



# Moodle Foundations Manual

## for Students

Lee University Online

# Table of Contents

03 [Tech Support Contact Info](#)

04 [Accessing Lee University Sites](#)

11 [Downloading & Installing Office 365](#)

13 [Downloading & Installing Firefox](#)

14 [Downloading & Installing Adobe Reader](#)

16 [Changing Moodle Profile Picture](#)

18 [Navigating Moodle](#)

21 [The Check-In Process](#)

22 [Moodle Assignments](#)

26 [Accessing Grades](#)

# Need Tech Support?

If you have any issues with any tutorials in this Manual, please contact us!

**Lee University Online**

**423-614-8370**

**[online@leeuniversity.edu](mailto:online@leeuniversity.edu) – Subject Line ‘Technology Support’**

# Accessing Lee University Sites

To access Lee University sites such as Moodle, Portico, and email, you will need to use the Lee University username and password sent to you by the IT Help Desk.

If you did not receive an email with your username and temporary password, contact the IT Help Desk at [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu) or call 423-614-8027.

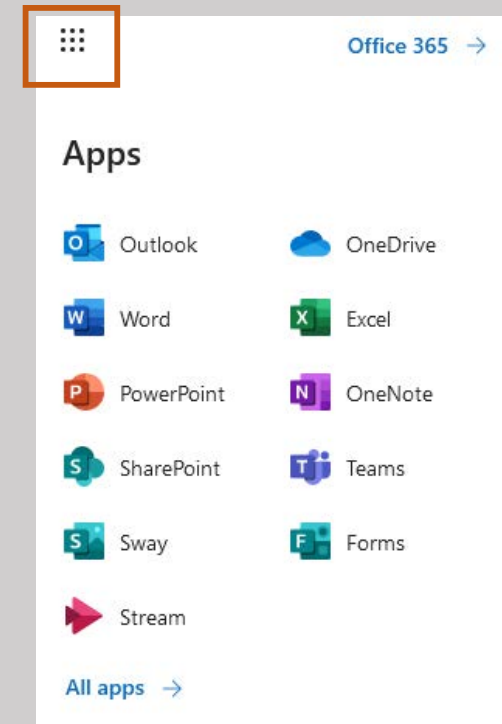
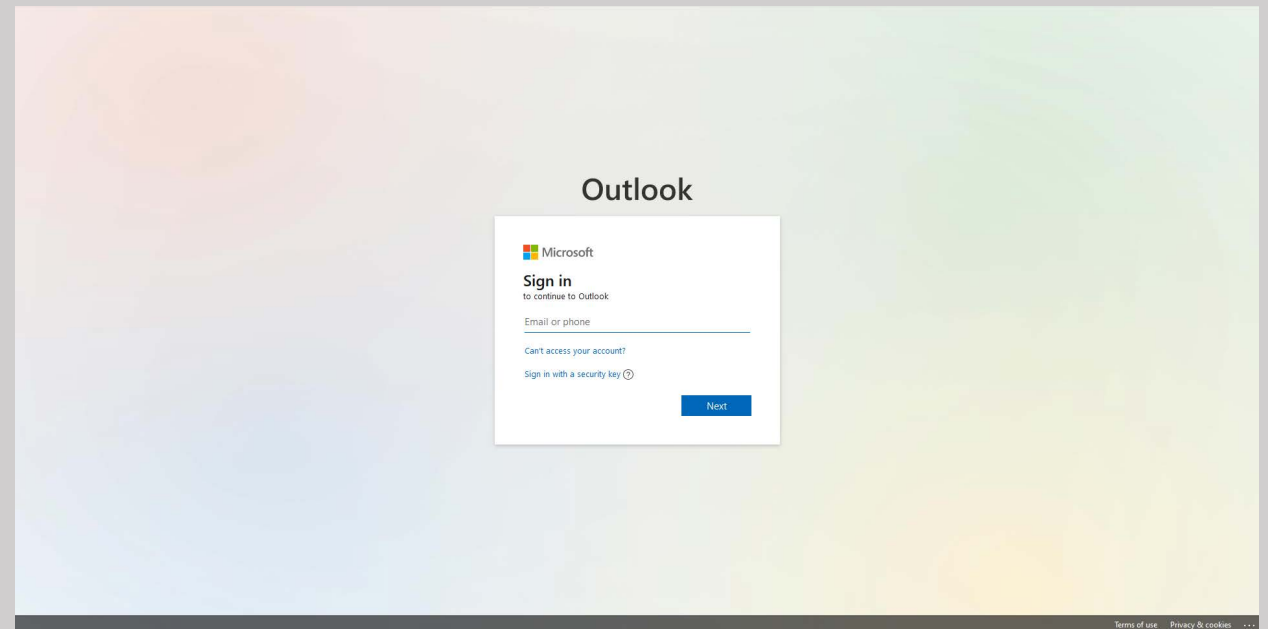
# Accessing Email

To access Lee Email, navigate to **leeu.edu**.

Enter your email address (username followed by @leeu.edu

Ex. jsmith00@leeu.edu) and password and click Sign In.

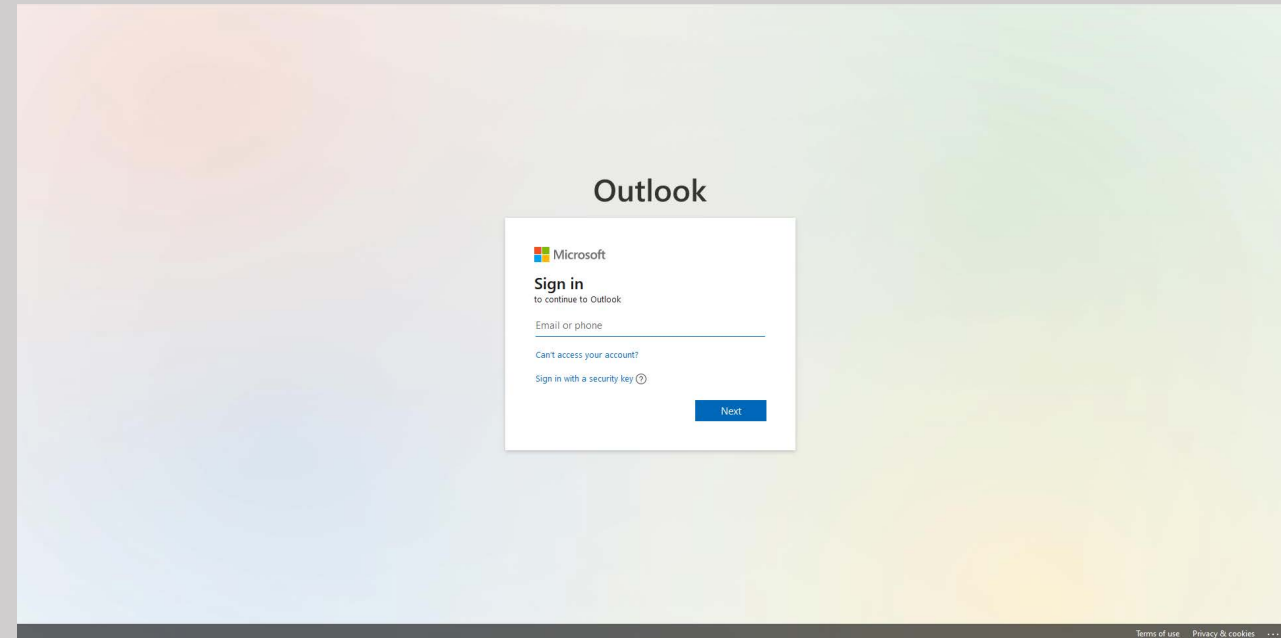
You can navigate to other Office 365 apps like OneDrive and Word using the apps menu in the top left or right corner of the screen, depending on your browser.



# Forwarding Lee Email

We understand that you may already have a personal email account that you prefer to use. However, Lee University policy is to communicate through Lee Email. One solution for you may be to forward your Lee email to your personal email.

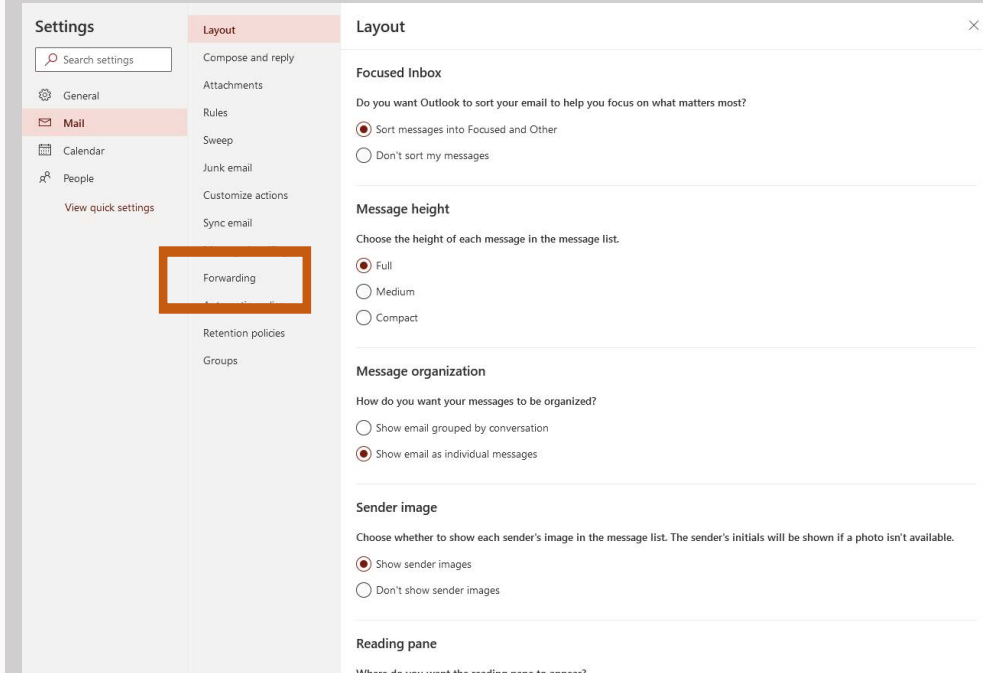
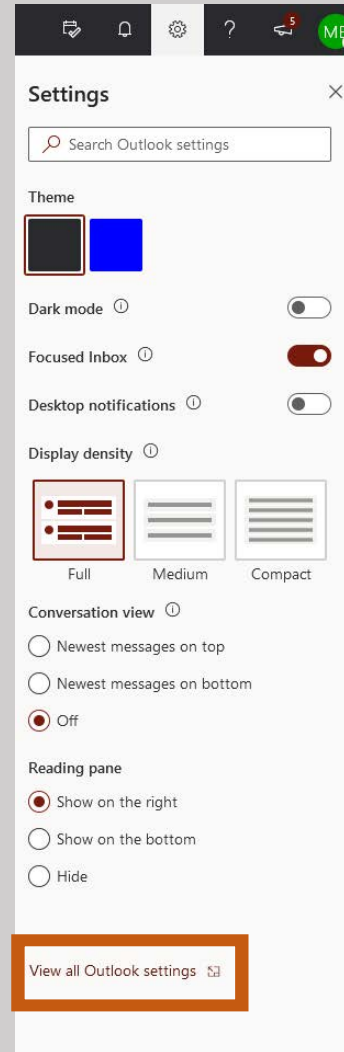
In order to do this, navigate to **leeu.edu**.



Login using your Lee email address and password.

At the top right of the page, click the gear icon to access settings, then click on **View all Outlook Settings**.

In the Mail settings, click on **Forwarding**.

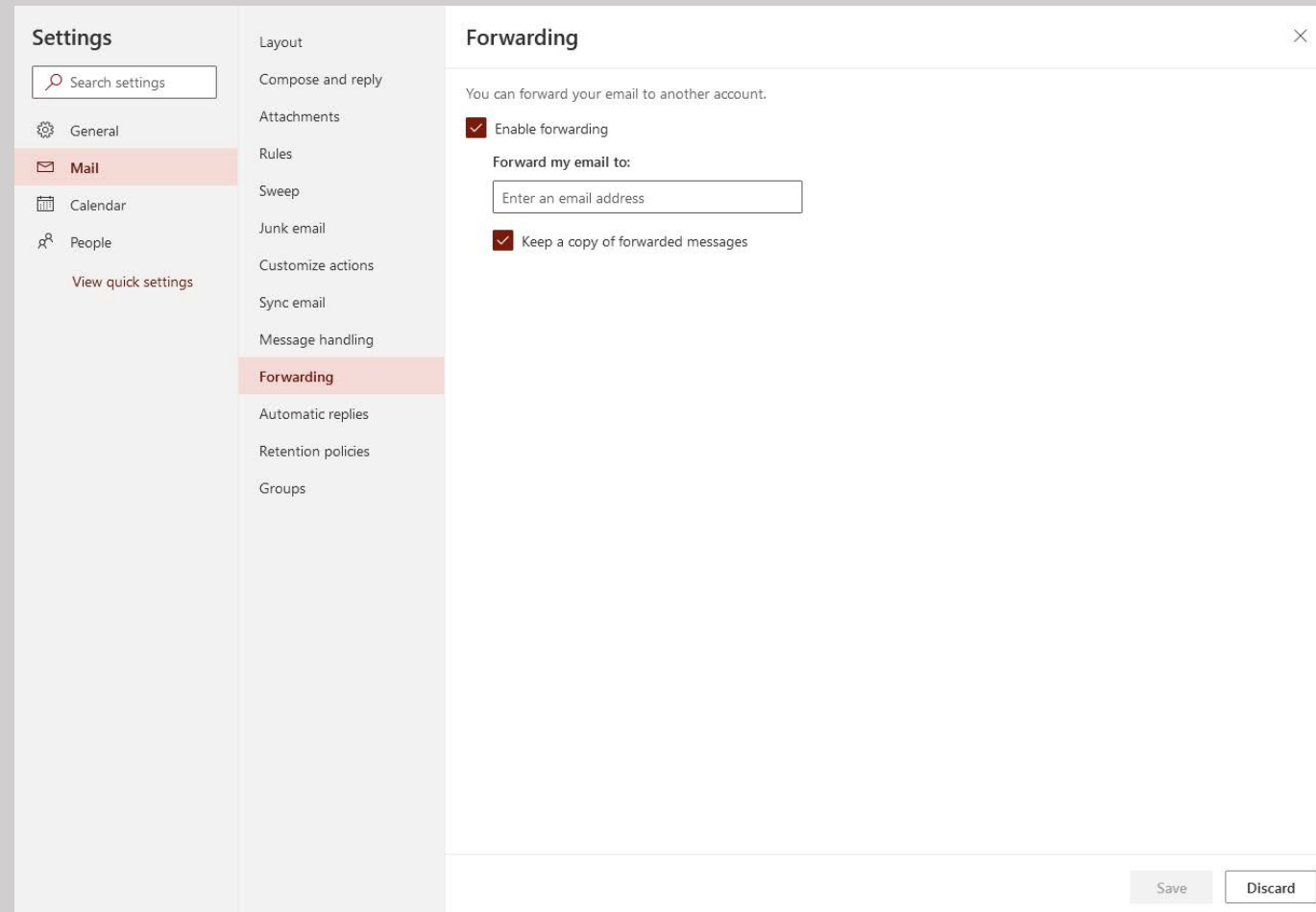


Click the **Enable forwarding** box.

Enter the email address you wish to forward your email to.

If you want to keep a copy of all forwarded mail in your Office 365 inbox, click the **Keep a copy of forwarded messages** box.

When finished, click **Save**.



The screenshot displays the 'Settings' application with the 'Mail' category selected in the left-hand navigation pane. The 'Forwarding' sub-category is highlighted in the right-hand pane. The main content area shows the 'Forwarding' settings, which include a toggle for 'Enable forwarding' (checked), a text input field for 'Forward my email to:' (containing the placeholder 'Enter an email address'), and a toggle for 'Keep a copy of forwarded messages' (checked). At the bottom right of the settings pane, there are 'Save' and 'Discard' buttons.

**Settings**

Search settings

General

**Mail**

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

**Forwarding**

Automatic replies

Retention policies

Groups

**Forwarding**

You can forward your email to another account.

☒ Enable forwarding

Forward my email to:

Enter an email address

☒ Keep a copy of forwarded messages

Save Discard



# Accessing Moodle

Navigate to **moodle.leeuniversity.edu**.

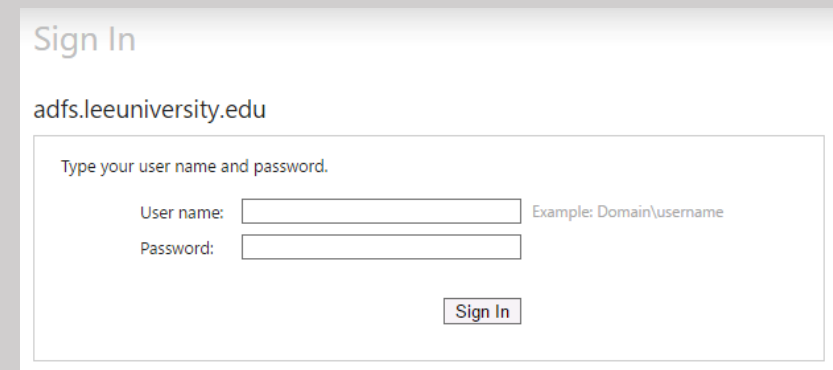
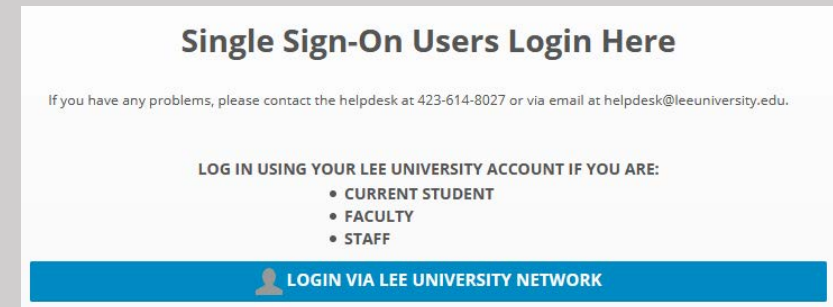
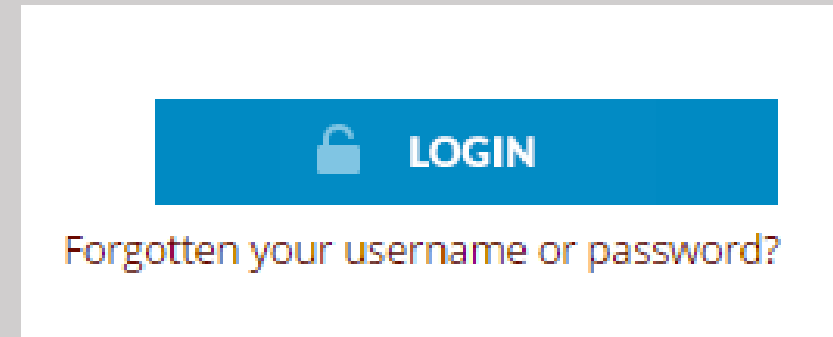
Click Login at the top right of the page.

Click **Login via Lee University Network**.

Enter your username and password in the space provided.

**Ex. jsmith00**

You are now logged in. You should see your name and picture in the top right corner of the screen.



# Accessing Portico

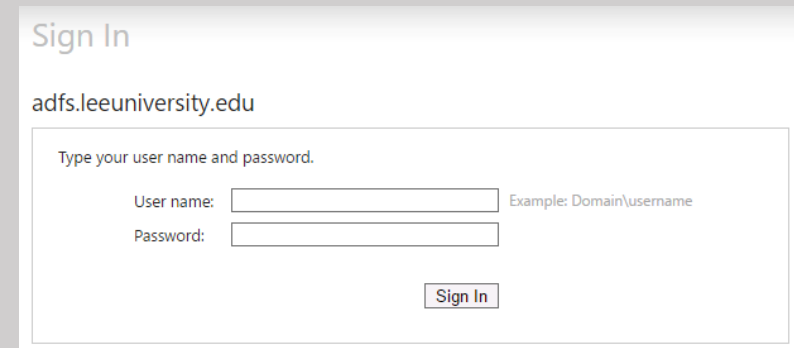
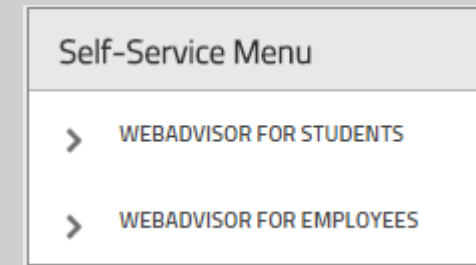
Navigate to **portico.leeuniversity.edu**.

**Click Portico Login.**

**Enter your username and password in  
the space provided.**

**Ex. jsmith00**

**Use the self-service menu to navigate to  
basic student information and services.**

A white rectangular form with a light gray border. At the top, it says "Sign In" in gray. Below that, it says "adfs.leeuniversity.edu" in gray. Inside the form, there is a section titled "Type your user name and password." in gray. Below this title, there are two input fields: "User name:" followed by a text box and "Example: Domain\username" to its right, and "Password:" followed by a text box. At the bottom right of the form, there is a "Sign In" button.

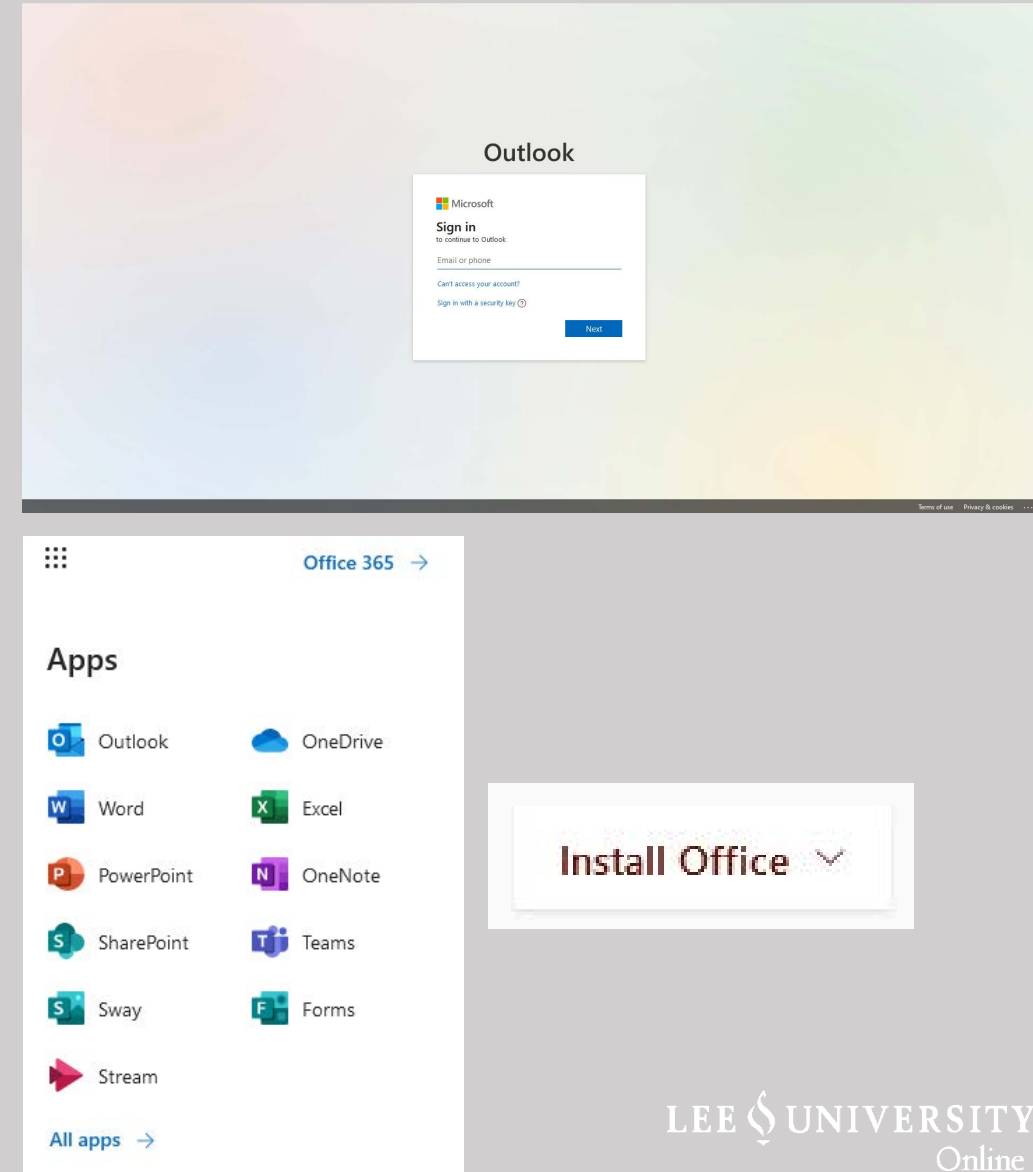
# Downloading & Installing Office 365

To download Office 365, navigate to [leeu.edu](http://leeu.edu).

Log in using your Lee University user name and password. Click **Sign In**.

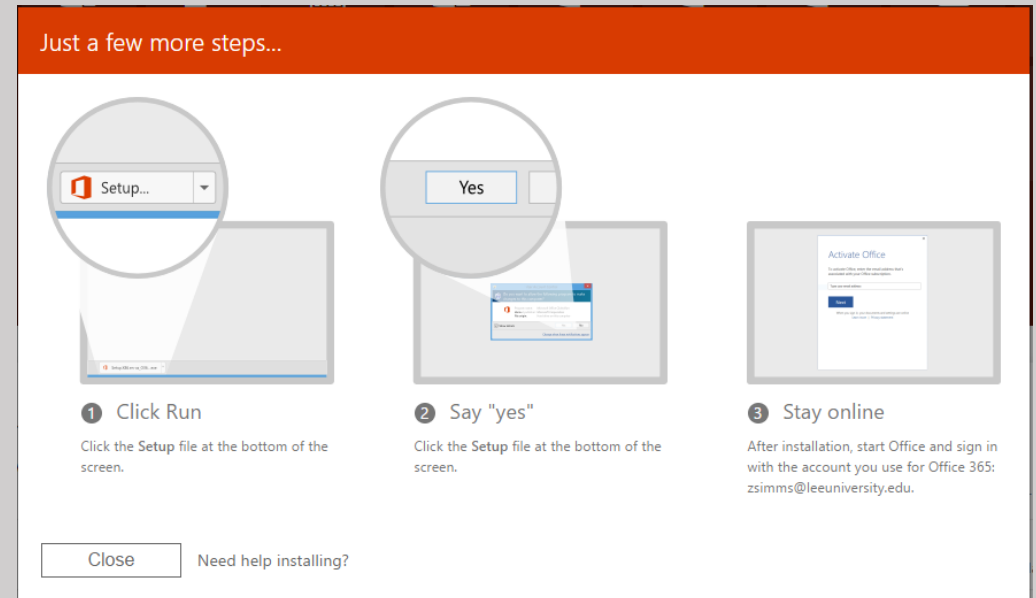
In the top left/right corner (depending on your screen), click on the menu icon, then click on Office 365.

On the next page, select **Install Office**.



**A dialogue box will appear with instructions. Follow these instructions and Office 365 will be installed on the computer.**

**If you have any issues installing Office 365, please call the IT Help Desk at 423-614-8027 or email [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu).**



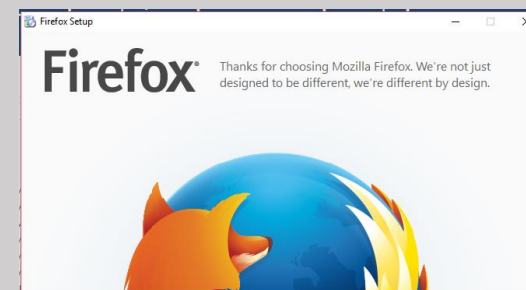
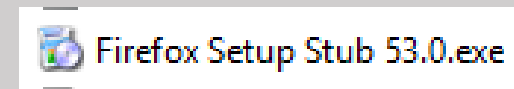
# Downloading & Installing Firefox

Navigate to [mozilla.org/firefox](https://mozilla.org/firefox).

Click the green **Free Download** button.

Once the download is complete,  
navigate to the file in the documents.  
**Double-Click** to start installing Firefox.

Follow on-screen instructions.



# Download & Install Adobe Reader

Navigate to [get.adobe.com/reader/](https://get.adobe.com/reader/)

**Under Optional Offers, uncheck all options. Otherwise, it may download unwanted programs onto your computer.**

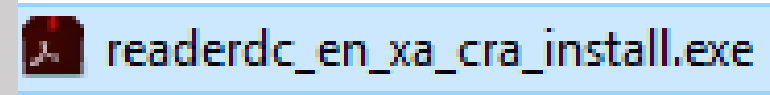
**Click Install Now**

[/get.adobe.com/reader/](https://get.adobe.com/reader/)

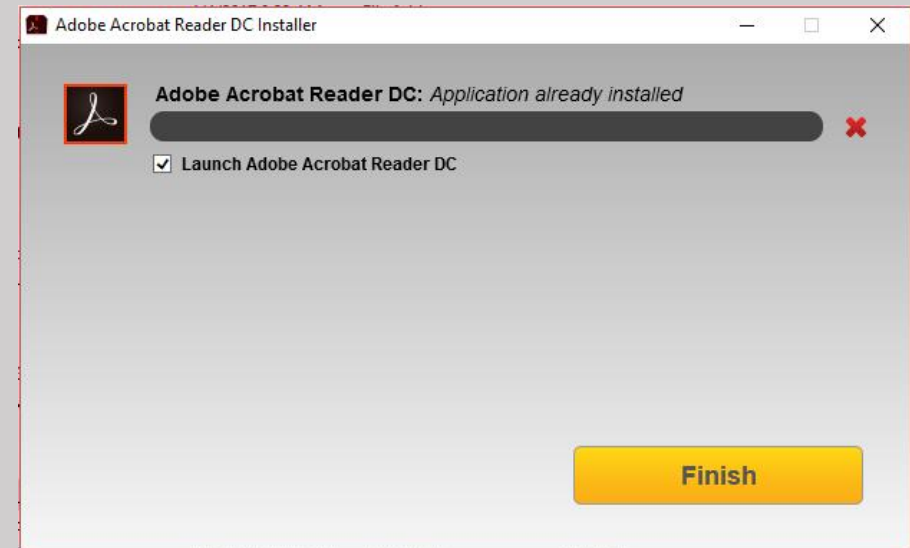


**Install now**

Once the download has finished,  
navigate to the file and double-click it.



Follow on-screen instructions to  
complete installation.



moodle.leeuniversity.edu

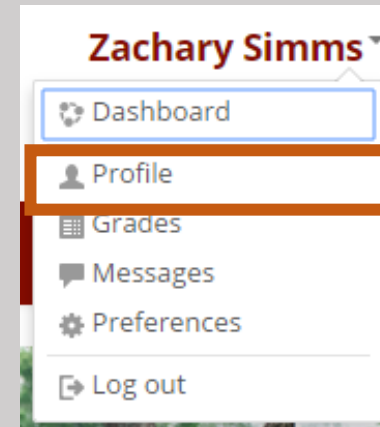
# Changing Moodle Profile Picture

Navigate to moodle.leeuniversity.edu and login.



Forgotten your username or password?

At the top right of the screen, click on your name. From the dropdown, select **Profile**.

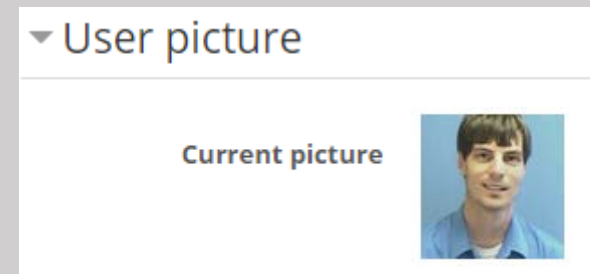


User details

Edit profile

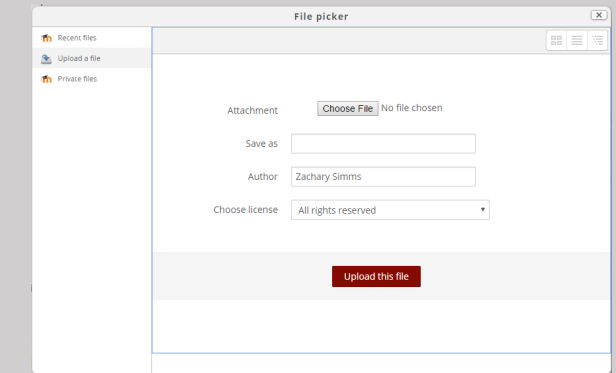
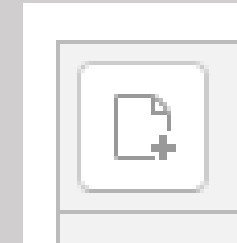
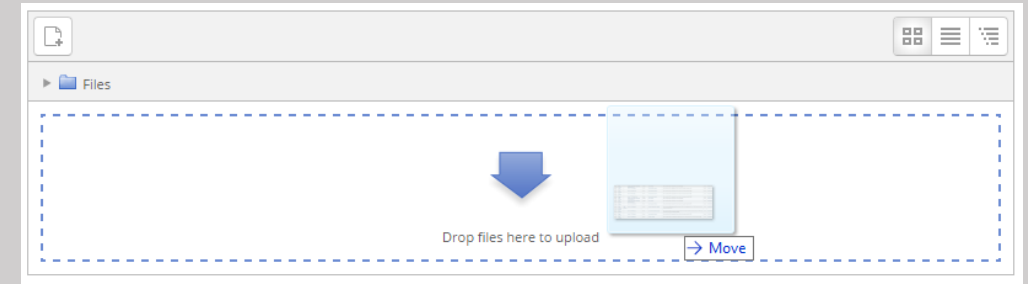
Select **Edit Profile**.

Scroll down to **User Picture** changing any other information as you see fit.





Under **New Picture** you can either drag and drop a picture file into the drop box, or click the **Add** button to open the Moodle file picker.



Enter a picture description.

**Ex. Picture of John Smith**

Picture description

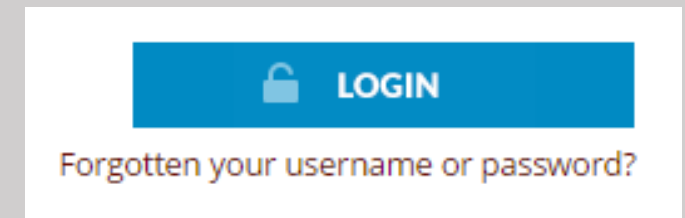
Picture of John Smith

Once the file is uploaded, select  
**Update Profile.**

**Update profile**

# Navigating Moodle

- To find your courses, navigate to [moodle.leeuniversity.edu](https://moodle.leeuniversity.edu) and login.
- Scroll down the page to the My Courses Section. You can enter the course by clicking either the course title or the Click to Enter this Course Button.



## My courses

### DAL-Technology Support

Used by the Division of Adult Learning as a support tool for DAL Instructors and Students.

Facilitator: Zachary Simms


Click to enter this course

Scroll through the course to become acquainted with the format. You will see a top section with resources for the course and ways to communicate with the professor and other students. Every course has 7 weekly units with dates for each unit that begin on Tuesday.

You will also see several informational blocks on the right side of the screen. To free up screen space for course content, you can dock these blocks by clicking the small left-ward facing arrow at the top right of the block.

LEE UNIVERSITY  
Online

# ENGL-110 Rhetoric and Research



<http://livestream.com/leeu>  
Lee University Chapel every Tuesday and Thursday at 10:40AM Eastern Time during the academic year.

Hidden from students

▶ **START HERE: Check-In Process**

Lesson: 1 URL: 1  
Progress: 0 / 2

▶ **NEXT STEP: Course Syllabus/Resources**

URLs: 3 Files: 3 Folder: 1 Pages: 3 Assignment: 1 Forums: 3  
Progress: 0 / 1

## ▶ Unit One: Review of APA/Turabian

**March 6th – March 12th**



Messages



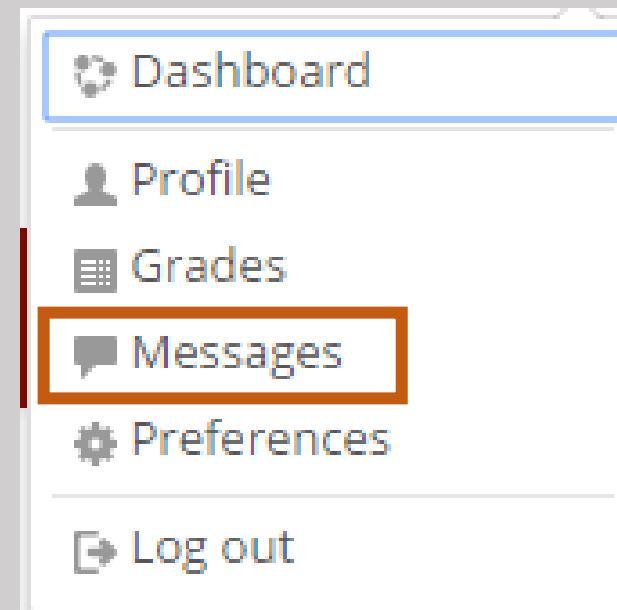
No messages waiting

Messages

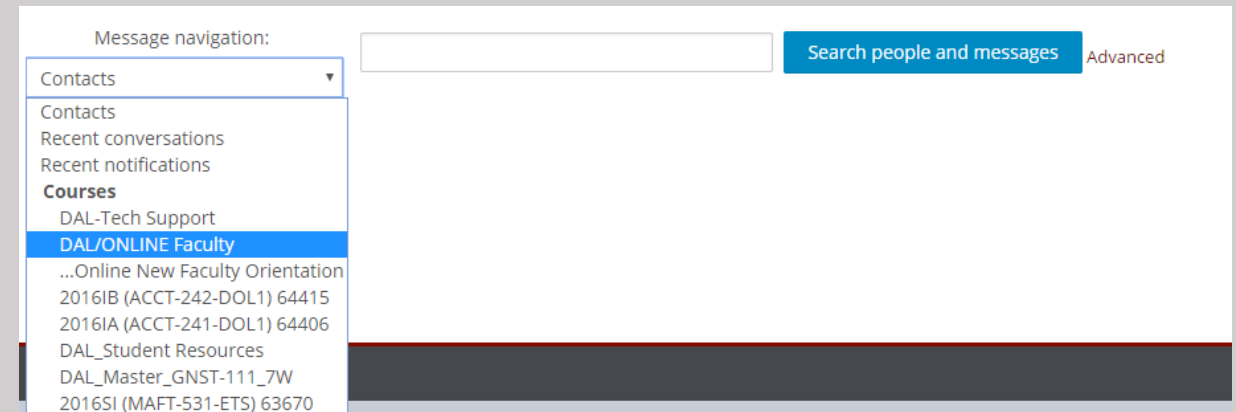


To access **Messages** click on your picture and name at the top right of the screen.

Select **Messages**.



Use the drop down to select who to send messages to by selecting the course and then the individual you wish to message.




# The Check-In Process

Before you can see course content, you will need to check-in. To do this, enter your course and select **START HERE: Check-In Process**, then click **Course Check-in**.

Make sure to read the explanation of the check-in process and click **Submit**.

▶ **START HERE: Check-In Process**

Click the Course Check-In activity below to complete the Check-In Process.

 Course Check-In

**Submit**

# Moodle Assignments

There are three major assignment types used by Lee University Online: Threaded Discussions, Dropbox Assignments, and quizzes.

To submit to Threaded Discussion assignments, select the activity.

Select **Add a new discussion topic**.



1.2 Threaded Discussion: Introduce Yourself

**Add a new discussion topic**

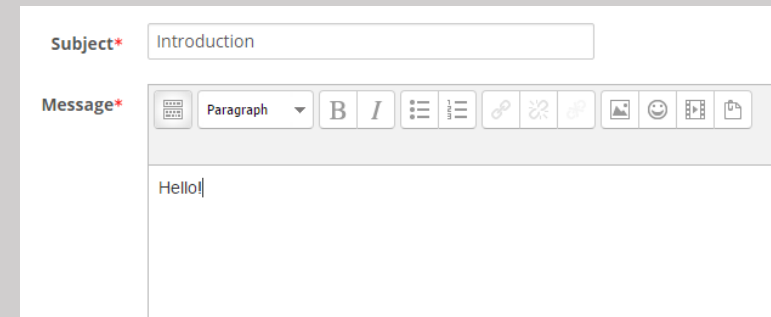
Enter a **Subject**, which is the title of your post. Then enter a **Message**, which is the body of your post.

When finished, select **Post to Forum**.

To reply to a post, select the post then select **Reply**.

When finished, select **Post to Forum**.

To view a video tutorial on Threaded Discussions, [click here](#).



A screenshot of a forum post creation form. It has two main sections: 'Subject\*' and 'Message\*'. The 'Subject\*' section has a text input field containing the word 'Introduction'. The 'Message\*' section has a rich text editor with a toolbar containing icons for paragraph, bold, italic, bulleted list, numbered list, link, unlink, image, emoji, video, and document. The message body contains the text 'Hello|'.

Post to forum

Discussion	Started by
 Introduction	 Matthew Baker 7 Sep 2020

Permalink | Edit | Delete | Reply

Post to forum

To submit to an assignment drop box, select the activity.

Select **Add Submission**.

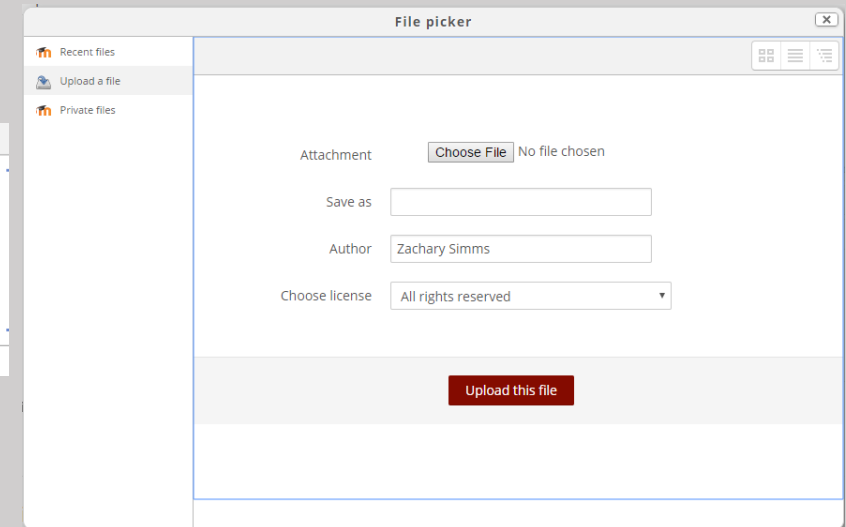
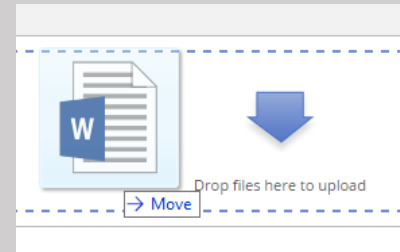
Make sure to read the submission statement and check the box to agree.

You can submit your document by either dragging and dropping the document from your files into the drop box or by clicking inside the drop box to open the file picker.



Add submission

\* ☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.

A 'File picker' dialog box. On the left is a sidebar with three options: 'Recent files', 'Upload a file', and 'Private files'. The main area contains the following fields: 'Attachment' with a 'Choose File' button and 'No file chosen' text; 'Save as' with an empty text box; 'Author' with a text box containing 'Zachary Simms'; and 'Choose license' with a dropdown menu showing 'All rights reserved'. At the bottom is a red button labeled 'Upload this file'.



When the upload has finished, select **Save Changes**.

To view a video tutorial on uploading to Unit Assignments, [click here](#).

To take a quiz, select the activity.

There may be text informing you of a time limit or other quiz restrictions. Make sure to read these carefully.

To begin the quiz, select **Attempt Quiz Now**. When finished, click **Submit**.

Save changes



1.5 Exam: Exam 1

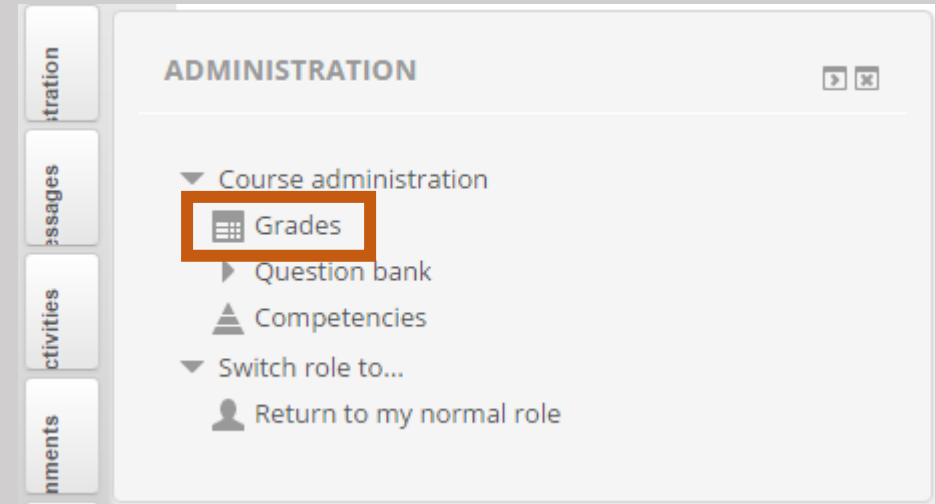
Attempts allowed: 1

Time limit: 1 hour 30 mins

Attempt quiz now

# Accessing Grades

To access grades for a specific course, navigate to the course in Moodle and go to the **Administration** tab.



Select **Grades** from the dropdown.

Grade item	Calculated weight	Grade	Range	Percentage
Backup Test Course				
1. DAL Course Check-In	1.00 % ( Extra credit )	10.00	0-10	100.00 %
Threaded Discussions				
1.2 TD:Acquainted	-	-	0-25	-
1.3 TD:Readings	-	-	0-25	-
1.4 TD:Article	-	-	0-25	-

Here, you will be able to see grades for specific assignments and course overall grades.

Σ Course total Include empty grades.	-	10.00	0-1000	1.00 %
---	---	-------	--------	--------