

LEGACY EDUCATION

High Desert
Medical College
a Legacy Education Institution

CENTRAL COAST
COLLEGE
a Legacy Education Institution



Desktop Training Guide – Mac and Windows



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RingCentral® Moodle Desktop Instructions

RingCentral Start-Up Guide

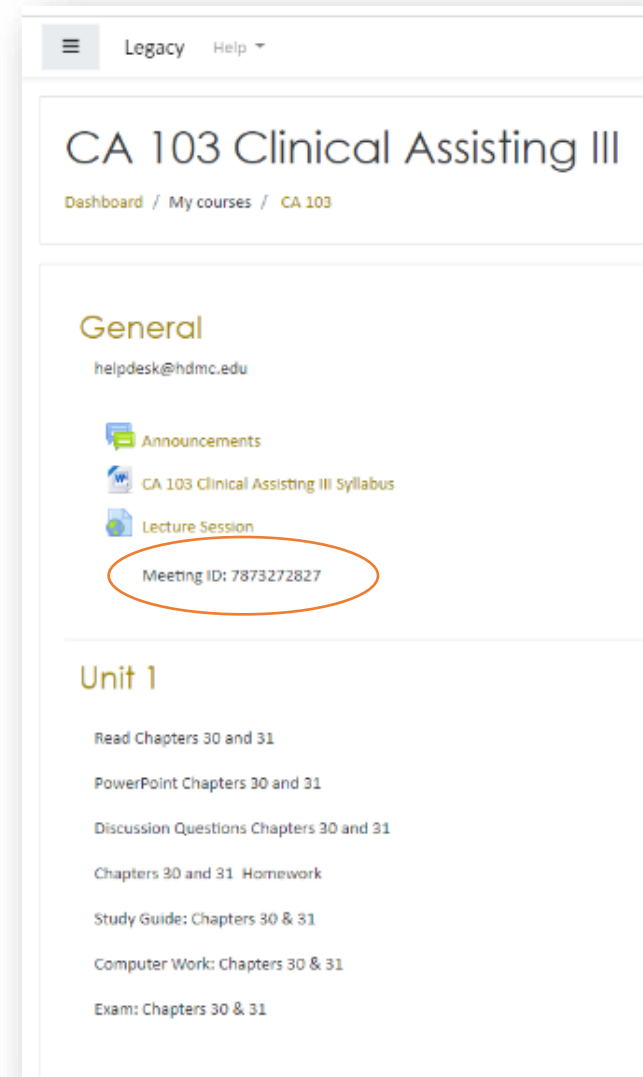
What are RingCentral Meetings?

RingCentral Meetings is a video conferencing platform that HDMC and CCC uses to host lectures for online courses.

Accessing RingCentral Meetings on Desktop

To access HDMC's and CCC's **RingCentral Meetings** on your desktop, locate the link that is included in your Moodle account as "Lecture Session" (See Page 6 for accessing Lecture Session)

Lecture Session not loading? Go to meetings.ringcentral.com and manually insert the Meeting ID provided to you on Moodle.



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Meeting Controls

- Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone
- Start/Stop Video:** Choose to use a front, back, or no camera
- Participants:** Open the participants list to view more controls
- Share:** Share your screen or content with participants
- Chat:** Chat other participants
- Record:** If you are the host, you can record the meeting on your device or in the cloud. If you are a participant, you may request permission to record the meeting on your local device.

How to “Raise Hand”

Click on the “Participants” button at the bottom of the screen. At the bottom of the list, locate the “Raise Hand” button. This will notify the host that you have a question or comment without interrupting the speaker.

How to Chat Participants

Click the “Chat” button at the bottom of the screen. You will be directed to the chat box where you can message one or all the participants.

How to Share Screen

Watch this youtube video for screen sharing on RingCentral Meetings (2:47) https://youtu.be/BuWig_HM3Rk

NOTE: Controls may vary amongst different devices. Further device controls can be located on <https://support.ringcentral.com/s/meetings>
If you have issues, please contact helpdesk@hdmc.edu



IMPORTANT: Once you have logged in, you must give permission for the app to access your microphone and camera.

Ring Central® moodle Desktop Instructions

Moodle Start-Up Guide

What Is Moodle?

Moodle is the learning management platform for Legacy's online classes. You will access and turn in all courses, assignments, tests, and homework through this online platform.

Logging In

Locate HDMC/CCC's Moodle Site by following the URL:

<https://legacycareer.learnpearson.com>

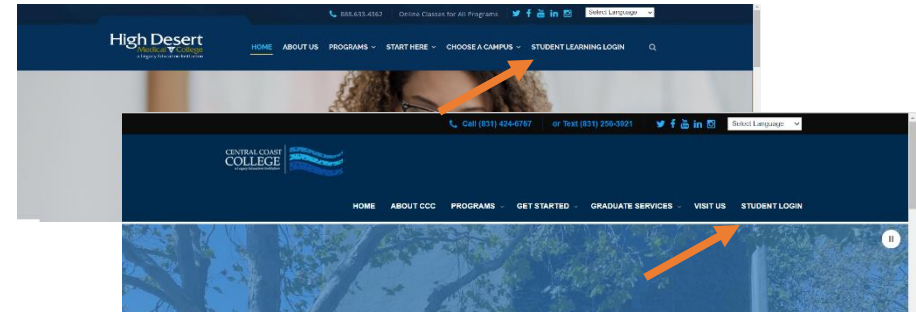
You can also access HDMC's and CCC's Moodle Site by going to: www.hdmc.edu and www.centralcoastcollege.edu and locating the "Student Learning Login" tab or "Student Login" tab on the site's home screen.

Next, enter your Username and Password that have been provided to you from your institution via email.

After your initial login, you will be prompted to change your password before continuing.

NOTE: After changing password, you must confirm "YES" to the Site Policy Agreement to continue.

If you have issues accessing your Moodle Account, please contact helpdesk@hdmc.edu



Moodle Access via HDMC
and CCC Websites

Ring Central[®] Moodle Desktop Instructions

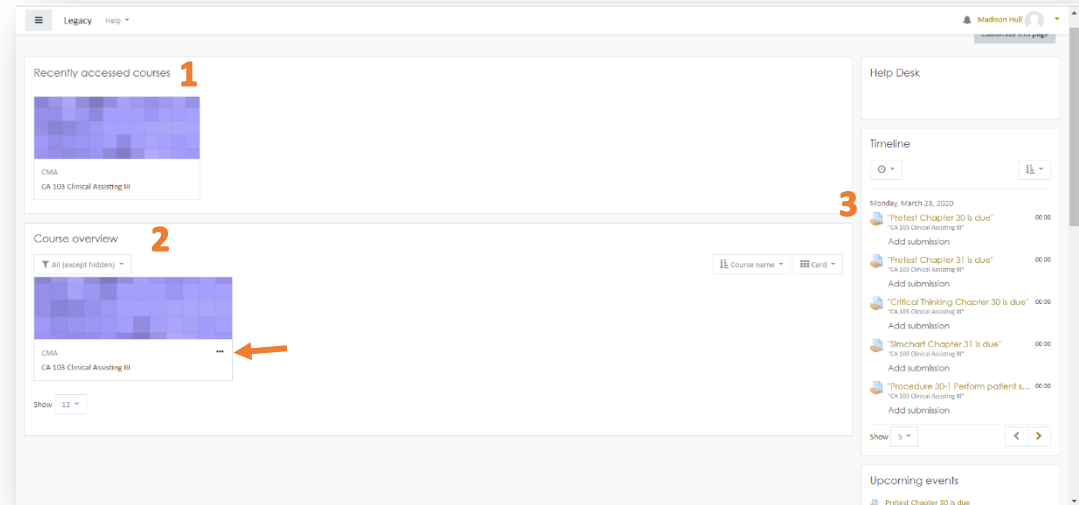
Moodle Start-Up Guide

First Look Desktop

Upon logging in, you are directed to your account's Dashboard. Your Dashboard displays your current courses and assignments.

Dashboard Overview

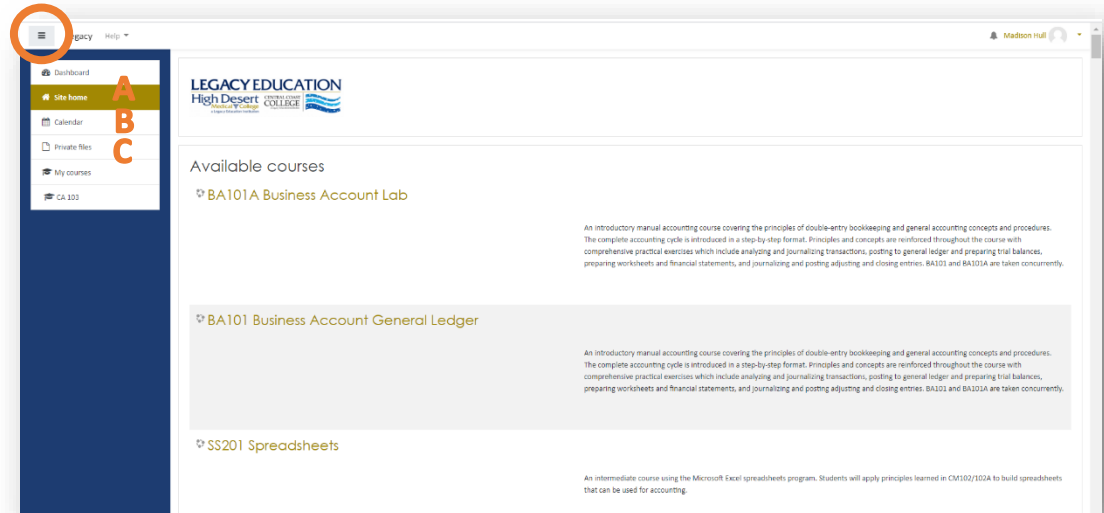
1. **Recently Accessed Courses:** View courses you have previously accessed
2. **Course Overview:** Current active courses
NOTE: To hide or "star" a course, press the three dots on the course overview.
3. **Timeline:** Upcoming assignments and deadlines



Dashboard View

Side Bar Options

- a. **Site Home:** Displays courses that are available to you. NOTE: you may only add courses that are assigned to you.
- b. **Calendar:** A monthly view of assignments and due dates
- c. **Private Files:** you may upload up to 100MB of personal school files (i.e. Notes from lectures, personal study guides, etc.)



Site Home View

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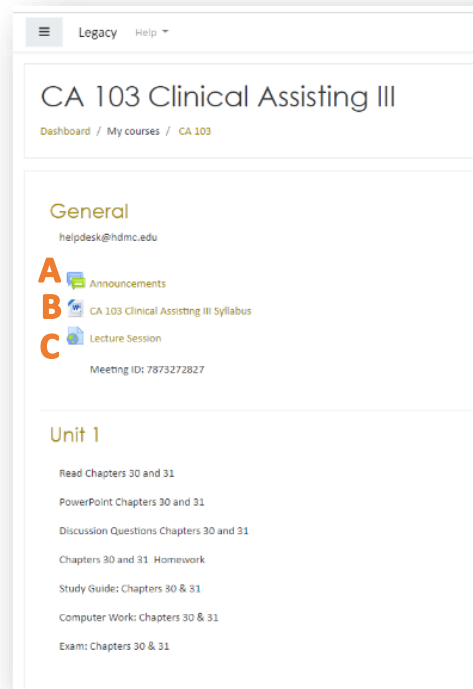
Moodle Start-Up Guide

From the Dashboard, click on the Course to enter the “Course Page.”

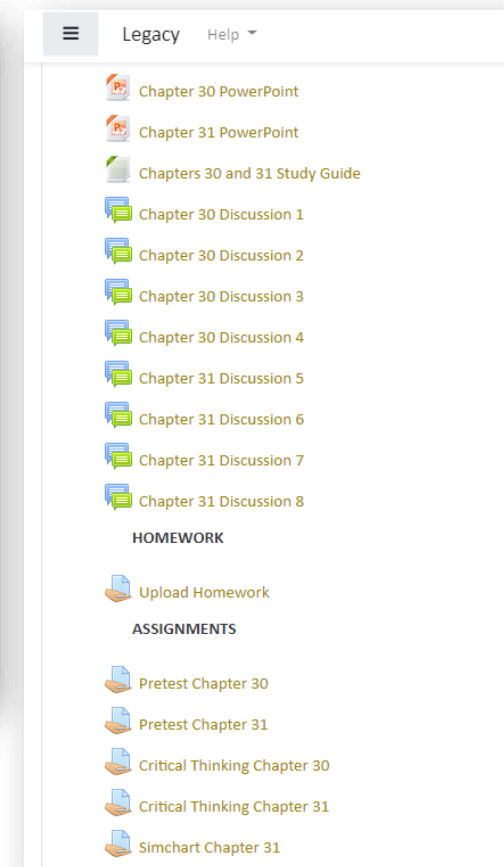
Course Page Overview

- Announcements:** Messages from instructors
- Syllabus:** Contains a file of your course syllabus
- Lecture Link (RingCentral Link):** This is the link to your RingCentral lecture that will take place every day.
NOTE: If the Lecture Session link does not work, use the RingCentral desktop or mobile app and manually insert the Meeting ID.

Each course is sectioned into Units. Each unit contains a series of PowerPoints, study guides, discussion posts, homework, and assignments to accompany the lectures.



Course Page View



Course Page View of PowerPoints, Study Guides, Discussion Boards, Homework, and Assignments

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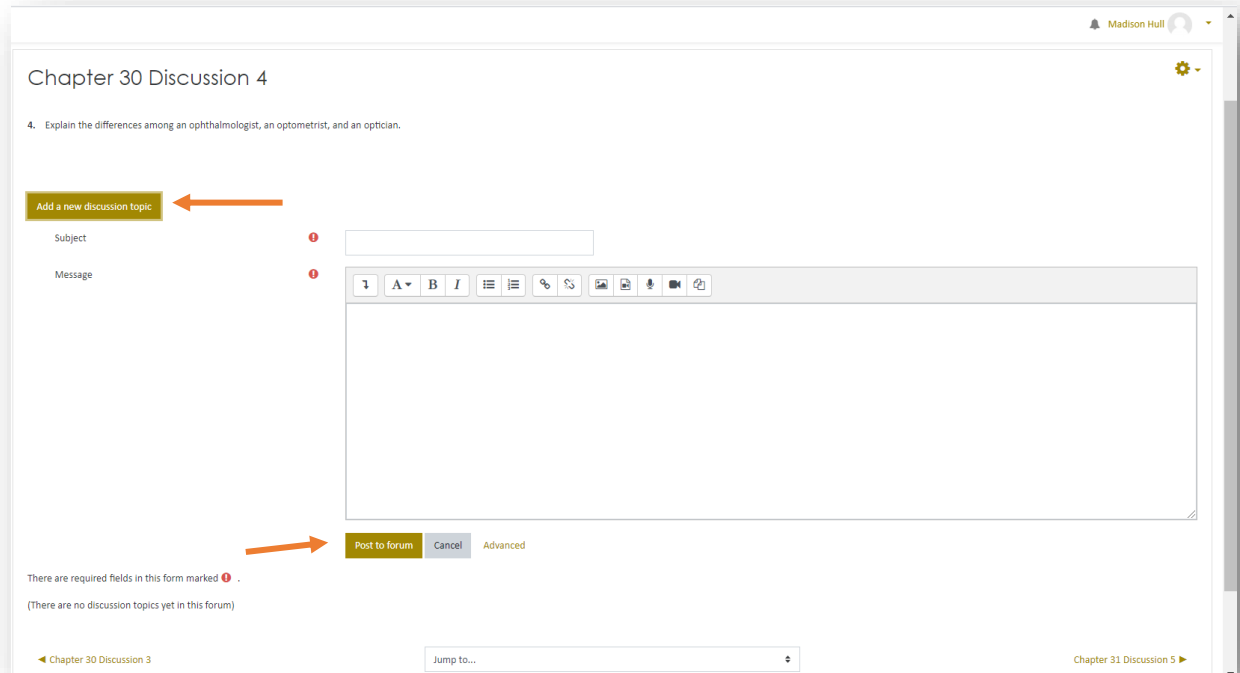
How to Post and Reply on Discussion Board

Within the Unit overview, locate and open the Discussion Board you would like to respond to. Locate the “Add New Discussion Topic” button to add a new discussion topic.

Click “Post to Forum” to add your response.

Responding to Post

On the Discussion Board, choose and open the post you would like to respond to. Locate the “Reply” button on the bottom of the post. Type your response and post to forum.



The screenshot displays the Moodle interface for 'Chapter 30 Discussion 4'. At the top right, the user 'Madison Hull' is logged in. The main heading is 'Chapter 30 Discussion 4'. Below it, a question is listed: '4. Explain the differences among an ophthalmologist, an optometrist, and an optician.' On the left side, there is a yellow button labeled 'Add a new discussion topic', which is pointed to by an orange arrow. Below this button are input fields for 'Subject' and 'Message'. The 'Message' field has a rich text editor toolbar above it. At the bottom right of the form, there are three buttons: 'Post to forum' (yellow), 'Cancel' (grey), and 'Advanced' (yellow). An orange arrow points to the 'Post to forum' button. Below the form, a message states: 'There are required fields in this form marked ⓘ . (There are no discussion topics yet in this forum)'. At the bottom of the page, there are navigation links for 'Chapter 30 Discussion 3' and 'Chapter 31 Discussion 5', and a 'Jump to...' dropdown menu.

View of Drafting a Discussion Post

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Homework Submission

Each unit has a series of assignments and homework that requires completion. All homework and assignments can be submitted as any format including: Word documents, photos, PDFs, or scans.

How to Upload Homework/Assignments

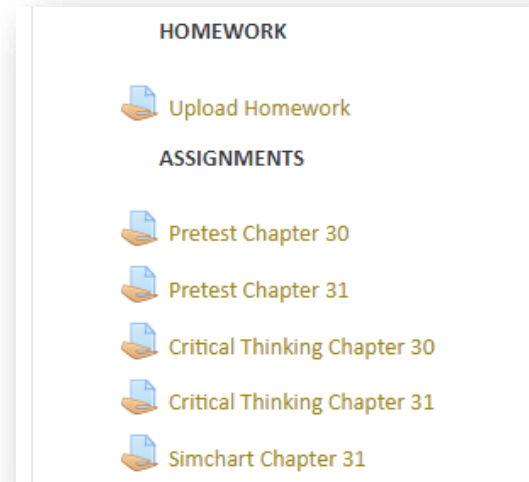
Within the Unit overview, locate and open the homework or assignment post you would like to submit.

Click the “Add Submission” button and click “Add File”

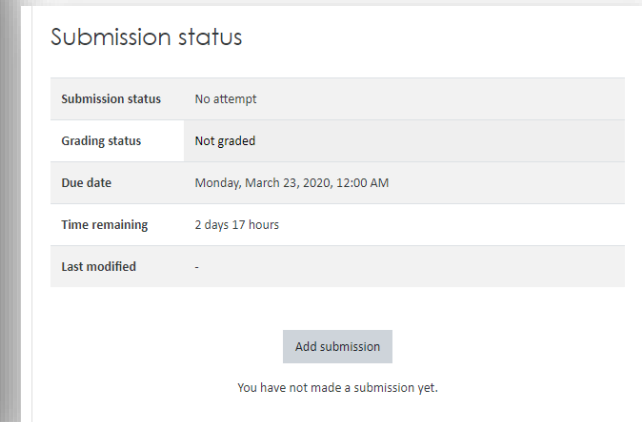
Choose the file format and select the file. Once the file has been selected, click “Save” on the top right corner to confirm your submission.

NOTE: To edit your submission, click into the assignment and locate the “Edit Submission” button.

If you have any issues navigating the app or accessing assignments, please contact helpdesk@hdmc.edu



List of Homework and Assignments requiring submission.



Assignment Submission Page

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Moodle Profile

Upon logging into your Moodle Account, it is important to upload a profile picture. This can be done by locating the drop-down menu on the top right corner of your Moodle page.

Open the dropdown menu and select "Profile."

Under the "User Details" section, click "Edit Profile."

Scroll down and locate the "User Picture" section.

Under "New Picture," click the file upload box to upload your profile picture.

Once uploaded, click the "Update Profile" button on the bottom to save.

