Hey, relax, no worries—they’re on the portal! Open your portal and log in, then scroll all the way down to the second blue header bar, which has hyperlinks under it to all your courses:

<table>
<thead>
<tr>
<th>My Document Library</th>
<th>My Team Sites</th>
<th>Dataatel My Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand All</td>
<td>Collapse All</td>
<td>Class Announcements in the last 20 days</td>
</tr>
<tr>
<td><img src="image" alt="Student Demo Course" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Hey, Where the Heck’re My Classes??”

Hey, relax, no worries—they’re on the portal! Open your portal and log in, then scroll all the way down to the second blue header bar, which has hyperlinks under it to all your courses:

http://tinyurl.com/spaldingmoodle

More than likely, if you’re used to working with Blackboard, you will already know how to do most things found on Moodle. But additional information is available in the following ways if you should need it.

- **Watch the Video**, “Welcome to Moodle,” on layout and navigation.— http://tinyurl.com/spaldingmoodle
- **Clickable Tutorials** — http://tinyurl.com/moodleclicks — where many mysteries are explained or demonstrated.
- **Brochures and On-the-Spot Help** — Visit the Library Information Desk
- **Instructor’s Walk-through Session** — Ask your instructor for a tour of the class site to see layout of resource and activity locations. There’s no better guide to a particular course than the very person who has set it up with resources, activities, and topics!

Help Is Always Close at Hand!

Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can’t find your class listed on the Portal? Or maybe your login isn’t working?

No Problem! Here are contact points:

- For a video introduction to Moodle layout and navigation, go to the University Library link on the portal and click on “Welcome to Moodle!” under the Quick Links on the left side.
- Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—
  
  Visit the Help Desk Site: www.spalding.edu/itsupport
  Or call: 1-886-604-5605 (on campus x2398)
  Or email: techsupport@spalding.edu
By George... I think I've got it!

A Help Guide
Created by the Moodle Conversion Team
HELP! 502-585-9911, ext. 2398

845 South Third St., Louisville, KY 40203
(502) 585-9911

Welcome To Moodle!

FYI

Where to Find Help for & Information on Moodle—Spalding’s Online Learning System

WE ARE MOBILE!

You Really Takin’ Off There, Bud!

Well, guess what?! Now u can tk us w/u!!—

Get the free app, MOX, from your smart phone app store or market. After downloading, click the icon and select Spalding, then enter your portal students\username and password.

After setup is complete, just click the MOX icon to—

- Access assignments and course announcements
- Check school /campus information, news, etc.
- Exchange info with other students
- Find phone numbers quickly in the campus directory, & more!