

LU Online User Guide



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MOODLE Navigation

How to login to MOODLE

1. Go to Lincoln Home page at <http://www.lincolnu.edu>
2. Click on the “Log in” Lincoln on the right hand side in the “Blue Tiger Portal”



3. Once you are on the Student Portal Home Page, click on the Moodle Icon:



MOODLE Home Screen

The screenshot shows the Moodle Home Screen for a user named 'SAMPLE'. The interface is dark-themed with a top navigation bar. Callouts 1 through 12 are placed over various elements:

- 1: MOODLE HELP dropdown menu
- 2: HELPFUL LINKS dropdown menu
- 3: User profile dropdown menu (SAMPLE)
- 4: Customize this page button
- 5: NAVIGATION sidebar menu
- 6: LATEST NEWS section
- 7: SETTINGS sidebar menu
- 8: COURSE OVERVIEW section
- 9: ONLINE USERS list
- 10: MESSAGES section
- 11: UPCOMING EVENTS section
- 12: MY PRIVATE FILES section

1. The “MOODLE HELP” Dropdown will give you access to following
 - a. Submit a support ticket
 - b. View Knowledgebase
 - c. Additional Software that you may need to download.
 - d. MOODLE support contact number
 - e. MOODLE support location
2. The “HELPFUL LINKS” will link you to the following:
 - a. Lincoln University email system
 - b. Webadvisor
 - c. Blue tiger portal
 - d. Password reset
 - e. Academic Calendar

- f. Electronic Resources
3. This arrow icon  will give you access to the quick launcher and give to access to:
 - a. Your Course
 - b. Your Moodle Calendar
 - c. View your profile
 - d. Edited your profile
 - e. Access to your private files
 - f. Logout
 4. The “Customize this page” button will allow you to move or to add Moodle Blocks.
 5. **Navigation Block:** Clicking on these links will give you access to your courses, profile, messages, blogs & forums.
 6. **Latest News Block:** This will display message of events on campus and message from MOODLE support team.
 7. **Settings Block:** Allows you to customize your profile.
 8. **Course overview Block:** Here you will see the courses in which you are currently enrolled. Clicking on these course links will give you access to your course.
 9. **Online users Block:** This identifies everyone who is currently logged into Moodle
 10. **Message Block:** This block will display any unread MOODLE Messages.
 11. **Upcoming events Block:** You will see a list of event(s) that are coming up for you course.
 12. **Private Files Block:** Feel free to upload personal files for future reference. This will give you access to files from any PC on and off campus. You have a 100MB limit.

Course Navigation

The screenshot shows a Moodle course navigation interface. On the left, there is a 'NAVIGATION' block (1) with links for 'My home', 'Site home', 'My profile', 'Current course', and 'My courses'. Below it is a 'SETTINGS' block (2) with links for 'Course administration', 'Grades', and 'My profile settings'. The main content area is titled 'START HERE FIRST' (3) and contains links for 'News_forum', 'SYLLABUS', '1st ASSIGNMENT', and 'Instructor Evaluation'. Below this is a list of weeks from 'WEEK 1' to 'WEEK 5', each with associated activity counts (e.g., 'Assignment: 1', 'SCORM package: 1'). On the right side, there are three blocks: 'SEARCH FORUMS' (4) with a search box and 'Go' button; 'LATEST NEWS' (5) with a message '(No news has been posted yet)'; 'UPCOMING EVENTS' (6) with a message 'There are no upcoming events' and links 'Go to calendar...' and 'New event...'; and 'RECENT ACTIVITY' (7) with a message 'Activity since Sunday, January 5, 2014, 2:26 PM' and a link 'Full report of recent activity...'. Each block has a small square icon in the top right corner.

1. **Navigation Block:** Clicking on these links will give you access to your courses. The navigation block will allow you to access to send MOODLE Message to your professor and other classmates.
2. **Settings Block:** Allows you to view your grades customize your profile.
3. **Content Section:** This section will allow you to access course material. This section will group material by week, unit, or topic.
4. **Search Forums Block:** The Search forum block allows you to search the course forums for a word or phrase. Type the word or phrase you want to find in the text field space.
5. **Latest News Block:** Recent posts made in the News forum are displayed in the Latest news block, along with a link to older archived news.
6. **Upcoming Events Block:** The Upcoming events block displays future events in a summarized list.
7. **Recent Activity Block:** The Recent activity block lists course activity, such as updated resources and activities, forum posts and assignment submissions, since the user last accessed the course.

Where to Find Help

Technology:

- **MOODLE Support**
 - Visit the Center for Teaching and Learning (CTL) in MLK room 18
 - **Phone:** 573-681-5777 (8 am until 10 pm, 7 days a week)
 - **Email:** moodlehelp@lincolnu.edu
 - **Online support ticket:** <http://www.lincolnu.edu/web/moodle/moodle-support>

- **Password Reset**
 - Visit the Office of Information Technology (OIT) in Schweich Hall
 - **Phone:** 573-681-5898 select option 1 (24/7)
 - Email: helpdesk@lincolnu.edu
 - Online support ticket: <http://www.lincolnu.edu/web/oit-help-desk/help-desk-service-request-form>
 - **Online password reset:** <https://mypassword.lincolnu.edu/>
 -

- **Webadvisor Support**
 - Visit the Enterprise Resource Planning (ERP) office in Schweich Hall
 - Phone: 573-681-5898 select option 3
 - Email: ERP@lincolnu.edu

University Policies

Technology Requirements

You can reset your password by calling the OIT helpdesk: 573-681-5898. This service is available 24/7.

In order to actively participate, you will need access to high speed, reliable Internet service. If you do not have this access, you should not consider an online class. However, you can complete all of the required work from a public source such as your closest library. Call me if you have special needs or concerns.

If you need further help, call the Moodle Help Desk at 573-681-5777. Normally they are available from 8 am until 10 pm every day.

Moodle LMS Computer and Browser Requirements

Browser*	Browser Configuration	Operating System	RAM	Java Runtime Environment
<ul style="list-style-type: none">• Google Chrome• IE 8 or higher• Firefox 4.0 or higher	<ul style="list-style-type: none">• Pop-Up Blocking disabled• JavaScript Enabled• AJAX Enabled	<ul style="list-style-type: none">• Windows XP• Windows Vista• Windows 7• Windows 8• Macintosh OS X	512 MB or higher	7 or higher

*** Major releases of browsers are supported within 60 days of their release to market, excluding beta releases.**

Attendance

1. All university, college, and department rules and regulations apply to this course, as appropriate.
2. Since this is an online class, you will not be graded for participation at a certain time or a certain day. However, you must meet several participation goals. First of all, you must actively participate in the course room during the first week of class. If you do not I must report your lack of participation to the Office of Financial Aid.
3. If you do not participate in any given Weekly Unit, I will report your absences to the Office of Financial Aid and Student Employment (OFASE). This absence will make you ineligible for financial aid.

4. If you become unable to participate on a regular basis, you should call or email me immediately. If I do not hear from you, then I can't help you work out a solution to your problem.

Student Honor Code and Plagiarism

According to your student handbook:

1. The term cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
2. The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Any student found to have committed any acts of dishonesty, including but not limited to: cheating, plagiarism, or other forms of academic dishonesty is subject to disciplinary sanctions outlined in Article IV.B of the Student Handbook.

Non-Discrimination

Applicants for admission and employment, students, employees, sources of referral for applicants seeking admission and employment, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any student having inquiries concerning compliance with the regulations implementing Section 504 of the Americans with Disabilities Act should contact the Coordinator of Disability Services, Lincoln University. Persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the University's compliance.

Disability

If you have a disability, which requires special accommodations, please contact me as soon as possible. Reasonable efforts will be made to accommodate your needs.

Lincoln University is committed to providing equal opportunities to disabled persons in accordance with Section 504 of the Rehabilitation Act of 1973. Individuals are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to or treatment or employment in its programs and activities.

Services for disabled students, including visually and hearing-impaired, are coordinated through CCS. Students requiring these services should contact the University ADA Coordinator for further information at 681-5167 or visit 304 Founders Hall.

This specific course includes the following include the following: 1. Alternate tags that contain appropriate information about the graphic and/or activity. 2. Appropriate color combinations that minimize color blindness effects. 3. Appropriate font and font-size combinations to improve readability. 4. Links to descriptions of accommodation features for the learning management platform (Moodle) and any additional third party tools, e.g., Adobe Acrobat 5. Minimal use of bullets and/or charts that may be confusing to participants who use electronic readers. 6. Transcripts for video and/or audio clips/

Accessibility

Development Software

Many of our online lessons are developed with standard programs. The following pages contain information on the software we use.

- **SoftChalk**

Does SoftChalk have a guide discussing SoftChalk's accessibility compliance? Does SoftChalk have a VPAT (Voluntary Product Evaluation Template)

Yes. We have worked closely with the American Foundation for the Blind to make our content accessible (ada compliant). (For instance, SoftChalk lessons can be read by screen readers.)

For more details, please see our: SoftChalk VPAT (Voluntary Product Evaluation Template) at:

<http://support.softchalk.com/FileManagement/Download/7afe409ca5204fcab2fa896427121015>

We also have general information about SoftChalk's accessibility at:
<http://softchalk.com/products/softchalk/accessibility>

My students use JAWS 13 as the screenreader software to view SoftChalk lessons. Is there an additional step for reading TextPoppers in the SoftChalk lesson for this version of JAWS?

Yes. With the most recent version of JAWS, there is an additional step users must take for the software to read mouseover annotations (TextPoppers are mouseover annotations). This site, <http://www.freedomscientific.com/downloads/jaws/JAWS13-previous-enhancements.asp>, lists enhancements and improvements with JAWS 13.

One section reads "Added long Keyboard Help messages for the list of onMouseOvers (INSERT+WINDOWS KEY+SEMICOLON), next clickable element (SLASH), prior clickable element (SHIFT+SLASH), and list of clickable elements (INSERT+CTRL+SLASH) keystrokes. To hear the long description for a command, press the keystroke twice quickly."

By following the steps for mouseovers above, your students will be able to hear the TextPoppers read to them.

- Adobe Software: Captivate, PDF, Connect

[Visit the Adobe Captivate 5.5 accessibility web pages](#)

[Adobe Accessibility Blog](#)

[Adobe Accessibility Compliance](#)

Summary:

Adobe tools help achieve standards compliance

Choose software that will help you meet accessibility standards and produce accessible content. Adobe offers compliance information for products that specify the details of applicable standards and outline the accessibility features of various products.

COMPLIANCE INFORMATION

Compliance information is provided for most Adobe products. Products listed on this page all have a Voluntary Product Accessibility Template (VPAT) that details all the regulations of the U.S. Section 508 accessibility standard and

explains how a given product helps comply with each provision. The VPAT was developed by the Information Technology Industry Council to be used across the software industry. As more and more companies complete VPATs for their software products, you can evaluate a single product by consulting its VPAT, or print out the VPATs of several products for a side-by-side comparison. Some products listed below also have documents detailing compliance with the W3C's Web Content Accessibility Guidelines.

[READ MORE on Acrobat pdf](#)

[READ MORE on Adobe Captivate](#)

[READ MORE on Adobe Connect](#)

- [YouTube Accessibility](#)

[Visit this blog that covers many areas of accessibility on YouTube.](#)

Sexual Harassment Policy

In this classroom environment, I strive to provide a safe and healthy environment that enhances the learning process. All students should be able to attend class, and/or participate in discussions/activities with the feeling that they are in an environment that is safe and secure for learning. Therefore, in accordance with the guidelines set forth by Title IX of the Education Amendments of 1972 and the U.S. Department of Education, sexual harassment is prohibited.

Sexual harassment will not be tolerated or condoned in any form between students and/or student/instructor. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly (openly) or implicitly (disguised).
- Such conduct substantially interferes with an individual's classroom performance creating an intimidating, hostile, or offensive environment.

Sexual harassment as defined above may include, but is not limited to, the following:

- being too graphic with details during class discussions;
- telling sexual or dirty jokes;
- making sexual propositions or pressuring fellow students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;

- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- spreading sexual rumors or rating other students as to sexual activity or performance; or
- Circulating or showing e-mails or web sites of a sexual nature.

Legitimate nonsexual touching or conduct generally will not be considered sexual.

This class is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for class dismissal, or grade reduction. While it is the purpose of this policy to protect all persons associated with this class from sexual harassment, it is also a violation of this policy to knowingly make a false allegation of sexual harassment.

If you feel you have been subjected to sexual harassment and need information about what to do, contact me immediately or the Director of Human Resources, Jim Marcantonio at 820 Chestnut Street, Room 101 Young Hall, Jefferson City, MO 65102, 573.681.5787. All matters involving sexual harassment complaints are taken seriously and will be investigated. Complaints will remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's work assignments, or grades.

Conduct

Etiquette/ Netiquette/ Student Conduct

The word "netiquette" refers to rules of conduct for the online environment. The rules are very similar to face-to-face rules of etiquette.



Think before you post a message. Be sure it is correct, sensitive, and respectful. If you are irritated or angry, hold off, save your reply to a draft folder, and reread and possibly edit it later.

- Avoid the use of profanity and slang in the classroom.
- Be careful about the tone of your messages. Tone is conveyed not only by the words you use, but also by the use of exclamation points, all capital letters, and emoticons (symbols for smiles :), frowns :(, etc.).
- Stay on the topic. If you want to discuss something personal or off the topic, take your discussion to the chat room newsgroup.
- Use subject lines that reflect the topic.

Why is Netiquette Important to the Online Student?

- The practices of courtesy and respect that apply in the traditional classroom also apply online.



- As an online learner, you will be speaking through writing via email, discussion boards, and forums so it is imperative to communicate well and professionally.

Discussion Board Netiquette

- Know the rules of the discussion board and post messages according to the guidelines provided by your instructor. Different instructors may have similar, but different rules.
- Offensive language and bothering others online will not be tolerated by instructors.
- Remember to show respect for the opinions and ideas of others, even when you disagree. Follow standard rules of grammar and composition when writing. Check your work for clarity and quality before posting.
- Consider typing your post in a word processing program such as MSWord ahead of time. If necessary, save a draft of your post and reread it later before making it public.
- Don't simply post "I agree" (or "I disagree"). Support your statements with facts and clarify your own position.
- If references are required, be sure to use the appropriate citation style. It is not acceptable for you to present the work or ideas of others as your own.

Video on [Discussion Board Netiquette](#)

Email Netiquette

- Include a proper greeting with every message unless you exchange several emails over the same topic as if you were carrying on a conversation.

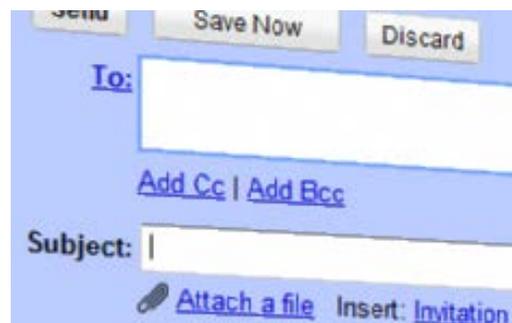


[CLICK HERE to read the official LU Acceptable Use Policy](#)

- Hello, Mrs. Smith, Dr. Smith
- Use the Cc: section to send a duplicate copy of an email. However, to protect the privacy of others when you are sending an email to several recipients, do not include everyone's email address in the To: section; consider sending the email to yourself and then put everyone else in the Bcc: section.
- End (sign-off) the email with courtesy—include a closing such as Thank You or Sincerely followed by your name. Consider including information by which others can contact you—phone number, fax, etc.

Subject Line

- “Subject line contents can many times determine if your email will even be opened by the



recipient.

- “Always key a brief and concise description of the contents of your email in the subject line.
- ☞In an online class, your class name should always be a part of the subject line. Example: COMP1000

- “Avoid using ALL CAPS or all small case
- “Avoid using terms such as Hi, Help, Please Respond.

Message Content

“Mail on the Internet is not secure; never include anything in an e-mail message that you would not want printed in the newspaper and/or posted on Facebook, Twitter, Blogs, etc.

- “Make sure the content is polite, relevant, concise, and to the point.
- “Avoid using texting abbreviations such as LOL, ROFL, IDK, WUWT, etc. Spell out all words.
- “Do not type in ALL CAPS; this denotes yelling. Instead, use bold or underline if you feel the need to emphasize a point.
- “Do not type in all lowercase as this can be seen as overly informal and unprofessional.
- “Remember that the recipient cannot see your non-verbal clues so try to be cautious about how your messages are worded; when in doubt ask a friend to read it and tell you how they interpret its tone before you send it.
- “Don't extract and use text from someone else's message without acknowledgement or more importantly, permission.
- “Limit the use of emoticons such as :) and :(in business correspondence.
- “When forwarding messages, delete the email addresses of the persons who previously received the email unless those people are important to the message.

[Watch this video](#)

Email Response

- “Check your college email often--this is the official means of communication for an online class.
- “Always reply promptly even if a brief acknowledgement is all you can manage at the time and then follow up later.
- “Don't delete the message; keeping the original text will help the recipient remember what he/she originally said.
- “Do not respond to Spam



