



Orientation to AU Online: Navigating Moodle

Navigating Moodle

Introduction

Before you begin your first online course, it is important to familiarize yourself with Moodle, which is AU Online's learning management system (LMS). Moodle is where you'll access your online courses, but there is plenty of other information available to you on the site as well.

Upon completion of this lesson, you will be able to:

- Navigate AU Online's Moodle portal.
- Identify important information for technical support, support services, and tutorials available on the AU Online Moodle portal.
- Find and access your online courses.

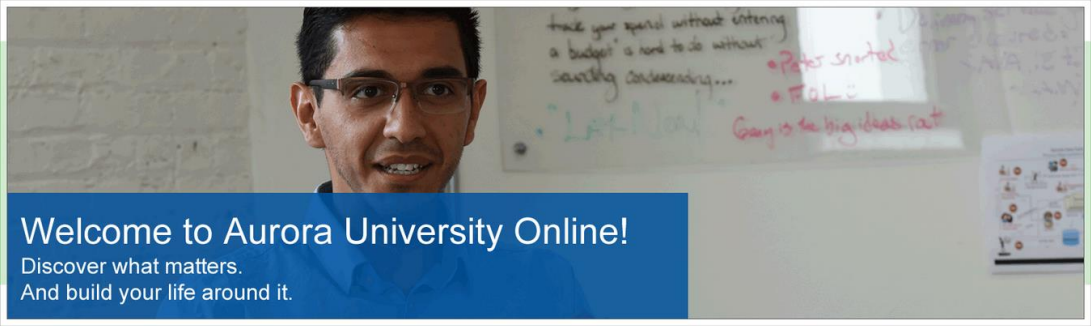
Introduction to the Moodle Portal

AU Online uses Moodle as its **LMS** for online courses.

There are a few ways to access AU Online:

1. Visit aurora.learninghouse.com.
2. Click on the direct link for Moodle is located at the bottom of the [Aurora University Online](#) website.
3. From [Aurora University's website](#), navigate to the bottom of the home page and click on the link for Online Courses located under the Moodle heading.

[School Resources ▶](#) [Orientations ▶](#) [Orientation to AU Online ▶](#) [Log In](#)



Welcome to Aurora University Online!
Discover what matters.
And build your life around it.

This site is for fully online courses only. If you have required face-to-face meetings for your course, please access Moodle via the [Moodle for on-campus courses](#).

Course Access Information

- Students gain access to Moodle course shells the Friday before the start of the term.
- Failure to access your online course shell by 3pm of the first Friday of the course will result in an administrative drop from the course.
- Students must use WebAdvisor to add or drop courses via valid dates listed on the Academic Calendar located to the right under Student Resources. Please contact Student Accounts at 630-844-5470 or student.accts@aurora.edu for the refund policy.

IT Problems?

- Are you having problems logging in? Contact ITS Help at itshelp@aurora.edu or 630-844-5790.
- For all other technical problems with Moodle - please use the help desk located on the right hand side of this page. (24/7)
- Note: Moodle will work with just about any browser. However, AU ITS recommends the use of Firefox. If you use MS Internet Explorer, you may encounter problems downloading files (such as Word or PowerPoint files) placed in the course by your instructor. Because of certain security weaknesses in IE, Microsoft uses a default setting that blocks the automatic downloading of files. The result will be a blank white frame and an error.

LOGIN

Username

Password

☐ Remember username

AU Online's Moodle site

Video: How to Navigate Moodle

Begin by [watching the video to review how to navigate the Moodle portal](#). The pages that follow will elaborate on this information.

Moodle Blocks

Moodle blocks are located on the right side of the portal underneath the Welcome to AU Online banner. The blocks contain important links to items such as:

- Login
- Help Center
- Main Menu
- Navigation
- My Courses
- Calendar
- And more

Next you will review some important blocks both on the portal page and on your course page.

Logging In to Moodle

You will log in to Moodle using the **Login** block on the right-hand side of the portal. Simply enter your user name and password in the designated fields and then click the **Log in** button to continue.

You will receive your user name and password via your Aurora e-mail. You must have these credentials to access your courses via Moodle.

If you experience login issues, contact Aurora's ITS Help Desk at itshelp@aurora.edu or 630-844-5790.

School Resources ▶ Orientations ▶ Orientation to AU Online ▶ Log In

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Title IX - Non-Harassment Statement: Important notice for Students, Faculty, Coaches, Administration and Staff

- Link here (<http://aurora.edu/hr/title-ix.html>) to read the full statement. This notice outlines Aurora University's commitment to address and eliminate harassment and sexual harassment wherever it occurs. Information includes how to report harassment and where to obtain assistance in stopping harassment.
- If you have questions about this policy, please contact Human Resources, at hr@aurora.edu

LOGIN

Username

Password

☐ Remember username

HELP CENTER

[Knowledgebase](#)

[Chat Support](#)

[Email Support](#)

[Phone Support](#)

Help Center

You will find a **Help Center** block directly below the login section on Moodle. The Help Center is available 24/7. You can call, e-mail, or live chat with one of the support specialists when you have Moodle technical questions.

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LOGIN

Username

Password

☐ Remember username

[Log in](#)

[Lost password?](#)

HELP CENTER

- ? Knowledgebase
- Chat Support
- Email Support
- Phone Support

Knowledge Base

Do you prefer to do your own research and troubleshooting? Not a problem! Inside the Help Center, you'll find a link to the [Knowledge Base](#).

You can search for articles in this 24/7 technical support database, or click the **View Articles** link under the **Moodle (Student)** heading to access helpful tips and support for using the Moodle platform as a student.

24/7 TECHNICAL SUPPORT

Moodle (General) Moodle (Instructor) Moodle (Student) 🔍

Moodle (Instructor)

This section is designed to assist instructors with the facilitation of their Moodle course.

[VIEW ARTICLES](#)

Moodle (Student)

This section is designed to assist students with using the Moodle platform.

[VIEW ARTICLES](#)

Moodle (General)

This section is designed to assist any user of Moodle with general functions such as navigating the site and updating profiles.

[VIEW ARTICLES](#)

MOST POPULAR ARTICLES

- [Assignments: How to Submit an Assignment](#)
- [Inside a Discussion Forum](#)
- [Logging Into Moodle](#)
- [Forums: How to Post to a Forum](#)
- [Grades: How to Add and Grade a Manual Grade Item](#)

MOST RECENT ARTICLES

- [Assignments: Granting an Extension](#)
- [Grades: Grade Me](#)
- [Recycle Bin](#)
- [Grades: Single View](#)
- [Grades: Importing Grades from a Spreadsheet](#)

My Courses

You can use the **My Courses** block to see a list of the courses you are enrolled in. You can visit each course by clicking on the link to the title of the course.

My courses School Resources Orientations Orientation to AU Online

Resources. Please contact Student Accounts at 630-844-5470 or student.accts@aurora.edu for the refund policy.

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MAIN MENU

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

MY COURSES

- AU-Online-Grad-Demo-Course
- AU Online Undergraduate Demo Course
- All courses ...

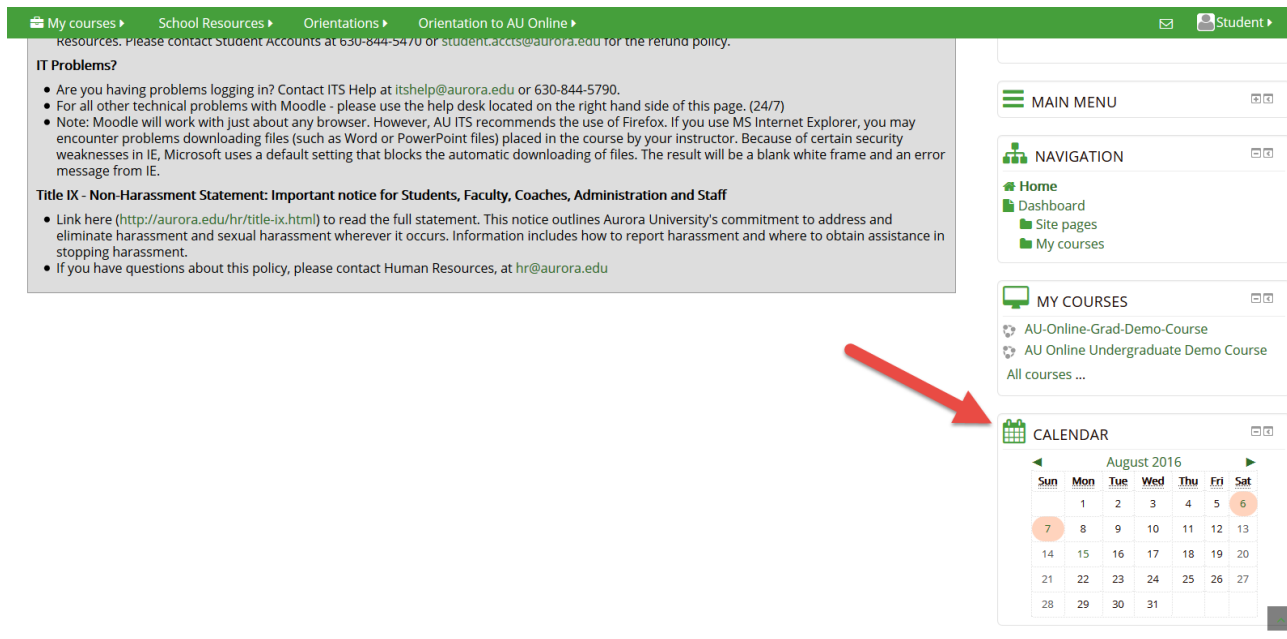
CALENDAR

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Calendar

The **Calendar** block displays upcoming events. You can see events for the AU Online community (site events), course-specific events created by your instructor, group events if created by your instructor for group work within your courses, or personal events that you create for yourself.



The screenshot shows the top navigation bar of the AU Online Moodle interface. The bar is green and contains links to 'My courses', 'School Resources', 'Orientations', and 'Orientation to AU Online'. A red arrow points from the 'Orientation to AU Online' link to the 'CALENDAR' block in the right sidebar. The sidebar also contains blocks for 'MAIN MENU', 'NAVIGATION' (with links to Home, Dashboard, Site pages, and My courses), 'MY COURSES' (listing AU-Online-Grad-Demo-Course and AU Online Undergraduate Demo Course), and 'CALENDAR' (showing a calendar for August 2016 with the 6th and 7th highlighted).

My courses ▸ School Resources ▸ Orientations ▸ Orientation to AU Online ▸

Resources: Please contact Student Accounts at 630-844-5470 or student.accounts@aurora.edu for the refund policy.

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MAIN MENU

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

MY COURSES

- AU-Online-Grad-Demo-Course
- AU Online Undergraduate Demo Course
- All courses ...

CALENDAR

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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Helpful Resources in the Navigation Bar

At the top of the AU Online learning platform, you will see a green navigation bar. This contains links to several important resources, including:

- My courses
- School Resources
- Orientations
- Orientation to AU Online

The next slides will explain each of these links in more detail.



This site is for fully online courses only. If you have required face-to-face meetings for your course, please access Moodle via the Moodle for on-campus courses.

Course Access Information

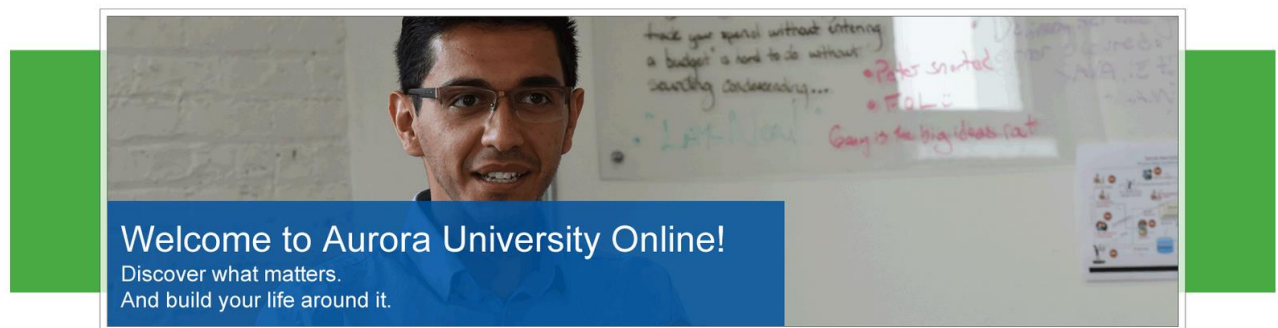
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HELP CENTER

- ? Knowledgebase
- Chat Support
- Email Support
- Phone Support

My Courses

You can also access your courses from the navigation bar. Click on the **My courses** link and then select the name of the course you wish to view. This will take you to the course's home page.



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aurora.learninghouse.com

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School Resources

In the navigation bar, you'll see a very important link called **School Resources**. In this section, you'll find links to several helpful resources or sites, including:

- Library Access
- Chat with a Librarian
- Bookstore Access
- Academic Support Center (Tutoring Services)
- Academic Calendar
- Your Academic Advisor
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor

The screenshot shows the Aurora University Online interface. At the top is a green navigation bar with links: My courses, School Resources, Orientations, and Orientation to AU Online. A red arrow points to the 'School Resources' dropdown menu, which lists: Library Access, Chat with a Librarian, Bookstore Access, Academic Support Center (Tutoring Services), Academic Calendar, Your Academic Advisor, Student FAQ for Online Learning, Student Mail, and WebAdvisor. To the right of the navigation bar are social media icons and a 'Student' profile link. Below the navigation bar is a large banner featuring a photo of a man and the text 'Welcome to Aurora University Online! Discover what matters. And build your life around it.' Below the banner is a section titled 'Course Access Information' with bullet points about Moodle access and WebAdvisor. To the right of this section is a 'HELP CENTER' sidebar with links to Knowledgebase, Chat Support, Email Support, and Phone Support.

Orientations

The navigation bar also contains a link called **Orientations**. This link contains many helpful tutorials that you can access any time you need assistance, including:

- Best Practices
- Knowledge Base
- Phillips Library Orientation

- PoodLL Orientation
- Adobe Connect Tutorials

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aurora.learninghouse.com/#cm_submenu_4

HELP CENTER

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Orientation to AU Online

Finally, the navigation bar contains a link to **Orientation to AU Online**. If you are viewing this lesson, chances are that you accessed it through this link! Here you will find interactive tutorials relevant to your experience as a student. Topics covered include:

- Aurora University's History, Mission, and Values
- Navigating Moodle
- Inside an Online Course
- Important University Support Services
- Academic Policies
- Strategies for Success (Best Practices for Online Learning)

You can review these tutorials and complete the knowledge checks as many times as you wish. The knowledge checks are not graded, but allow you to quiz yourself to ensure that you met the learning objectives stated at the beginning of the lesson.

Note: Static versions of the interactive lessons are also available for download or printing as PDFs.

Finding Your Courses

Now that you can log in to Moodle, you'll be able to access your online courses. There are three ways you can find your online courses, which will be covered on the following pages.

- a. Navigation block
- b. My Courses block
- c. My Courses link in the navigation bar

Using the Navigation Block to Find Your Courses

Follow the steps below to view your online courses using the **Navigation** block:

Step 1:

Go to aurora.learninghouse.com.

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LOGIN

Username

Password

☐ Remember username

Step 2:

Enter your user name and password to log in to Moodle.

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LOGIN

Username

Password

☐ Remember username

HELP CENTER

-
-
-
-

Note: If you experience login issues, contact Aurora's ITS Help desk at itshelp@aurora.edu or 630-844-5790.

Step 3:

Now that you've logged in, find the **Navigation** block on the right side of the portal.

The screenshot shows the Moodle portal interface. The left sidebar contains the following sections:

- Course Access Information**
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The right sidebar contains the following sections:

- Knowledgebase**
 - Chat Support
 - Email Support
 - Phone Support
- MAIN MENU**
- NAVIGATION**
 - Home
 - Dashboard
 - Site pages
 - My courses
- MY COURSES**
 - AU-Online-Grad-Demo-Course
 - AU Online Undergraduate Demo Course
 - All courses ...
- CALENDAR**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Step 4:

In the **Navigation** block, click the **My courses** link. This will expand the list of courses you are enrolled in. Click on the name of the course you wish to view to see that course.

The screenshot shows the Moodle portal interface, similar to the previous one, but with the 'My courses' link in the NAVIGATION block highlighted with a red box.

The left sidebar contains the following sections:

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Alternatively, you can click the **Dashboard** link in the **Navigation** block to see a course overview. On the course overview page, you will see all active courses you have registered for, or use the search feature to browse all courses. To view a specific course, click the course's title.

The screenshot shows the AU Online Dashboard. At the top, there's a navigation bar with links: My courses, School Resources, Orientations, and Orientation to AU Online. The AU Online logo is on the left, and social media icons are on the right. Below the navigation bar, the dashboard is divided into several sections:

- HELP CENTER:** Knowledgebase, Chat Support, Email Support, Phone Support.
- NAVIGATION:** Home, Dashboard, Site pages, My courses, Demo Course.
- COURSE OVERVIEW:** AU-Online-Grad-Demo-Course (with a note about new forum posts) and AU Online Undergraduate Demo Course (with a note about assignments needing attention).
- SEARCH COURSES:** A search bar and a link to browse and search all courses.
- PRIVATE FILES:** No files available, with a link to manage private files.
- LATEST BADGES:** You have no badges to display.
- CALENDAR:** A calendar for August 2016.
- UPCOMING EVENTS:** There are no upcoming events, with a link to go to the calendar.

Using the My Courses Block to Find Your Courses

Follow the steps below to view your online courses using the **My Courses** block:

Step 1:

Go to aurora.learninghouse.com and log in to Moodle.

The screenshot shows the Moodle login page for Aurora University Online. At the top, there's a navigation bar with links: School Resources, Orientations, and Orientation to AU Online. The main content area features a large banner with a photo of a man and the text: "Welcome to Aurora University Online! Discover what matters. And build your life around it." Below the banner, there's a section for "Course Access Information" and "IT Problems?". On the right, there's a "LOGIN" form with fields for Username and Password, a "Remember username" checkbox, and "Log in" and "Lost password?" buttons.

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Step 2:

Find the **My Courses** block on the right side of the portal.

The screenshot shows the Moodle portal interface. The top navigation bar includes links for 'My courses', 'School Resources', 'Orientations', and 'Orientation to AU Online'. The main content area on the left contains sections for 'Course Access Information', 'IT Problems?', and 'Title IX - Non-Harassment Statement: Important notice for Students, Faculty, Coaches, Administration and Staff'. The right-hand sidebar contains several blocks: 'Chat Support', 'Email Support', 'Phone Support', 'MAIN MENU', 'NAVIGATION' (with links to Home, Dashboard, Site pages, and My courses), 'MY COURSES', and 'CALENDAR'. A red arrow points to the 'MY COURSES' block in the sidebar.

Step 3:

Click on the **plus sign icon** to expand the block.

This screenshot is similar to the previous one, but with a red arrow pointing to the plus sign icon next to the 'MY COURSES' block in the sidebar, indicating the action to expand the block.

Step 4:

Click on the name of the course you wish to view to see that course.

Course Access Information

- Students gain access to Moodle course shells the Friday before the start of the term.
- Failure to access your online course shell by 3pm of the first Friday of the course will result in an administrative drop from the course.
- Students must use WebAdvisor to add or drop courses via valid dates listed on the Academic Calendar located to the right under Student Resources. Please contact Student Accounts at 630-844-5470 or student.accts@aurora.edu for the refund policy.

IT Problems?

- Are you having problems logging in? Contact ITS Help at itshelp@aurora.edu or 630-844-5790.
- For all other technical problems with Moodle - please use the help desk located on the right hand side of this page. (24/7)
- Note: Moodle will work with just about any browser. However, AU ITS recommends the use of Firefox. If you use MS Internet Explorer, you may encounter problems downloading files (such as Word or PowerPoint files) placed in the course by your instructor. Because of certain security weaknesses in IE, Microsoft uses a default setting that blocks the automatic downloading of files. The result will be a blank white frame and an error message from IE.

Title IX - Non-Harassment Statement: Important notice for Students, Faculty, Coaches, Administration and Staff

- Link here (<http://aurora.edu/hr/title-ix.html>) to read the full statement. This notice outlines Aurora University's commitment to address and eliminate harassment and sexual harassment wherever it occurs. Information includes how to report harassment and where to obtain assistance in stopping harassment.
- If you have questions about this policy, please contact Human Resources, at hr@aurora.edu

Chat Support

Email Support

Phone Support

MAIN MENU

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

MY COURSES

- AU-Online-Grad-Demo-Course**
- AU Online Undergraduate Demo Course
- All courses ...

CALENDAR

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27

Using the My Courses Link in the Navigation Bar to Find Your Courses

Follow the steps below to view your online courses using the **My Courses** link in the navigation bar:

Step 1:

Go to aurora.learninghouse.com and log in to Moodle.

Welcome to Aurora University Online!
Discover what matters.
And build your life around it.

This site is for fully online courses only. If you have required face-to-face meetings for your course, please access Moodle via the Moodle for on-campus courses.

Course Access Information

- Students gain access to Moodle course shells the Friday before the start of the term.
- Failure to access your online course shell by 3pm of the first Friday of the course will result in an administrative drop from the course.
- Students must use WebAdvisor to add or drop courses via valid dates listed on the Academic Calendar located to the right under Student Resources. Please contact Student Accounts at 630-844-5470 or student.accts@aurora.edu for the refund policy.

IT Problems?

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LOGIN

Username

Password

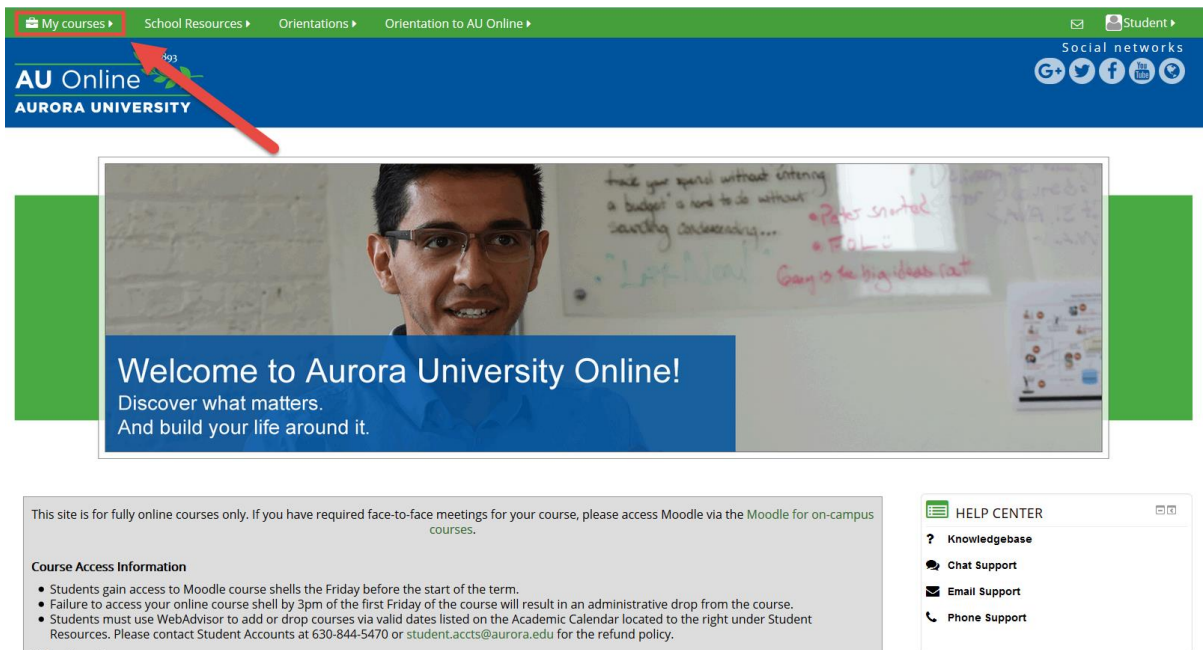
☐ Remember username

Log in

Lost password?

Step 2:

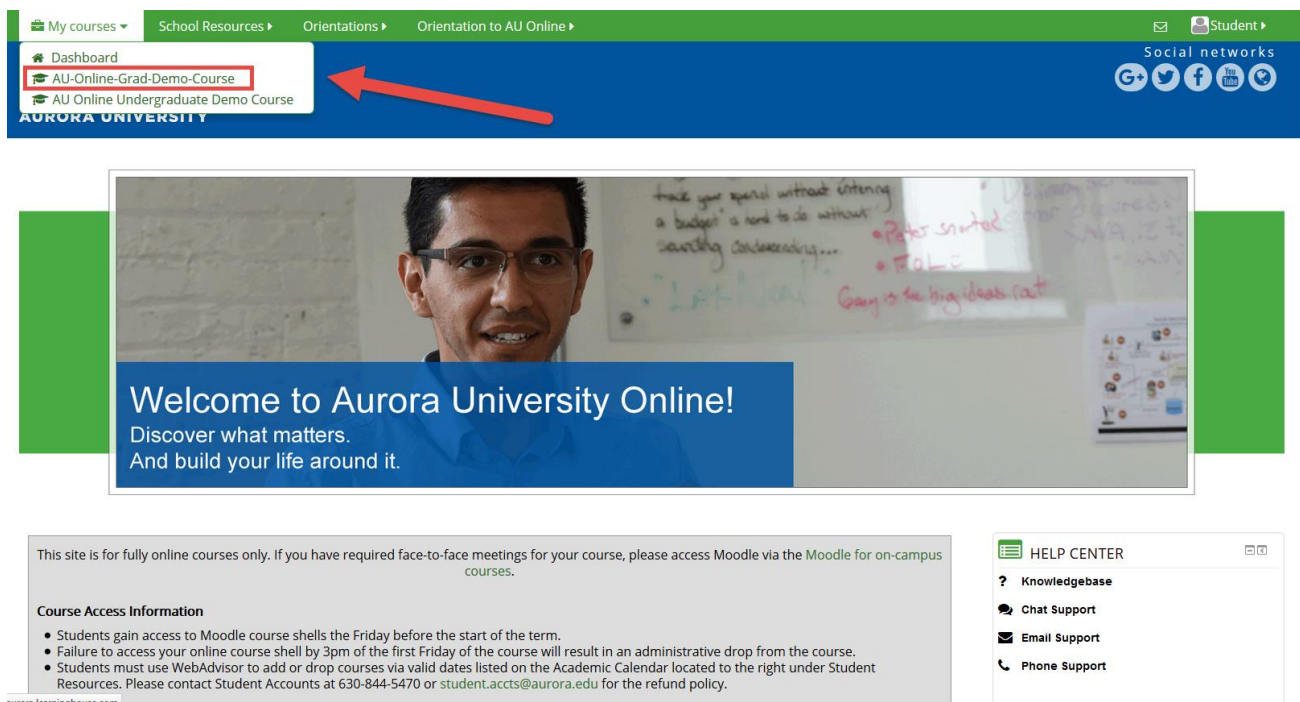
At the top left of the Moodle home page, click the **My Courses** link. This will expand the list of courses you are enrolled in.



The screenshot shows the Moodle home page. At the top, there is a green navigation bar with links: "My courses", "School Resources", "Orientations", and "Orientation to AU Online". A red arrow points to the "My courses" link. Below the navigation bar is a blue header with the "AU Online" logo and "AURORA UNIVERSITY" text. To the right of the header are social media icons and a "Student" profile link. The main content area features a large banner with a photo of a man and the text "Welcome to Aurora University Online! Discover what matters. And build your life around it." Below the banner, there is a section titled "Course Access Information" with a list of bullet points. To the right of this section is a "HELP CENTER" sidebar with links to "Knowledgebase", "Chat Support", "Email Support", and "Phone Support".

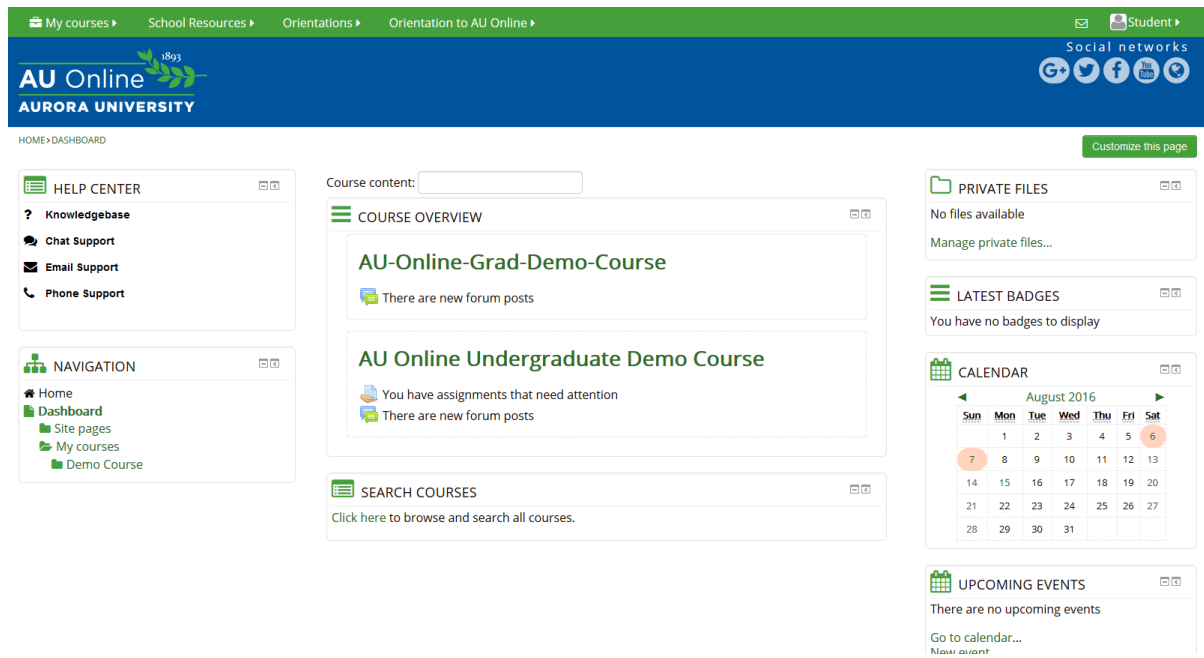
Step 3:

Click on the name of the course you wish to view to see that course.



The screenshot shows the Moodle home page with the "My courses" dropdown menu expanded. A red arrow points to the "AU-Online-Grad-Demo-Course" link. The rest of the page is identical to the previous screenshot, showing the navigation bar, header, banner, and sidebar.

Alternatively, you can click the **Dashboard** link to visit the course overview page and see all the active courses you have registered for. To view a specific course, click the course's title.



The screenshot shows the AU Online Dashboard for Aurora University. The top navigation bar includes links for 'My courses', 'School Resources', 'Orientations', and 'Orientation to AU Online'. The main header features the AU Online logo and social media icons. The dashboard is divided into several sections: a left sidebar with 'HELP CENTER' (Knowledgebase, Chat Support, Email Support, Phone Support) and 'NAVIGATION' (Home, Dashboard, Site pages, My courses, Demo Course); a central 'COURSE OVERVIEW' section with a search bar and two course cards ('AU-Online-Grad-Demo-Course' and 'AU Online Undergraduate Demo Course'); and a right sidebar with 'PRIVATE FILES', 'LATEST BADGES', 'CALENDAR' (August 2016), and 'UPCOMING EVENTS'. A 'Customize this page' button is located in the top right corner.

Video: Three Ways to Find Your Online Courses

[Watch the lesson video for a recap of how to find your online courses.](#)

Check Your Understanding

Complete the following practice questions to review and apply what you've learned in this lesson.

Question #1

1. AU Online's courses are hosted on which learning management system (LMS)?
 - a. Angel
 - b. Blackboard
 - c. Canvas
 - d. D2L
 - e. Moodle

Correct Answer: AU Online uses Moodle as its learning management system (LMS) for online courses.

Question #2

2. Login, Help Center, Main Menu, and Calendar are examples of what kind of Moodle feature?
 - a. Links
 - b. Navigational elements
 - c. Blocks
 - d. Topics

Correct Answer: Login, Help Center, Main Menu, and Calendar are examples of Moodle Blocks.

Question #3

3. How will you receive your user name and password to log in to Moodle?
- a. Via your Aurora e-mail
 - b. Via a welcome packet in the mail
 - c. From your academic advisor
 - d. From Aurora's ITS Help Desk

Correct Answer: You will receive your user name and password via your Aurora e-mail. You must have these credentials to access your courses via Moodle.

Question #4

4. Who should you contact when you have a technical question about Moodle?
- a. Aurora's ITS Help Desk
 - b. Help Center

Correct Answer: The Help Center is available 24/7. You can call, e-mail, or live chat with one of the support specialists when you have Moodle technical questions.

Question #5

5. Which of the following sites will you find in the School Resources link in the navigation bar? (Select all that apply.)
- a. Library Access
 - b. Orientation to AU Online
 - c. Academic Support Center
 - d. WebAdvisor
 - e. My Courses
 - f. Bookstore Access
 - g. Student FAQ for Online Learning
 - h. Help Center
 - i. Your Academic Advisor

Correct Answer: In this the School Resources link, you'll find links to several helpful resources or sites, including: Library Access, Chat with a Librarian, Bookstore Access, Academic Support Center (Tutoring Services), Academic Calendar, Your Academic Advisor, Student FAQ for Online Learning, Student Mail, and WebAdvisor.

Question #6

6. Where would you go to find tutorials to learn how to use Adobe Connect (a virtual meeting program used by many AU Online instructors for virtual office hours)? (Select all that apply.)
- a. My Courses
 - b. School Resources
 - c. Orientations
 - d. Orientation to AU Online
 - e. Help Center

Correct Answer: The navigation bar contains a link called Orientations. This link contains many helpful tutorials that you can access any time you need assistance, and is one location where you can find tutorials for Adobe Connect. You will also find support for Adobe Connect in the Help Center.

Question #7

7. Where will you go to review strategies for academic success?
- a. My Courses
 - b. Orientations
 - c. Help Center
 - d. Orientation to AU Online

Correct Answer: the navigation bar contains a link to Orientation to AU Online. This is where you'll go to learn about strategies for academic success.

Question #8

8. There is only one way to find your courses in AU Online's Moodle platform.
- a. True
 - b. False

Correct Answer: False. There are actually three ways you can find your online courses: (1) through the Navigation block, (2) through the My Courses block, and (3) from the My Courses link in the navigation bar.

Summary

Congratulations! You have successfully completed this lesson. You are now familiar with some important features on Moodle, the AU Online learning platform.