

HCC Online Moodle Access and Layout Introduction

Hi there, and welcome to HCC Online! Today we are going to take a look at Highland's Learning Management System, the Moodle Portal. This portal is also called HCC Online Moodle or HCC Learning House. To begin, open your web browser and navigate to our portal website. The web address is hcc.learninghouse.com.

On the main site screen, you will find information relevant to HCC Online for both new and returning users, including directions for checking your Highland Email and how to add or drop a course, as well as how to contact the HCC online team and technical support.

To log into the portal, you'll enter your Highland credentials into the right side of the screen by typing them into the username and password box. These credentials are the same username and password used for your MyHCC account and Highland email access. For student accounts, this format is lastname.firstname. You will not include @highlandcc.edu as part of your username for your Moodle login. Click the Log In Button to move onto the portal.

After logging in, you will be moved to your Moodle dashboard. The course overview box includes two tabs, Courses and Timeline. The Timeline tab includes quick links to upcoming assignment due dates. These links can be helpful reminders, but you should not rely only on these links to know what assignments are coming up and when they are due. You should always move fully into the course classroom and review all course documents and the course calendar to ensure that you do not miss completing assigned work.

The Courses tab will provide a link into each class that you are enrolled in. Classes are organized into three groups - in progress, future, and past. Classes will be on the in progress tab from the day the semester begins through the last day of the semester. If you are accessing the portal a few days before the official semester start date, you will move to the future tab to access the courses that you will be taking. If you are accessing the portal a few days after a semester has ended, you would move to the past tab to still be able to locate your class. Class access is opened the day before a session begins after we have confirmed prerequisite requirements and payment arrangements with the student.

To access your online course, locate the course link on your dashboard and click on the title. This will move you into the online classroom. All classes will start with a course welcome and overview section at the top of the page. This section includes important information that you'll need throughout the course. This includes the news forum or announcements area for important reminders and details from your instructor. A copy of the news forum is also emailed to your Highland email account shortly after the instructor submits their post. The first day handout file provides you with information about the course curriculum and competencies, as well as outlines the course policies and guidelines expected by the instructor. The first day handout also provides information about course grading and assignments in the course. You will always find your instructor name and email address posted in the top right corner of the first day handout file. It is recommended that you refer to this document often. You may also want to consider printing a copy of the First Day Handout.

Instructors will post other important course information in this section which could include course schedules, rubrics, assignment directions, and lab or writing guides.

Your instructor will communicate with you on the first day of a class through a News Forum post with details on how to begin the course. Along with monitoring the News Forum, you should check your

Highland Email often when taking an online course. Classes often start with a welcome discussion board activity to introduce the instructor and students to each other.

Classes are organized into lessons or modules and your instructor will introduce the material and guide you through the lesson. In this course, the introductory lesson is where students will start. Lessons are commonly organized into Learning Resources, Supplemental Resources, and Lesson Activities. Learning Resources provide an overview of the lesson objectives and any lecture material. Supplemental Resources are additional learning tools that might be helpful to you, but are not necessarily required in order to complete the assignments. Lesson Activities will include the assignments and assessments that will be completed, typically for graded points, within a module. In this course, Lesson Activities include a reading assignment, making a discussion board post and responding to other students, submitting a file that the student created in Microsoft Word to answer questions, and taking the quiz. Other class activities may include journaling, science lab work, writing assignments, recorded presentations, research papers, and exams. Some assignments will include going to other websites to watch videos, complete lab work, or tackle other assignment tasks.

As we move to Lesson 1 for this course, you'll notice that the module is organized just like the Introductory Lesson. This consistency in the layout and assignment tools allows you to quickly learn and effectively use the technology within Moodle. New students generally become comfortable with Moodle after they have completed the first lesson.

If you need technical support, navigate to the Help Center Block on the right side of the screen for 24/7 assistance. Students can search for how to articles through the Knowledgebase or use the chat, phone, or email tools for immediate support. The help desk can assist with downloading and uploading files, posting to discussion boards, and trouble-shooting connection issues, as well as many other technology tasks.

Also, in Moodle you will find a course calendar. This calendar is on the right side of the screen and will include due dates and testing windows for each class you are enrolled in, as well as semester dates for the College for starting classes, dropping courses with or without refunds, and ending classes.

On the left side of the screen, you'll find navigational tools to move within your course. You can also access the course gradebook by selecting the Grades link. All activity grades are kept in the Moodle classroom. Final grades are posted to your transcript through your MyHCC account.

To move into a different course, you'll return to your dashboard and then select the next class that you want to work on.

In the top right corner of the Moodle portal, you'll find your name and a drop down arrow. From the drop down arrow, you'll see options to move to your Dashboard, view and update your Profile (which includes adding a picture to your account if you prefer), accessing your grades, sending and reading Moodle Messages, and logging out. You should always log out of Moodle and close your browser window when you are finished working in your classes to avoid allowing someone else to gain access into your account.

Messaging is an internal Chat tool within Moodle. It allows you to message other students and your instructor. If you have new messages, the top menu bar will indicate messages by adding a red number on top of the conversation icon. If you are offline when a message is sent to you, a copy of the message will be emailed to your Highland email account as well as the notification when you log back into Moodle.

Thank you for taking classes with HCC Online. We are very excited to help you reach your educational goals. Please contact us if you have any questions or need assistance.