

Let's.....

## Access Moodle™

To login directly to the Moodle™ site: <http://ost.teacherportal.org> (please note no "www" in this address). There is also a link on the OST website ([www.ost.edu](http://www.ost.edu)). Click on **MyOST** on the main menu, then select **Students** and find the link on that page.

This is what the online site looks like:

OST

Log in

Online Learning @ OST.edu

NAVIGATION

- Home
- Site news
- Student Handbook (Summer, 2013)
- OST Style Writing Guide (Summer, 2014)
- MDiv Final Project Rubrics
- Using the Reference Tab in 2007
- Courses

LOGIN

Username

Password

Remember username

Log in

Welcome to OnlineLearning@OST.edu!

Oblate School of Theology, founded and sponsored by the Missionary Oblates of Mary Immaculate, is a Catholic graduate and professional school which provides education for the church's mission and ministry in the world.

The institution prepares persons for pastoral ministry through academic study and supervised practice. Through degree and certificate programs the School strives to educate and form candidates for priestly ministry as well as lay ministries. The School offers opportunities for professional continuing education and personal spiritual renewal to those serving in church and society.

Oblate School of Theology models and fosters collaboration in ministry. It accomplishes its mission in cooperation with formation communities and other ecclesial and societal institutions.

The pastoral orientation of the School requires practical and reflective engagement with the multi-cultural, global reality of church and society. Drawing upon Oblate School of Theology's location and historical dedication to the Mexican-American presence in the Southwest, the learning, teaching, and research of the School pay particular attention to the diverse and rich Hispanic reality of the Americas.

Please check OST News for Announcements and Information!

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### Login

1. You must login to the site. There are two places you can login: at the top, right hand corner in the blue header or in the login box in the second box down on the left hand side of the screen. (Circled in screen sheet above).

2. Enter your username and password in the appropriate boxes. Your username and password are the same as your OST login for your computer and e-mail.

**However, do not type "@ost.edu" in the username.**

### Enrichment and Cross-registration students:

**Please follow the instructions given to you in the e-mail confirming your registration.**

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3. Once you are logged in, you should see a confirmation of your login with your name at the top, right of the screen. Additionally, all the courses in which you are registered will appear in three places (encircled below) along the left of the screen. If you choose to click on the link in the navigation block, you will be taken to a screen where all your courses will be listed with pertinent information regarding the course. Clicking from the other two places will take you directly to the course.

OST My courses

Sister

**NAVIGATION**

- Home
- My home
- Site pages
- My profile
- My courses

**MAIN MENU**

**Log in to Access Site News!**  
Click Site News for book list!

Site news

**MY COURSES**

- Faculty Training
- User Workshops
- All courses ...

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### Disclaimer

Each professor can individualize their course site. Therefore, not every site will be the same. It is up to the professor how the site will be organized. However, these are the most common attributes for the site. What I am suggesting in these notes may not be what your professor has chosen to do. Please contact the professor or me if you have any questions.

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### Course Organization

Most of the courses are set up in topics. You will notice that all the lectures, handouts, PowerPoint presentations, audio files, and assignments are organized in unit sections. Usually the dates for the unit are listed in each area.

In order to access a file, click on its link. You will probably get blocked from downloading the file unless you manually tell it to download. This is your computer's security measure, not OST's requirement. Follow whatever procedure you usually do when downloading attachments.

### Submitting Assignments

1. Find the link for the assignment, click on the link.
2. Click on the "Add Submission" button. The following screen appears:

**Upload File Assignment**

This is a demo for uploading a file to complete an assignment.

File submissions Maximum size for

#2

Files

#1

You can drag and drop files here to add them.

NAVIGATION

Home

My home

Save changes Cancel

3. If you know how to drag and drop, minimize the file submission screen, find the file you which to submit and drag it into the box where the large blue arrow is. (Marked #1) Otherwise, proceed with step 4.

4. Click on the **Add File** button (marked #2) in the above screen shot, choose **Upload a File** from the choices on the left hand side of the screen, then click **Browse** to find your file on your hard drive or flash drive. Select the file. You will be returned to the Moodle™ screen and the name of the file should be visible in the text box.

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5. Click on the "Upload this File" button. Once it is uploaded, it is visible on the screen in the area with the blue arrow (marked #1 in the screen shot).

6. **Click Save Changes at the bottom of the screen.**

7. You should see its name listed on the Add Submission screen.

### Changing Your Profile

On the Main Page on the left hand side of the site, (in the Navigation box), click on **My Profile, then View Profile**. Once on the Profile page, you can change or edit your personal information by clicking on the edit profile link in the Administration block on the right hand of the screen. Some information is not allowed to be edited for security purposes.

Some professors require that you upload a picture of yourself. Please note, the picture is to be a current image of **yourself – not a favorite saint or character from TV**. Moodle™ will crop your picture to a square 100x100. Therefore, for the best quality, you should crop the image beforehand to assure that Moodle™ won't cut off part of your image.