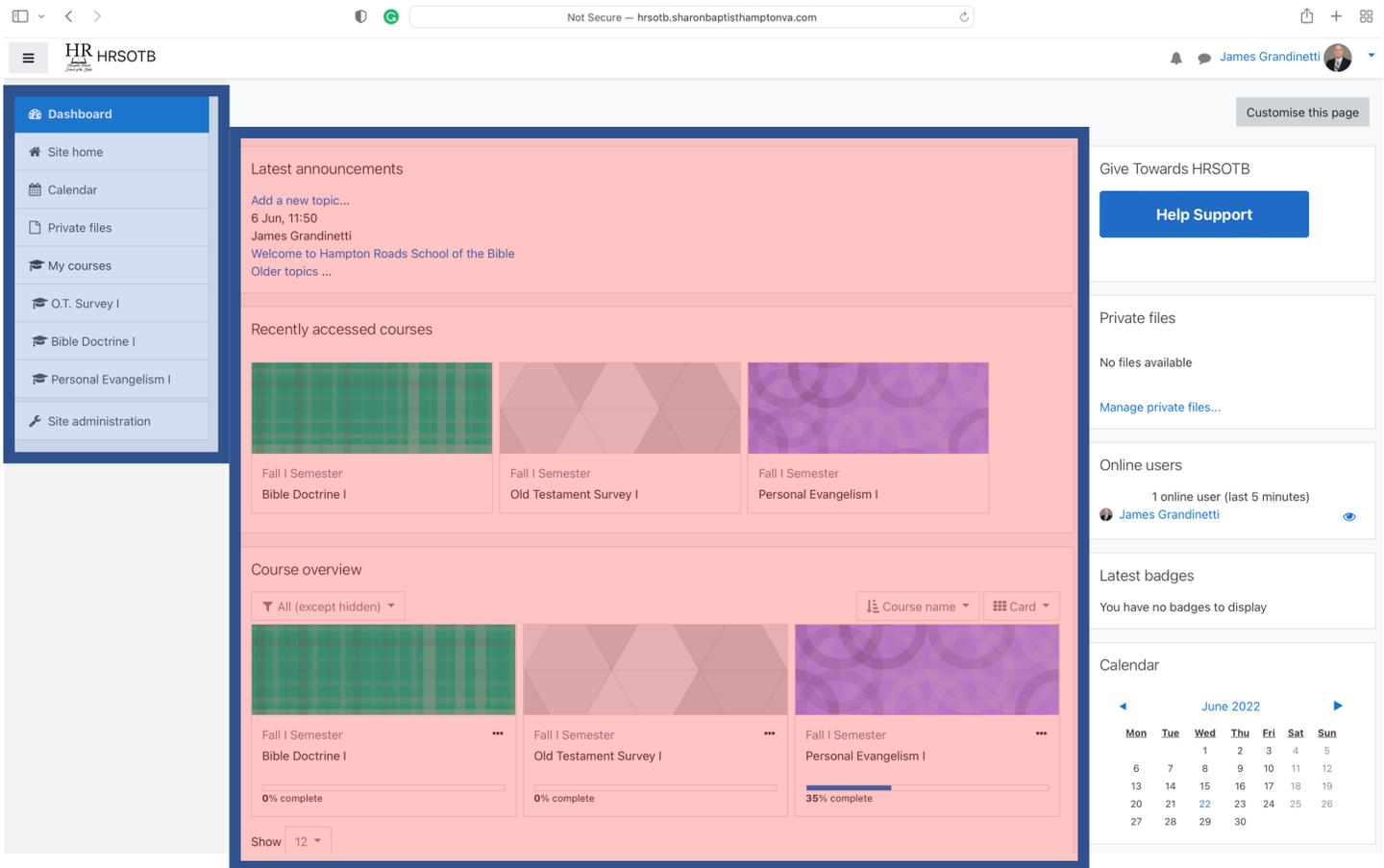


Basic Moodle Instructions

This instructional guide is intended to give you a basic understanding of how to use the school management platform Moodle.

The Dashboard

When you log in to Moodle, you will be taken to your dashboard.



Your dashboard should look similar to the picture above. Please make note of the following navigational tools.

On the left-hand side is the navigation tree.

This navigation tree may be visible or hidden by clicking on the three lines in the right-hand corner.

Site Home

Site Home takes you to the page which displays the available courses as well as the instructors of each course.

By clicking on one of the available courses, you are taken to the course home page.

Calendar

Takes you to a Calendar. If there are any events that pertain to the school or the individual courses you are taking they will be displayed on the calendar.

My courses

Takes you to each course that you are currently enrolled in. Self-enrollment is not available at this time. In order to be enrolled in a course, you must contact the school at

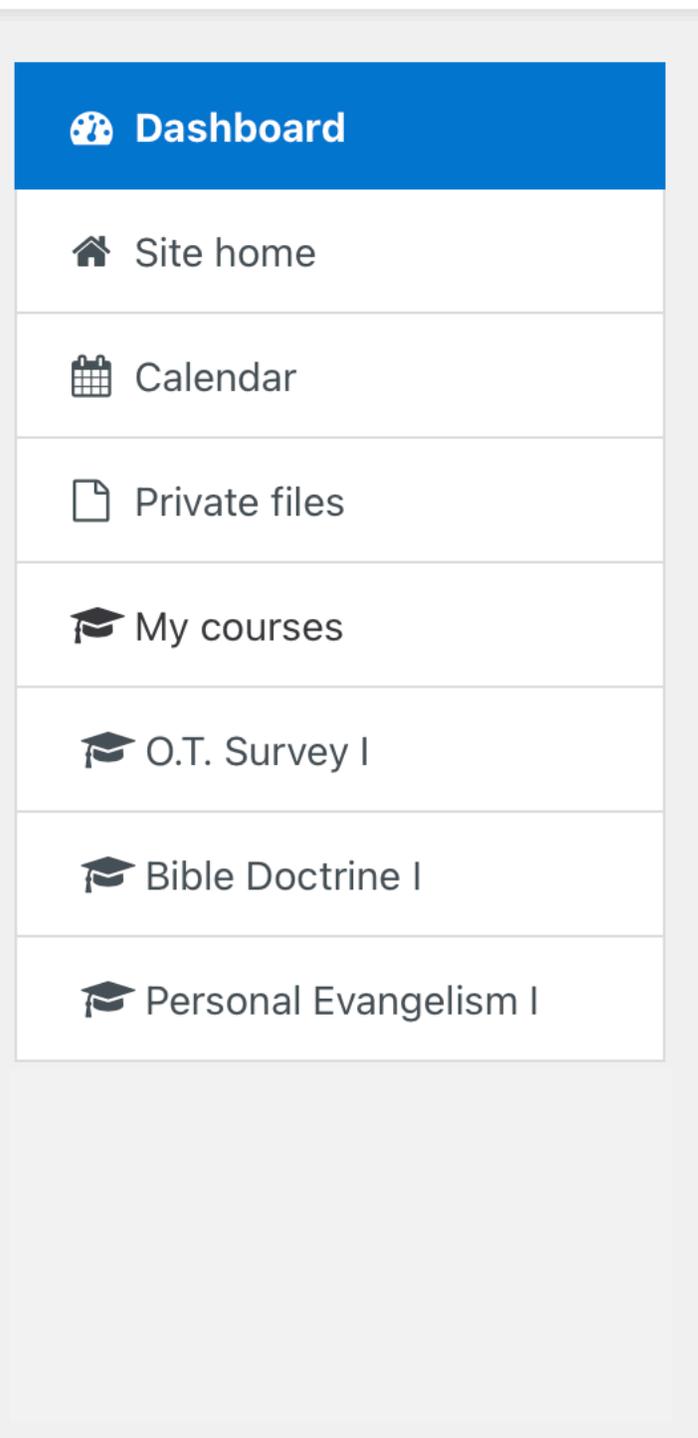
hrstob@sharonbaptisthamptonva.com

or register at

<https://www.sharonbaptisthamptonva.com/school-of-the-bible.html>

Under “My courses” you may navigate to any course you are enrolled in.

Clicking on the HRSOTB logo at the top will take you back to the dashboard.



In the Center of the Dashboard are the Latest Announcements, Recently Accessed Courses, and Course Overview Displays.

The dashboard is divided into three main sections:

- Latest announcements:** Contains a link to "Add a new topic...", a timestamp "6 Jun, 11:50", the name "James Grandinetti", a link to "Welcome to Hampton Roads School of the Bible", and a link to "Older topics".
- Recently accessed courses:** Displays three course cards with patterned backgrounds. The first is "Old Testament Survey I", the second is "Bible Doctrine I", and the third is "Personal Evangelism I".
- Course overview:** Features a filter dropdown set to "All (except hidden)", a sort dropdown set to "Course name", and a view toggle set to "Card". It shows three course cards with progress bars: "Bible Doctrine I" (0% complete), "Old Testament Survey I" (0% complete), and "Personal Evangelism I" (35% complete).

 To access any announcements posted just click on the link.

To access your recent courses, click on a box. 

 To access your current courses, click on a box. (Each course will show how much you have completed.)

Course Navigation and Completion

The screenshot shows a course interface for 'Personal Evangelism I'. On the left is a navigation menu with options: Personal Evangelism I, Participants, Badges, Competencies, Grades, General, Lesson 1 through Lesson 13. The main content area is titled 'Personal Evangelism I' and includes a breadcrumb trail: Dashboard / My courses / Personal Evangelism I. Below the title is an 'Announcements' section. The main content is divided into three lesson sections: Lesson 1, Lesson 2, and Lesson 3. Each lesson section lists tasks with completion checkboxes: Lesson 1 (Video, Quiz, Summary), Lesson 2 (Video, Quiz, Summary), and Lesson 3 (Video, Quiz, Summary). A 'Your progress' indicator is visible in the top right of the main content area.

On the left side is the quick navigation menu for each lesson. Most courses should be paced at one lesson per week. In the center is each individual lesson as well as the announcements section.

In the announcement section, you will find any extra handouts for the course.

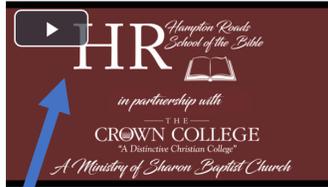
In each lesson, you will see the individual tasks associated with the lesson. If video or audio is required to be watched or listened to you must manually check the completion box by clicking on the assignment once completed. The quizzes, summary quizzes, and any paper requirements will be completed either once graded by the instructor or upon completion of the quiz.

The assignments will show a check mark once completed. To access any assignment in a lesson simply click on the assignment. (Example: “Lesson 1 Video” can be viewed by clicking on Lesson 1 Video. When completed I click on the square box on the left.) Below is a screenshot of the “Lesson 1 Video” assignment.

Personal Evangelism I

[Dashboard](#) / [My courses](#) / [Personal Evangelism I](#) / [Lesson 1](#) / [Lesson 1 Video](#)

Lesson 1 Video



Submission status

Attempt number	This is attempt 1.
Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

[◀ Announcements](#)

Jump to...

[Lesson 1 Quiz ▶](#)



To watch the video, click on the play button. You will notice in the lower righthand box a link to move on to the next assignment. Additionally, you can navigate to the “Dashboard,” “My courses,” “Personal Evangelism I” (Or whatever course you are currently in), or “Lesson 1” within in this case Personal Evangelism by clicking on the hyperlinks at the top.

On the next page is an example of a quiz page.

Personal Evangelism I

[Dashboard](#) / [My courses](#) / [Personal Evangelism I](#) / [Lesson 4](#) / [Lesson 4 Quiz](#)

Lesson 4 Quiz



Personal Evangelism [Lesson 1 Quiz](#)

Grading method: Highest grade

Attempt quiz now

[← Lesson 4 Video](#)

Jump to...



[Lesson 4 Summary ▶](#)

Upon clicking on a quiz, you will be prompted to “Attempt Quiz Now.” Click on this button and submit the questions till complete.

Personal Evangelism I

[Dashboard](#) / [My courses](#) / [Personal Evangelism I](#) / [Lesson 2](#) / [Lesson 2 Quiz](#) / [Preview](#)

Question 1

Not yet answered

Marked out of 1.00

Flag question

Edit question

The measure of our ministry must always be our likeness to _____. (Select One)

Select one:

- a. Jesus Christ
- b. the church down the street

[Clear my choice](#)



Each question you to select an answer, fill in a blank, select from drop-down boxes or submit a long answer. You must complete all questions before you will be allowed to submit your answers for grading.

Question 7

Not yet answered

Marked out of 1.00

Flag question

Edit question

Match these in the proper order according to Matthew 4:19.

I will make you

Follow Me

Fishers of Men

Finish attempt ...

Lesson 2 Video

Jump to...

Lesson 2 Summary

Once you have selected all answers, click on the finish attempt button.



Lesson 2 Quiz

Summary of attempt

Question	Status
Lesson 2 Quiz	
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved

Return to attempt

Submit all and finish



You will be prompted an additional time to finish the attempt and then you will see a screen similar to this one. Next, you will click the "Submit all and finish button."

Once submitted your quiz will be graded unless it requires your instructor to grade an essay answer.

Personal Evangelism I

[Dashboard](#) / [My courses](#) / [Personal Evangelism I](#) / [Lesson 2](#) / [Lesson 2 Quiz](#) / [Preview](#)

Started on	Wednesday, 22 June 2022, 5:25 PM
State	Finished
Completed on	Wednesday, 22 June 2022, 5:26 PM
Time taken	36 secs
Marks	7.00/7.00
Grade	100.00 out of 100.00
Feedback	Congratulations! Keep up the good work!

Question **1**
Correct
Mark 1.00 out of 1.00
Flag question
Edit question

The measure of our ministry must always be our likeness to _____. (Select One)

Select one:

- a. Jesus Christ ✓
- b. the church down the street

Your answer is correct.

The Lord Jesus Christ is always the goal in the Christian life. He is the Author and Finisher of our faith.

The correct answer is: Jesus Christ

Once the quiz is graded it will review the entire quiz.

Your answer is correct.

The correct answer is: I will make you → Two, Fishers of Men → Three, Follow Me → One

2 Video

Jump to...

[Finish review](#)

[Lesson 2 Summary](#)

At the end of the review select "Finish review."

