



**Learn to Moodle like (a) Champ!**

## 1 Setup Your Tech UID

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

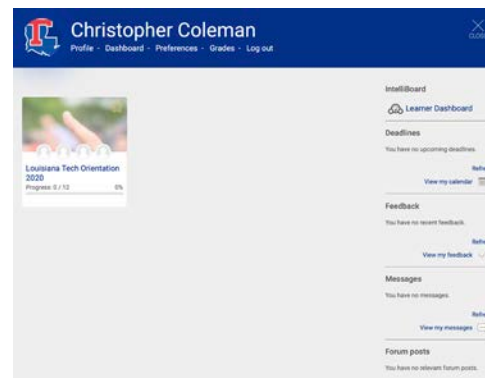
Before using your Tech User ID to login, you need to set a password. If you have already done this, you can skip to the next step.

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.

## 3 Open Your Course

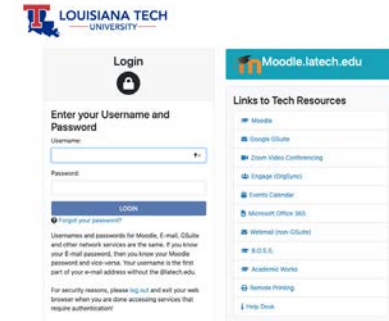
After logging in, you will be directed to the "My courses" menu. You will find all of your available courses shown as tiles. Click on a tile to open the corresponding course.



## 2 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.



## 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](mailto: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.

## DASHBOARD

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.

## PREFERENCES

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

## GRADES

Provides a list of links to grade-books for courses in which you are enrolled.

## LOGOUT

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

## CLOSE BUTTON

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

## PROFILE LINK

Link to your Moodle profile page. Like a Facebook, Twitter, or Instagram page, Moodle uses the profile to allow you to tell others more about yourself and to display awarded badges. You can upload a photo or tell instructors and classmates about yourself. It is recommended you update your profile after logging in for the first time.

## COURSE TILES

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.

**SWITCH ROLE**  
Allows temporarily changing your role to display the course as another type of user. Typically used by instructors to view the course as a student.

## INTELLIBOARD

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

## DEADLINES

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

## GRADING

Displays activities that are marked as due for grading.

## MESSAGES

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

## FORUM POSTS

Displays recent activity from post forums.

### 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.

### COURSE TABLE OF CONTENTS

Lists all the sections in a course. Can be arranged by topic or by week, depending on instructor's preference.

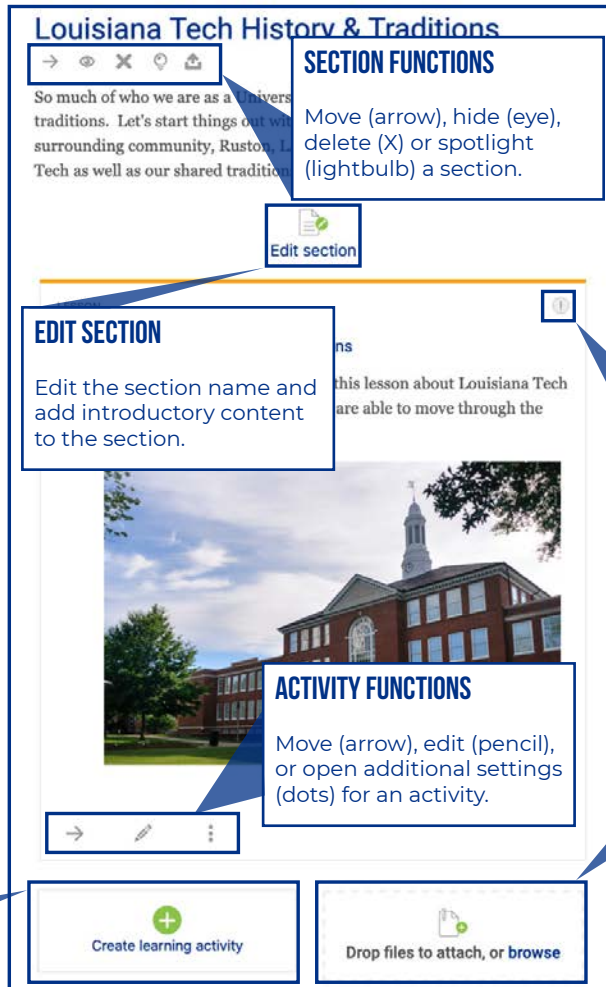
Click the section name to navigate to that section. You can also search the course by clicking the magnifying glass.

### 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.



### SECTION FUNCTIONS

Move (arrow), hide (eye), delete (X) or spotlight (lightbulb) a section.

### EDIT SECTION

Edit the section name and add introductory content to the section.

### ACTIVITY FUNCTIONS

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

### ACTIVITY COMPLETION STATUS

Icon indicates whether an activity has been successfully completed (if instructor is using activity completion).

- Incomplete (auto tracking)
- Incomplete (manual tracking)

### 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.