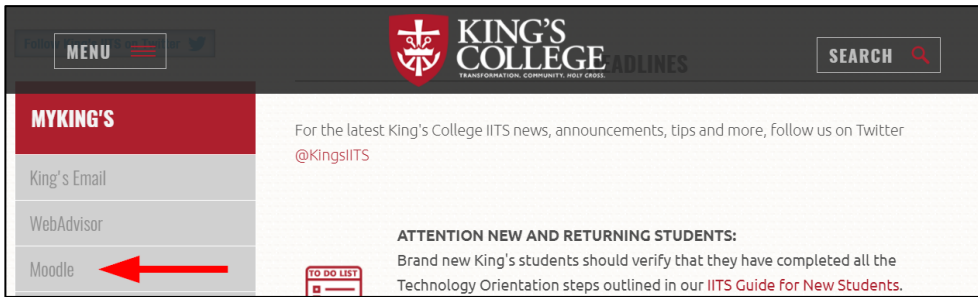
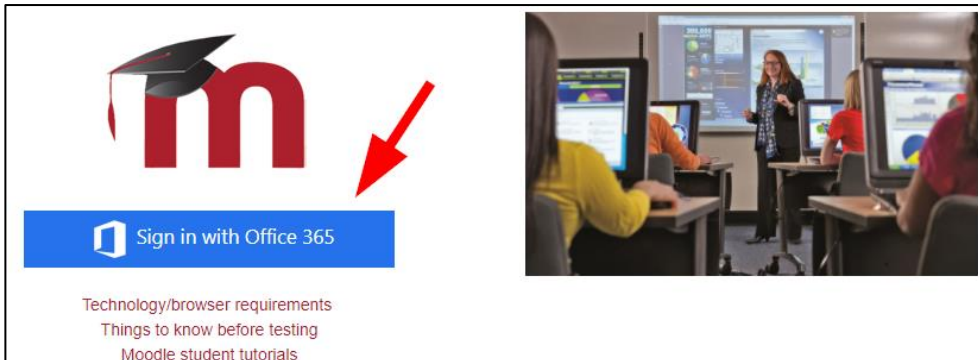


LOGGING IN TO MOODLE

1. Go to: <http://my.kings.edu>
2. On the left menu, click the **Moodle** link:



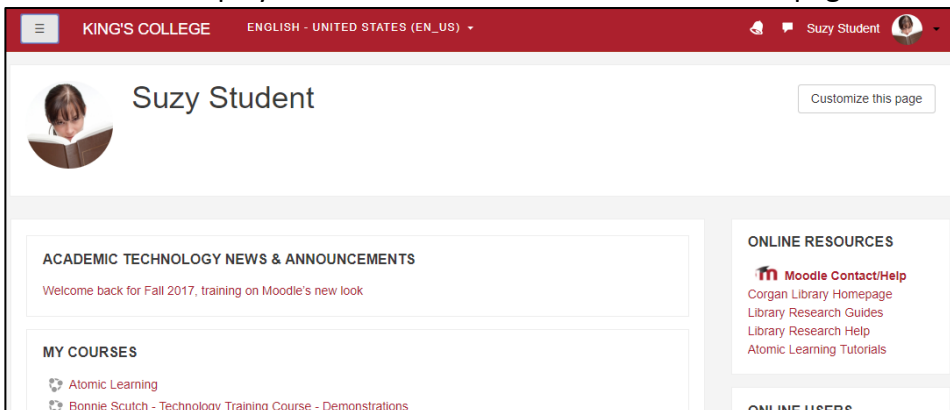
3. Click the blue **Sign in with Office 365** button on the login page.



4. Follow on-screen prompts to log in with your King's email.

A screenshot of the Moodle login form. It features two input fields: the first contains the email address 'suzystudent@kings.edu' and the second is labeled 'Password'. Below the fields is a checkbox labeled 'Keep me signed in'. At the bottom of the form are two buttons: a blue 'Sign in' button and a grey 'Back' button.

5. Your courses will display in the center of the Moodle Dashboard page. Click a course title to enter it.



Note: Any maintenance notifications, announcements, or warnings will be posted on this Moodle dashboard page. In the event of a Moodle outage, check the MyKing's page (<http://my.kings.edu>).

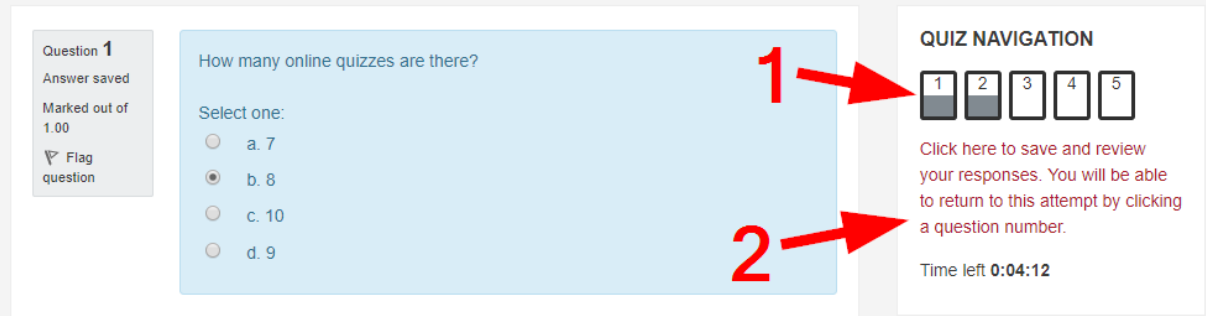
Moodle does not promise complete compatibility with all internet browsers. Download one of our recommended browsers for the best Moodle experience: [Firefox](#) | [Chrome](#) | [Safari](#)

HELPFUL HINTS IN MOODLE

Moodle has a **FOUR HOUR** session timeout. If you are logged in and viewing a resource or typing an essay on an exam for more than 4 hours you will be **LOGGED OUT**. Please be advised, in the event of an online essay test.

TESTING

CORE199: Introduction to Liberal Arts



In the figure above, **1** shows a set of boxes that represent each question and **2** is a clickable hyperlink that explains how to save your answers (it reads **Click here to save and review your responses. You will be able to return to this attempt by clicking a question number**). Click the link and you will be taken to a Response review page that will show you which answers saved and which you have yet to complete. In addition, clicking the **Next** button at the bottom of the quiz page will also take you to the response overview page. Click a **question number** on the Response review page to get taken back to the test—you'll see the saved answers in the Quiz Navigation area are greyed to indicate saved answers.

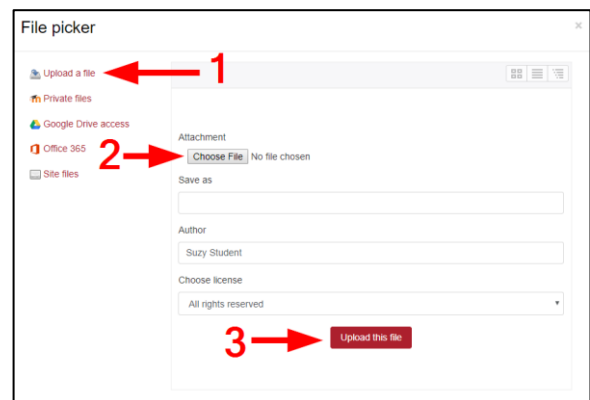
Never click the back button in the middle of an exam!

Never open a new window and log in to Moodle a second time during an exam!

Both of these will result in lost material on the test, so always save often and STAY on the exam page.

ASSIGNMENTS

In the assignment, click **Edit submission**. On the next screen, click the (1) **Upload files** button to add a file to your submission. When the File picker displays, choose (2) **Choose File** and locate the file on your computer, click **Open**, then click (3) **Upload this file** to close the File picker. Your filename of your upload will show on the submission page. Click **Save changes** to commit the file as a submission. If available, click **Send for marking** to finalize your submission and send it for grading (you will NOT be able to modify your submission after this step).



MORE INFORMATION

- Video tutorials about using Moodle are available through Atomic Learning at the IITS Learning Hub: <http://wp.kings.edu/learninghub/moodle-lms/>
- If you lose your username/password or cannot get into your King's Email AND Moodle, contact the King's College Help Desk help@kings.edu or 570-208-5900, ext. 4357.
- If you can get into King's Email, but not Moodle or you can get into Moodle, but have a problem accessing features or courses, contact: moodle@kings.edu or **Pete Phillips 570-208-5814** or **Bonnie Scutch 570-208-6036** (both available in person: Hafey Marian, 6th Floor).