

Orientation to COTROnline / moodle

Introduction

COTROnline is the College of the Rockies' **eLearning** platform used by students to engage with online courses, as well as for face-to-face instruction. COTROnline is built on a platform called **Moodle**. Moodle is designed to be a user-friendly platform that allows you access resources and submit coursework.

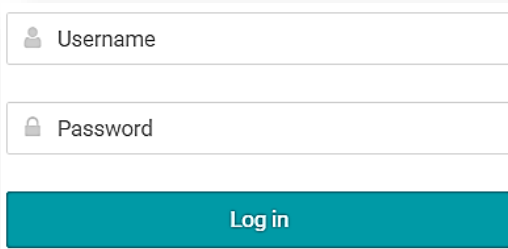
Part 1 – Accessing your account and courses

To access COTROnline, enter **cotronline.ca** into any web browser.

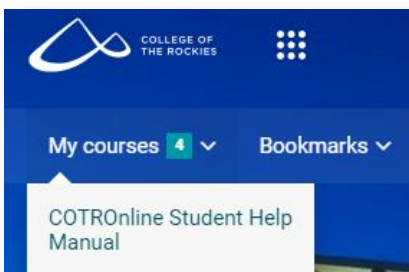
To login, select the **Log in** button located at the top-right of the homepage.



Your username will be set to your Student ID, for example, **c1234567**. Your password is set to your **network** password, the same used to login to Portal and Web-Mail.



Your courses are made available from the My courses dropdown. Note: if all your courses are inactive, i.e. they are hidden by the instructor, this dropdown will disappear.

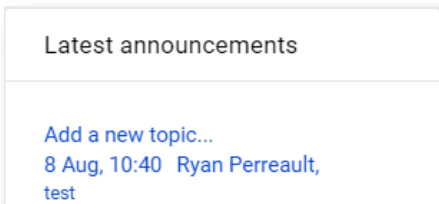


Part 2 – Navigating your courses

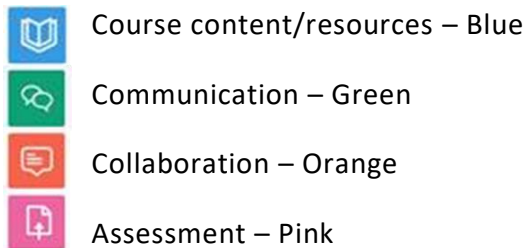
There are two viewing modes of the course content:

1. **Course Homepage View** – this is the landing page of the course which displays all the modules for the semester and the content and activities they contain
2. **Activity Page View** – this view begins once you open any activity or resource.

Once inside a course homepage, you can look to the **latest announcements** block at the top left of your '**Course Homepage**' view for updates.



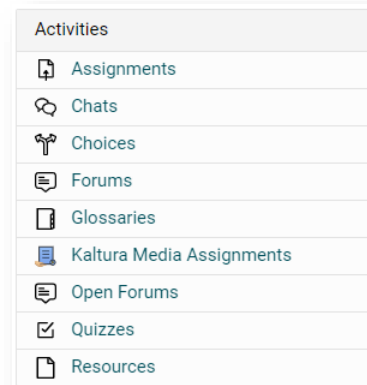
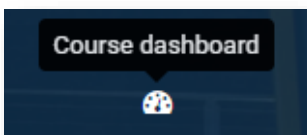
The different types of activities and resources within a course all have a unique **icon**, the majority of which are color coded by type:



A full reference for the icons is available through the Student Help resource and via this link:

[Legend for Moodle Icons.pdf \(cotronline.ca\)](#)

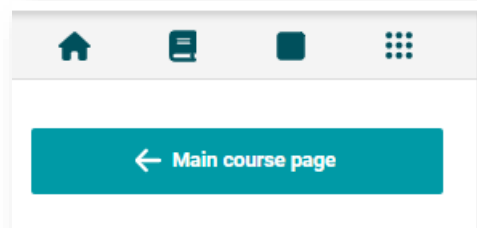
To access a **list of all activities**, as well as your grades and other shortcuts, select the **Course dashboard** button at the top-right of the course page.



Activity components that have **completion requirements** will display a variety of statuses down the left side of the Course Homepage that respond to different course actions (ie. “view” vs. “submit” vs. “receive a grade”).

When you open an activity or resource you will be presented with the **'Activity Page'** viewing mode. Note the menu options in the top-left corner.

- The 'house' icon, or Home, will allow you to exit and return to the Course Homepage.
- The 'book' icon, or Sections, will allow you to view all course sections and their activity and resource content.



Example Task: Submit an assignment.

From the Course Homepage - select the assignment activity from the relevant course section. You will now be in Activity Page viewing mode to view the assignment.

*Assignments are generally going to be pink icons, i.e.



OR: You can submit directly from the Activity Page view by selecting the Assignment from the content down the left side when you select the 'book' icon from the menu.

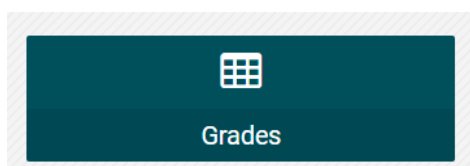
The Assignment page should describe the submission and assessment requirements and may contain a rubric if applicable. At the bottom of the assignment page is a green "Add submission" button.

On the next screen, when you are ready to submit, select "Save Changes."

Note: If there is a completion requirement set to 'submit assignment', you will now see a green "done" tag on the Activity in the Course Homepage.

Example Task: Access your grades.

From the Course Homepage – select the course dashboard icon in the top right of the page. Select the dark green "Grades" option to view your overall grade report for the given course.



Part 3 – Resource tabs in Main Menu of COTROnline Homepage

Aside from accessing course-pages via **My Courses**, COTROnline gives access to various help pages, and other resources for faculty and students. Below is a brief description of the different tabs available from the COTROnline homepage.



Bookmarks - Any homepage or resource page within COTROnline can be bookmarked for ease of access. *You are not able to bookmark from the Activity Page view.

My Dashboard - A full listing of past, present, and future courses will be displayed at the bottom of this page, under **Course overview**.

My Calendar - A full report of upcoming events and important dates.

My Media Galley - In this page you can add videos and images.



Student dropdown - This dropdown is a directory to various recourses for students, including a set of help pages for navigating COTROnline.

College Pages - This dropdown leads to other important sites related to the College of the Rockies, including AccessCOTR, LinkedIn Learning, Web-Mail, etc.

Messages - Opens a full chat window for messaging instructors and students.

Help – The help tab opens a guide for students.

For any requests or need of assistance associated with COTROnline, you can reach the **COTROnline help desk** at:

Email COTROnline@cotr.bc.ca

Microsoft Teams @COTROnline

Office 104

Local number 3737