

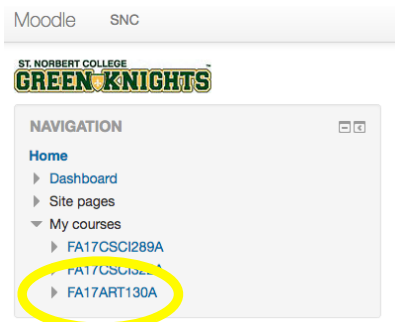
# Faculty Moodle Quick Start Guide

## Getting Started

Moodle is our learning management system, enabling you to put syllabi and handouts online, post class announcements, distribute and receive electronic assignments, post grades, manage class discussions, take attendance, and facilitate many other types of class interactions. Courses and enrollments are maintained automatically.

## Accessing Moodle

1. Visit <https://moodle.snc.edu> and click "Log in" on the top right
2. Click "Log in with Google"
3. Log in to your SNC Google account, or select it from the list
4. In the navigation block, click on your desired course, found under "My courses"



## Adding Syllabi & Other Handouts

1. Convert your syllabi or handout to a PDF.

Why a PDF? It'll work with tablets, smartphones, and will display faster on a computer. Don't know how to convert it to a PDF? Contact the Service Desk!

2. Login to your Moodle course.
3. Click *Turn editing on*.
4. Locate the PDF on your computer.
5. Drag the PDF from your computer to your Moodle course.

## Posting an Announcement

The News forum is an ideal way to communicate time-sensitive material to students.

1. Click the *News* forum link (usually the top link in your course).
2. Click the *Add a new topic* button.
3. Fill-in the *Subject* line.
4. Type your message in the *Message* area.
5. If you want to email this announcement to the students, check the *Mail now* box.
6. Click the *Post to forum* button.

## Linking to Other Web Sites

This works for e-reserves too!

1. Login to your Moodle course
2. Click *Turn editing on*.
3. Click *Add a resource...* and select *URL*.
4. Type a name in the *Name* field.
5. Type a description in the *Description* field.
6. Type or copy/paste the url in the *External URL* field.
7. Click *Save and return to course*.

**Need help? Contact the Service Desk:  
403-4040 or [servicedesk@snc.edu](mailto:servicedesk@snc.edu)**