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 and 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

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

Any modules you have been pre-enrolled on will display there - if you can't see these, then you can use the **Search Courses** box at the top 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.
Navigating Moodle

On your My Home page, the Course Overview displays links to your modules, and alerts you to time-sensitive elements which may need your attention, such as Forum posts or deadlines.

When you click a link to one of your modules, that Moodle space displays. There you’ll find materials and activities relating to that module - they usually display in the large central section.
On the right and/or left are blocks – these can contain extra useful 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.

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:

- From the My home page, click on the link in the MyFeedback block; or
- Go to your profile, by clicking the link under your name in the top-right corner of any Moodle page, and under Reports, 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. Also check your timezone.

To edit your profile:
1. Click your name (top of page) to activate a menu.
2. Click Profile; your Profile page displays.
3. Click the link to 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:** check this is set to UK time, since this may affect when you can access scheduled events such as assignments or tests.

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

### Reducing email 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. Select (for example) ‘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.

**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.