

Let's.....

Access Moodle™

To login directly to the Moodle™ site: <https://moodle.ost.edu> (please note no "www" in this address). There is also a link on the OST website (www.ost.edu). Click on **MyOST** on the main menu, then select **Students** and find the link on that page.

This is what the online site looks like:

The screenshot shows the Moodle login interface for the Oblate School of Theology. At the top, a blue header contains a navigation menu icon and a 'You are not logged in. (Log in)' link, which is circled in red. Below the header, the page title 'Oblate School of Theology' is displayed. The main content area features a welcome message, school information, and a list of recent news items. On the right side, there is a 'LOGIN' box with fields for Username and Password, a 'Remember username' checkbox, and a 'Log in' button. Below the login box is a 'MAIN MENU' section with a link to 'Site news'.

Login

1. You must login to the site. There are two places you can login: at the top, right hand corner in the blue header or in the login box at the top, right. (Circled in screen shot above).

2. Enter your username and password in the appropriate boxes. Your username and password are the same as your OST login for your computer and e-mail.

However, do not type "@ost.edu" in the username.

Enrichment and Cross-registration students:

Please follow the instructions given to you in the e-mail confirming your registration for login details.

Let's.....

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3. Once you are logged in, you should see a confirmation of your login with your name at the top, right of the screen. Additionally, all the courses in which you are registered will appear in two places (encircled below) on each side of the screen. On the left-hand side of the screen (currently located next to the school's logo) is an icon with three lines on it. If you click that icon, then the navigation panel located directly beneath it will hide; clicking it again shows it.

The screenshot displays the Moodle LMS interface for Oblate School of Theology. At the top, there is a navigation bar with a hamburger menu icon on the left and a user profile for 'Sister Sue' on the right. Below the navigation bar, the main content area is titled 'Oblate School of Theology' and features a welcome message: 'Welcome to OnlineLearning@OST.edu!'. The main content area also includes several paragraphs of text about the school's mission and a list of news items under the heading 'Please check OST News for Announcements and Information!'. On the left side, there is a navigation menu with options like 'Home', 'Dashboard', 'Calendar', 'Private files', and 'My courses'. The 'My courses' section is circled in black and lists courses such as 'TS 7370/7283', 'CF101', 'Training Site', and 'Program testing'. On the right side, there is a 'MAIN MENU' section with a link to 'Site news' and a 'MY COURSES' section with a list of courses including 'TS 7370/TS 7283 Integration of Psychology and Spirituality', 'Practice', 'User Workshops', and 'Program Testing'. The 'MY COURSES' section is also circled in black.

Disclaimer

Each professor can individualize their course site. Therefore, not every site will be the same. It is up to the professor how the site will be organized. However, these are the most common attributes for the site. What I am suggesting in these notes may not be what your professor has chosen to do. Please contact the professor or me if you have any questions.

Course Organization

Most of the courses are set up in topics. You will notice that all the lectures, handouts, PowerPoint presentations, audio files, and assignments are organized in unit sections. Usually the dates for the unit are listed in each area.

In order to access a file, click on its link. You will be prompted to select how you want to open or save the file. This is your computer's security measure, not OST's requirement. Follow whatever procedure you usually do when downloading attachments.

Let's.....

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Submitting Assignments

1. Find the link for the assignment, click on the link.
2. Click on the "Add Submission" button. The following screen appears:

Upload File Assignment

This is a demo for uploading a file to complete an assignment.

File submissions **#2** Maximum size for

Files

#1

You can drag and drop files here to add them.

NAVIGATION

Home

My home

Save changes Cancel

3. If you know how to drag and drop, minimize the file submission screen, find the file you which to submit and drag it into the box where the large blue arrow is. (Marked #1) Otherwise, proceed with step 4.
4. Click on the **Add File** button (marked #2) in the above screen shot, choose **Upload a File** from the choices on the left hand side of the screen, then click **Browse** to find your file on your hard drive or flash drive. Select the file. You will be returned to the Moodle™ screen and the name of the file should be visible in the text box.
5. Click on the "Upload this File" button. Once it is uploaded, it is visible on the screen in the area with the blue arrow (marked #1 in the screen shot).
6. **Click Save Changes underneath the dialogue box.**
7. You should see its name listed on the Add Submission screen.
8. You have successfully submitted the assignment.