Moodle Quick Start Guide for Students

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What is Moodle?

Moodle ([www.ucl.ac.uk/moodle](http://www.ucl.ac.uk/moodle)) is UCL's online education platform. Within Moodle are spaces corresponding to your modules, and within each space you will find a range of possible information, materials and activities.

Almost all taught modules have a Moodle space.

Logging into Moodle

Go to [www.ucl.ac.uk/moodle](http://www.ucl.ac.uk/moodle) in your browser. Log in using your UCL username and password. This is the same username and password you use to access other UCL services e.g. the Library or UCL email.

Forgotten your login details?

Finding your modules & Navigating Moodle

Once you are logged in you'll arrive at the My home page.

On your My Home page, the Course Overview displays links to your modules. You can see any modules you have been enrolled on by selecting the Courses tab in the Course Overview section. If you can't see these, you can use the Search Courses box on the right to find another Moodle course. Search by Module code (e.g. ELEX1002) or name. Click the name of the course you want to enter. If the course has an enrolment key (password), ask your tutor or course administrator what it is.

The Upcoming Events block on the right hand side alerts you to time-sensitive elements which may need your attention, such as Forum posts or deadlines.
The **Recently accessed courses** shows the most recent courses you have accessed.

When you click a link to one of your modules, its Moodle page displays. There you’ll find materials and activities relating to that module.

Links to key activities can be found in the **This Course** tab at the top of the page.
On the right are **blocks** – these can contain additional tools or links.

To view other modules, use the **Navigation Bar** which displays horizontally close to the top of the page. It both shows where you are in Moodle and allows you to move around Moodle. It is a good way to move between the module spaces.
To hide the Blocks, press the toggle in the top right corner, which should expand your course overview as shown below. You can show the blocks again by pressing

Viewing your electronic feedback

Assessment feedback returned to you via Moodle will be available all in one place, from the Moodle MyFeedback report.
To access the report:

- Hover over your name (top right of page) to activate a menu.
- Click on MyFeedback.

For further help using MyFeedback please refer to MyFeedback for students.

Reasons to update your profile

Your Moodle profile can help your fellow students and your tutors put your name to your face. We think this will be immensely helpful, especially in your first few weeks here when everything and everyone is new. So unless you have strong objections, please do add a picture of your face and also check your timezone.

To edit your profile:
1. Hover over your name (top right of page) to activate a menu.
2. Click Edit Profile.

   - **User picture:** do include a distinctive User picture. A picture of your face will help staff and students get to know your name. Your image will be cropped & resized automatically to 100 by 100 pixels.
   - **Name:** if your name is incorrect, please contact the Service Desk (servicedesk@ucl.ac.uk) to change it for you.
   - **Timezone:** The Timezone field is used to convert time-related messages on the system (such as assignment deadlines) from the local timezone (the time in London) to the correct time in whichever zone you have selected. Check this is set to your local timezone.

3. Edit the fields.
4. To save, scroll down and click Update profile.

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### Reducing emails from Moodle

If you find you get too much email from Moodle, you can change your settings so that Moodle only sends you one digest every afternoon, containing all of the emails from that day.

To do this:

1. Click your name (top of each Moodle page) to activate a menu.
2. From the menu select Preferences; your Preferences page displays.
3. Click Forum preferences.
4. You need to change the **Email Digest Type** to ‘Complete (daily email with full posts)’. To save, click **Save changes**.

Note that if you are involved in a conversation on a Moodle forum and want to check more frequently, you can either change this setting, or log in and check the Forum.

Updating your accessibility preferences in Moodle
1. Click on your name on the top right of Moodle to open up the user menu.
2. Select Accessibility Tool
3. You can change the following options:
   a. Colour scheme
   b. Font style
   c. Readability
   d. Text size

Need help?

- For where to find something or how to use something, first ask the person in your department who owns it (e.g. your tutor or departmental administrator).
- For technical questions, contact the UCL ISD Service desk - they are really good on the phone.