Online Student Orientation
A Virtual Walk to Class
Five Learning Outcomes

Access your online courses
Navigate your online class
Operate your classroom tools
Locate information and assistance
Achieve your online educational goals
ACCESS YOUR ONLINE COURSES

Explore the Moodle Portal
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.

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

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.
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.
NAVIGATE YOUR ONLINE CLASS

Tour the Course Shell
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.
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!

Navigate your online class
Secure 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.
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

First, give your post a title.

Second, write your post in the message area. Depending on the forum settings, you may be able to add attachments.

Third, select “Post to forum” at the bottom of the page to add your post to the discussion.
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.
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.”
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.
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.
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!

Operate your classroom tools
LOCATE INFORMATION AND ASSISTANCE

Investigate Your Resources
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.
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.
Access Counseling and Academic Support Services

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.
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.
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.
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.
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!

Locate information and assistance
ACHIEVE YOUR GOALS

Apply These Tips for Online Learning Success
Course Expectations

- Print and read the syllabus to understand course procedures and policies.
- Check your WVSU e-mail account regularly.
- Order your books before class begins.
Five Tips for Success

- Log in to class often.
- Schedule time to work on school.
- Create a “school space” at home.
- Communicate with your instructor.
- Don’t be afraid to ask for help.
Stay Connected

Talk to your instructor.

If you are a fully online student, talk to your Online Academic Advisor.
Fifth Learning Outcome Unlocked!

Achieve your online educational goals
Conclusion

You have now completed this Online Student Orientation: A Virtual Walk to Class.

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