Getting started with Moodle – student guide

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2 What is Moodle?

Moodle\(^1\) is the system which provides our web based Virtual Learning Environment (VLE).

Moodle has been designed to complement your face to face seminars, allowing you to:

- Access all course materials and templates
- Submit your work including project plans and assignments
- Use discussion forums to take part in group work
- Find help on how to do the above or other activities e.g. how to use the electronic library
- See feedback and results

Your academic adviser will tell you what is expected of you in Moodle.

3 How do I access Moodle?

Go to the Moodle login page

(Found via the Oxford Brookes University homepage via the Students > Virtual Gateway menu)

Enter the student number and password that you have been provided.

*Do not choose to remember the username/password if you are on a shared or public machine.*

Once you click the ‘Log in’ button you will be taken to ‘Dashboard’ course overview page.

*If you cannot login, check the details that we have supplied carefully and retry.*

If you still have problems with your login, email ipc_courses@brookes.ac.uk

\(^1\) Modular Object-Oriented Dynamic Learning Environment
3.1 Problems logging in later? Forgotten password?
If you have problems or have forgotten your password contact Oxford Brookes IT Services helpdesk, give them your student number and let them know you are an ‘off campus’ IPC Student: Telephone 01865 483311

3.2 Once you’ve logged in
Your ‘course overview’ page displays the course that you are enrolled on, click the link to open the course contents (see section 5)

4 Moodle email notifications
When you enrol with Oxford Brookes University you automatically get assigned a student email account hosted by Gmail.

You will be notified of submissions and tutor feedback via emails to this account however you can automatically forward these notifications to your usual email address.

4.1 How to forward Moodle notifications to your usual email address
We appreciate that it’s difficult to run multiple email accounts so we advise changing the following setting to forward any Moodle email notifications to an email address of your choice:

When logged in, click the top right hand corner of your screen where your name appears to show the following drop down menu:

Click on Preferences to take you to the User account menu:
Click on Notification preferences

Click the gear icon next to Email

In the box labelled ‘Send email notifications to’ enter your preferred email address. Choose Save changes.
5 Moving around Moodle

5.1 Course overview page

When you first login, the course overview page is displayed, for example:

- Click on the course name to access
  - Course forum/s
  - Help and frequently asked questions (FAQs)
  - Course materials/Teaching materials from each of the modules/teaching days
  - Turnitin originality tool (to check your assignment and produce an originality report)
  - Drop-boxes for you to submit assignments and other documents such as project plans
5.2 How do I move around the course page?

To move around the course page:

Use “breadcrumbs” to jump between the sections.

Click on sections to expand / reveal their contents.

Use the menu as well.

And scroll down if you cannot see all sections of your course.
5.3 What to do if you get lost

Click on the course name in the navigation menu or the breadcrumbs. With the whole course displayed you can scroll to, and then open, the section you need.

6 More help

If you have problems logging in, or have forgotten your password, see section 3.1 above.

For more help:

Login to Moodle

Go to the Help and Frequently Asked Questions section on the Course page, as shown above. This section includes:

- Frequently asked questions
- Moodle Help:
  - How to embed a file in a Word document
  - How to submit a project plan
  - How to submit a personal development plan/line manager observation statement (TMDP & MMDP courses)
  - How to submit an assignment
  - Instructions for using the electronic library, including how to use ‘Cite Them Right’ referencing software
  - Brookes quick guide to IT services
  - Personal Information Portal (PIP) How to get a student card