

Student Quick Guide to Caribbean Health e-Learning Portal (Moodle)

How to Log into Moodle

1. Log into Moodle at: <https://learn.ctech-caribbean.org/>
2. Once logged in to Moodle, simply choose a course to enter.

Tip! Bookmark the website for easy access!

Accessing Moodle - Course Content, Tools & Activities

Locating Course Content and Activities

No two courses are the same. Read each individual course's instructions, content and activities to understand how to access and what activities to complete in order to meet the requirements for a particular course/instructor. Most course content and activities are located in the center column of the course page. If you are not able to locate information or a particular activity, contact the LMS administrator. Additional information about accessing course content is on page 2 of this guide.

Submitting an Assignment

Moodle has several different types of assignments, so you may need to attach a document or type or paste text directly into an assignment textbox. Make sure to read your instructors directions carefully.

To submit an assignment:

1. Click the link for the assignment.
2. Read the instructions at the top of the screen. Note the Due Date.
3. Click the **Add Submission** button.
 - a. If you need to upload a file, drag & drop a file into the File Submissions block. If drag & drop is not available, click the **Add** button, and select **Upload file** to browse your computer for the file.
 - b. If you need to add text, type or paste your text into the textbox.
4. Click **Save Changes**. On some assignments you may also need to click a **Submit** button to complete the process.

Taking a Quiz or Test

Moodle quizzes are usually set to be available for a period of time. It is best to take the quiz early rather than waiting until the last minute to avoid technology issues. Read all instructions for the quiz.

To take a quiz or test:

1. Click the link for the quiz. Note any instructions about availability and number of attempts.
2. Click **Attempt quiz now**.
3. Answer the questions presented on the screen.
4. Click the **Next** button at the bottom of the screen to move to the next page of the test.
5. On the *Summary of attempt* page, click the **Submit all and finish** button to submit the test.
6. Click **Submit all and finish** in the pop-up confirmation window.

TIP! Try to use a wired connection when taking a quiz. If you get bumped out of a quiz, try to log back in immediately.

Posting to a Forum

Discussion forums in Moodle may be set to allow you to create a new topic (thread) or reply to an existing topic. Read the instructions for the forum and post accordingly.

To add a new topic post to:

1. Click the link for the discussion.
2. Click **Add a new discussion topic** button. Type a Subject and Message. If you need to upload a file, you can drag & drop a file or click the **Add** button, and then select **Upload file** to browse your computer for the file.
3. Click **Post to forum** at bottom of the screen. (A message lets you know you have 30 minutes to edit the post.)

To reply to a forum posting:

1. Locate post you want to reply to.
2. Click the **Reply** link in the lower right corner of post.
3. Type a Subject and Message.
4. Attach a file if needed.
5. Click **Post to forum** at bottom of the screen.

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Access Course Content

Accessing Course Resources and Documents

Depending on which Internet browser you are using, when you click on a document link in Moodle, the file may automatically download to your computer, or the browser may ask you if you want to open or save the file. To prepare for these options:

- Use the correct software to open the files. For example, if your course includes files in PDF format, you will need to have Adobe Reader installed to read PDF files (<https://get.adobe.com/reader>)
- Set your browser's pop-up blocker to allow pop-ups from your Moodle account. Search your browser's Help for instructions for pop-up settings.
- Locate your browser's automatic download location. This is where files are stored when they are downloaded. Some browsers will download files to the Downloads or the My Documents folder on your computer.
- Download a second Internet browser on your computer. Internet browsers or system updates can sometimes prevent you from accessing course documents temporarily. Having a second browser as an option is a great idea. [Mozilla Firefox](#) and [Google Chrome](#) work well with Moodle.

FAQs

What browser should I use when accessing Moodle?

[Google Chrome](#) and [Mozilla Firefox](#) work best with Moodle. [Safari](#) works well on a Mac. It is a good idea to have two different browsers available on your device. If something in Moodle is not displaying or functioning correctly on one browser, try another browser.

Why can't I log in?

Usually, login issues are related to an incorrect username and password.

- To check or change your password, click the Forgotten your username or password link below the Moodle login button.
- Type your username and password exactly using correct uppercase and lowercase letters.
- Also, remember to enable cookies in your browser.

Why is my courses missing from Moodle?

- Courses may not appear in your Moodle course list until the date in which the class is scheduled to begin.
- If you are officially registered for the course, please contact the LMS coordinator to make sure they have made the course "available" in the system.

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Where can I find my grades in Moodle?

You can find your grade by clicking on the “Grades” link in the “Administration” block. If the “Grades” link is not visible, your professor chose to hide it from students’ view. Instructors can show or hide this link at any point during the course.

I cannot submit my assignment in my Moodle course. What is wrong?

Some potential causes could be: 1) The assignment deadline may have expired and you would need to contact the course instructor (if one is assigned) or LMS Coordinator for assistance in submitting the assignment past the deadline, if applicable. Or, 2) the file is too large for submission.

Need Assistance?

If you have specific questions about your course or requirements, such as due dates for assignments or instructions, review your course material in Moodle or reach out to the LMS Coordinator if an instructor or teaching assistant (TA) is not assigned to your course.

If you are experiencing technical difficulty, your course is missing, or errors within Moodle, please contact the LMS coordinator.