

CALIFORNIA GRADUATE SCHOOL OF THEOLOGY



MOODLE e-CLASS MANAGEMENT STUDENT MANUAL 2019-2020

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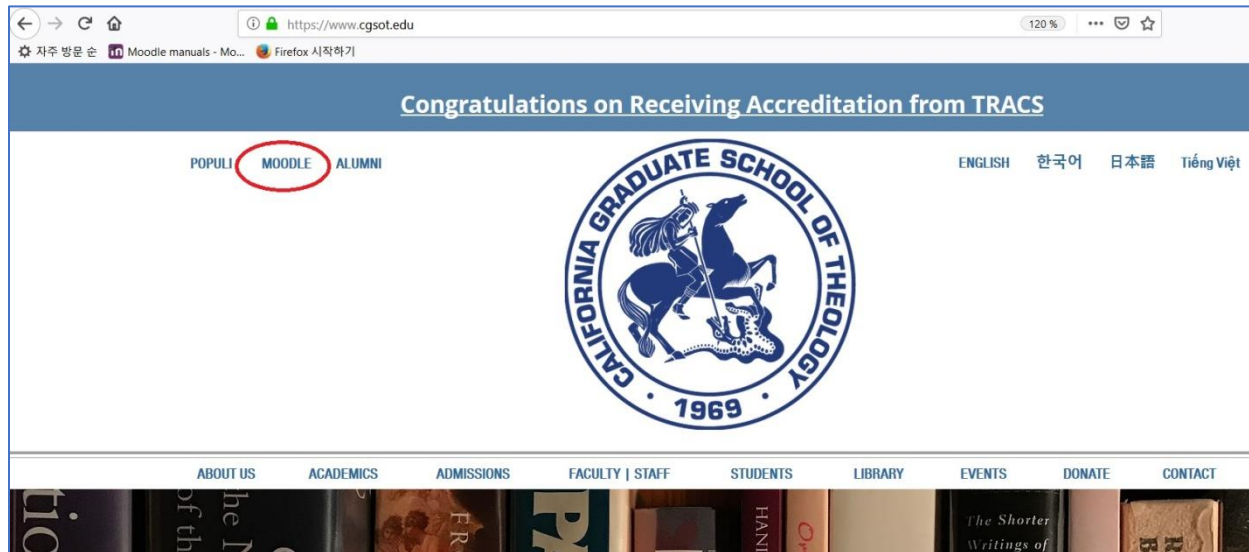
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Login

Step 1: CGSOT Homepage

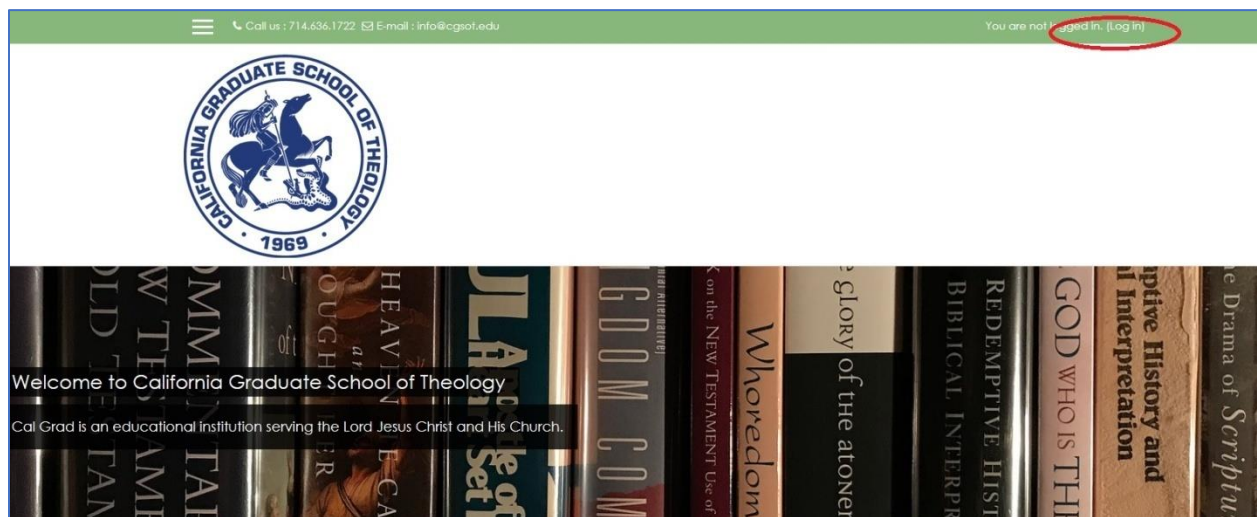
Site Address: <http://www.cgsot.edu/>

Click “Moodle”



Step 2: Moodle – Login

Click Login in the Top-right section of Moodle main page



Step 3: Login Page

Input your ID and Password to Login

☒ Remember username

Log in

[Forgotten your
username or password?](#)

Cookies must be
enabled in your browser



Some courses may allow
guest access

Log in as a guest

Guest Login

Step 1: CGSOT Homepage

Site Address: <http://www.cgsot.edu/>

Click "Moodle" Link

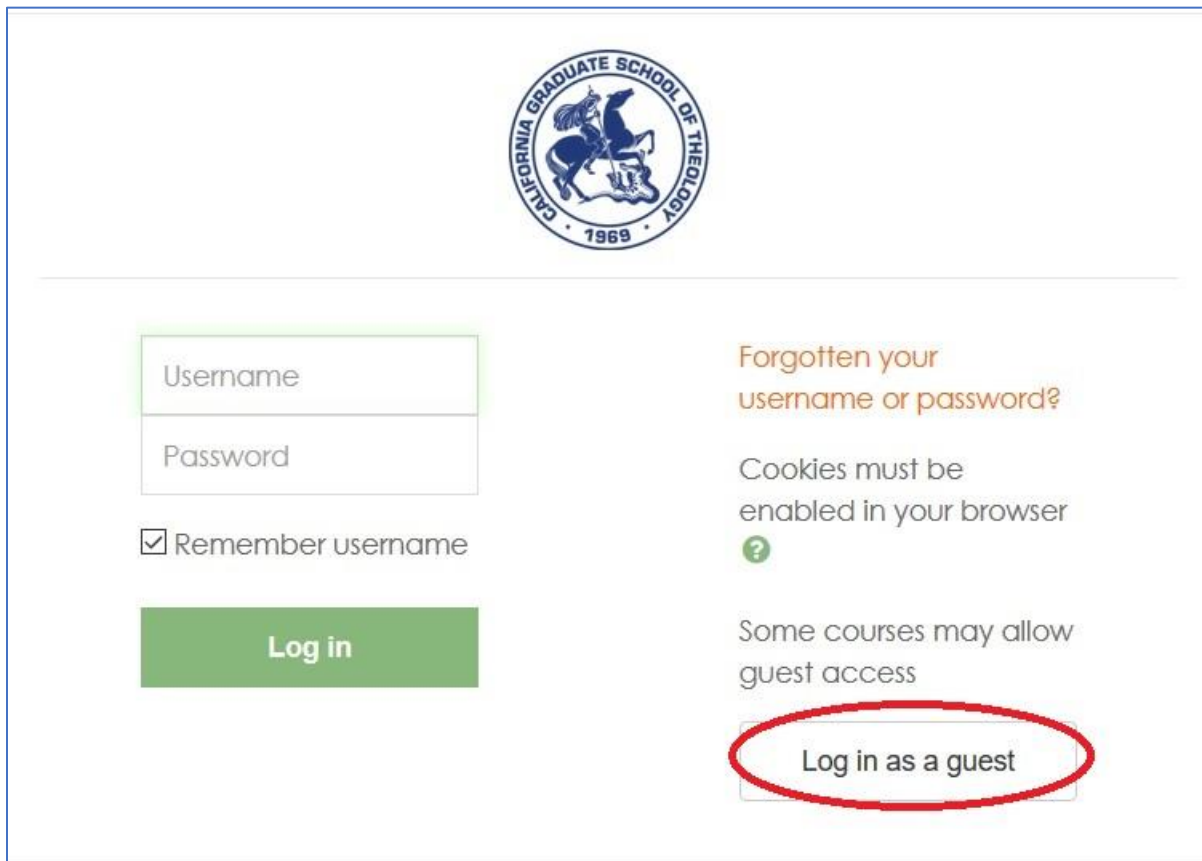
Step 2: Moodle – Login

Click Login in the Top-right section of Moodle main page

Step 3: Login Page

Click "Log in as a guest"

(Guest Login has limited access to Moodle.)



California Graduate School of Theology
1969

Username

Password

☒ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

Password Change

Step 1: Login

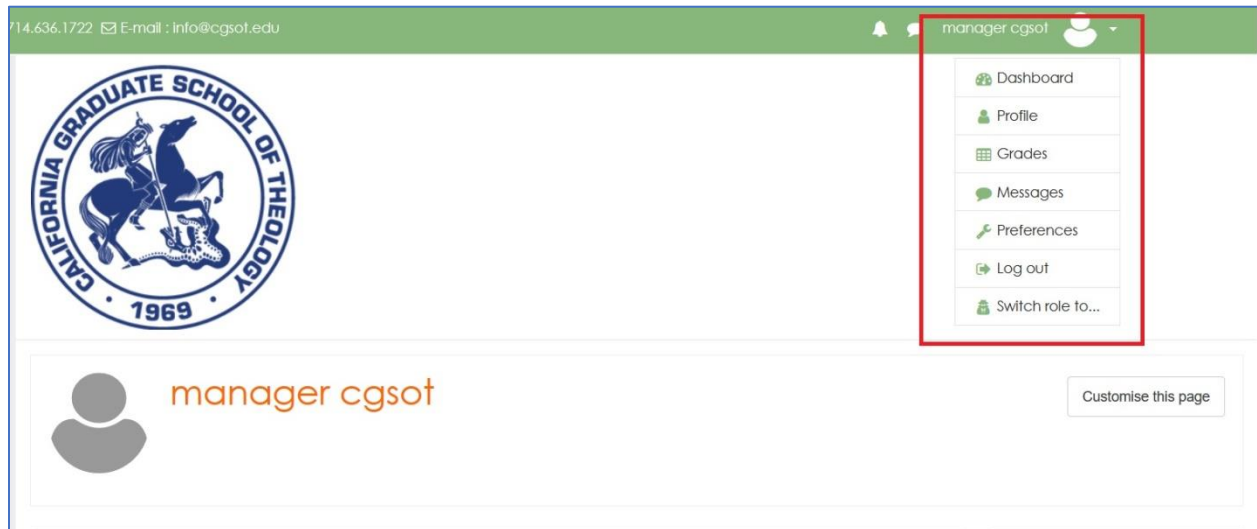
Click Login in Top-right section of Moodle

Step 2: Login Page

Input your ID and Password to Login

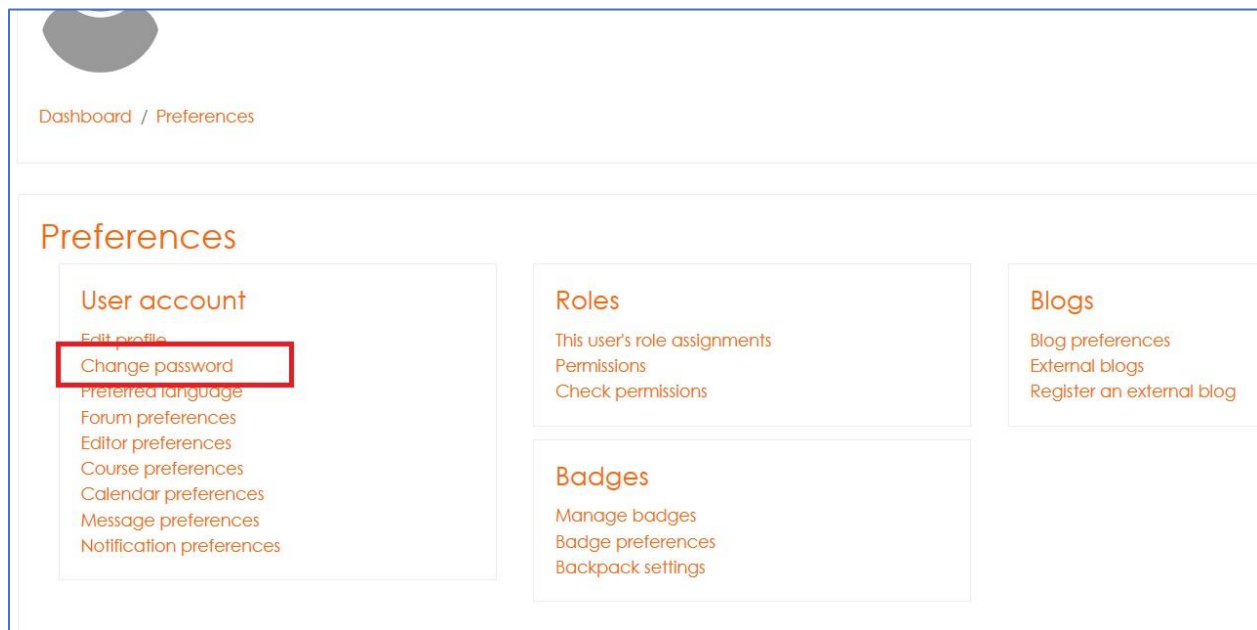
Step 3: Moodle Dashboard

Click Top-right section of Moodle Dashboard (Icon with your Profile Picture) and then Click "Preferences."



Step 4: Change Password

In Preferences, click "Change password" under User account section.



Step 5: New Password

Input Current Password and New Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Change password

Username

manager

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Current password

...

!

New password

...

!

New password (again)

...

!

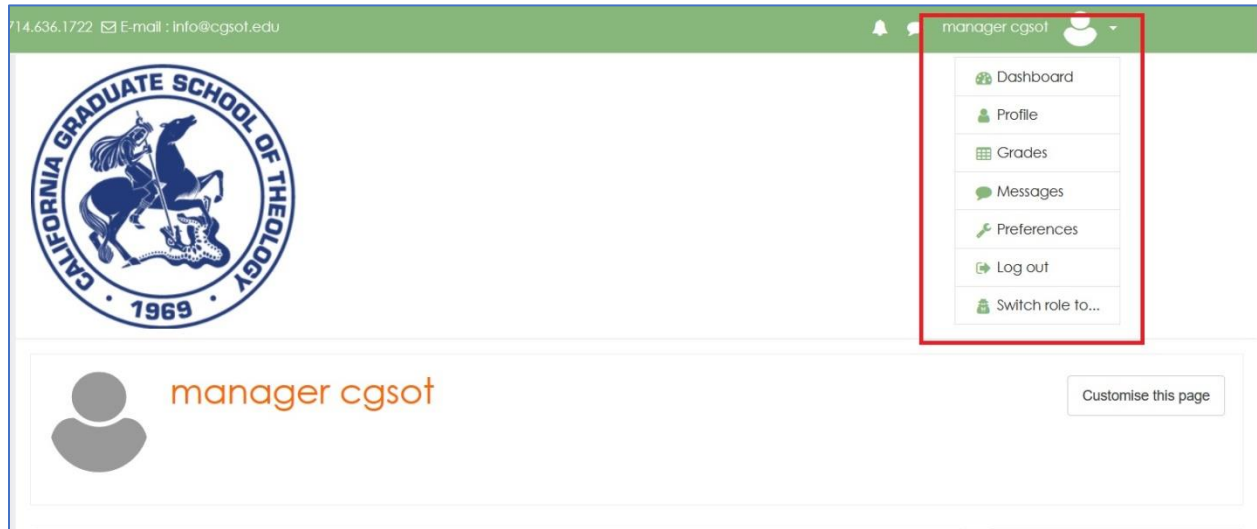
Save changes

Cancel

Profile Picture Change

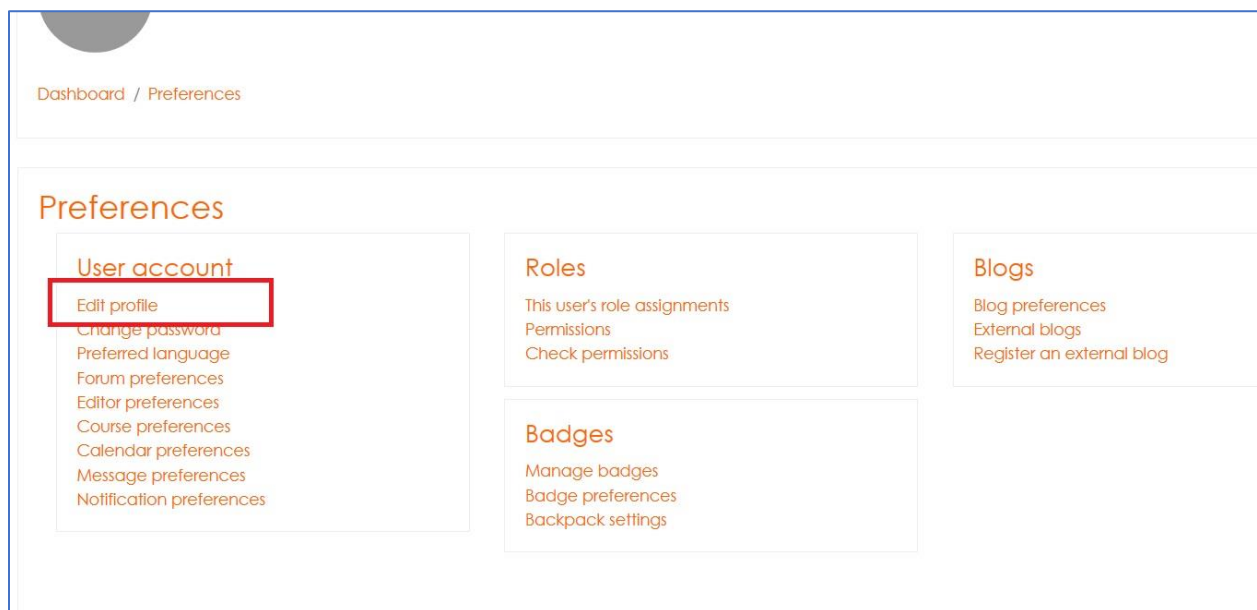
Step 1: Moodle Dashboard

Click Top-right section of Moodle Dashboard (Icon with your Profile Picture) and then Click Preferences.



Step 2: Edit Profile

In Preferences, click "Edit Profile" under User account section.



Step 3: Change Profile Picture

Scroll down until you reach User Picture section. You can upload new profile picture by either drag and drop picture into "You can drag and drop file here to add them" or click it to browse and then upload picture.



Accepted file types: .gif, .jpe, .jpeg, .jpg, .png, .svg, .svgz

▼ User picture

Current picture: None

New picture

Maximum size for new files: Unlimited, maximum attachments: 1

  Files

You can drag and drop files here to add them.

Accepted file types:
Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

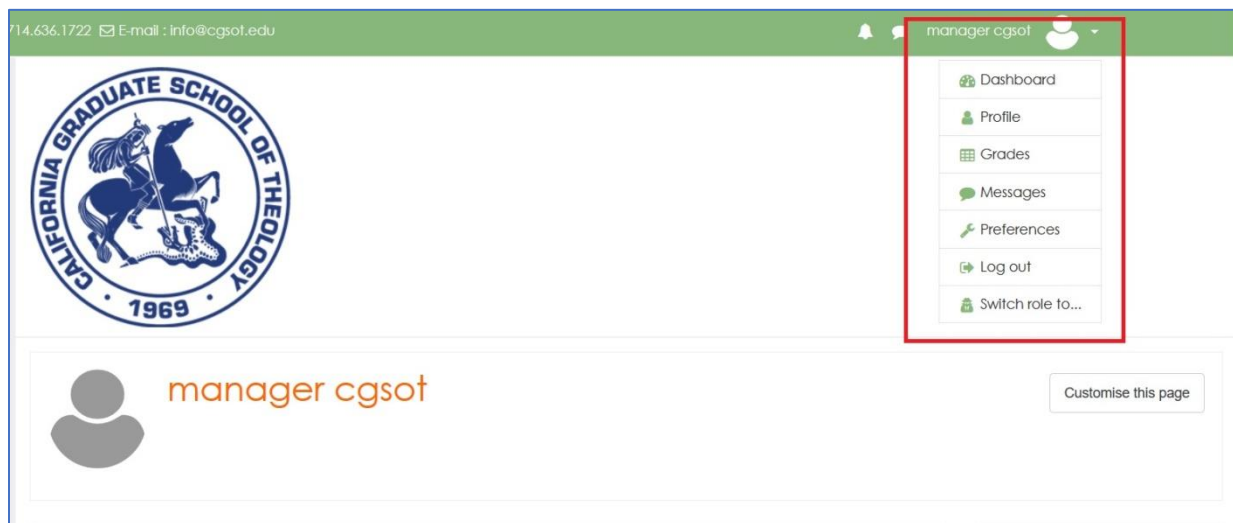
Picture description:

► Additional names

Change Profile

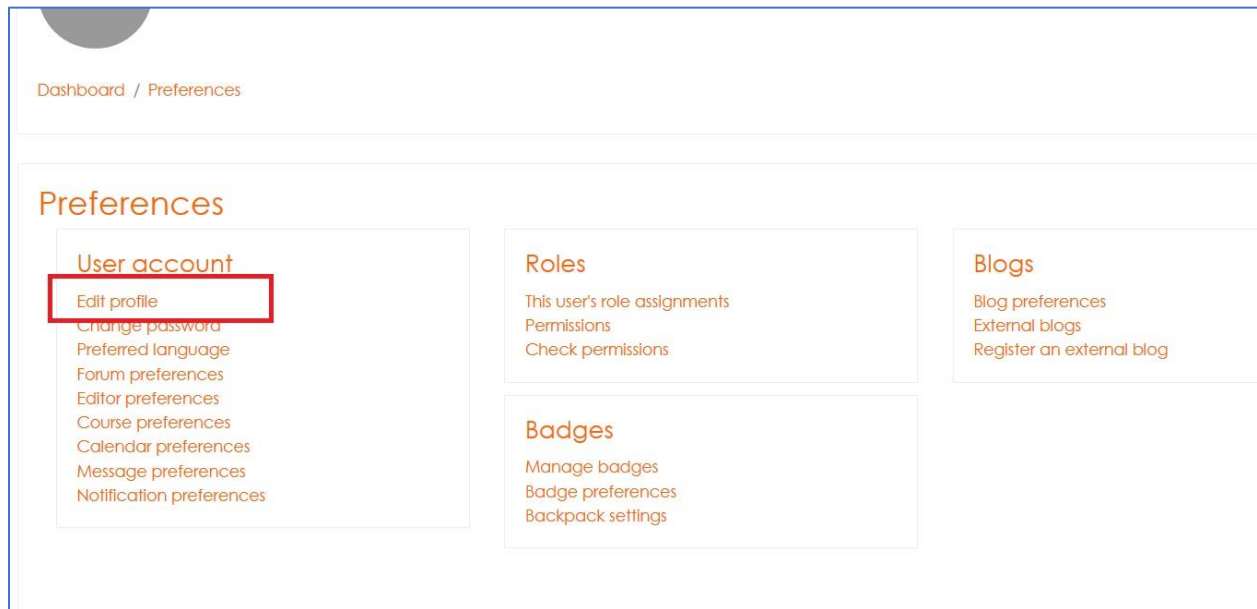
Step 1: Moodle Dashboard

After login, click top-right section of Moodle Dashboard (Icon with your Profile Picture) and then Click Preference.



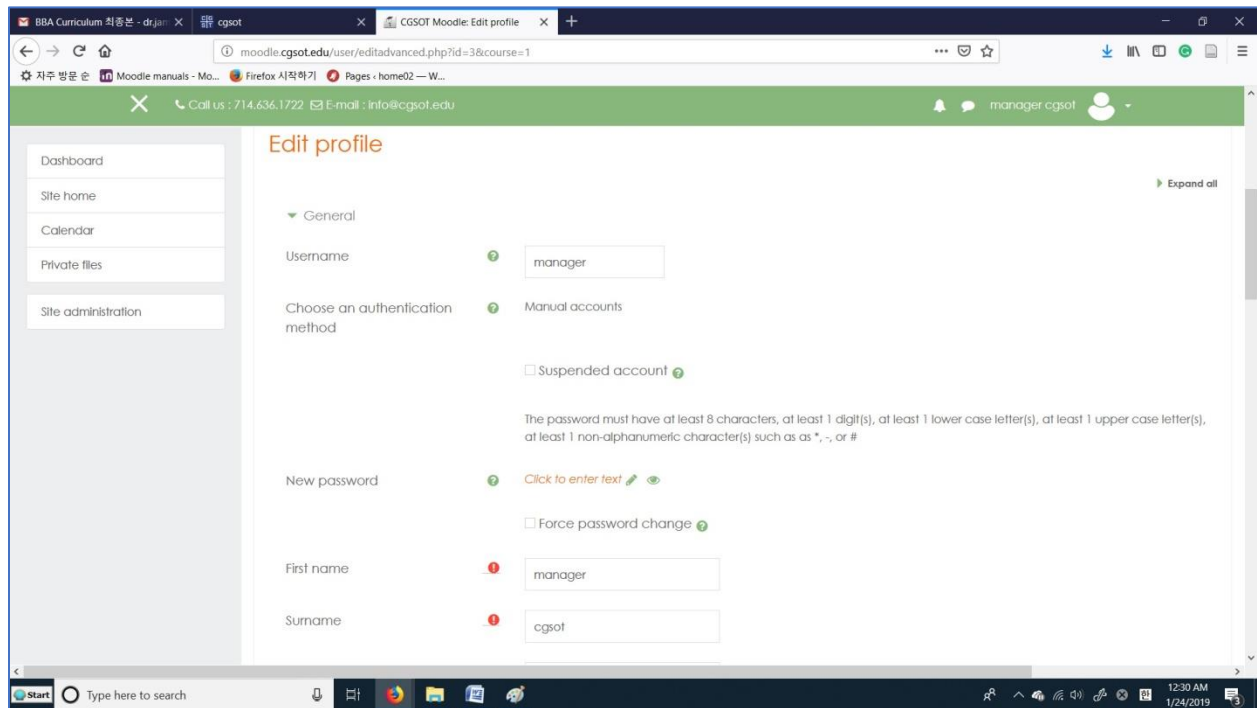
Step 2: Edit Profile

In Preferences, click "Edit Profile" under User account section.



Step 3: Profile Change

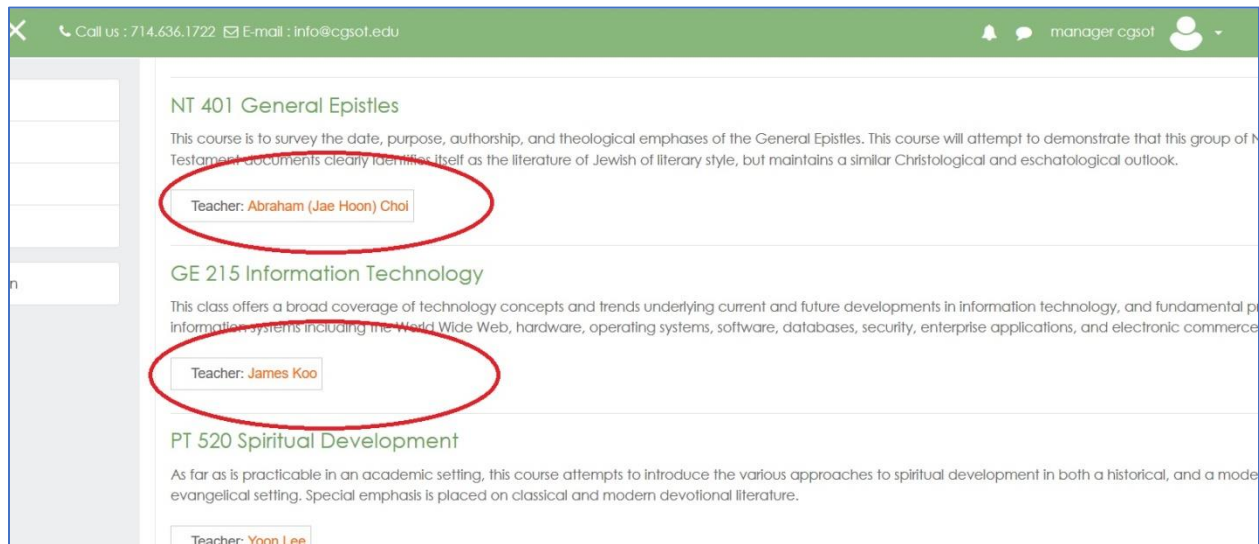
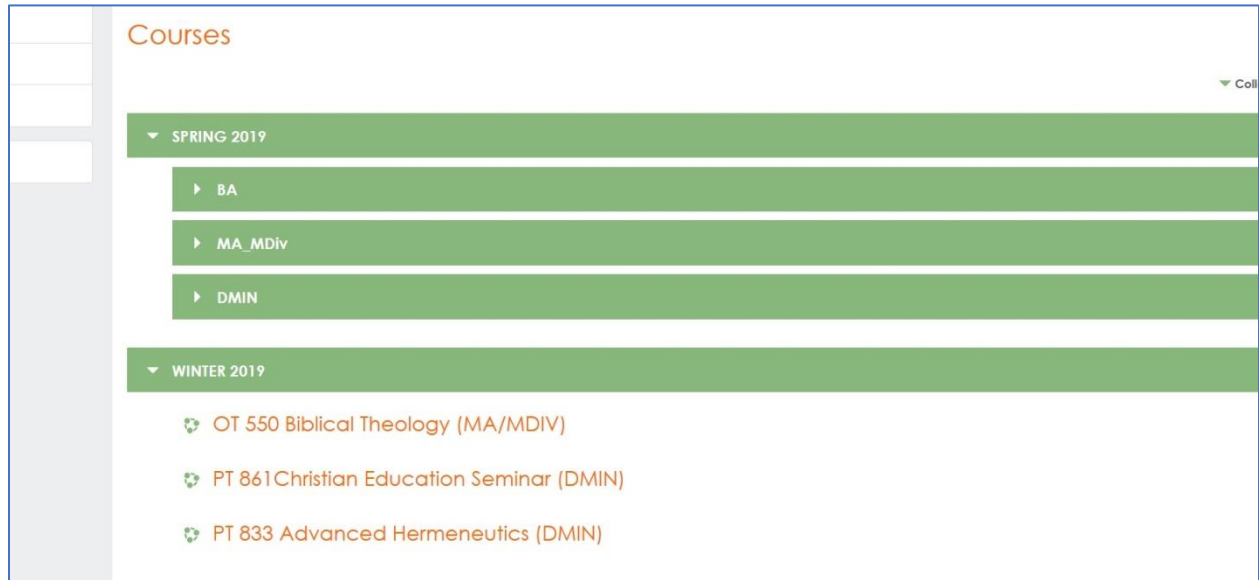
Under “General” section, you can update your information.



Online Lecture View and Download

Step 1: Login and Select Course

After Login, click the name of course title at the left side of Moodle Dashboard.



Step 2: Download Syllabus

Click the Syllabus (PDF file) to download it at First Weekly Outline Page

GE 215 Information Technology

Dashboard / Courses / SPRING 2019 / BA / GE 215

 Announcements

 Q & A

 Syllabus

21 January - 27 January

 Lecture 1

 Lecture note 1

 Lecture note 2

Step 3: Syllabus PDF file download and printing

Use the PDF Reader (example: Adobe Acrobat Reader, shown below)

Can see and printing the Syllabus PDF files



Course Syllabus Fall 2018



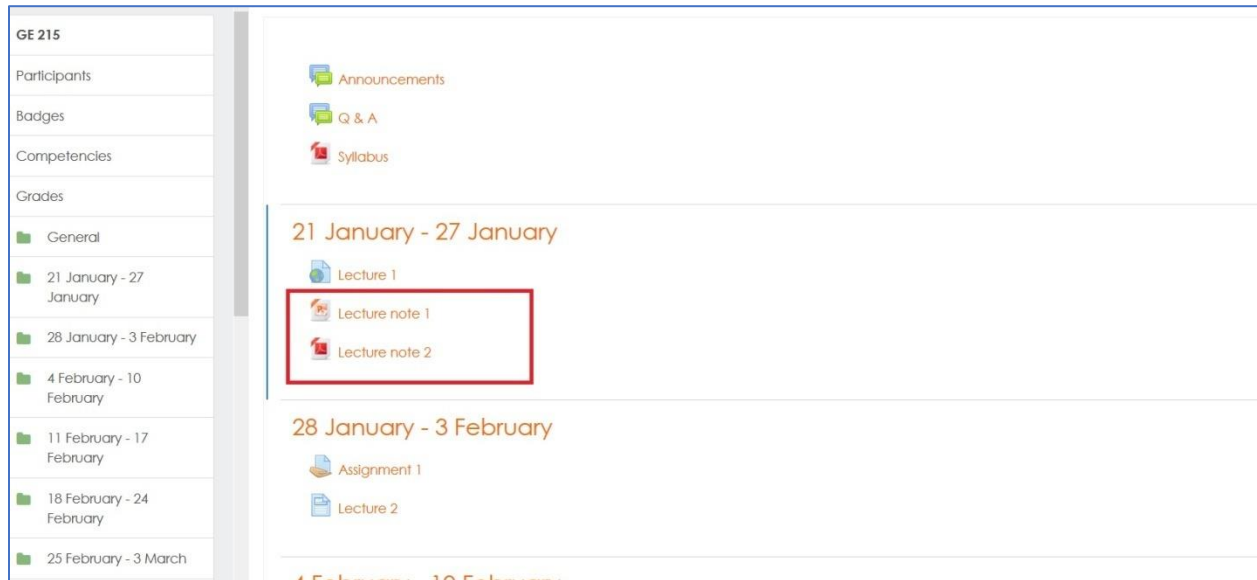
11277 Garden Grove Blvd., Garden Grove, CA 92843 • Tel: (714) 636-1722 • www.cgsot.edu

COURSE CODE & TITLE: GE 215 Information Technology

Step 4: Lecture Handout Material PDF file Download and printing

Each class has the lecture handout material, if correspondent instructors prepared them.

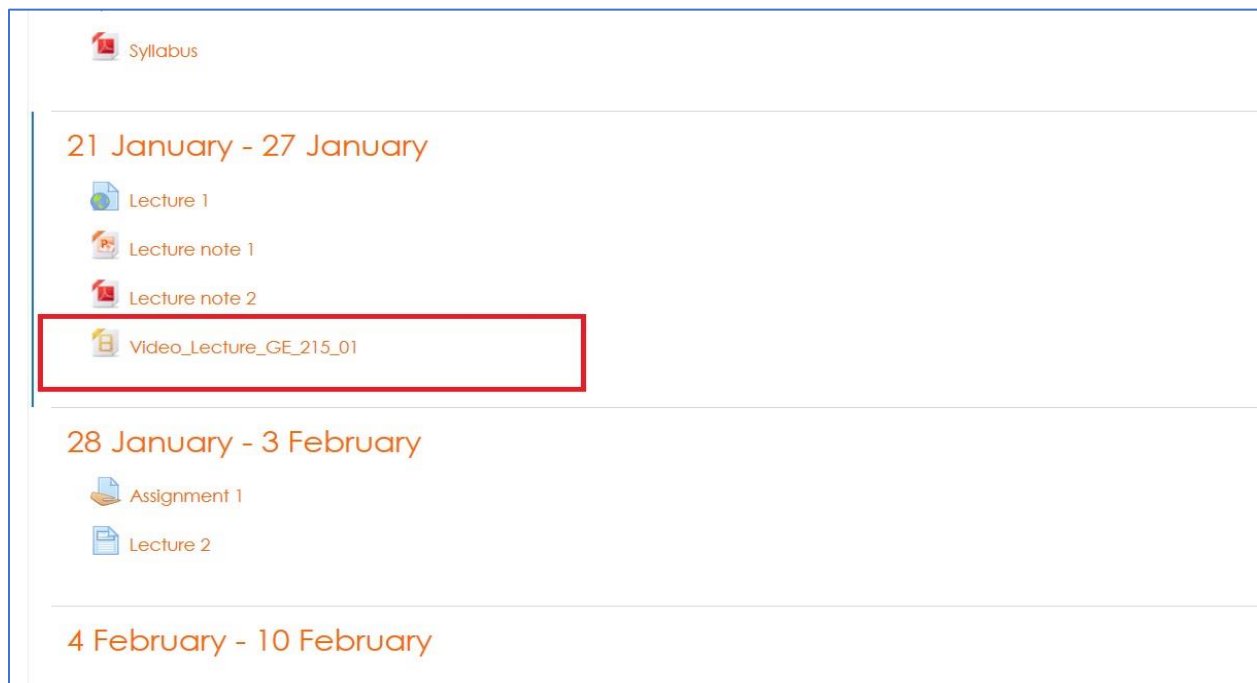
Similar to Syllabus, students can click the handout name and download and printing



Step 5: Online Lecture – Audio and Video

Class lecture audio and video files are available in format.

Students need the software to play WMV files; so use Windows Media Player or other compatible software.



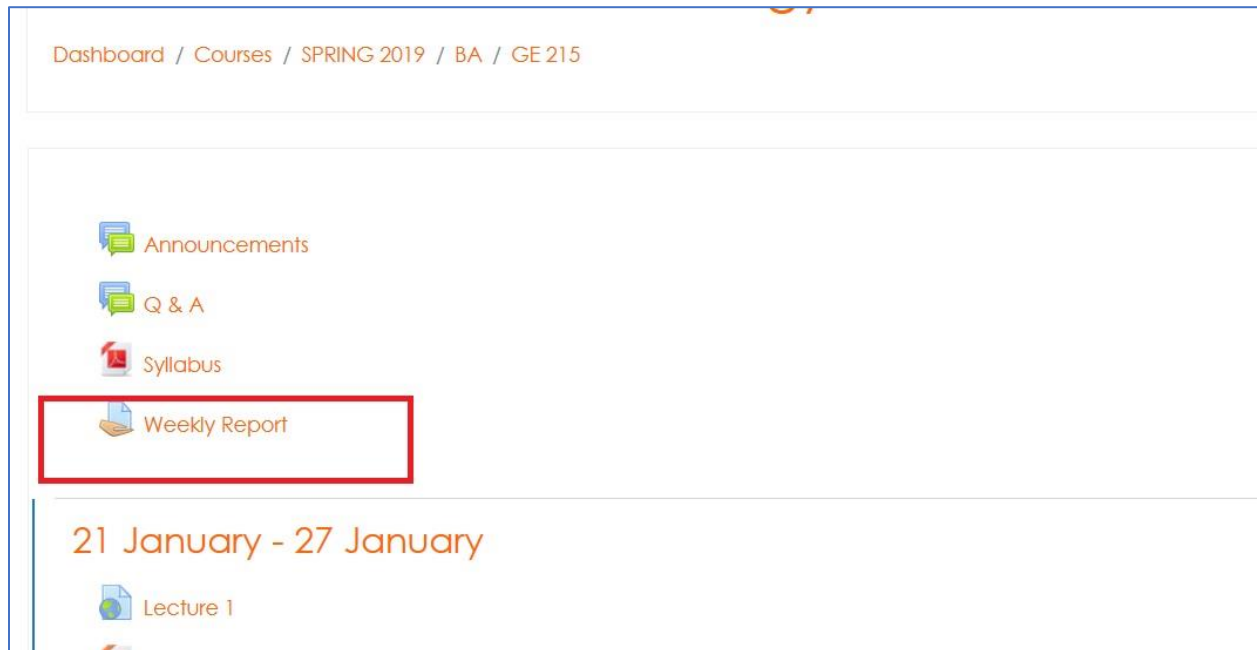
Distance Student – Lecture Summary Upload

Step 1: Login and Select Course at the Course List

Click the name of course title.

Step 2: Select Lecture Summary Upload

Click the link of Weekly Report



Step3: Upload the Summary file

Prepare the Summary files with Microsoft Word or PDF.

Click the "Add submission"

Weekly Report

Weekly Reprt

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Submission comments

[+ Comments \(0\)](#)

[Add submission](#)

Make changes to your submission



Browse your file to drag it to upload file.

Weekly Report


Weekly Reprt

File submissions

Maximum size for new files: 200MB, maximum attachm



Files



You can drag and drop files here to add them.

[Save changes](#)[Cancel](#)

Browse your file to drag it to upload file.

File picker

Recent files

Upload a file

Private files

Wikimedia

Attachment

찾아보기...

선택한 파일이 없습니다.

Save as

Author

Test student

Choose license

All rights reserved

Upload this file

16

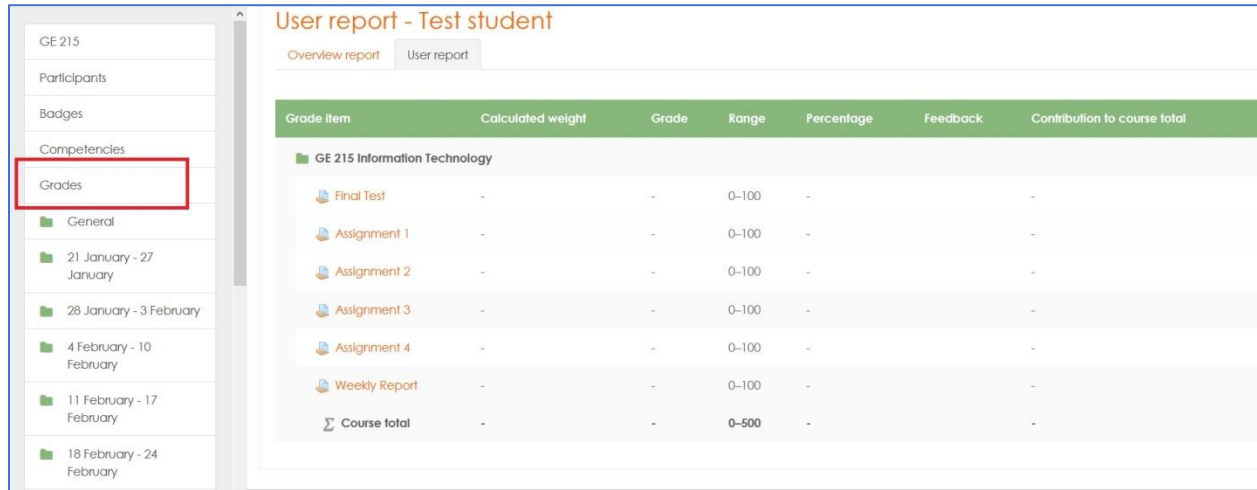
Grade Check

Step 1: Grade Section on the Dashboard

Click Lift section of Moodle Dashboard (Icon with your Profile Picture) and then Click “Grades.”

Step 2: User Report

Click the course name to view details on your grading.



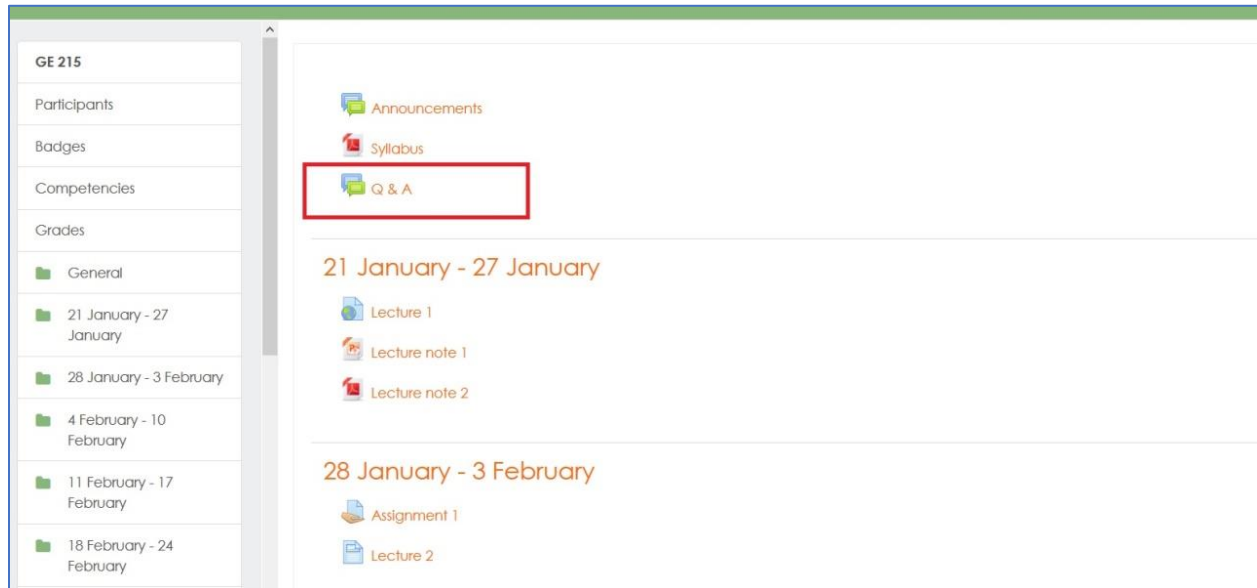
The screenshot shows the Moodle 'User report - Test student' interface. On the left is a sidebar menu for the 'GE 215' course, with options like Participants, Badges, Competencies, and Grades (highlighted with a red box). Below these are folders for various time periods in January and February. The main content area has tabs for 'Overview report' and 'User report'. A table displays the student's performance across different grade items.

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
GE 215 Information Technology						
Final Test	-	-	0-100	-	-	-
Assignment 1	-	-	0-100	-	-	-
Assignment 2	-	-	0-100	-	-	-
Assignment 3	-	-	0-100	-	-	-
Assignment 4	-	-	0-100	-	-	-
Weekly Report	-	-	0-100	-	-	-
Course total	-	-	0-500	-	-	-

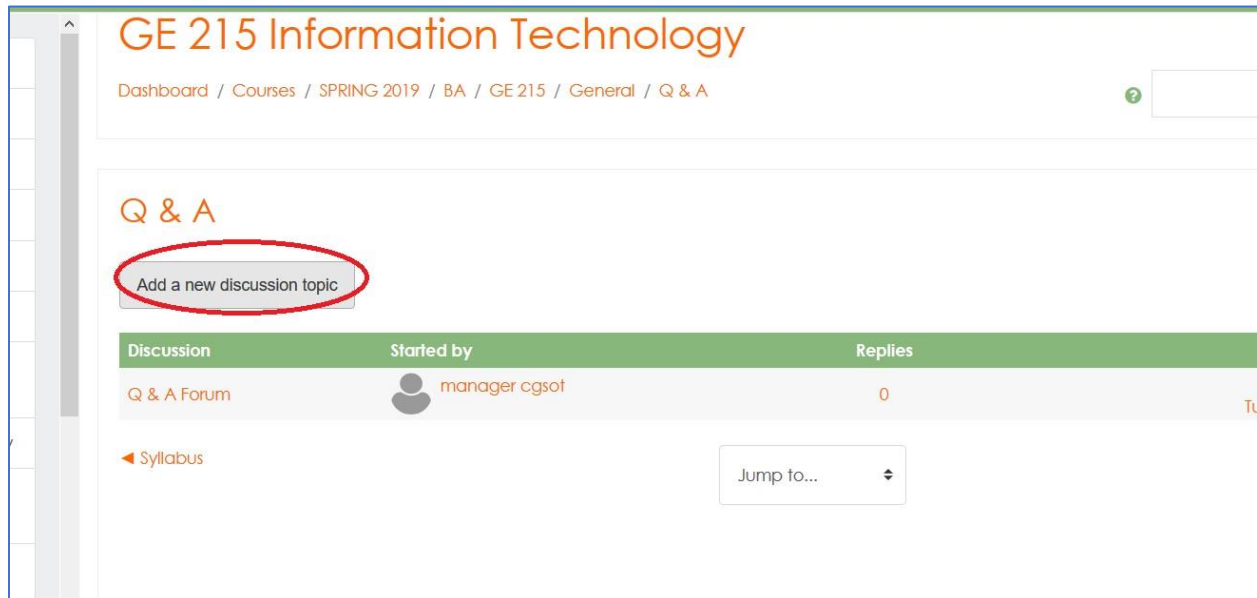
Q & A

Step 1: Q & A

Request questions and share the information with classmate





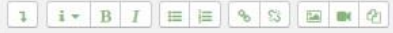

Step 2: Add a New discussion topic










Step 3: Post a New discussion topic


▼ Your new discussion topic

Subject  Let me know how to supload assignment?

Message 

I have an error when uploading my assignment


☒ Discussion subscription 



Attachment  Maximum size for new files: Unlimited, maximum attachments: 9
 Files   

You can drag and drop files here to add them.

☐ Pinned 

☐ Send forum post notifications with no editing-time delay

► Display period

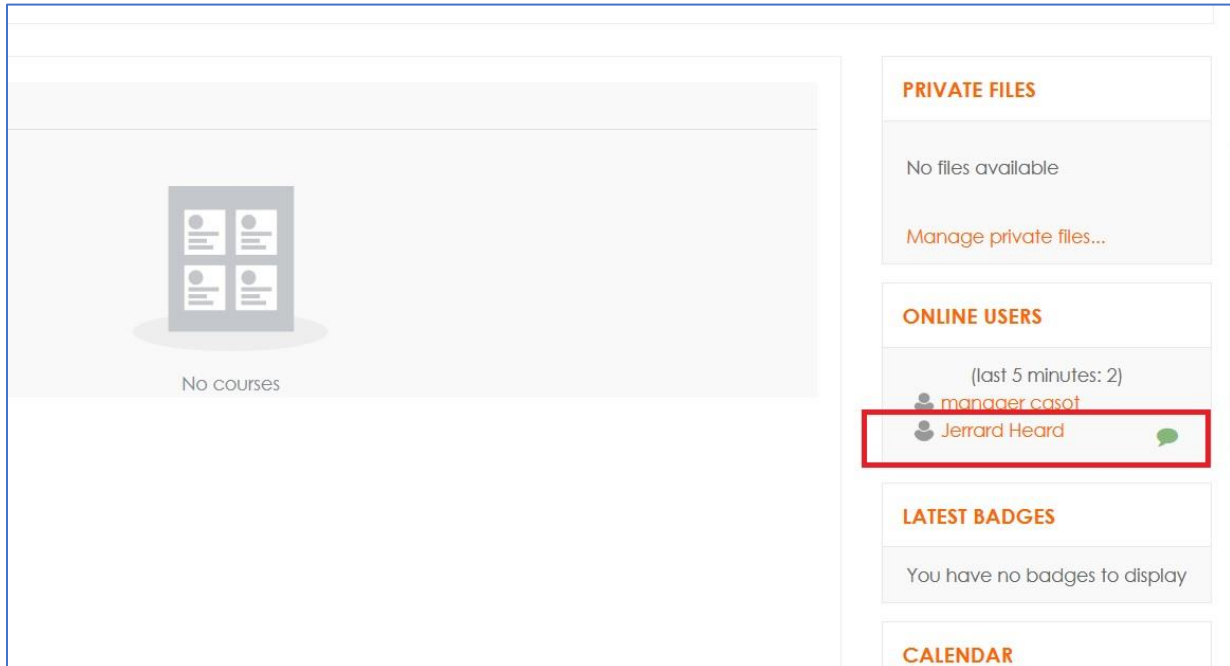
► Tags

Online Message Service

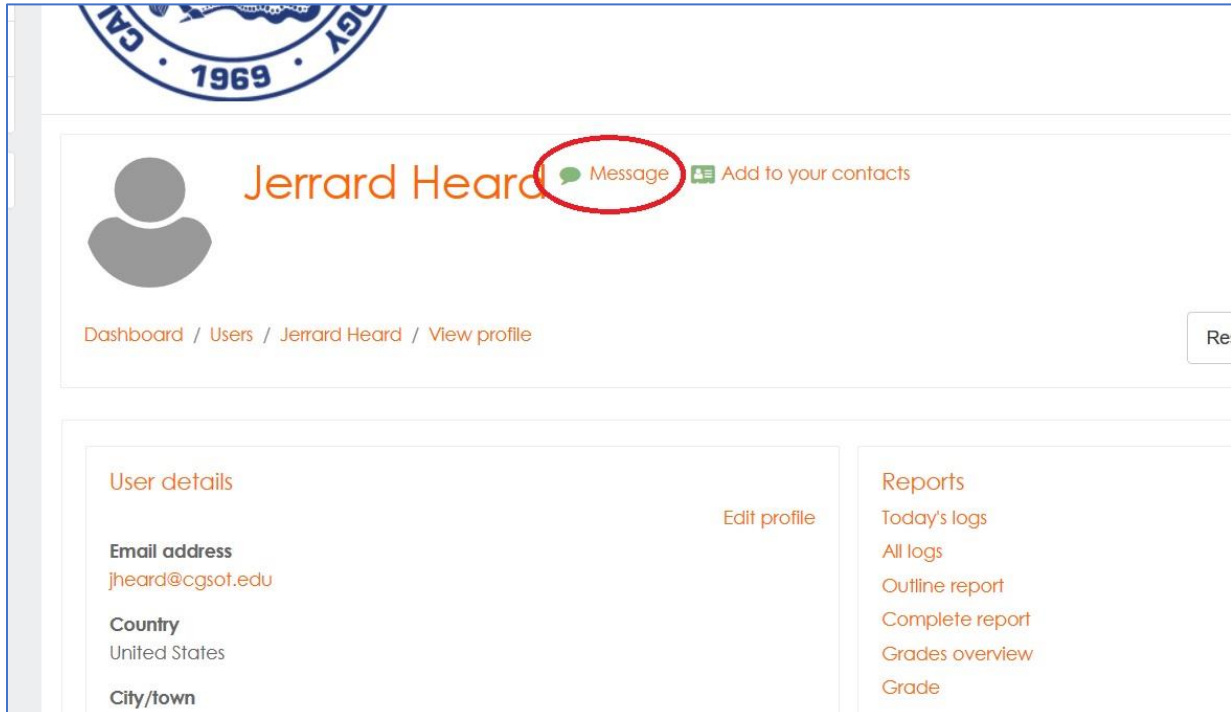
Step 1: Dash Board

Find online users



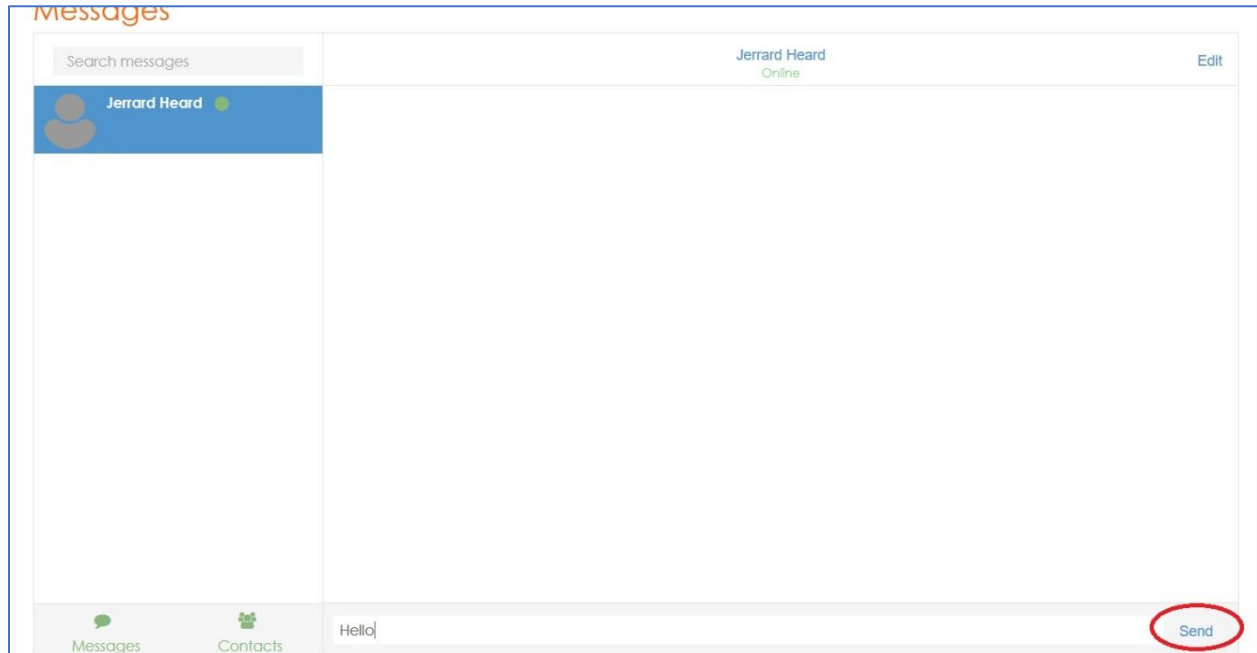
The screenshot shows a dashboard with a large central area displaying "No courses" with an icon of four document cards. To the right, there are several sidebar sections: "PRIVATE FILES" with "No files available" and a link "Manage private files..."; "ONLINE USERS" showing "(last 5 minutes: 2)" and a list of users where "Jerrard Heard" is highlighted with a red box and a message icon; "LATEST BADGES" with "You have no badges to display"; and "CALENDAR".

Step 2: Select User and Click Message Icon

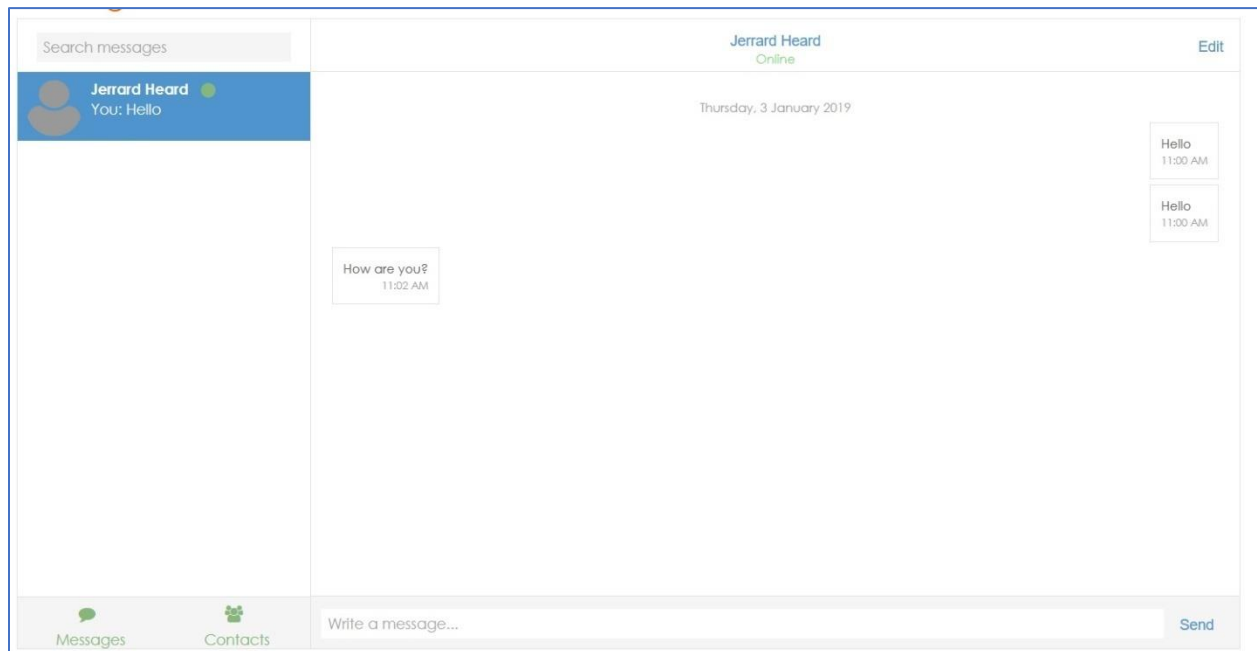


The screenshot shows the user profile for "Jerrard Heard". At the top, there is a profile picture placeholder and the name "Jerrard Heard". Next to the name are two buttons: "Message" (highlighted with a red circle) and "Add to your contacts". Below the name is a breadcrumb trail: "Dashboard / Users / Jerrard Heard / View profile". The profile is divided into two main sections: "User details" on the left and "Reports" on the right. The "User details" section includes fields for "Email address" (jheard@cgsot.edu), "Country" (United States), and "City/town". There is an "Edit profile" link next to the "User details" section. The "Reports" section lists several options: "Today's logs", "All logs", "Outline report", "Complete report", "Grades overview", and "Grade".

Step 3: Message input and sending



Step 4: Reply for Message

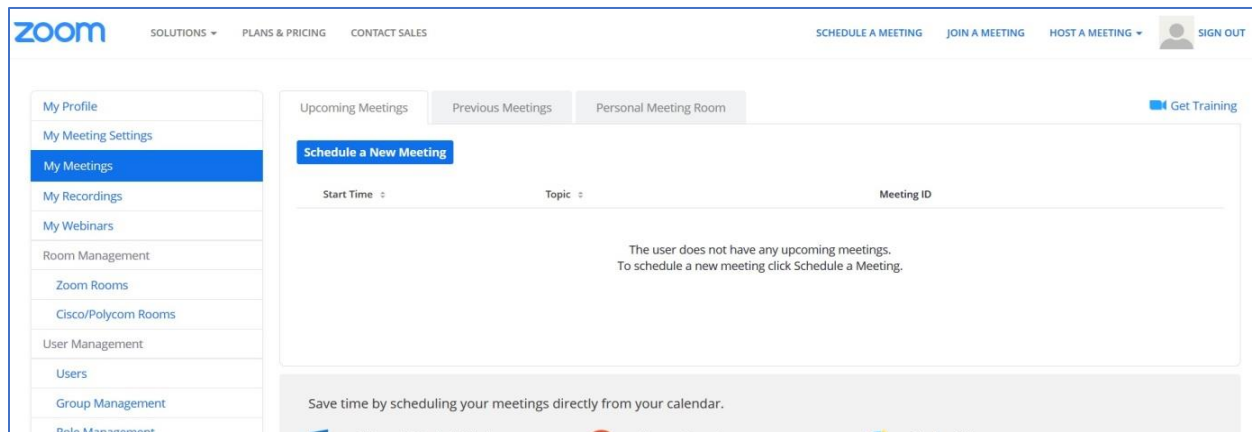


Zoom Meeting

Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings with up to 100 participants.

Zoom is a web and app based video conferencing service (<http://zoom.us>).

CGSOT uses Zoom meeting with Moodle, supporting meeting creation, synchronization, grading, and backup/restore.





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