Log in to Moodle

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1. To log in to Moodle, visit https://moodle.cractc.org
2. In the *Login* block, your username is the first part of your email address, typical **firstname.lastname** and your password is **Password1!**
3. Click on the class you are enrolled in.
4. Change your password after logging in.\*\*Remember your password\*\* I suggest something you already use at school
5. Bookmark the website https://moodle.cractc.org
6. I suggest you download the Moodle app if possible. It makes uploading documents so much easier! Moodle will be the ONLY place you can submit assignments!

Important! Log out of Moodle

When you have finished using Moodle, **log out** and **quit your browser**.

1. To log out of Moodle, at the top-right of the page, click **your name**to open the *User menu*, and from the drop-down menu select **Log out**. The *Web Logout*page will open with the message "You have been logged out."  
   **Note**: You can also click **Log out** at the bottom of any Moodle page.
2. Quit your browser to ensure your Web Login session is closed.  
   **This is a critical step on shared or public computers**: If you do not quit your browser, for the next hour (when your login session expires), anyone using that browser on the computer you were using will have access to your account.
3. Next week you will be adding a photo using the using the using the user menu and profile to add a photo.

Log out From Anywhere- Add a photo and see messages using the User Menu in the top right corner of the Moodle page.

If you forget to log out of Moodle on a public computer, you can log in from a different computer or mobile device and close any Moodle sessions that are still active.

1. Log in to Moodle.
2. At the top-right of the page, click **your name**to open the *User menu*, and from the drop-down select **Profile**. Your *Profile* page will open.
3. On your *Profile* page, under *Reports*, click **Browser sessions**. The *My active sessions* page will open listing sessions that are still active.
4. To log out from this session you can choose log out at the bottom of this page. Or you may select HOME to return to the main course page.

Find Your Courses

When you first log in to Moodle you will see boxes (*blocks*) containing navigation links.  On a larger screen the blocks show at left.  On a phone or other small device, you may need to scroll down to find the navigation blocks.

Quick Access to Courses from the My Courses Block

Look for the *My courses* block. You should see links to your courses in this block.

Dashboard Links to Courses and Activities Requiring Attention

1. Below the *My Courses*block is the *Navigation* block. In the *Navigation* block, click **Dashboard**. The *Dashboard* will open to the *Course overview* block. **Note**: The page may take a few moments to load.
2. On the *Dashboard*, you'll find links to each Moodle course you are enrolled in. Click a **Course name** to open its Course page.

# FCS Courses 2024-2025

1. Under each *Course name,* any activity types requiring attention will be listed. Click a listed activity type, e.g., **You have Assignments that need attention**, to fly out a list of details about the activities, including due dates, with links directly to activity pages. I expect assignments and reviews for the week to be completed on Friday, by 11:59 PM CST.

**ONLINE CLASS GRADING:**

\*Grade Scale for CRACTC: A = 92-100, B = 83-91, C = 74-82, D = 65-73, 64 and below = failing. It is your responsibility as the student to make sure the integrity of the grade is upheld.

\*Late or missing work will be given a **zero** grade until submitted satisfactorily. **It is your responsibility to let me know when you complete late assignments**. Be specific so I can grade it as quickly as possible for you.

\*Instructors will allow students to make up missing or late work following BPS school guidelines – 2 days for each day missed for an excused absence.

\*Students that submit **late** work will receive a grade of **50%** of whatever your score is (10/10=5/10 ect.). There is a 2-day grace period. **THIS DOES NOT APPLY TO EXCUSED ABSENCE, SCHOOL RELATED, OR PRIOR ARRANGEMENTS WITH ME!**

\*Quizzes or tests will not be reopened if they are simply missed (above reasons do not apply)—this will be taken on a case by case basis, but one week should be plenty of time to complete tests/quizzes, but as always COMMUNICATE with me!

\*No extensions will be given for late work/assignments given to students within the last two weeks of a given semester. Extensions for course tests/exams are at the discretion of the course instructor throughout the entire semester.

\*Communication is key to success in an online class. Please communicate with me via Moodle messenger or email ([kayla\_koth@bismarckschools.org](mailto:kayla_koth@bismarckschools.org)) with any questions, concerns, or comments.