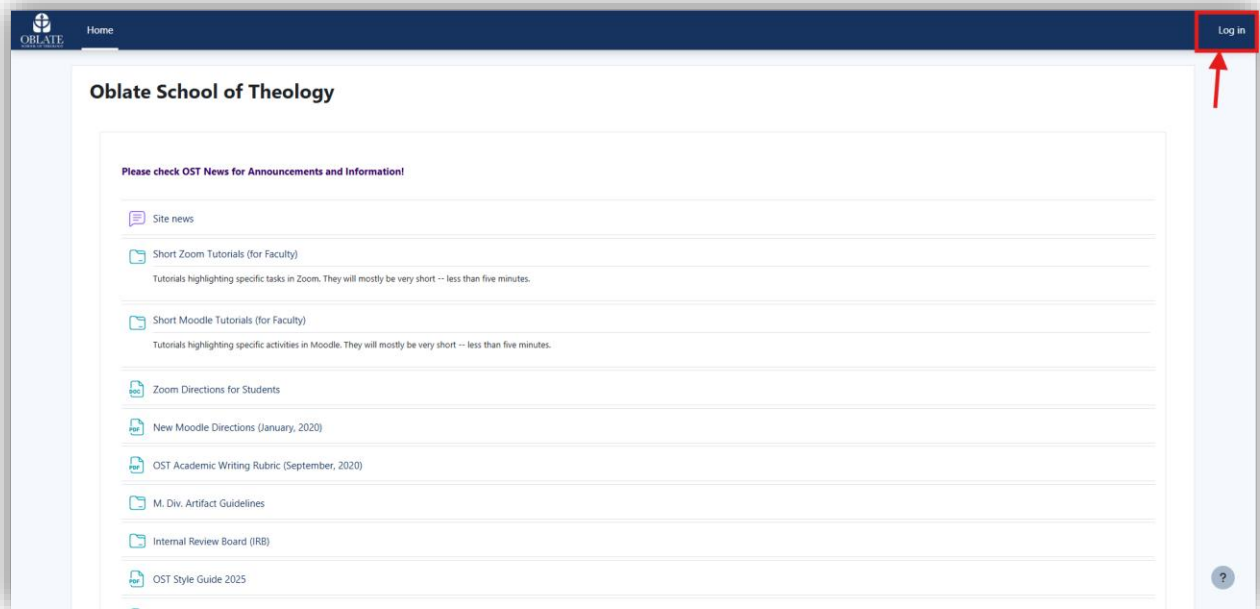


Moodle Instructions

To login:

<https://moodle.ost.edu/>

<https://ost.edu/> > My OST > Student & Faculty Resources > Moodle



Login using the box highlighted above

OST Credit/Degree students

- Username will be your ost email address
- Password will be your ost email address password

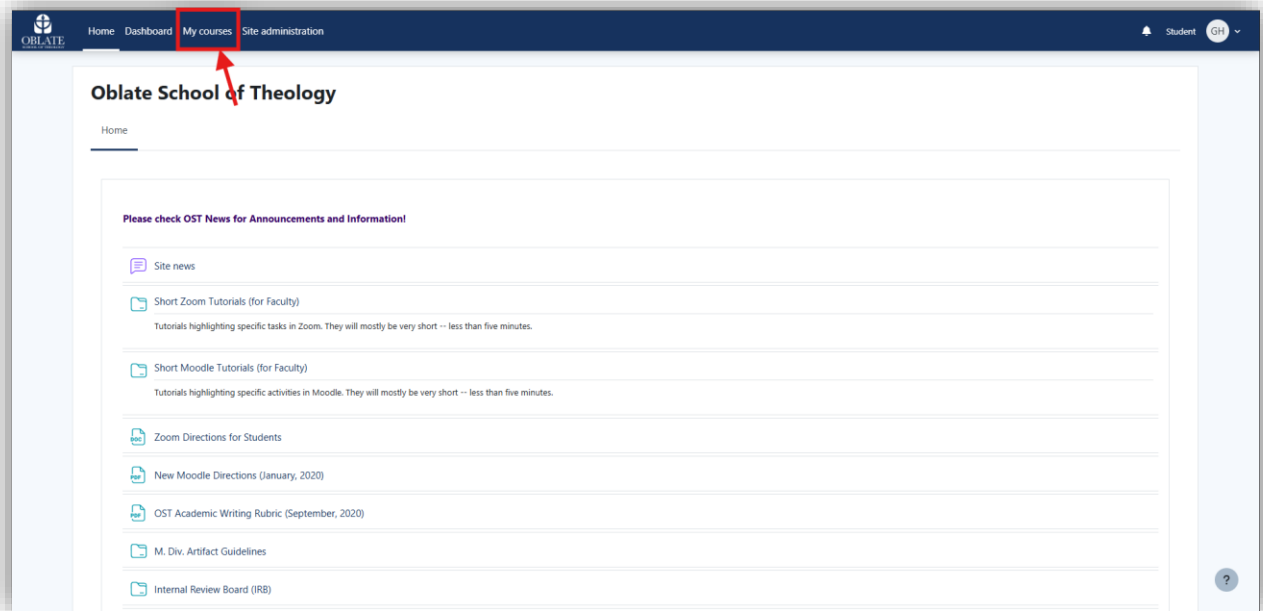
OST Certificate/Enrichment students

- Username and password information will be sent to your personal email

Finding Courses:

You can find courses under the “My Courses” tab at the top of the page.

You can also find them by going to Home > Scroll to the bottom of the page > My Courses.



Forums:

In some courses, you will be required to participate in discussion boards. In order to do this, click on the link to the discussion board.

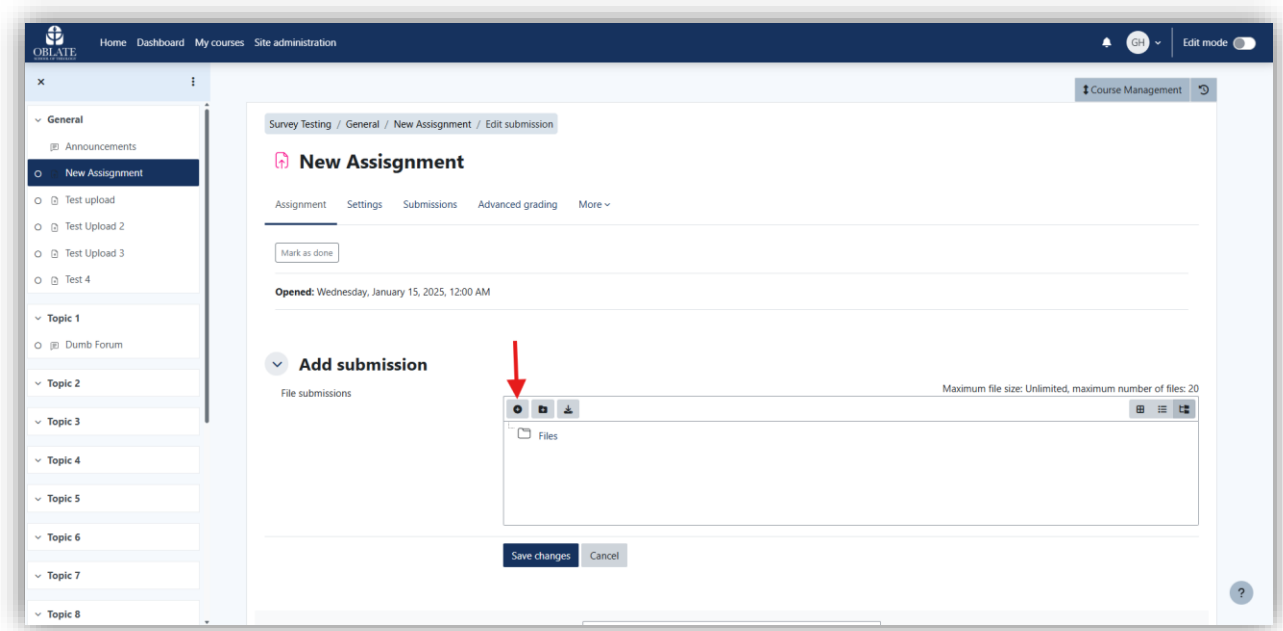
After clicking on the link, you will be taken to a screen where the posts are listed. Most of the time, they will be listed in chronological order, newest to oldest.

Click on the appropriate link under “Discussion” to read the post. When you do this the post appears. To reply to the post, click on the **Reply** button found on the bottom right hand side of the post.

On the screen that appears, in the section entitled **Message**, write your response. You can edit it in the same manner as you do in any word processing programs using the buttons above the text area.

Submitting Assignments:

1. Find the link for the assignment, click on the link.
2. Click on the “Add Submission” button. The following screen appears:
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. If you are not familiar with “drag and drop”, proceed with step 4.



4. Click on the Add File button (red arrow above), choose Upload a File from the choices on the left hand side of the screen, then click Choose File in the middle of the screen 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 below “Files” in the area shown above highlighted in blue. Click Save Changes at the bottom of the screen.
7. You should see its name listed on the Add Submission screen.