MOODLE QUICK START FOR FACULTY

Setup Your Tech UID

Computing systems at Louisiana Tech require you to login using your Tech User ID and a password.

Before using your Tech User ID to login, you need to set a password. If you have already done this, you can skip to the next step.

You can reset your password by visiting https://password.latech.edu, you will need your username, BOSS PIN, and date of birth. Your username and PIN should be provided during human resources onboarding.

Access to Moodle cannot be provided until your appointment has processed. If you have not received your username or BOSS PIN, you should check with human resources.

Login

Login to Moodle by visiting: https://moodle.latech.edu

Sign in to the single sign-on portal (CAS) using your Tech User ID and password.

Open Your Course

After logging in, you will be directed to the “My courses” menu. You will find all of your available courses shown as tiles. Click on a tile to open the corresponding course.

Need Help?

Having trouble? Visit our FAQ page for common IT issues you may encounter at https://www.latech.edu/it-faq/.

Still need help? Contact us at:

318.257.5300 helpdesk@latech.edu

Support Hours:
Regular Hours: Mon.-Fri. 8:00am - 5:00pm.
Summer Hours: Mon.-Thurs. 7:30am - 5:00pm; Fri. 7:30am - 12:30pm.

Learn to Moodle like (a) Champ!
Courses available to you are shown as tiles in the My Courses menu. Click the tile to open the course. Depending on course settings, tiles can display information such as a progress indicator, overall grade, and instructor profile photos. Completed courses are displayed under dated tabs at the top of the page.

A customizable page where you can track available courses, grades, and other activity. The dashboard replicates much of the functionality of the My Courses menu in an alternate view.

Displays available preference settings. Commonly used preferences for students are forum, message, and notification preferences.

Provides a list of links to gradebooks for courses in which you are enrolled.

Log out of Moodle completely. Strongly recommended on public computers.

Closes the My Courses menu and returns you to your course.

Data dashboard that can show you information on course progress and grades, as well as analytic information on assignment and activity completion.

Clicking the My Courses menu to return to the main list of your courses.

Displays activities that are marked as due for grading.

Displays messages recently sent to you through Moodle’s messaging system.

Displays recent activity from post forums.
NAVIGATING MOODLE COURSES

**Course Table of Contents**
Lists all the sections in a course. Can be arranged by topic or by week, depending on instructor’s preference.
Click the section name to navigate to that section. You can also search the course by clicking the magnifying glass.

**Course Dashboard**
Contains links to frequently-used course functions such as the gradebook, badges (if awarded), and more.

**Create Learning Activity**
Opens the activity chooser menu to select activities or resources to add to the course.

**Tech Logo - Home Page**
Clicking the Tech logo from any page takes you back to the Moodle homepage.

**My Courses Menu**
Click to open the My Courses menu.

**Messages**
Click to open Moodle messaging.

**Administration Menu**
Click to open the administration menu to access course and activity administration functions.

**Notifications**
The bell icon illuminates when you have received notifications. Notifications appear when certain events occur such as the creation of an activity in a course or when an assignment is graded.

**Activity Completion Status**
Icon indicates whether an activity has been successfully completed (if instructor is using activity completion).
- Incomplete (auto tracking)
- Incomplete (manual tracking)

**Activity Functions**
Move (arrow), edit (pencil), or open additional settings (dots) for an activity.

**File Drop Zone**
Drag and drop PDF, PowerPoints, or other files for easy uploading.

**Section Contents**
Area where course materials are displayed. Non-interactive resources such as files or links appear as narrow cards, while interactive activities such as assignments and quizzes appear as a wide card.