

# Getting Started in Moodle: Student Guide

Full Text

## **Getting Started in Moodle: Student Guide**

Are you ready to get started with Moodle?

This tutorial will help you to locate Moodle easily via Brookes webpages and give you some highlights.

You can start these tutorials anywhere and stop and restart anytime.

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## Why do I need Moodle?

Moodle is the Brookes' Virtual Learning Environment, or VLE, and you will use Moodle regularly to access course resources and submit assignments.

For your modules, you will use Moodle to access your reading list and module handbook and to complete your assessments.

This is also where you will receive important announcements, messages, and notifications about your courses.

You may be also asked to participate in discussion forums or take part in interactive activities depending on your course and module.

Your instructor will describe your module's Moodle course in detail during the first few weeks of each term.

While the following tutorials are meant to introduce you to your Moodle, there is a lot of diversity in course content and layouts depending on your course and programme.

You should contact your instructor if you have any questions.

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## Where is Moodle?

Moodle is accessed via the main Brookes student page or you can access Moodle directly via [moodle.brookes.ac.uk](http://moodle.brookes.ac.uk).

To access Moodle from the student homepage:

First, go to [brookes.ac.uk](http://brookes.ac.uk) and click on 'Students' in the top right corner of the screen.

The 'Quick Links' tab on the student homepage has many useful links, including links to Student Central, the Library, and your Brookes GMail account.

The other tabs also contain important links, such as to Wellbeing and the Centre for Academic Development (formally named Upgrade)-who will help you if you need personal or study support and links to other resources, such as Student Information training and support.

Bookmark this page so you have it for later.

Under 'Quick Links', click the bold 'Moodle login' link.

On the Moodle login page, enter your Brookes student number and password.

Note: If you are a new student, do make sure you are registered and enrolled before trying to sign into Moodle.

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### Okay, I'm logged-in...now what?

This is your default Moodle Dashboard.

Your Dashboard includes your course overview, your calendar, upcoming events, and your messages. You should check for important announcements and notifications concerning your course at least once a week. Click the 'bell' icon to reveal any notifications, such as forum announcements and when your feedback has been released for an assessment.

Your Moodle courses are displayed in the 'Course Overview' block. There are several options to find your courses from this block. If this block is set to 'In Progress' it will show you all of your Moodle courses that are currently running. If you cannot see one of your expected courses, it may be located in 'Future' courses. If your modules are not visible for the current term, then your instructor may not have made them available yet. Courses are only listed as in progress after Week One. Once a course has ended the course will be moved to 'Past' courses.

You can navigate between courses using the navigation tray. To open or close the navigation tray click on the pink hamburger icon in the top left corner.

There are several other important resources available from the Moodle page, many located in the top bar of Moodle, including links to Library resources, IT Training, support for submitting assignments and finding your feedback, and your Student Union.

You can customize your Moodle by adjusting the order of the blocks on the screen, adding useful new blocks, and by editing your profile.

Editing your profile will give you a more personalized experience in your Moodle course, and will help your instructors and fellow students recognise you in discussion forums and other activities. To edit your profile, click on the down arrow next to the blank profile image and then 'Profile'. From this screen, click 'edit Profile' in the centre of the screen. Scrolling down this screen you will see a space to add your User Image (either use drag and drop or click the page icon to 'Add' a file). Note, if you need to edit your name or email address, you should contact Student Central.

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## What will my Moodle course look like?

Select the Moodle course you would like to view by clicking on its title.

The layout of your Moodle course will depend on your faculty, programme, and module.

There is quite a lot of variety. Yet, there are some standard features.

Moodle courses are generally displayed in 2 columns.

The main column contains all course activities and resources. The top of the course page will include important information and the Announcements forum. You should check the Announcements forum regularly to make sure that you receive important information and updates from your instructor.

Most blocks contain further course information or university-wide information and links. Some instructors may add blocks containing their contact details or a block with links to all course activities.

The hamburger icon on the top left corner of the course will open the navigation tray. Use the navigation tray to switch between different sections of the course, view your grades, and to return to your dashboard.

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### How do I navigate my Moodle course?

Depending on the layout of your Moodle course, you'll have several options to get to your course materials.

First, your navigation tray will have links to not only your dashboard and your other Moodle courses, but also to course sections. Clicking on the section titles will bring up the course section in the main content column.

Second, in the top bar there are breadcrumbs to navigate back to the main course page. You should use these breadcrumbs rather than use the back button on your browser.

There are three layouts that you may experience in your Moodle courses, which have different navigation options.

One course layout gives a list of all course sections displayed on one screen. Sections may be divided by topic and theme or by weeks in the term and there is quite a variety in how these are displayed.

Some courses may have these topics or weeks 'collapsed.' You must then click on the topic or week's header (its title) to 'open' the topic and view the content.

The content will either open on the same page, or on a new page. If the content opens on a new page, then use the breadcrumbs to navigate back to the main course page.

A final course layout is called the 'grid' format. For courses in grid format, you will be presented with a selection of images that link to different content pages. Clicking on the images will reveal the content page.

Often the most important sections, no matter the course layout, are the first two sections (or the first and last section).

One section (usually the first section) will include your course overview, course handbook, and reading list, and the other section (either the second section or the last section) will include your main course assessments or dropboxes.

Note: This may not be the case in your course or module, so do check with your instructor.