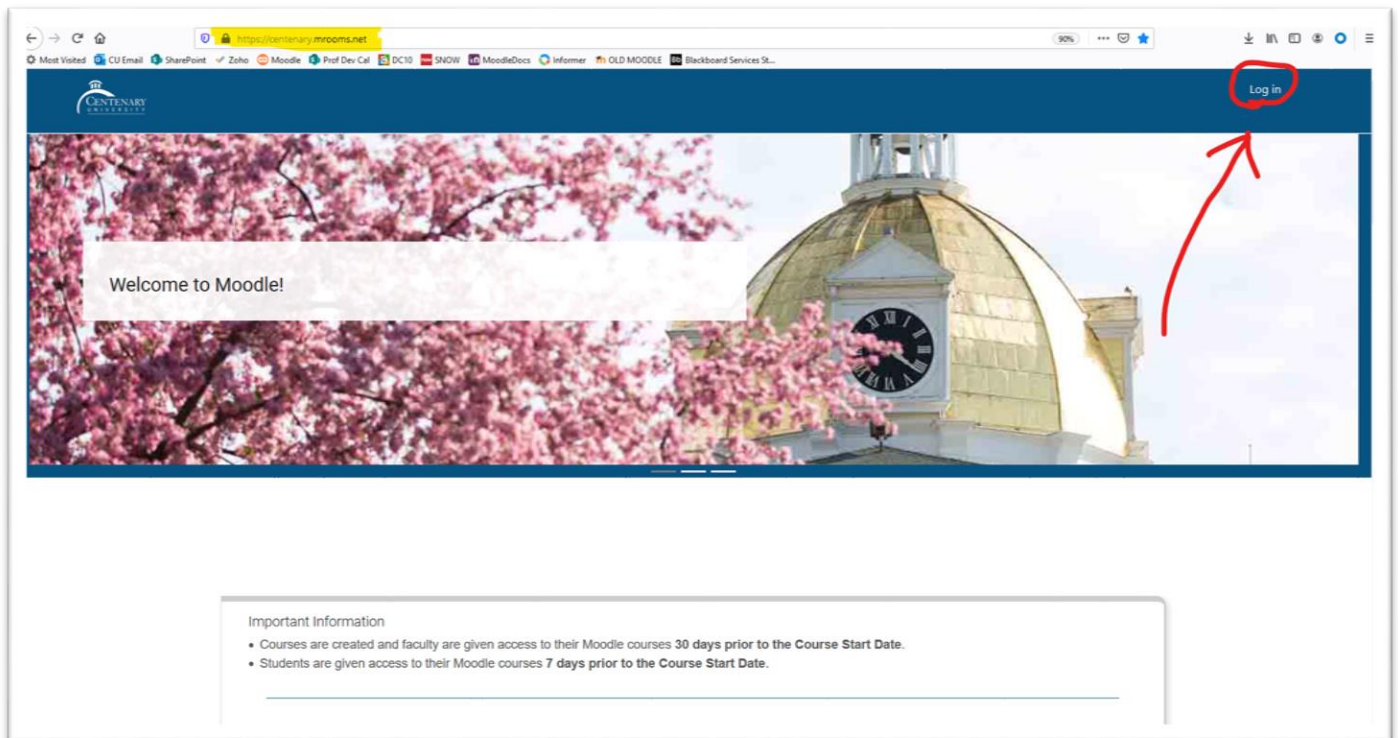


Accessing and Enrolling in the Moodle Student Orientation Course

Background Information: These instructions are designed to guide students, faculty, and staff through the process of locating, accessing, and enrolling in the Moodle Student Orientation Course at Centenary University. This course is designed to provide participants with a basic understanding of the function of Blackboard Open LMS or Moodle.

1. To begin, navigate to Centenary's Moodle page: <https://centenary.mrooms.net/>



2. Click on the “**Log in**” link in the top right corner of the screen. Enter your **Username** and **Password** and click the “**Log in**” button.

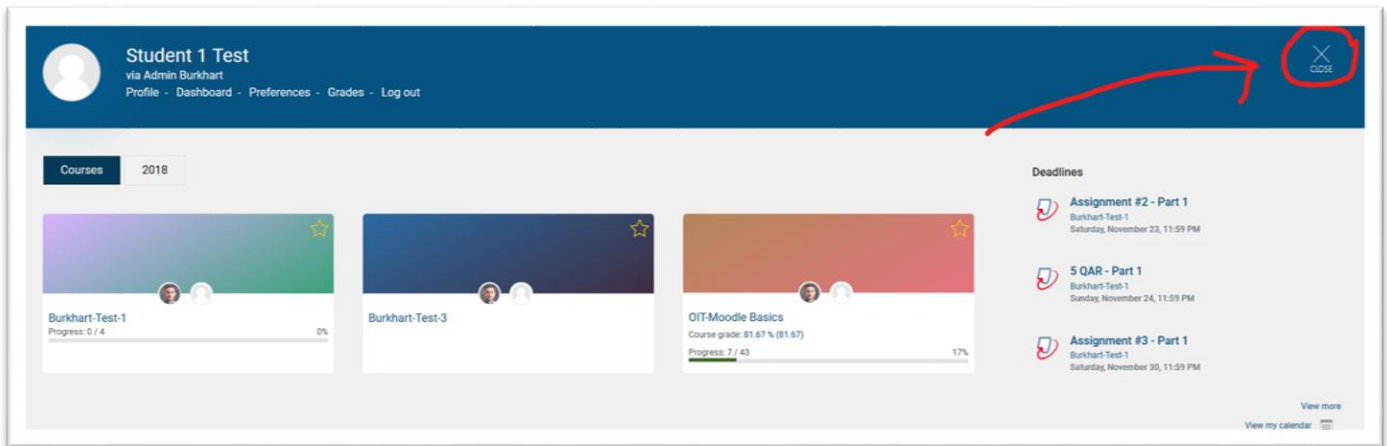
Your **Username** will most likely follow the naming convention of “first.last”.

Ex: john.smith

*In some unique cases, or if you have been at Centenary for several years/were previously a student at Centenary you may use another naming convention (lastname[first initial]). **Ex:** smithj. If you are unsure about this contact the [Helpdesk](#).

Your **Password** will be the same one that you use for your Centenary email and other Centenary log ins.

3. Once you are logged into Moodle, follow this link: "[Student Orientation Course](#)".
4. If you are unable to use the link above, you can search for "Student Orientation Course" in the search bar.
5. The first screen that you see will be your "My Courses" page. Click the "X" in the top right corner to be taken to your home screen.



6. Scroll down on the home screen until you see a button that says, "All Courses" and a search bar in the middle of the screen.

My courses

rel yfunctions of public employees. Course content yincludes personnel administration, personnel ypolicies and and employee selection and development.

All courses

OIT

Go



7. Several courses will appear. Make sure you click on the one named "[Student Orientation Course](#)".

OIT - Student Orientation Course 🔍

This course is designed to prepare student to function in an online learning environment at Centenary University.

Category: TRAINING

Teacher: Admin Burkhart

8. You will be taken to a new page where you have the option to enroll as either a "Student" or a "Non-Editing Teacher". **Students** should enroll as students using the key "**student2020**".



OIT - Student Orientation Course

Home / Courses / TRAINING / Student Orientation Course / Enroll me in this course / Enrollment options

Enrollment options

OIT - Student Orientation Course

Teacher: Admin Burkhart

This course is designed to prepare student to function in an online learning environment at Centenary University.

▼ Self enrollment (Student)

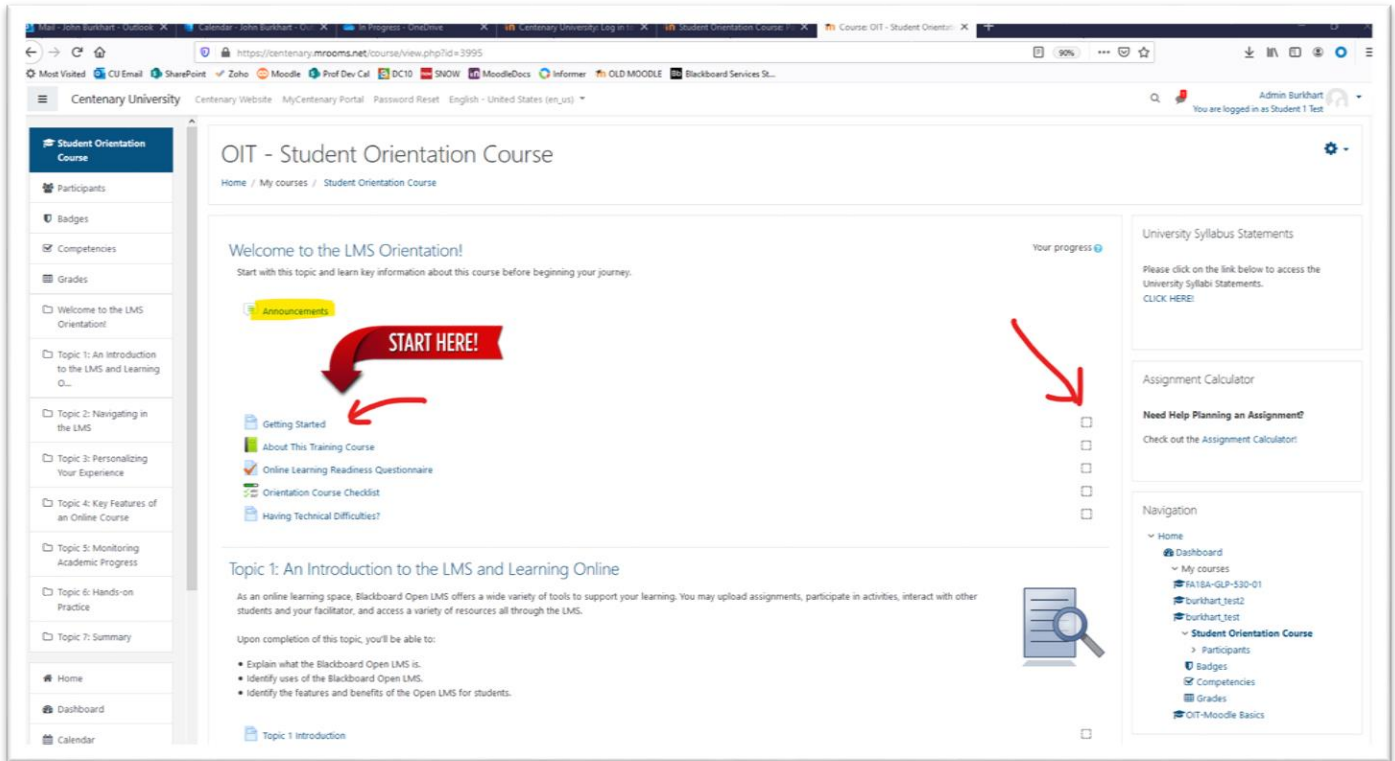
Enrollment key

▼ Self enrollment (Non Editing Teacher)

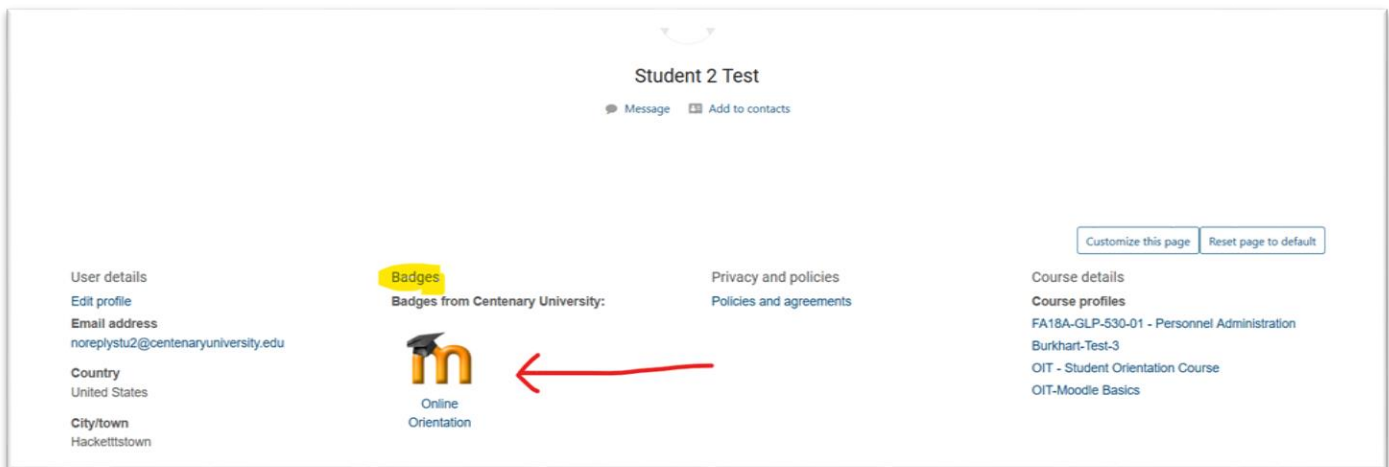
Enrollment key

9. When you enter the course, you will see menus and links on both sides of the screen. The content that you need to review and complete as part of this course can be found in the middle of the screen. Note that next to each activity or resource is a checkbox that will only be filled after view all sections and complete all activities or tasks within an activity. When you finish all the activities, you will receive a badge.

Click the **“Getting Started”** link underneath the **“Start Here”** arrow image to learn how to navigate through this course.




10. After viewing all resources and completing all the activities listed you will earn the **“Moodle Orientation Badge”**. You can see the badge by going to your **“Profile”** Moodle. This will remain on your Moodle profile and serve as proof to staff and faculty that you are informed on the organization and function of the Moodle platform here at Centenary. Keep in mind that you will not receive the badge for completion of the course unless you complete all of the activities with checkboxes. If you are using the Mobile app to complete this course, note that some quiz questions may require you to use a laptop to answer rather than your phone. You can leave the quiz and return to complete it when you are at your computer.



Student 2 Test

[Message](#) [Add to contacts](#)

[Customize this page](#) [Reset page to default](#)

<p>User details</p> <p>Edit profile</p> <p>Email address noreplystu2@centenaryuniversity.edu</p> <p>Country United States</p> <p>City/town Hackettstown</p>	<p>Badges</p> <p>Badges from Centenary University:</p>  <p>Online Orientation</p>	<p>Privacy and policies</p> <p>Policies and agreements</p>	<p>Course details</p> <p>Course profiles</p> <p>FA18A-GLP-530-01 - Personnel Administration</p> <p>Burkhart-Test-3</p> <p>OIT - Student Orientation Course</p> <p>OIT-Moodle Basics</p>
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Office of Information Technology

11. If you encounter any issues or have difficulties with the Moodle platform. Review these directions and submit a [ticket](#) to the helpdesk for support.