

What is Moodle?

Moodle is the online learning system where you will access your course materials, videos, readings, assignments, class links, and grades.

You can access Moodle through:

- <https://moodle.ambrose.edu>
- Ambrose website > Students > Moodle
- The Moodle app on your phone or tablet

Important:

You will log in using your Ambrose ID.

You will also need to set up the Microsoft Authenticator app (which you need to download from the App Store (Apple) or Play) on a mobile device.

Finding Your Course

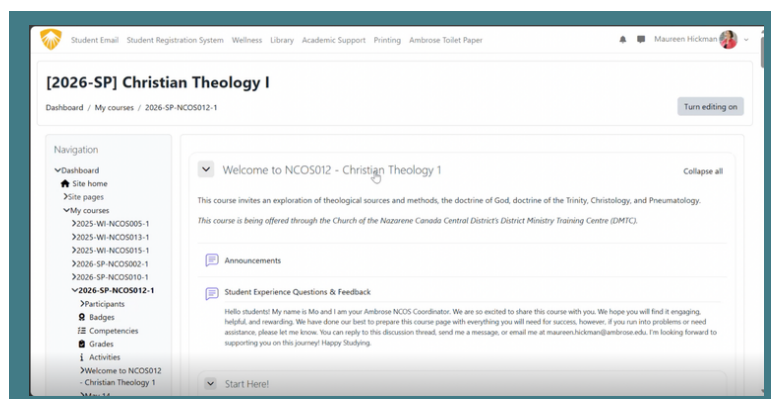
Once you log in to Moodle:

- Your courses will appear on the left side.
- Upcoming events will appear on the right side.
- A calendar may appear lower on the page.
- Click your course, such as NCOS012: Christian Theology I.

What You'll Find on the Course Page

Your course page includes everything you need for the class:

- Announcements
- Start Here video
- Syllabus
- Required readings
- Introduction forum
- Class meeting link
- Assignment dropboxes
- Weekly course sections
- Learning logs



Each weekly section will show:

- Lecture videos
- Required readings
- Learning log instructions
- Assignments and due dates

TIP

Assignments are not always due before the live class. Check the listed due date carefully.

Submitting Assignments

To submit an assignment:

1. Click the assignment.
2. Click "Add Submission."
3. Paste your response or upload a file and submit.

Your submission status will update once your work has been submitted or graded. You can replace your submission if you notice a mistake.

Completing Weekly Learning Logs

Learning logs are set up as a Q+A forum. You will only see other students' responses after you submit your own.

To complete your learning log:

1. Click "Reply."
2. Type your response or add a link to an audio/video response.
3. Use "Advanced" if you need more options.
4. Submit your response.

Checking Grades

To view your grades, use the "Grades" link in the left navigation menu in Moodle. NCOS courses are pass/fail. A grade of 75% or higher is considered a pass. Ruberics are published in Moodle.

Ambrose Email

Check your Ambrose email regularly. Moodle and Ambrose may send important course updates there.

Ambrose Student Portal

Use the student portal to:

- View your billing statement
- Check payment status
 - You can pay Ambrose in two main ways:
 - Set up Ambrose as a bank bill payment using your student ID number.
 - Pay online by credit card.
- Access your Ambrose transcript
- Find useful student links
- Reset your password
- Student Academic Success Office (helpful resource)

Ambrose Library

Required readings are linked in Moodle (just click). Ambrose Library has all NCOS books available through Collection Discovery.

- Click “Online Access”
 - If for some reason there is no link there then it means that all the digital copies are in use.
- Click on “full text availability”
- Use “Ambrose University Students” to login.
- Books are hosted by *ProQuest Ebook Central*
- Read online and click through to the sections you need to read (navigation on the right)
 - Download by Chapter – IMPORTANT: you can only download up to 68 pages of the whole book, so don’t expect to be able to download the full book. Be selective.

Helpful Tip – “Cite book” is under the cover on the left side and it gives you the full MLA form.

What to Expect in the Sessions

The facilitator will design this time to allow you to process together what you’ve been learning through discussions and activities.

Very important that you watch the videos before the class!

Attendance expectation – if you can’t attend, please speak with the facilitator.

QUICK LINKS

Moodle

<https://moodle.ambrose.edu>

Ambrose Student Portal

<https://students.ambrose.edu>

Ambrose Library

<https://ambrose.edu/library/collections-resources>

IT Support

helpdesk@ambrose.edu

NCOS Coordinator

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