NEW EMPLOYEE:

Welcome! We are so glad to have you at LCU.

Once you have completed the New Employee paperwork and set up your LCU Authentication Method through Office.com, you will need to set up a Moodle account. Lubbock Christian University uses Moodle as our Learning Management System**, this will be where you find your Title IX training course.**

Use your LCU login credentials to set up your email authentication, upon completion, you will need to create your account in Moodle.

In order for your account in Moodle to be created, you will login to moodle.lcu.edu and follow the onscreen instructions to authenticate your Moodle account. You will be able to access Moodle but may not see Title IX training – Faculty and Staff yet. Once you complete that process, contact instructional technology or Kecia Jackson who will be able to assign you to your Title IX training course. *As an instructor, you have access to Moodle for all of the courses you will be instructing.*

If you need any assistance setting up authentication through Moodle, contact Chapdesk at 806-720-7100, chapdesk@lcu.edu, or you may come to the Chapdesk in the Technology Services building and they can help you set up the App on your phone and walk you through the authentication.

Contact Instructional Technology once authentication is set up or if you need further assistance in Moodle.

Chapdesk: Once you have completed your Employee Paperwork and received your LCU email and login credentials, LCU correspondence from the University will be delivered through your LCU email. Please add your account to your devices. FREE Assistance is available at Chapdesk in the Technology Services building. Chapdesk offers a variety of services including updating your computer's OS and security software, accessing your **free access to Microsoft Office** products, password reset, wi-fi access, access to Faculty Portal, and general computer technology troubleshooting. Additional information, How-To Documents and videos may be found in the Faculty Help Site.

Instructional Technology: Face-to-face, online, or hybrid courses – IT is available for Moodle Assistance, including Moodle course access and setup, creation of assignments, forums, and quizzes, gradebook, and Presentation Video Recording (VidGrid: available to all LCU students and faculty through Moodle courses or the website), e-Portfolio (Mahara: available in Moodle courses), document repository, notification and messaging, and Turn it In (Plagiarism checker). Further information, How-to documents and videos may be found at Moodle FAQ's or on the Moodle FAQ tab located on the Moodle Home Page.