



Online Student Orientation

A Virtual Walk to Class

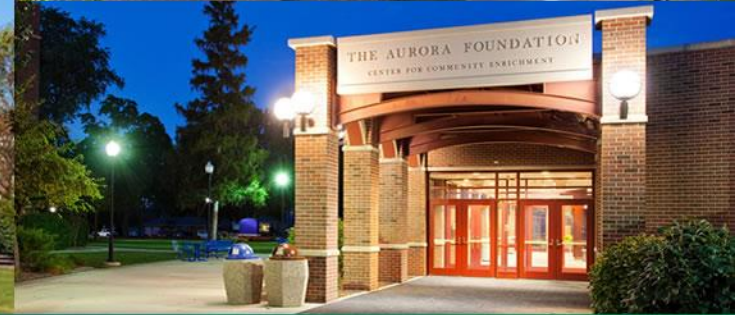
Outcomes

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

- Access your online courses.
- Locate important information on the Moodle portal and within your online courses.
- Navigate your courses in Moodle.
- Find resources using the Phillips Library and contact a librarian for help.
- Recall other important university services, such as the writing center, financial aid, academic advising, the bookstore, and the office for students with disabilities.
- Review and apply tips for success in your online program.



AURORA UNIVERSITY



An Overview of AU's Moodle Portal

ACCESSING YOUR ONLINE COURSES

Introduction to the Moodle Portal

Visit <http://aurora.learninghouse.com/> to begin.



Welcome to AU Online Moodle

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 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.

 LOGIN ☰

▲ Username

🔍 Password

Remember username

Moodle Blocks

Moodle Blocks, located on the right side of the Moodle portal, contain important links to:

- 24/7 Technical Support
- School Resources
- Student Orientations
- And more!



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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.

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If you have questions about the policy, please contact Human Resources at hr@aurora.edu

Site news

No news has been posted yet!

A screenshot of the Moodle user interface. On the right side, there are several blocks. The 'LOGIN' block contains fields for 'Username' and 'Password', a 'Remember username' checkbox, and 'Log in' and 'Lost password?' buttons. Below it is the 'HELP CENTER' block with links for 'Knowledgebase', 'Chat Support', 'Email Support', and 'Phone Support'. Further down is the 'MAIN MENU' block with a link for 'Site news'. At the bottom is the 'NAVIGATION' block with links for 'Home', 'Site news', and 'Courses'. A large blue arrow points from the 'Site news' text in the left column to the 'Site news' link in the 'MAIN MENU' block.

Logging in to Moodle

Log in on the right-hand side of the portal beneath the Welcome to AU Online Moodle banner.

Contact Aurora's ITS Help desk at itshelp@aurora.edu or 630-844-5790 if you have trouble logging in.

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LOGIN

Username

Password

Remember username

Log in

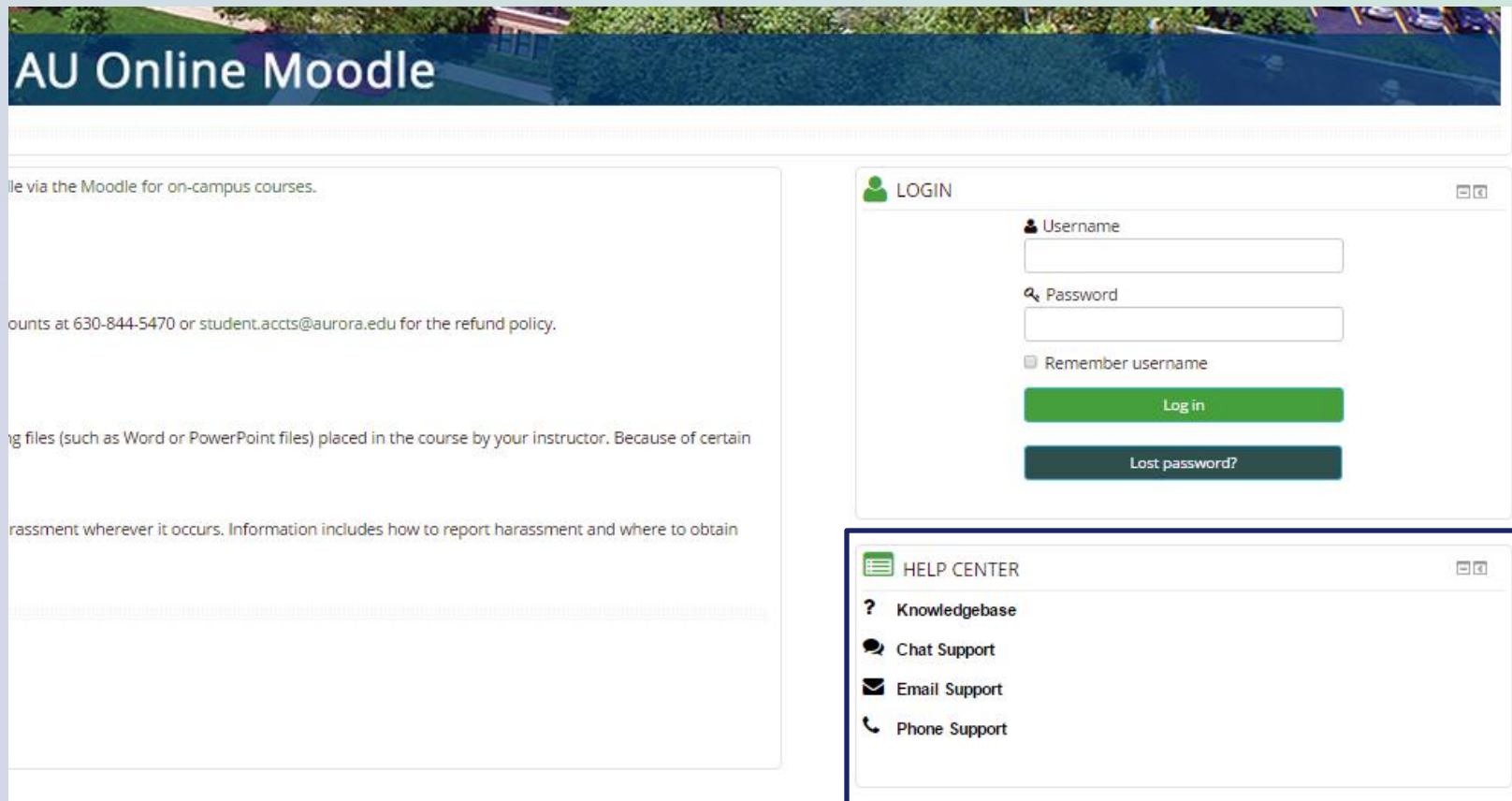
Lost password?

HELP CENTER

- Knowledgebase
- Chat Support
- Email Support
- Phone Support

Help Center

- For Moodle technical questions
- Available 24/7
- Options for live chat, email support, or call support



The screenshot displays the 'AU Online Moodle' interface. At the top, there is a banner with the text 'AU Online Moodle' over a background image of a building and trees. Below the banner, the page is divided into two main sections. The left section contains text, including 'le via the Moodle for on-campus courses.', 'ounts at 630-844-5470 or student.accts@aurora.edu for the refund policy.', 'g files (such as Word or PowerPoint files) placed in the course by your instructor. Because of certain', and 'rassment wherever it occurs. Information includes how to report harassment and where to obtain'. The right section features a 'LOGIN' form with a green header and a user icon. The form includes input fields for 'Username' and 'Password', a 'Remember username' checkbox, a green 'Log in' button, and a dark grey 'Lost password?' button. Below the login form is a 'HELP CENTER' menu with a blue header and a list of options: 'Knowledgebase', 'Chat Support', 'Email Support', and 'Phone Support'. The 'HELP CENTER' menu is highlighted with a blue border.

School Resources

- Library Access
- Chat with a Librarian
- Bookstore Access
- Writing Center
- Academic Calendar
- Your Success Coach
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor

The screenshot displays the Aurora University website interface. At the top right, there is a "Log in" button. Below it, a "Courses" section is visible. The main content area is divided into three sections:

- SCHOOL RESOURCES**: This section contains a list of resources, each with an icon and a text label:
 - Library Access (book icon)
 - Chat with a Librarian (chat icon)
 - Bookstore Access (bookstore icon)
 - Writing Center (writing icon)
 - Academic Calendar (calendar icon)
 - Your Success Coach (coach icon)
 - Student FAQ for Online Learning (question mark icon)
 - Student Mail (email icon)
 - WebAdvisor (info icon)
- ORIENTATIONS**: This section contains a list of orientation resources, each with an icon and a text label:
 - Best Practices (checkmark icon)
 - Knowledge Base (people icon)
 - Phillips Library Orientation (library icon)
 - PoodLL Orientation (robot icon)
 - Adobe Connect Tutorials (tutorials icon)
- VIRTUAL WALK TO CLASS**: This section contains a list of virtual walk to class resources, each with an icon and a text label:
 - Student Orientation Presentation (play button icon)
 - Student Orientation Presentation PDF (PDF icon)
 - Student Orientation Presentation Transcript (document icon)

Orientations

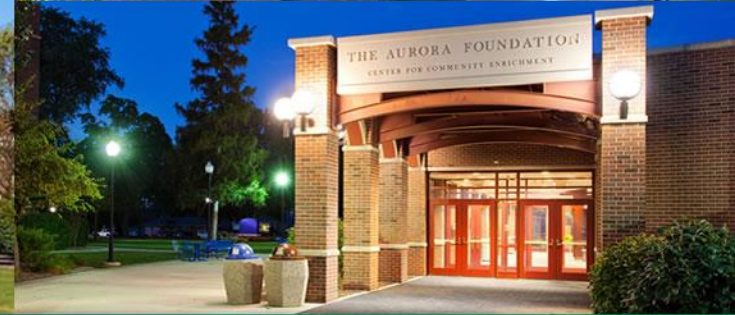
- Student Moodle Tutorials
- Student Online Orientation
- Phillips Library Orientation
- PoodLL Orientation
- Adobe Connect Tutorials

The screenshot displays a Moodle course page with a green header bar containing a 'Log in' link. Below the header, there are three main sections of resources:

- Courses**: A section with a green header and a list of school resources, each with an icon and text:
 - Library Access
 - Chat with a Librarian
 - Bookstore Access
 - Writing Center
 - Academic Calendar
 - Your Success Coach
 - Student FAQ for Online Learning
 - Student Mail
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 - Student Orientation Presentation PDF
 - Student Orientation Presentation Transcript



AURORA UNIVERSITY

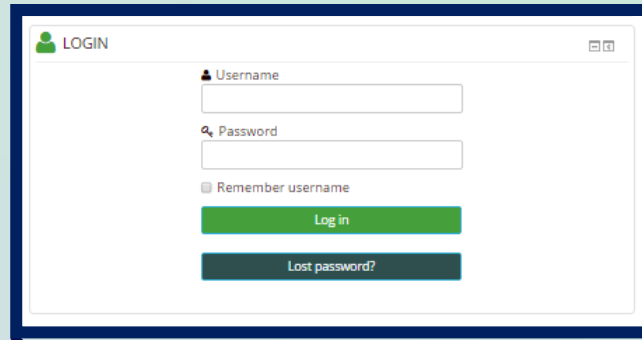


What to Expect and Where to Find Important Information

COURSE SHELL OVERVIEW

Step 1: Log in to Moodle

Log in at the upper right corner of the Moodle portal using your username and password.



A screenshot of the Moodle login form. It features a 'LOGIN' header with a user icon. Below the header are two input fields: 'Username' and 'Password'. A checkbox labeled 'Remember username' is positioned below the password field. At the bottom of the form are two buttons: a green 'Log in' button and a dark grey 'Lost password?' button.



Welcome to AU Online Moodle

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IT Problems?

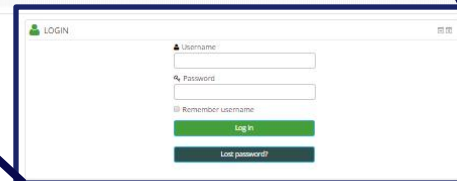
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- If you have questions about this policy, please contact Human Resources, at hr@aurora.edu.

Site news

(No news has been posted yet)



A smaller version of the Moodle login form, identical to the one in the top right, showing the 'LOGIN' header, 'Username' and 'Password' fields, 'Remember username' checkbox, and 'Log in' and 'Lost password?' buttons.

HELP CENTER

- Knowledgebase
- Chat Support
- Email Support
- Phone Support

MAIN MENU

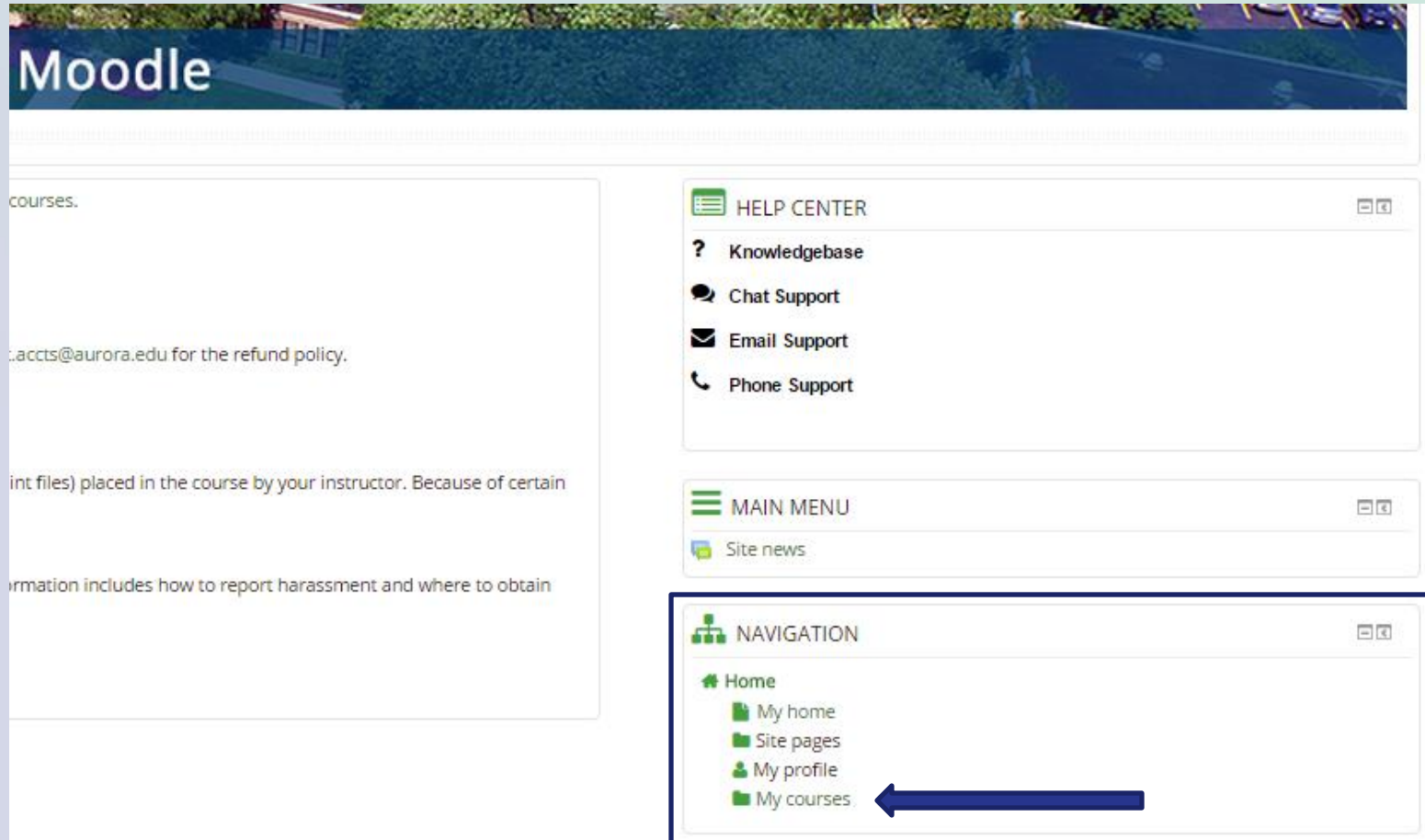
- Site news

NAVIGATION

- Home
- Site news
- Courses

Step 2: Finding Your Courses

Under the Help block, you'll find the Navigate block. Inside the Navigate block, click "My courses."



The screenshot shows the Moodle interface with a blue header banner that says "Moodle". Below the banner, there is a main content area on the left and a sidebar on the right. The sidebar contains three blocks: "HELP CENTER", "MAIN MENU", and "NAVIGATION". The "NAVIGATION" block is highlighted with a blue border and a blue arrow pointing to the "My courses" link.

courses.

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HELP CENTER

- Knowledgebase
- Chat Support
- Email Support
- Phone Support

MAIN MENU

- Site news

NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - My courses

Step 3: Course Overview Page

The Course Overview page shows you all of the online courses you are registered for in the given term.

To navigate to a specific course, click the course title.

The screenshot displays a web interface for course management. At the top left, there is a hamburger menu icon followed by the text 'COURSE OVERVIEW'. In the top right corner, there are two small square icons. Below the header, the page is divided into two main course cards. The first card, titled 'Demo Course: American History II - 1865 to Present', is highlighted with a dark blue border. It features a green speech bubble icon and the text 'There are new forum posts'. The second card, titled 'TLH Test Course', is not highlighted. It features three notification items: a blue document icon with 'You have assignments that need attention', a green speech bubble icon with 'There are new forum posts', and a red speech bubble icon with 'There are new forum posts'.

Step 4: Inside the Online Course

Inside each course you will see the syllabus, class resources, weekly assignments, grades, and other course-specific information.

HOME > MY COURSES > DEMO COURSE > DEMO COURSE

HELP CENTER


- Knowledgebase
- Chat Support
- Email Support
- Phone Support

NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - Demo Course
 - Participants
 - Badges
 - General
 - May 7 - May 13
 - May 14 - May 20
 - May 21 - May 27
- My courses

ADMINISTRATION

- Course administration
- Grades
- My profile settings



Welcome American History II - 1865 to Present

COURSE RESOURCES

- Syllabus
- Comprehensive Assignment
- News forum

May 7 - May 13

LESSON 1: RECONSTRUCTION AND WESTERN CONQUEST

LEARNING RESOURCES

- Objectives and Introduction
- Lecture in eBook

SUPPLEMENTAL RESOURCES

- Internet Resources

LESSON ACTIVITIES

SCHOOL RESOURCES

- Library Access
- Chat with a Librarian
- Bookstore Access
- Writing Center
- Academic Calendar
- Your Success Coach
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor

ORIENTATIONS




- Best Practices
- Knowledge Base
- Phillips Library Orientation
- PoodLL Orientation
- Adobe Connect Tutorials

Locating the Syllabus

- The course syllabus contains important course information.
- It will always be located on the main course page just below the Welcome banner.

Welcome American History II - 1865 to Present

COURSE RESOURCES

-  Syllabus
-  Comprehensive Assignment
-  News forum

HOME > MY COURSES > DEMO COURSE > DEMO COURSE

HELP CENTER

- Knowledgebase
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NAVIGATION

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Welcome American History II - 1865 to Present

- ### COURSE RESOURCES
-  Syllabus
 -  Comprehensive Assignment
 -  News forum

May 7 - May 13

LESSON 1: RECONSTRUCTION AND WESTERN CONQUEST

- ### LEARNING RESOURCES
-  Objectives and Introduction
 -  Lecture in eBook
- ### SUPPLEMENTAL RESOURCES
-  Internet Resources
- ### LESSON ACTIVITIES

SCHOOL RESOURCES

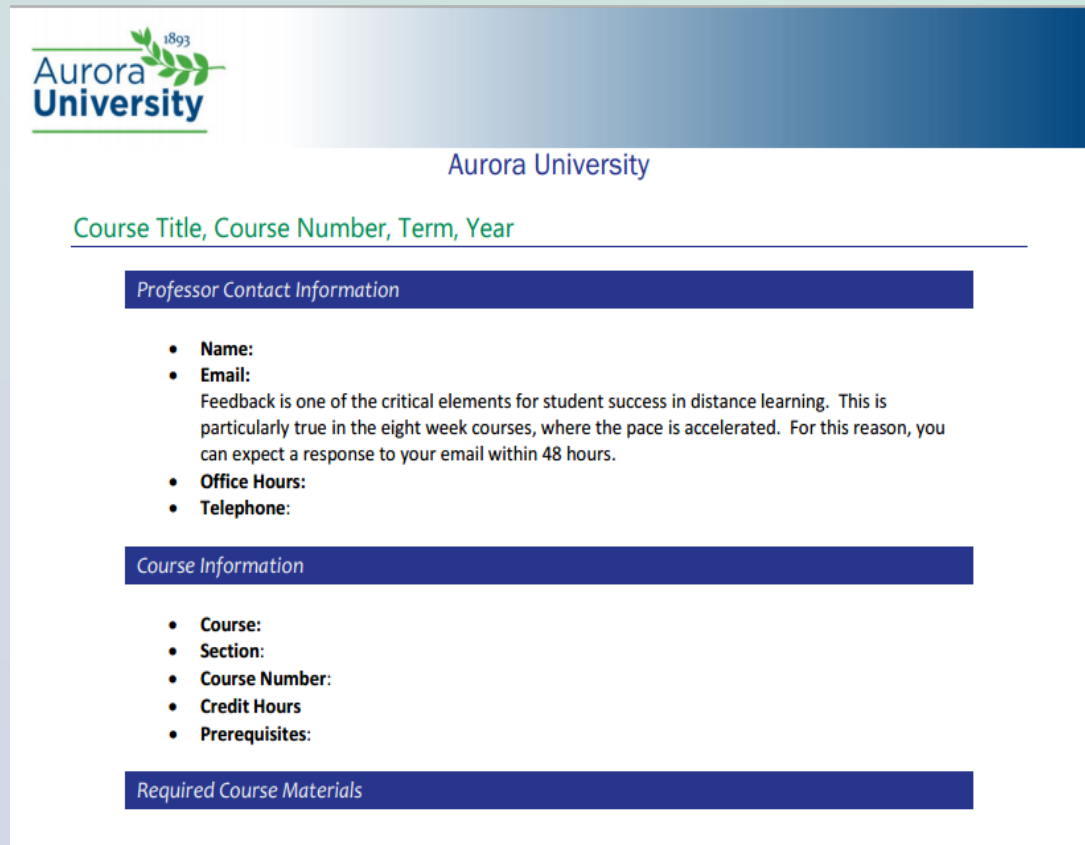
- Library Access
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- Academic Calendar
- Your Success Coach
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor

ORIENTATIONS

- Best Practices
- Knowledge Base
- Phillips Library Orientation
- FoodLL Orientation
- Adobe Connect Tutorials

Instructor Contact Information

- **Instructor contact information** is located at the top of the first page of the syllabus.
- Important information about the course can be found in the **Course Information** section.
- Pay special attention to:
 - Course policies and procedures.
 - Grading and evaluation information.
 - Class schedule.



The screenshot displays the top portion of a syllabus page. At the top left is the Aurora University logo, featuring the year 1893 and a green leaf graphic. Below the logo, the text "Aurora University" is centered. Underneath, the course title "Course Title, Course Number, Term, Year" is displayed in green text, followed by a horizontal line. The page is divided into three main sections, each with a dark blue header bar: "Professor Contact Information", "Course Information", and "Required Course Materials".

Professor Contact Information

- **Name:**
- **Email:**
Feedback is one of the critical elements for student success in distance learning. This is particularly true in the eight week courses, where the pace is accelerated. For this reason, you can expect a response to your email within 48 hours.
- **Office Hours:**
- **Telephone:**

Course Information

- **Course:**
- **Section:**
- **Course Number:**
- **Credit Hours**
- **Prerequisites:**

Required Course Materials



Course Layout

- Each week's resources and activities are located in a lesson.
- Learning resources are required.
- Lesson activities contain weekly assignments.
- Supplemental resources.

May 7 - May 13

LESSON 1: RECONSTRUCTION AND WESTERN CONQUEST






LEARNING RESOURCES

-  Objectives and Introduction
-  Lecture in eBook

SUPPLEMENTAL RESOURCES

-  Internet Resources

LESSON ACTIVITIES

-  Lesson 1 Reading Assignment
-  Lesson 1 Discussion Forum
-  Lesson 1 Comprehensive Assignment
-  Lesson 1 Quiz
-  Lesson 1 Graded Assignment

Navigation Block

- This block can help you find information in the course.
- View specific modules, your profile, and your courses here.

The screenshot shows a course navigation interface. At the top, the breadcrumb path is 'HOME > MY COURSES > DEMO COURSE > DEMO COURSE'. Below this are three main navigation blocks:

- HELP CENTER**: Includes Knowledgebase, Chat Support, Email Support, and Phone Support.
- NAVIGATION** (highlighted with a blue border): Includes Home, My home, Site pages, My profile, Current course, Demo Course (with sub-items: Participants, Badges, General, May 7 - May 13, May 14 - May 20, May 21 - May 27), and My courses.
- ADMINISTRATION**: Includes Course administration, Grades, and My profile settings.

On the right side of the interface, there is a banner for 'Welcome American History II - 1865 to...' with a photo of a building. Below the banner are sections for 'COURSE RESOURCES' (Syllabus, Comprehensive Assignment, News forum) and 'LEARNING RESOURCES' (Objectives and Introduction, Lecture in eBook). A date range 'May 7 - May 13' and a lesson title 'LESSON 1: RECONSTRUCTION' are also visible.

Viewing Grades

- On the left-hand side of the page, under the heading “Administration,” and “Course Administration,” click “Grades.”
- You will see the grade item, grade range, percentage, and instructor feedback for each assignment.

HOME > MY COURSES > DEMO COURSE > DEMO COURSE

HELP CENTER


- Knowledgebase
- Chat Support
- Email Support
- Phone Support

NAVIGATION

- Home
 - My home
 - Site pages
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 - May 7 - May 13
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 - My courses

ADMINISTRATION

- Course administration
- Grades**
- My profile settings



Welcome American History II - 1865 to

COURSE RESOURCES

- Syllabus
- Comprehensive Assignment
- News forum

May 7 - May 13




LESSON 1: RECONSTRUCTION

LEARNING RESOURCES

- Objectives and Introduction
- Lecture in eBook

Sending a Message

1. In the **Navigation** block, open “My Profile.”
2. Click on the **Messages** link.




 HELP CENTER  

? Knowledgebase

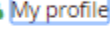

Chat Support




Email Support

Phone Support

 NAVIGATION  

Home

- My home
- Site pages
- My profile 
 - View profile
 - Forum posts
 - Blogs
 - Messages 
 - My private files
 - My badges
 - Repositories
- Current course
 - Demo Course
 - Participants
 - Badges
 - General
 - May 7 - May 13
 - May 14 - May 20
 - May 21 - May 27
- My courses

 ADMINISTRATION  

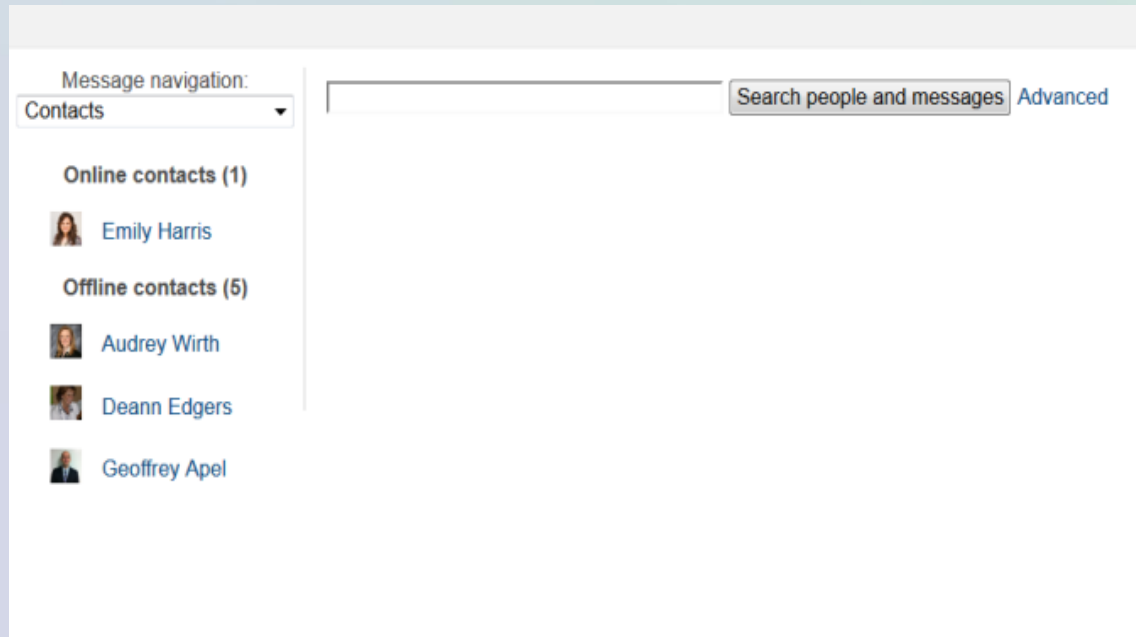
Course administration

- Grades

My profile settings

Sending a Message, continued

4. You will then see the Messages page. You can see contacts on the left, and you can add new contacts by searching people.



Course Expectations

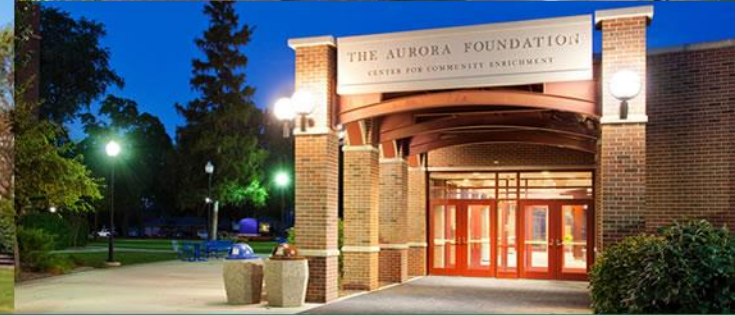
- Print and read the syllabus to understand course procedures and policies.
- Download and save the Aurora University Student Handbook.
- If you have a question, ask your instructor.

Office Hours and Communication

- Office hours may be held virtually by set times or by appointment.
- Contact your professor to schedule a meeting.
 - All emails must go through your Aurora University email account or the Moodle messaging system.



AURORA UNIVERSITY



An Overview of Services

PHILLIPS LIBRARY

Accessing the Library Site

- Click on the “Library Access” link under the School Resources block in Moodle.
- Visit www.aurora.edu/academics/library.

SCHOOL RESOURCES

- Library Access
- Chat with a Librarian
- Bookstore Access
- Writing Center
- Academic Calendar
- Your Success Coach
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor

ORIENTATIONS

- Best Practices
- Knowledge Base
- Phillips Library Orientation
- PoodLL Orientation
- Adobe Connect Tutorials

Library Overview

Library »

- » [Library Information](#)
- » [Research by Subject](#)
- » [Find Books/Media](#)
- » [Renew Materials](#)
- » [Find Articles](#)
- » [Databases](#)
- » [Tutorials](#)
- » [Ask a Librarian](#)
- » [For Faculty](#)
- » [Meet the Staff](#)
- » [Give us Feedback!](#)
- » [The Jenks Memorial Collection of Adventual Materials](#)
- » [The Doris K. Colby Memorial Archives](#)

[Commencement Home](#) »



Phillips Library



HOURS

Monday-Thursday: 8am to 2am
Friday: 8am to 5pm
Saturday: 9am to 5pm
Sunday: 1pm to 2am

THANKSGIVING WEEKEND

Tuesday, November 25: 8am to 10pm
Wednesday-Saturday, November 26-29: CLOSED
Sunday, November 30: 1pm to 2am (regular hours)

General Information

630-844-5437 (phone)
630-844-3848 (fax)

Reference Questions

630-844-7534 (phone)
630-796-7615 (text)

Interlibrary Loan

630-844-5439

Hours change during breaks and holidays. [Click here for more information.](#)



[Library Information](#) »



[Research by Subject](#) »



[Find Books/Media](#) »



[Renew Materials](#) »



[Find Articles](#) »



[Databases](#) »



[Tutorials](#) »



[For Faculty](#) »

Finding Articles

Find Articles: Articles

Looking for an article on a your SUBJECT or TOPIC?

- [Databases](#)

by Dr. Nancy Mactague Last updated Nov 5, 2014 53788 views this year

- [Welcome to Research by Subject](#)

by Kathy Clark Last updated Nov 5, 2014 19029 views this year

Looking for a SPECIFIC ARTICLE?

- [Search for SPECIFIC ARTICLE by JOURNAL \(PERIODICAL\) title](#)

If you have the citation (title, periodical -journal, magazine, newspaper- name, author, etc.) to a specific article that you are trying to find enter it on the following page.

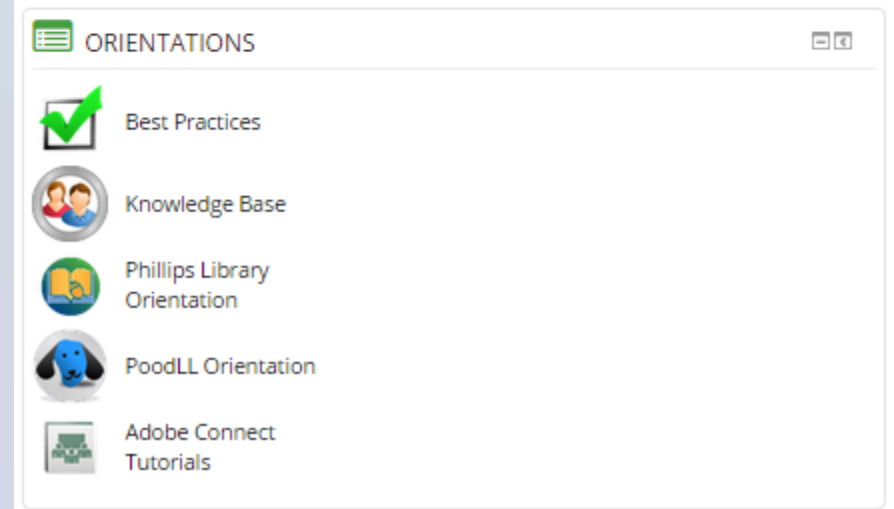
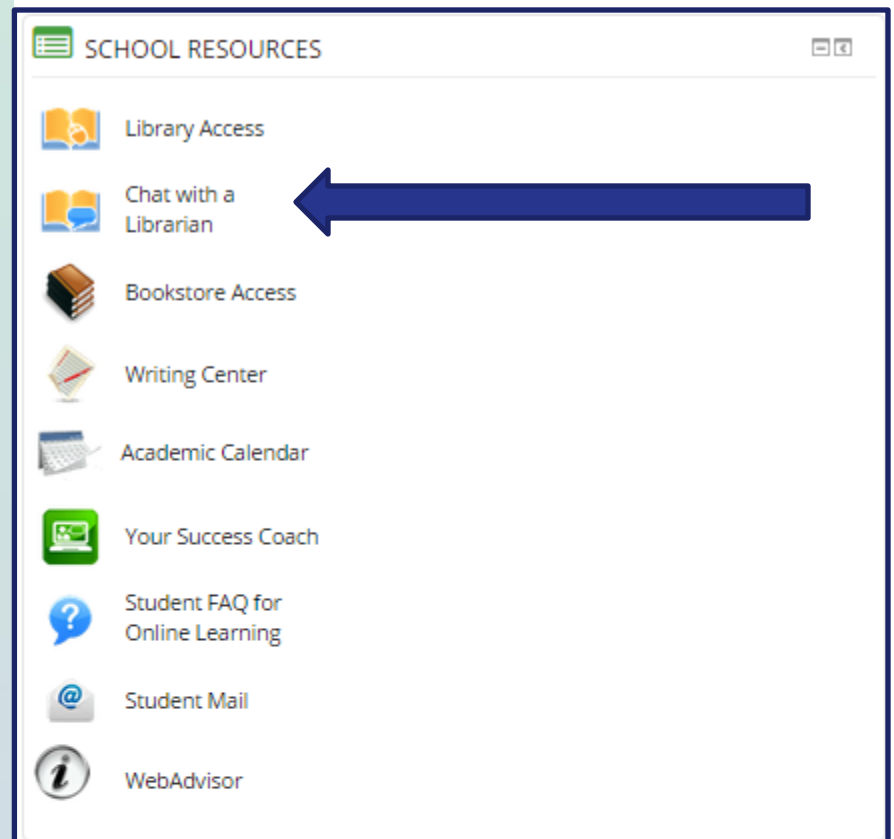
*enter the JOURNAL (PERIODICAL) TITLE (not the name of the article)

If you can't find your article through a Journal title search, email the article's citation information to docdel@aurora.edu to request a copy of the article through Interlibrary Loan. This can take up to a week.

Chat with a Librarian

Research assistance from librarians via:

- Live chat
- Text: 630-796-7615
- Phone: 630-844-7534





AURORA UNIVERSITY

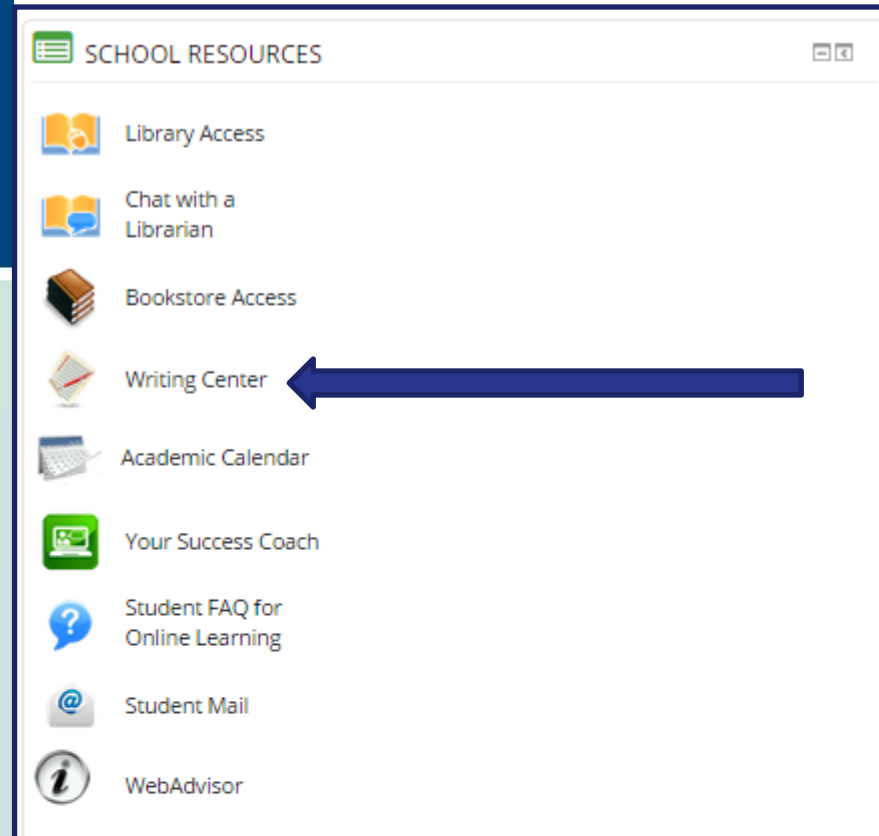


Writing Center, Financial Aid, Academic Advising, and the Bookstore

OTHER UNIVERSITY SERVICES

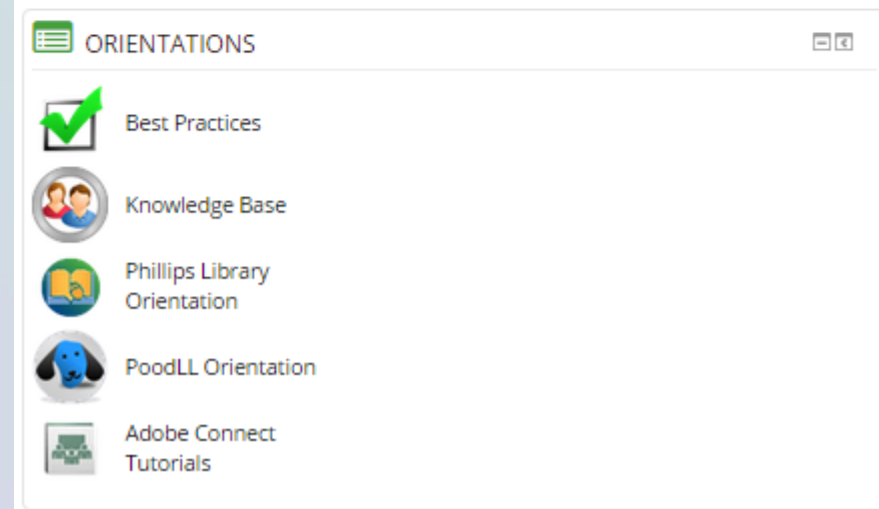
Writing Center

- The Writing Center contains many useful handouts and writing tips.
- If you want one-on-one help, you can make an appointment with a writing consultant.
- Click on the “Writing Center” link in the School Resources block in Moodle to access the Writing Center’s website.



SCHOOL RESOURCES

- Library Access
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- Bookstore Access
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- Academic Calendar
- Your Success Coach
- Student FAQ for Online Learning
- Student Mail
- WebAdvisor



ORIENTATIONS

- Best Practices
- Knowledge Base
- Phillips Library Orientation
- PoodLL Orientation
- Adobe Connect Tutorials

Financial Aid

- **Contact Information**

- Located in Eckhart Hall, Room 205.
- Call 630-844-6190 or 800-742-5281.
- E-mail finaid@aurora.edu.
- Fax: 630-844-6191.

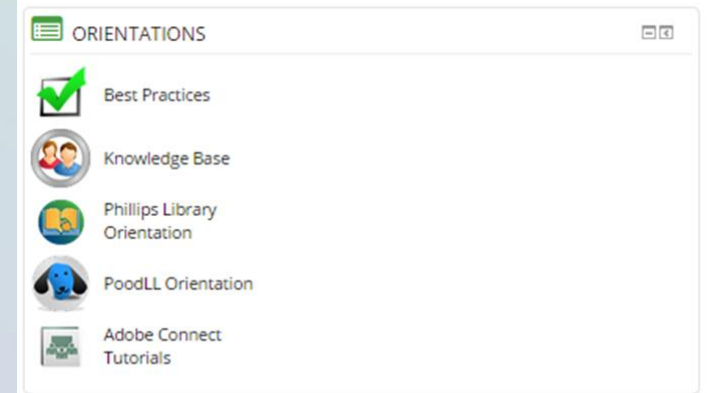
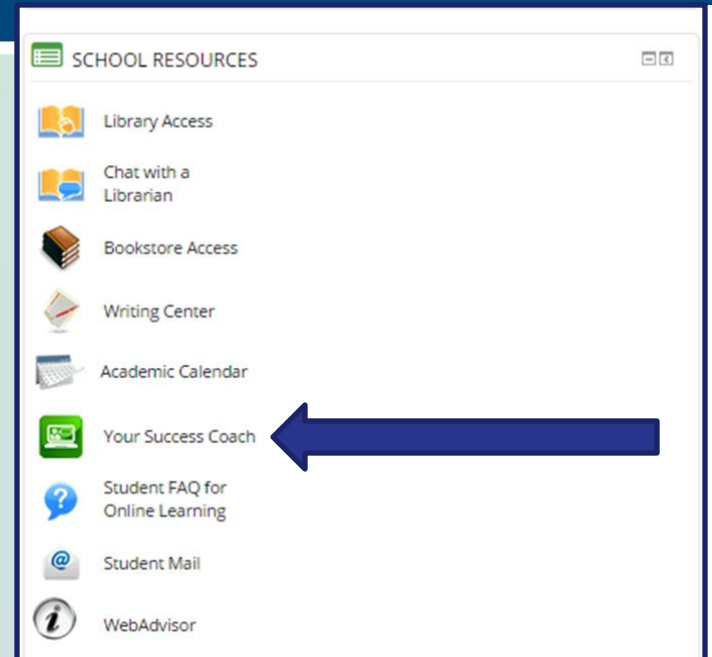
- **Office of Financial Aid Hours**

- Monday-Thursday: 8 a.m. to 6 p.m.
- Friday: 8 a.m. to 5 p.m.

- Visit <http://www.aurora.edu/admission/financialaid/> to learn more!

Success Coaches

- Ensure your success in your program
- Click the link for “Your Success Coach” in the School Resources block



Bookstore Services

- Purchase textbooks, supplies, and gear.
- Textbook buyback.
- Visit <http://www.aurora.edu/bookstore/> to learn more!
- Order textbooks online at <http://www.aurora.bkstr.com>.

Services for Students with Disabilities

- **Location**

- Center for Teaching & Learning,
Southeast corner of Phillips Library.

- **Getting Started**

- Meet with the Disability Resource Office.
- Submit appropriate documentation in support of your request(s) for accommodation.

- **Website:**

<http://www.aurora.edu/academics/resources/ada/>

Information for Current Students

- Visit <http://online.aurora.edu/current-students/> to learn more!
- You can also live chat to have your questions answered.

Other Important Contacts

- **Student Accounts:**
 - Email student.accts@aurora.edu.
 - Call 630-844-5470.
 - Location first floor, Eckhart Hall.

- **Registrar:**
 - Email registrar@aurora.edu.
 - Call 630-844-5462.
 - Location first floor, Eckhart Hall.



AURORA UNIVERSITY



Strategies for Success

HELPFUL TIPS

Tips for Success

- Check your Aurora email account daily.
- Order your books before class begins.
- Print and read the syllabus.
- 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.

Questions? We Can Help!

Please contact your **Student Success Coach** or
your **Online Academic Advisor** with any
questions!