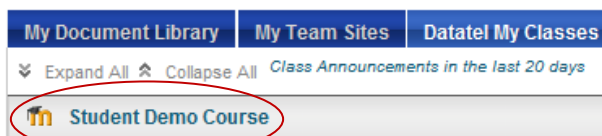


## Finding Moodle



“Hey, Where the Heck’re My Classes??”

Hey, relax, no worries—they’re on the portal! Open your portal and log in, then scroll all the way down to the second blue header bar, which has hyperlinks under it to all your courses:

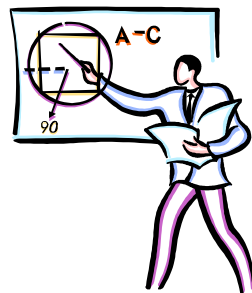


“That’s great, but what if...” **What?—Your login fails or your course won’t open?** Not a problem, usually. In most cases all you have to do is go up to your name in the upper right-hand corner, click on it to open a drop-down menu, then click on the last item, “Change Password,” and follow instructions. **IMPORTANT! Always** change your password **here** so it will sync with all programs—email, Moodle, etc..

## Learning Moodle

**More than likely**, if you’re used to working with Blackboard, you will already know how to do most things found on Moodle. But additional information is available in the following ways if you should need it.

- **Watch the Video**, “Welcome to Moodle,” on layout and navigation.—  
<http://tinyurl.com/spaldingmoodle>
- **Clickable Tutorials** —  
<http://tinyurl.com/moodleclicks> — where many mysteries are explained or demonstrated.
- **Brochures and On-the-Spot Help**—  
Visit the Library Information Desk
- **Instructor’s Walk-through Session**—  
Ask your instructor for a tour of the class site to see layout of resource and activity locations. There’s no better guide to a particular course than the very person who has set it up with resources, activities, and topics!



## Need Some Help?

Help Is Always Close at Hand!



Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can’t find your class listed on the Portal? Or maybe your login isn’t working?

**No Problem! Here are contact points:**

For a **video introduction to Moodle layout and navigation** point your browser to—

<http://tinyurl.com/seemoodle>

Or go to Quick Links on the library web site and click on “Welcome to Moodle.”

**Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—**

Visit the Help Desk Site:  
[www.spalding.edu/itsupport](http://www.spalding.edu/itsupport)

Or call:  
1-866-604-5605 (on campus x2398)

# WHOA!

## You Really Takin' Off There, Bud!



Well, guess  
what?! Now u can tk us  
w/u!!—

**WE ARE *MOBILE!***



Get the free app,  
MOX, from your  
smart phone app store  
or market. After downloading,  
click the icon and select Spalding,  
then enter your portal **students\username**  
and password.

After setup is complete, just click  
the MOX icon to—

- Access assignments and course announcements
- Check school /campus information, news, etc.
- Exchange info with other students
- Find phone numbers quickly in the campus directory, & more!

*By George...  
I think I've  
got it!*



A Help Guide  
Created by the  
Moodle Conversion Team

HELP! 502-585-9911, ext. 2398



845 South Third St., Louisville, KY 40203  
(502) 585-9911



# WELCOME

# FYI

Where to  
Find Help for  
& Information on  
*Moodle*—Spalding's  
Online Learning System