MOODLE LEARNING MANAGEMENT SYSTEM AT RPCC:
ORIENTATION FOR STUDENTS

~ PART ONE: GENERAL REQUIREMENTS AND HELP RESOURCES ~

WHAT IS MOODLE (JOULE)?

Welcome to Moodle (joule) Orientation! So, what is Moodle (joule) anyway? Moodle (joule) is the name of the learning management system software that delivers your online/internet course(s) and supplements your face-to-face course(s). This orientation will provide the information you need to get started in your course(s).

You will access your course(s) through the RPCC website (http://www.rpcc.edu), so take moment to become familiar with it. The resources you find there will help you get started, and will also be of assistance to you throughout your course(s).

Look for links and information on the following:

- Moodle (joule) login page and help page
  - Moodle Help Page: http://www.rpcc.edu/moodleHelp.cfm
- Student email login page and help page
  - http://www.rpcc.edu/campusEmail.cfm
- Library resources
  - http://library.rpcc.edu

Bookmark the links. These resources will be essential for your success as a student.

Remember: Online courses begin on the first day of the semester just like regular face-to-face classes.

Note: This orientation does not replace other mandatory class orientations. Please check with your instructor or advisor regarding other required course orientations.
MINIMUM COMPUTER REQUIREMENTS

For all students...

Accessing your course sites in Moodle, whether you are taking online courses or face-to-face courses will require the following:

At a minimum, you will need:

- A computer with dependable, high speed Internet access
- Word processing software
- Internet browser

Recommended Internet browsers:

- Mozilla Firefox (all versions)
- Internet Explorer (v7 or higher)
- Safari (v3 or higher)
- Google Chrome (v4 or higher)

Required Computer Settings:

- Disable Pop-up Blockers
- Enable Java
- Allow Cookies

More information about computer requirements and settings can be found at: http://www.rpcc.edu/moodleHelp.cfm.
STUDENT EMAIL

RPCC assigns a student email account to you; however, you are allowed to use you’re your own email address as long as you check it regularly.

Find information about your RPCC email account here: 
http://www.rpcc.edu/campusEmail.cfm

TAKING TESTS ONLINE

Testing on Moodle (joule) is a very critical issue. It is recommended that you do not attempt to take a test using a wireless connection to the Internet.

If your connection is lost, you may be locked out of your test. It is up to the instructor whether or not to re-set the test.

RPCC MOODLE HELP RESOURCES

Protocol for problems using Moodle or your course sites

Always contact your teacher first for solutions to problems or answers to questions regarding a course.

For All Log-In Issues...

Carefully read the Log-In Instructions on the RPCC Moodle Login web page (http://rpcc.mrooms3.net/login/index.php) or the RPCC Moodle Help Page (http://www.rpcc.edu/moodleHelp.cfm). Make sure you are using the correct log-in ID and password.

If you still have difficulty logging in, use the “Forgot your LoLA log-in information?” button to get help resetting your password.

Send an email to support@lctcs.edu, or call the Support Line at (866) 217-8819 for log in help.

Make sure the email address listed in your Moodle Profile is one you check often. Your messages from instructors and classmates will be sent to the email address you have listed in your Moodle Profile.
For problems navigating your Moodle courses...

View the available tutorials:

Go to the RPCC Moodle Help Page (http://www.rpcc.edu/moodleHelp.cfm) and view the tutorials for using Moodle.

Or...

The hyperlink at the bottom of every Moodle course site also provides a knowledgebase of information about Moodle. The student-focused links are:
⇒ Getting Started
⇒ Participating in a course
⇒ Participant Help

The links will take you to student tutorials about specific sections and functions of Moodle.

Other Moodle Problems...

After reading the RPCC Moodle Help Page and the Moodle Tutorials, if you still have problems, you can email moodle@rpcc.edu for help. Include your name and “RPCC Moodle Problem” in the subject of the email.
ONLINE LEARNING VS. FACE-TO-FACE LEARNING

For students taking online courses...

Online courses often take greater effort on the students’ part than face-to-face traditional classes. Instead of attending structured, regular class meetings managed by an instructor on campus, you must take responsibility for managing your own time devoted to your online course and be self-motivated enough to keep up with the assignments and activities required. You’ll need online technology and communication skills that may not apply in a regular face-to-face class.

ARE YOU READY FOR ONLINE LEARNING?

The question is, "Are you ready to take an online class?" Our top concern is that you successfully complete your online course. It is important to be familiar with the necessary skills and tools you need to succeed in an online course.

REQUIREMENTS AND QUALITIES OF AN ONLINE STUDENT

Things you need to consider:

➢ Technology Requirements

➢ Do you have a computer with a high speed broadband Internet connection?

➢ Does your computer meet the hardware requirements listed on the RPCC Moodle Help web page (http://www.rpcc.edu/moodleHelp.cfm)?

➢ Does your computer have all the programs and software required for the course(s) you want to take?

➢ Do you have computing skills that will enable you to function efficiently in an online course (downloading and saving files, creating folders, changing settings on your computer, typing and word processing, sending email with attachments, etc.)?

➢ Do you have Internet skills that will enable you to navigate and access specific URLs, use online library resources, and login to secure web pages?

➢ Do you have an email account that you access regularly?
➢ **Communication Requirements**

➢ Will you be able to access and navigate your online course(s) as often as required (at least four times a week) in order to have timely interaction with the instructor(s) and/or other students in your course(s)?

➢ Are you able to communicate with others effectively using online technologies, such as email programs, chat rooms, blogs, and discussion boards?

➢ Can you express yourself clearly and concisely in written messages and assignments?

➢ Do you have good reading comprehension skills so that you can effectively read and understand directions, reading assignments, and information in your textbook?

➢ Will you ask questions when you don't understand assignments or instructions from your instructor(s)?

➢ **Participation Requirements**

➢ Will you meet the online course requirements listed in your course's syllabus (frequent assignments, frequent communication, group assignments, and a significant amount of reading)?

➢ Do you understand that frequent participation will be required in each of your online courses and you will need to dedicate at least five hours per online course per week in order to be successful?

➢ Do you have access to an alternative computer that meets all requirements in case something happens to your computer, so that your participation will not be affected?

➢ **Organizational Requirements**

➢ Are you self-motivated with good organizational and time-management skills (not needing to be reminded of due dates, etc.)?

➢ Can you ignore distractions (social networking, instant messaging, TV, family, etc.) while working on your online course-work in order to complete assignments on time?

If you are able to meet the requirements listed above, you can be successful in an online course.