion Forum, Two**

Read the body of the message inside the post.

Click “Reply” in the lower-right corner to create and post your response.

## **How to Take Tests and Quizzes, One**

To take a test or a quiz, first click on the quiz or test title from your course homepage to access the quiz or test entry page.

Depending on your test instructions, you may have a time limit, and the number of times you can submit the test may be limited.

After reading any test instructions and if you’re ready, select “Attempt quiz now” and confirm your selection to begin your quiz or test.

## **How to Take Tests and Quizzes, Two**

Questions may be multiple choice, true or false, short answer, matching, or other question types. Select or type your answers.

A quiz navigation block on the right-hand side of the page will show you your progress through all the questions on the test.

At the bottom of a page of questions, click the “Next” button to advance to any additional questions or, if no questions remain, select “Finish attempt.”

## **How to Take Tests and Quizzes, Three**

A summary page allows you to see if you have answered all questions on a quiz or test. If you wish to change an answer, select “Return to attempt.”

If you are finished, select “Submit all and finish” and confirm to complete your quiz or test.

## **Moodle Messaging**

In addition to your WVSU student e-mail, Moodle’s course messaging system provides you an opportunity to contact your instructor and your classmates in each of your courses.

Access Moodle messages by selecting from the upper-right menu bar or from the dropdown list.

First, enter the name of the person you wish to message—your instructor or a classmate. Then, select that person’s name from the list, compose and send your message.

## **How to Check Your Grades and Assignment Feedback**

To view your grades and assignment feedback, select “Grades” from the dropdown menu next to your name in the upper-right corner of the page.

### **Experiment**

Moodle’s tools make learning accessible and intuitive, and often, more than one way exists to find or do what you need. If you’re unsure about what a button does, click on it! See where it leads. And if you need technical assistance, the Help Block and the Center for Online Learning are always available.

### **Third Learning Outcome Unlocked!**

You have now learned how to operate your online classroom tools.

## **LOCATE INFORMATION AND ASSISTANCE: Investigate Your Resources**

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Your Moodle portal connects you to your university in many ways. In this section, use the main menu ribbon to locate social and academic information, assistance, and services.

### **Your Connection Key**

Social media icons are your links to WVSU on Facebook, Twitter, YouTube, and Flickr.

Follow the globe icon to arrive at the West Virginia State University Online homepage.

### **School Resources**

The School Resources menu is your connection to the West Virginia State University Drain-Jordan Library.

### **Student Resources**

The Student Resources menu links you to on-campus tutoring in a variety of subjects and workshops, academic counseling, and academic coaching to help you succeed.

## **Find Academic Assistance**

Contact the Academic Assistance Office for peer tutoring, walk-in tutoring, online tutoring, and learning enhancement workshops.

The Academic Assistance Office is dedicated to helping you achieve academic success.

## **Arrange Test Proctoring**

In some of your classes, you may be required to take proctored exams. Check your syllabus for details.

If you need to arrange examination proctoring, find out more about your on-campus, off-campus, and online proctoring options by selecting “Online Proctoring” from the “Student Resources” menu.

## **Arrange Test Proctoring**

On the Counseling and Academic Support Services webpage, find out about services and programs intended to help you reach your full potential as a student at West Virginia State University.

Link to academic assistance, disability services, and mental health services, which include one-to-one counseling, mental health programming, and substance abuse peer education.

## **Access Smarthinking – Online Tutoring Services**

Smarthinking is your connection to live tutoring 24 hours a day, seven days a week, on demand or by appointment.

Your username is your full WVSU e-mail address. Your password is wvstate.

## **Read *The Buzz*, the WVSU Student Handbook**

The student handbook, *The Buzz*, is published to provide you with a better understanding regarding the ideas and traditions of West Virginia State University as well as the responsibilities and opportunities that are yours.

## **Library Services for Distance Learners**

Through the Drain-Jordan Library, you have access to scholarship from all over the world in digital and print resources through the library’s online catalog, digital holdings, interlibrary loan, research databases, course reserves, and document delivery services if you live 50 miles outside of Institute, West Virginia.

## **Disability Services**

The Disability Services Office provides individualized accommodations and support for students with physical and/or learning disabilities.

Link to the Disability Services website for a list of services and accommodations and for information on how to apply.

## **Fourth Learning Outcome Unlocked!**

You have now learned how to locate information and assistance.

## **ACHIEVE YOUR GOALS: Apply These Tips for Online Learning Success**

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You are embarking on a big adventure—your higher education. Ensure your success by applying the following tips for online learning success.

### **Course Expectations**

Every syllabus is your guide to a complete course. Print and read the syllabus so that you understand course procedures and policies.

Your student e-mail is an important information channel between you and your university. Check your WVSU e-mail account regularly. Consider beginning each of your online learning sessions by checking your student e-mail.

Prepare yourself for a good start to your classes. Order your books before class begins.

### **Five Tips for Success**

Your narrator in this orientation module is an online graduate, so take these five tips for success from me:

First, for an online student, “coming to class” means logging in. Expect to log in at least three to five times per week.

Second, effective learning takes time, so be sure to schedule time to work on your school lessons.

Third, many students find that developing a routine helps them succeed, so they plan not only a routine time to log in to class, but they create a “school space” at home so they can devote themselves to learning while minimizing distractions.

Fourth, you may not see your instructor’s face, but he or she wants you to achieve your educational goals. Communicate with your instructor and let him or her guide you to where you want to be.

Fifth, if you don’t need any help, you will be the exception, not the rule. College is a long-term, challenging, and rewarding commitment, and West Virginia State University faculty and staff are ready to help you along your journey from student to graduate.

## **Stay Connected**

Your best resource will be your instructor. If you are a fully online student, you have an assigned online academic advisor who is a resource to you as well. An online academic advisor is available only to fully online students. Check the first page of your syllabus for contact information for your instructor, and all fully online students should check your WVSU e-mail on the first day of classes for contact information for your online academic advisor.

## **Fifth Learning Outcome Unlocked!**

You have now learned how to achieve your online educational goals.

## **Conclusion**

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Congratulations! You have now completed this Online Student Orientation: A Virtual Walk to Class. You are now prepared to:

- Access your online courses,
- Navigate your online class,
- Operate your classroom tools,
- Locate information and assistance, and
- Achieve your online educational goals.