

Getting started with Moodle – student guide

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1 What is Moodle?

Moodle¹ 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
- 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.

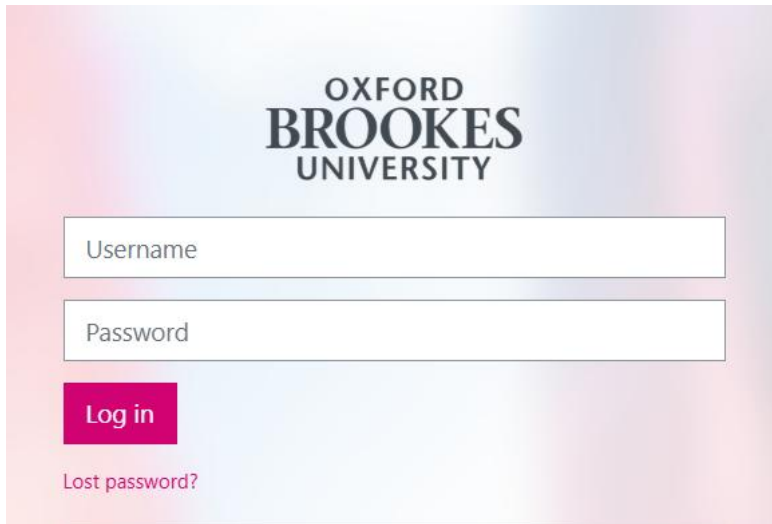
¹ Modular Object-Oriented Dynamic Learning Environment

2 How do I access Moodle?

Go to the [Moodle login page](#)

(also found via the [Oxford Brookes University website](#))

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

The image shows the Moodle login page for Oxford Brookes University. At the top, the university's name 'OXFORD BROOKES UNIVERSITY' is displayed in a serif font. Below this, there are two input fields: 'Username' and 'Password'. A red 'Log in' button is positioned below the password field. At the bottom left, there is a link that says 'Lost password?'. The background of the login area is a light blue gradient.

Your password can be reset here <https://iam.brookes.ac.uk/sfpr/> by entering your student number – a reset link will be sent to the email address you provided when you enrolled.

2.1 Once you have logged in

Your '**Dashboard**' page displays, click the **My courses** link in the top menu, then click the course name to open the contents

3 Moodle email notifications

When you enrol with Oxford Brookes University you automatically get assigned a student email account hosted by Gmail. This will be your **student number suffixed by @brookes.ac.uk**

You can **automatically forward Moodle notifications** to your usual email address – see next section.

By default, you will be notified of submissions and tutor feedback via emails to this account.

You can login to this account here: <https://mail.google.com/a/brookes.ac.uk>

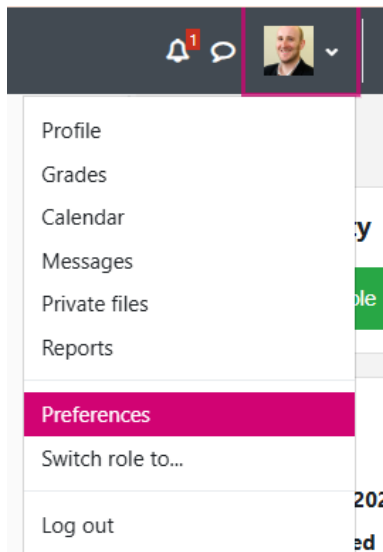
Your username is e.g. 1234567@brookes.ac.uk

Password is the same as Moodle

3.1 How to forward Moodle notifications

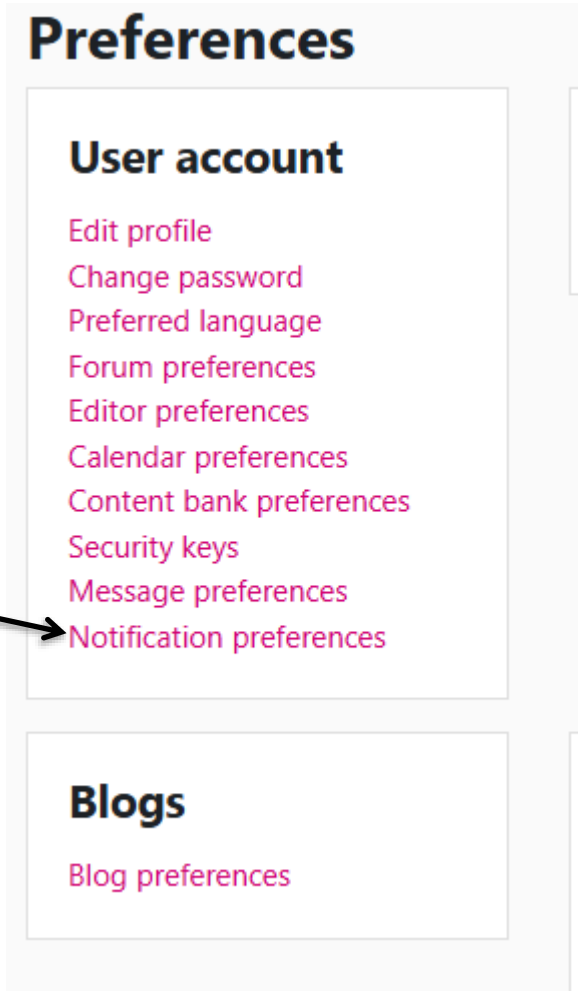
We appreciate that it's difficult to run multiple email accounts so we advise changing the following setting to forward any Moodle email notifications to an email address of your choice:











When logged in, click the icon at the top right hand corner of your screen to show the following menu:



Click on **Preferences** to take you to the **User account** menu:

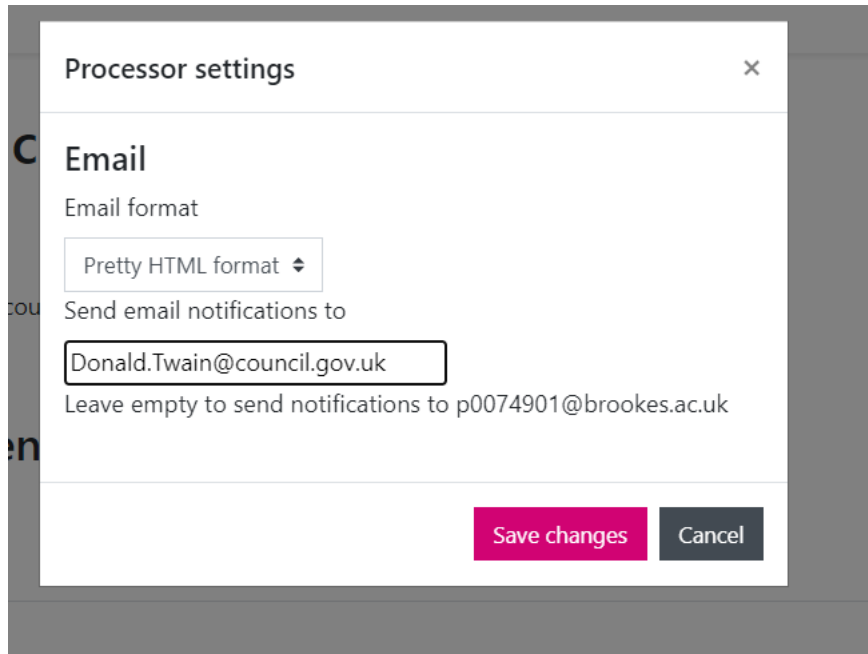
Click on **Notification preferences**



	Web	Email 
		
		Locked on
		Locked on
		Locked on
		
		

Click the gear (settings) icon next to **Email**

Add your preferred email address and **Save changes**



The screenshot shows a 'Processor settings' dialog box with a close button (X) in the top right corner. The 'Email' section is active, showing 'Email format' set to 'Pretty HTML format' with a dropdown arrow. Below this, 'Send email notifications to' is followed by a text input field containing 'Donald.Twain@council.gov.uk'. A note below the input field states 'Leave empty to send notifications to p0074901@brookes.ac.uk'. At the bottom right of the dialog are two buttons: 'Save changes' (pink) and 'Cancel' (grey).

4 More help

If you have problems logging in, or have forgotten your password, see section 2 above.

For help with using Moodle:

Go to the **Help and Frequently Asked Questions** section on your course page in Moodle.

Lots of information to support studying can be found here <https://www.brookes.ac.uk/students>

Support from IPC can be sought by emailing ipc_courses@brookes.ac.uk or calling 01865 790312 and choosing option 3.