Personalise my Moodle

What should I do if my course is missing?

Please contact your Module Leader in the first instance to check that:

a) They have made the course available to students.
b) Your name is on the Enrolled Users list in the Moodle course.

If both of these checks have been completed then you may have been denied access to the course from the Academic and Student Affairs office. You need to contact them directly on studentcentral@brookes.ac.uk.

Where do I get help with Moodle from?

Student support for Moodle is provided by Oxford Brookes Information Solutions (OBIS). Their contact details are available from https://service.brookes.ac.uk/brookes.

A Moodle support block is available from every course with links to self-help documents stored in our digital repository (RADAR). Just click on the links in the **Moodle Support** block. More generic help with e-learning tools is also available from https://wiki.brookes.ac.uk/display/BVhelp/Home.

Where have all the sections gone?

Your tutor may have chosen to hide all sections (weeks or topics) apart from the current section. If this is the case they will reveal the sections to you as you need them. Otherwise you may have clicked on the **Close all** link at the top of the first section in your Moodle course. To display all of the sections again click on the **Open all** link at the top of the first section.

Why am I not getting any emails about posting to forums?

Click on **My profile>View profile** from the left hand **Navigation** menu and then choose **Edit profile** from the left hand **Administration** menu. Click on the **Expand all** link at the top right of the screen. In the **Preferences** section set the **Forum auto-subscribe** and **Forum tracking** options to **Yes**. Then save your changes by clicking the **Update profile** button at the bottom of the page.

How can I stop getting emails about posting to forums?

Whilst you cannot completely stop receiving emails about posting to forums you can reduce the number that you receive by editing your profile options. Click on **My profile>View profile** from the left hand **Navigation** menu and then choose **Edit profile** from the left hand **Administration** menu. Click on the **Expand all** link at the top right of the screen. In the **Preferences** section set the **Email digest type** to either **Complete** or **Subjects**. Then save your changes by clicking the **Update profile** button at the bottom of the page.

Finally click on **Messaging** on the **Administration** menu. Remove the ticks from the relevant checkboxes (you will need to scroll as there are a lot of them) and then click on the **Update profile** button at the bottom of the page.

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