



Welcome to Moodle

>> What is Moodle?

Moodle is the University's Online Learning Environment, designed to enhance your learning experience by providing access to online course materials, activities, online assignment submission and communication tools. *By accessing Moodle you are agreeing to the terms and conditions of use described on the City University website.*

>> How do I access Moodle?

- 1) Login with your username (e.g. ab123 or abcd123) and password. Make sure that you have first activated your user account – you can do this at <https://uss2.city.ac.uk/csd/it-activation>.
- 2) For access on campus, click on the Moodle **desktop icon**. If you are off campus, open a web browser like Firefox and go to <http://moodle.city.ac.uk>.
- 3) Enter your username and password and click Login.



Recommended browsers for use with Moodle are:

- Firefox
- Microsoft Internet Explorer (version 7)

>> What do I do once I'm logged in?

When logged in, you will be on the Moodle Homepage, called **MYMOODLE**. This gives you access to the modules you are enrolled on, displays a **Calendar** with entries relating to key dates in these modules, and shows information and functionality that is relevant to your programme.

To access a certain module, click on your **School Heading** to expand that section, and select the relevant module from the list. You may need to scroll down the page.

The screenshot shows the Moodle homepage interface. At the top, it says 'CITY UNIVERSITY MOODLE SYSTEM'. Below that is a 'Calendar' section for August 2010. To the right, there is a 'Welcome to Moodle' message and a list of courses under the heading 'My courses'. The list includes:

- Cass Business School (18)
- Central Services (2)
- City University (1)
- Learning Development Centre (20)
- Miscellaneous (71)
- School of Arts (19)
- School of Community and Health Sciences (79)
- School of Engineering and Mathematical Sciences (12)
- School of Informatics (13)
- School of Social Sciences (64)
- The City Law School (2)

MYMOODLE page

>> How do I navigate in Moodle?

Navigating Moodle is similar to navigating a web page. You can click links to open documents or new pages, and use the forward and back browser buttons. Your module will be laid out in columns, with resources and activities in the centre column. Resources and activities will be organised by either topics or week.

In the right and/or left columns, you will have further content and tools housed within 'blocks'. You can expand or hide what you see in the blocks by clicking on the **+ or - signs**.

To move back to the Moodle homepage when within a module click on the **MYMOODLE** link on the navigation bar at the top right of the screen. From here you can select another module.


The breadcrumb trail in Moodle allows you to go back as you move through content. Click on the section of the trail you would like to return to.

LEARNING TECHNOLOGY INDUCTION (2010/11)

GEN_E-Learning_Induction_and_Resources_YEAR_2010-11 > Forums > Welcome Forum

Breadcrumb trail

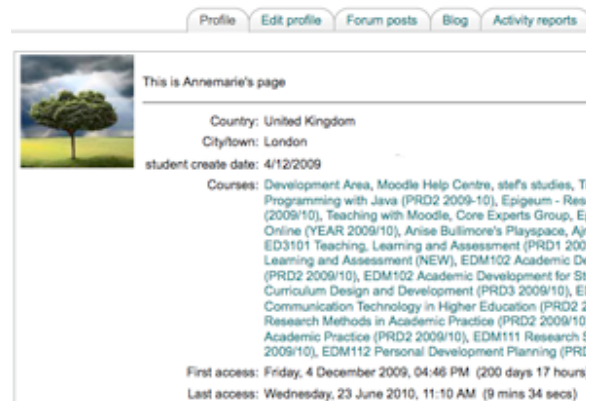
The **Jump to...** menu is an alternative way of quickly navigating to any point on a module once you have opened an Activity or Resource. The **Jump to...** menu displays on the top right of the screen.

If you had more than one week/topic displayed on your course, and you can now only see one, you have hidden your content. Click on the 'show all weeks/topics' icon to the right of the week/topic that is visible:  This will display all of the other weeks/topics.

>> **What is my Moodle Profile?**

Your Moodle Profile is what other City University Moodle users can see about you. You can upload a picture and details about yourself.

To add information to your Profile, click the word **Profile** in the top navigation bar. From there, choose to **Edit Profile** where you can add a picture and other information. Remember that your Profile and picture can be viewed by the entire City University community.



Profile page

>> **Where do I go for help?**


Your course officer or administrator

They will enrol you on the correct modules and solve administration problems.

Computing support

For queries about Moodle or your user account or password, drop in to the computing support centres, email response-centre@city.ac.uk, or phone 020 7040 8181.

Moodle Help

When you see the question mark icon  next to a tool or option, click it to see a pop-up help window.

Except for periods of maintenance (normally undertaken on Tuesday mornings between 8am and 9am GMT/BST), Moodle is available from anywhere with internet access, 24 hours a day 7 days a week. Please check news and calendar entries on Moodle for additional information about scheduled server downtime.