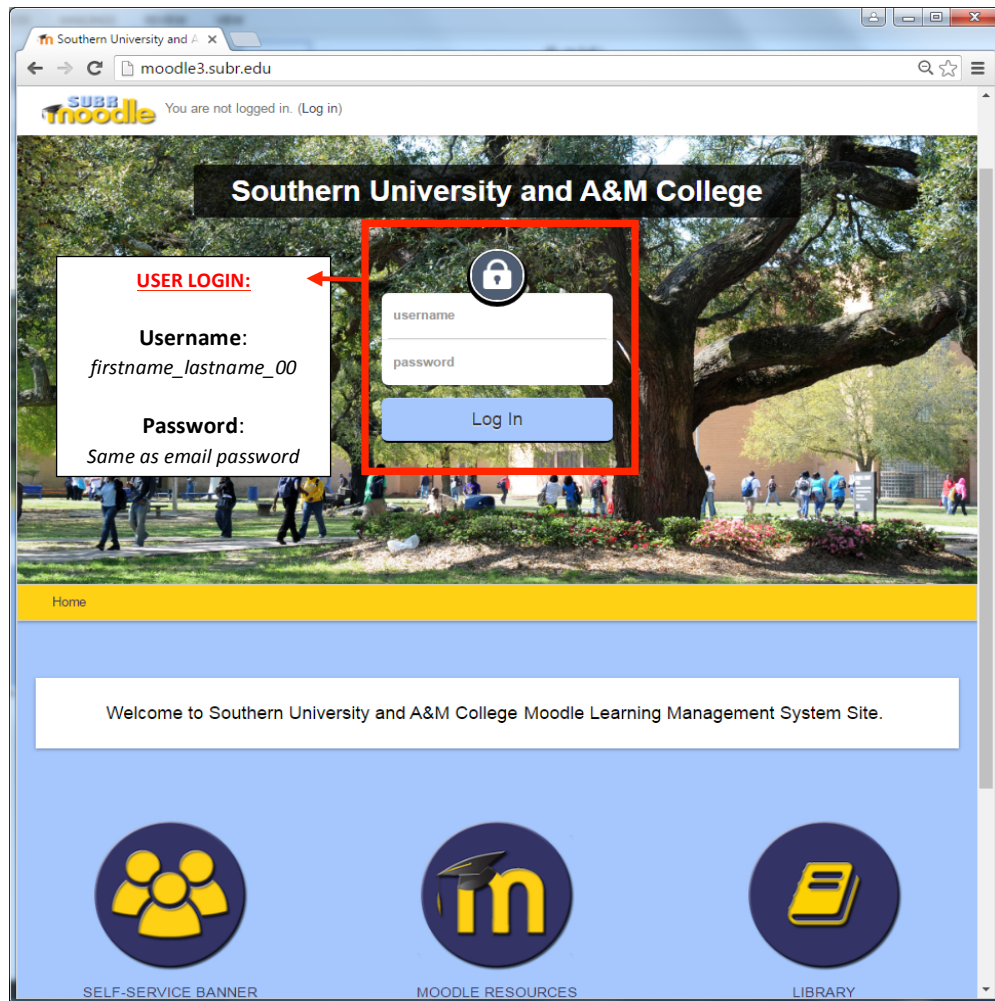


STUDENT LOGIN



Step-by-Step Student Login:

To begin the login process, first navigate to the SUBR Moodle Site, moodle3.subr.edu. Your screen should look similar to the screenshot above.

1. To proceed, locate the username and password field outlined above in red.
2. Type in your username and password. Both required fields will be the same username and password you use for your SUBR Email account without the “@subr.edu”.

For Example, if your email address is jane_doe_00@subr.edu, then your username is simply, “jane_doe_00”.

3. Now, click the “Log In” button.

ACCESSING YOUR COURSES

The screenshot displays the Moodle Learning Management System interface. At the top, the user is logged in as 'Jane Test'. A red box highlights the 'My Courses' drop-down menu, which lists several courses: 'Practice Course 5', 'CRJU 357: Statistics and Methodology', 'Moodle Workshops', 'CRJU512: Criminology', 'Understanding the Visual Arts', and 'Criminal Law'. A red arrow points to the drop-down arrow, and a text box says 'Click the drop-down arrow to view courses.' Below the menu, the 'Course Overview' section is highlighted with a red box, showing the course title 'Practice Course 5' and a notification: 'You have quizzes that are due'. The background features a large tree image and the user's name 'Jane Test' in a black box.

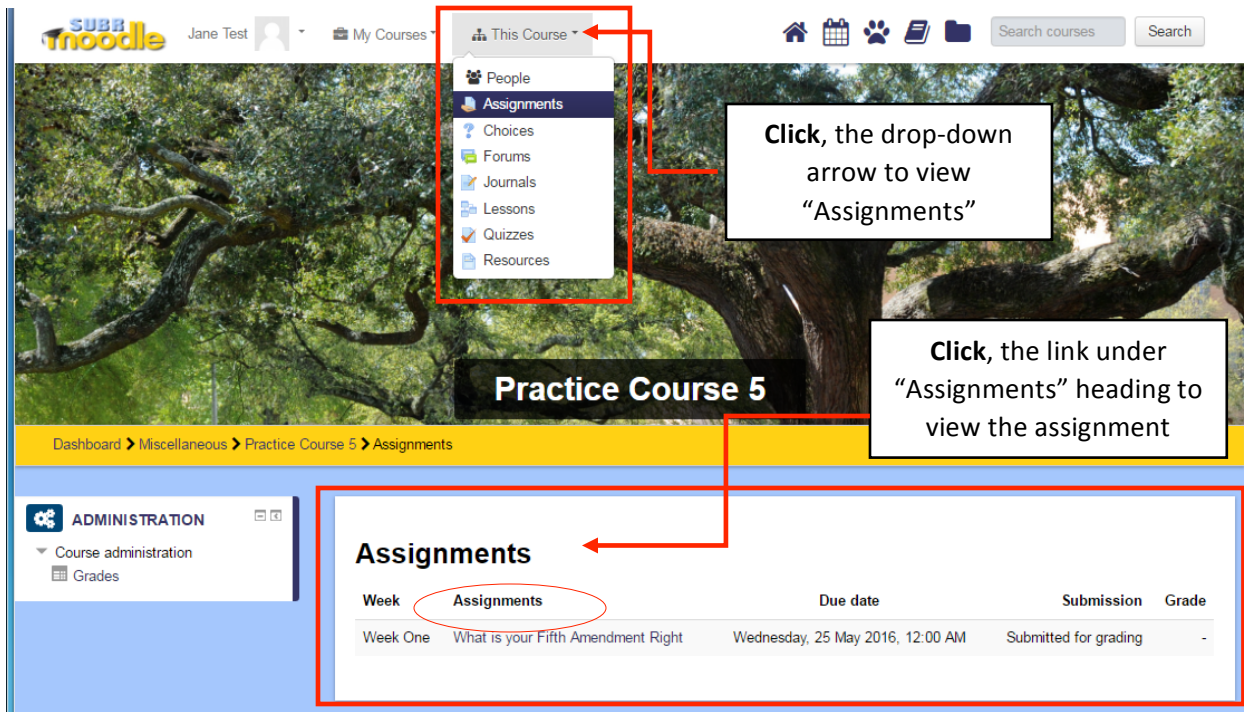
Step-by-Step Accessing Your Course:

To begin viewing courses, login into SUBR Moodle Site, moodle3.subr.edu. Once logged in you will be directed to the site Dashboard Page. There are two ways to view your courses: “My Courses” drop-down menu and “Course Overview”.

1. To proceed, locate “My Course” drop-down menu on the top of page outlined above in red.
2. Click, the drop-down menu arrow that’s located to the right of “My Courses” menu to view courses.
3. Highlight and Click, the course you would like to access.

VIEWING/UPLOADING AN ASSIGNMENT

Submitting an Assignment you will be required to submit a number of assignments throughout a term. To ensure that you receive proper credit for your assignments, please follow all instructions given to you by your instructor.



The screenshot shows a Moodle course interface. At the top, there is a navigation bar with the Moodle logo, user name 'Jane Test', and a 'My Courses' menu. A red box highlights the 'This Course' dropdown menu, which is open to show options: People, Assignments, Choices, Forums, Journals, Lessons, Quizzes, and Resources. A callout box points to the dropdown arrow with the text: 'Click, the drop-down arrow to view "Assignments"'. Below the navigation bar, the course title 'Practice Course 5' is displayed. A breadcrumb trail reads 'Dashboard > Miscellaneous > Practice Course 5 > Assignments'. A second callout box points to the 'Assignments' link in the breadcrumb with the text: 'Click, the link under "Assignments" heading to view the assignment'. On the left side, there is an 'ADMINISTRATION' sidebar with 'Course administration' and 'Grades' options. The main content area is titled 'Assignments' and contains a table with the following data:

Week	Assignments	Due date	Submission	Grade
Week One	What is your Fifth Amendment Right	Wednesday, 25 May 2016, 12:00 AM	Submitted for grading	-

Step-by-Step Uploading an Assignment:

To begin uploading assignments, you will need to go into a course.

(Please read Step-by-Step Accessing Course)

Once in a course, locate "The Course" drop-down menu on the top of page outlined above in red.

1. Click, the drop-down menu arrow that's located to the right of "The Course" menu.
2. Highlight and Click "Assignments" link outlined above in red.
3. To proceed, browse assignments in your course and click on the Assignments title link circled above in red.

ASSIGNMENT FORMAT

In order to give you credit for your assignment, your instructor must be able to open and view it. In the case of word processed files, this USUALLY means saving in .DOC or .RTF format. If you are not using Word, use the Save As command in your word processor to save in .DOC or .RTF format. Of course, you should verify the format required by your instructor for each course.

NAMING YOUR FILE

To prevent possible problems, use only alphanumeric characters (letters and numbers only) when naming your files. Avoid using special characters such as # or %. Moodle will replace these characters with an underscore when you upload the file.

Note: There may be other assignments that are not yet available but will become visible later in the term. Be sure to read all instructions in the syllabus and in your course, and check Moodle often to ensure that you don't miss any assignments.

TAKING TEST AND QUIZZES

The screenshot shows a Moodle course interface. At the top, a dropdown menu labeled "This Course" is open, with "Quizzes" highlighted. A red box outlines this menu. A callout box points to the dropdown arrow with the text: "Click, the drop-down arrow to view 'Quizzes'". Below the menu, a yellow banner reads "Practice Course 5". To the right, another callout box points to the "Name" column header in a table with the text: "Click, the link under 'Name' heading to view the Quizzes". The table below has columns for "Week", "Name", "Quiz closes", and "Grade". The "Name" column contains a link "Criminal Justice Quiz" which is circled in red. A red box also outlines the entire table area.

Week	Name	Quiz closes	Grade
Week One	Criminal Justice Quiz	Friday, 27 May 2016, 1:59 PM	10.00/10.00

Step-by-Step Taking Test and Quizzes Instructions:

To begin taking Test/Quiz, you will need to go into a course.

(Please read Step-by-Step Accessing Course)

Once in a course, locate "The Course" drop-down menu on the top of page outlined above in red.

1. Click, the drop-down menu arrow that's located to the right of "The Course" menu.
2. Highlight and Click "Quizzes" link outlined above in red.
3. To proceed, browse for available Quizzes in your course and click on the quiz title link circled above in red.
4. Click on the **Attempt quiz now** button circled in red below.

The screenshot shows a quiz attempt page titled "Exam 1". Below the title, it says "This is a draft". In the center, there is a button labeled "Attempt quiz now" which is circled in red. Above the button, it says "Grading method: Highest grade".

5. Proceed by selecting or entering the best answers to the questions.

*Note: Your instructor can set the quiz to display all questions on one page or to display them one at a time. If the questions appear one at a time, use the **Next** button (or click on a page number) to move from question to question.*

6. If there are a lot of questions, periodically click on the **Save without submitting** button near the bottom of the page to help ensure that your answers are saved in case of a technical problem.
7. When you have completed all the questions, click on **Submit all and finish** and click on **OK** to confirm your submission.

CHECKING GRADES

The screenshot shows a Moodle course page for 'Practice Course 5'. At the top, there is a navigation bar with 'CUBS Moodle', user 'Jane Test', and course navigation. A search bar is also present. Below the navigation bar is a banner image of a tree. A callout box with the text 'Click, to show student grades in course.' has a red arrow pointing to the 'Course Grades' slider in the course title area. Another red arrow points from the same callout box to the 'Grades' link in the 'ADMINISTRATION' block on the left. The 'ADMINISTRATION' block contains 'Course administration' and 'Grades'. Below it is a 'CALENDAR' block showing a calendar for May 2016. The 'Course Grades' slider is highlighted with a red box. The 'Course Information' block is visible at the bottom right.

Step-by-Step Checking Grades:

To begin checking your grades, you will need to go into a course.

(Please read Step-by-Step Accessing Course)

There are two ways to access your grades: Click, “Course Grades” slider or “Grades” in the administration block outlined in red.

RESPOND TO FORUM

There are several different types of forums. Forums can be set to work differently by your instructor:

- You may be asked to participate in an ongoing discussion where anyone can start a new topic and others can reply.
- A forum may have only one topic, and students can post replies, but can't start new topics.
- Forums may be used for private journals (where each student sees only their own posts), or for open journals (where you can read other students' posts but can only write on your own page).
- When forums are assigned for group work, you may be able to read another group's discussion, but not post to that discussion.
- Only instructors can post to the *News Forum* for a course, and replies are not allowed.

The screenshot shows a Moodle course interface. At the top, there is a navigation bar with the course name 'Practice Course 5' and a search bar. A dropdown menu is open, showing options like 'People', 'Assignments', 'Choices', 'Forums', 'Journals', 'Lessons', 'Quizzes', and 'Resources'. A red box highlights the 'Forums' link. A text box with an arrow points to the dropdown arrow, stating: 'Click, the drop-down arrow to view "Forums"'. Below the navigation bar, there is a search bar for forums and an 'ADMINISTRATION' sidebar. The main content area displays 'General forums' and 'Learning forums'. A table lists forums with columns for 'Forum', 'Description', 'Discussions', 'Subscribed', and 'Email digest type'. A red circle highlights the 'Constitutional Law' forum link in the 'Learning forums' section. A text box with an arrow points to this link, stating: 'Click, the Forum link to view the Discussions titles.' The table data is as follows:

Forum	Description	Discussions	Subscribed	Email digest type
News forum	General news and announcements	0	Yes	Default (No digest)

Week	Forum	Description	Discussions	Subscribed	Email digest type
Week One	Constitutional Law	Which Constitutional Amendment that deal with a person right to have an Attorney present after he/she have been arrested ?	1	No	Default (No digest)

Step-by-Step Posting to Forum:

To begin posting to a forum, you will need to go into a course.

(Please read *Step-by-Step Accessing Course*)

1. Click, the drop-down menu arrow that's located to the right of "The Course" menu.
2. Highlight and Click "Forums" link outlined above in red.
3. To proceed, browse for available Forums in your course and click the link to a forum circled above in red.

Constitutional Law

Which Constitutional Amendment that deal with a person right to have an Attorney present after he/she have been arrested ?

This forum allows each person to start one discussion topic.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Right to have an Attorney	Craig King	0	Craig King Wed, 27 Apr 2016, 3:02 PM

4. Depending on the type of forum, you may be able to start a new topic, or only reply to a previous post or discussion prompt.
- Click a **Discussion title** outlined above in red (*not the class member's name*) to open and read what has been posted so far on the discussion. If there are already discussions started, you will see a list on the “Forum” page.

For single-topic or blog-like forums, there is no table listing *Discussions*. Posts are simply displayed on the “Forum” page.

Constitutional Law

Right to have an Attorney • Subscribe

Display replies in nested form

Right to have an Attorney
by Craig King - Wednesday, 27 April 2016, 3:02 PM

The Constitutional Amendment that provides a person to have and Attorney present when questioned by law enforcement authorities deals with what?
When does a person need to have and attorney to protect his/her Constitutional rights?

36 words
Sample Fail_1.pdf

Reply

- Click **Reply** to post a response that's outlined in red above.

Constitutional Law

Right to have an Attorney
 by Craig King - Wednesday, 27 April 2016, 3:02 PM
 The Constitutional Amendment that provides a person to have and Attorney present when questioned by law enforcement authorities deals with what?
 When does a person need to have and attorney to protect his/her Constitutional rights?
 36 words
 Sample Fall_1.pdf


- Your reply

Subject

Message

Discussion subscription

Attachment Maximum size for new files: 200KB, maximum attachments: 10


 You can drag and drop files here to add them.

- The **Your reply** or **Your new discussion** topics page shown in the screenshot above opens.
- In the **Subject** field (required), type a brief but descriptive subject line.
- In the **Message** field (required), enter your new topic or reply. Use the *HTML Editor toolbar* to format text and images, links to media, or equations.
- To add an **Attachment** to your post, drag and drop the file into the upload area (denoted by the blue arrow). You may also click **Add** and then choose your file using the *File picker*.

Note: Image files attached to a post will display below your post, but other files types will have to be downloaded to open.

- When your post is complete, click **Post to forum** to submit.

Note: After you post a topic or reply, you have 30 minutes to edit or delete your post before the post is locked for editing and an email is sent to any subscribers.