

Getting started with Moodle – student guide

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2 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
- 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?

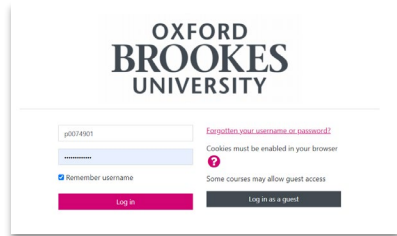
Go to the [Moodle login page](#)

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

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

¹ Modular Object-Oriented Dynamic Learning Environment

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



If you have forgotten your password contact [Oxford Brookes IT Services helpdesk](#), be ready with your student number and let them know you are an **'off campus' IPC Student**:

Telephone **01865 483311**

3.1 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. This will be your student number suffixed by [@brookes.ac.uk](#)

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

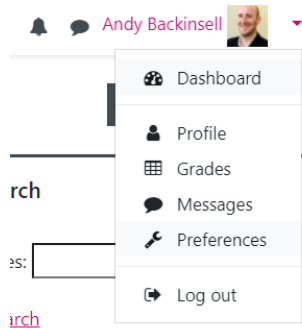
By default, you will be notified of submissions and tutor feedback via emails to this account.

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

4.1 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 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:

Dashboard / Preferences

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Course preferences](#)
- [Calendar preferences](#)
- [Security keys](#)
- [Message preferences](#)
- [Notification preferences](#)

Click on **Notification preferences**

Dashboard / Preferences / User account / Notification preferences

Notification preferences

Disable notifications

	Web		Email	
Assignment	Online ?	Offline ?	Online ?	Offline ?
Assignment notifications	On	On	On	On

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

5 Moving around Moodle





5.1 Course overview page

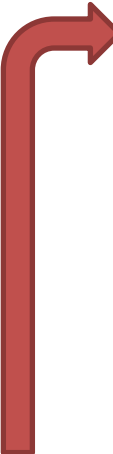
When you first login, the **Course overview** page is displayed, for example:

Course overview

▼ All (except removed from view) ▼

☰ Course name ▼ ☰ Summary ▼

	Advanced Diploma in Leading Care Services (ZH55) ...
	PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51) ... The Certificate of Credit in Commissioning and Purchasing for Public Care is a postgraduate short course provided by the Institute of Public Care (IPC), which is part of the Faculty of Humanities and Social Sciences at Oxford Brookes University.
	Postgraduate Certificate: Managing Practice Quality in Social Care [Institute of Public Care, Bath] (ZH50) ...
	Postgraduate Certificate: Strategic and Operational Leadership in Social Care [Institute of Public Care, Bath] (ZH53) ... The transformation of social care set out by the Social Services and Well-being (Wales) Act 2014 requires everyone working in social care to think and behave differently in terms of the commissioning and delivery of services. Middle managers play a key role in this as local leaders within their own organisations and across local partnerships. This national



Click on the course name (*you will only see courses you are enrolled on*) to access the content.

5.2 How do I move around the course page?

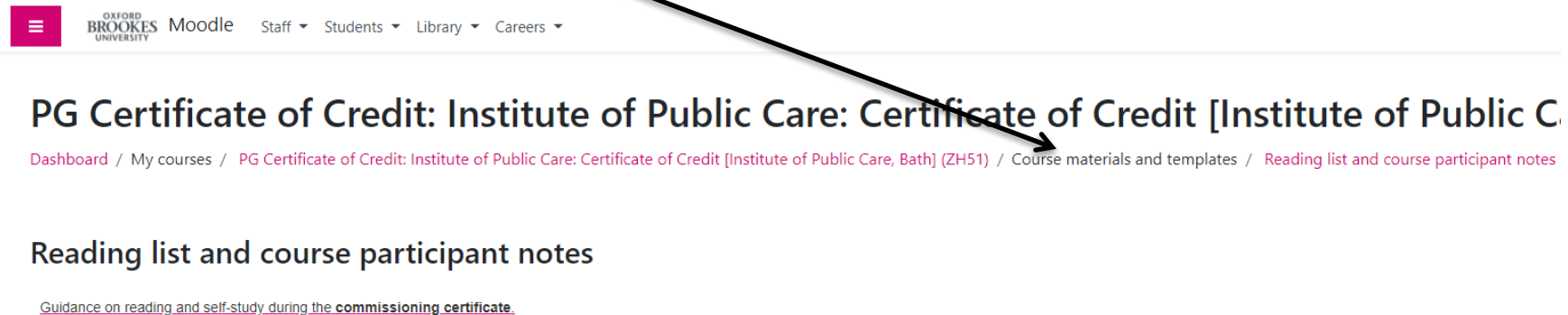
Toggle the Left-Hand menu on/off using the button in the top left:

Click on sections to expand / reveal their contents

The screenshot displays the Moodle interface for a PG Certificate of Credit course. On the left, a purple sidebar menu is visible with options like 'Participants', 'Badges', 'Grades', and 'Dashboard'. The main content area is titled 'PG Certificate of Credit [Institute of Public Care, Bath] (ZH51)' and contains several expandable sections: 'Teaching days 1 & 2', 'Teaching days 3 & 4', 'Project Plan / Outline dropbox', 'Turnitin Originality tool', and 'Assignment dropbox'. The right-hand sidebar includes sections for 'Live sessions', 'Completed recordings', 'Podcast feeds', 'Links', 'Reading list and course participant notes', 'Search forums', 'Latest announcements', and 'Upcoming events'. A red text box at the bottom of the page reads: 'Scroll down if you cannot see all sections of your course.'

You can also move around Moodle via the breadcrumb trail.

Use the “breadcrumb”
to jump between the
sections



The screenshot shows the Moodle interface for the 'PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public C]'. The breadcrumb trail is: Dashboard / My courses / PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51) / Course materials and templates / Reading list and course participant notes. The 'Reading list and course participant notes' section is highlighted, with a link to 'Guidance on reading and self-study during the commissioning certificate.' An arrow from the text box above points to the breadcrumb trail.

6 More help

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

For help with using Moodle:

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