

Moodle Short Guide for Students

Updated September 2nd, 2014

Access Moodle: using any web browser and go to <http://moodle.stu.ca>

Log-in: Enter your **Computer Network Username** and **Computer Network Password** in the log-in boxes near the top of the page. It is the ID and PW you would use to log into a computer on the STU campus. (**Not** your STU email ID and PW) and (**Not** your WebAdvisor ID and PW)

If you do not know your **Computer Network Username** and **PW** – the Computer Help Desk in Dunn can help you.

Creating a profile: The first time you log on you will have to generate a **profile**, and insert the **email address** to which Moodle/course related materials will be sent. This can be any email account you like. Please be aware that if the email account you list is incorrect, is full or is not the one you frequently check, you could very easily miss important information from your professor. Also, there have been reported problems with Yahoo mail and gmail. Both of those have blocked some emails to students. I highly suggest you use your STU email address.

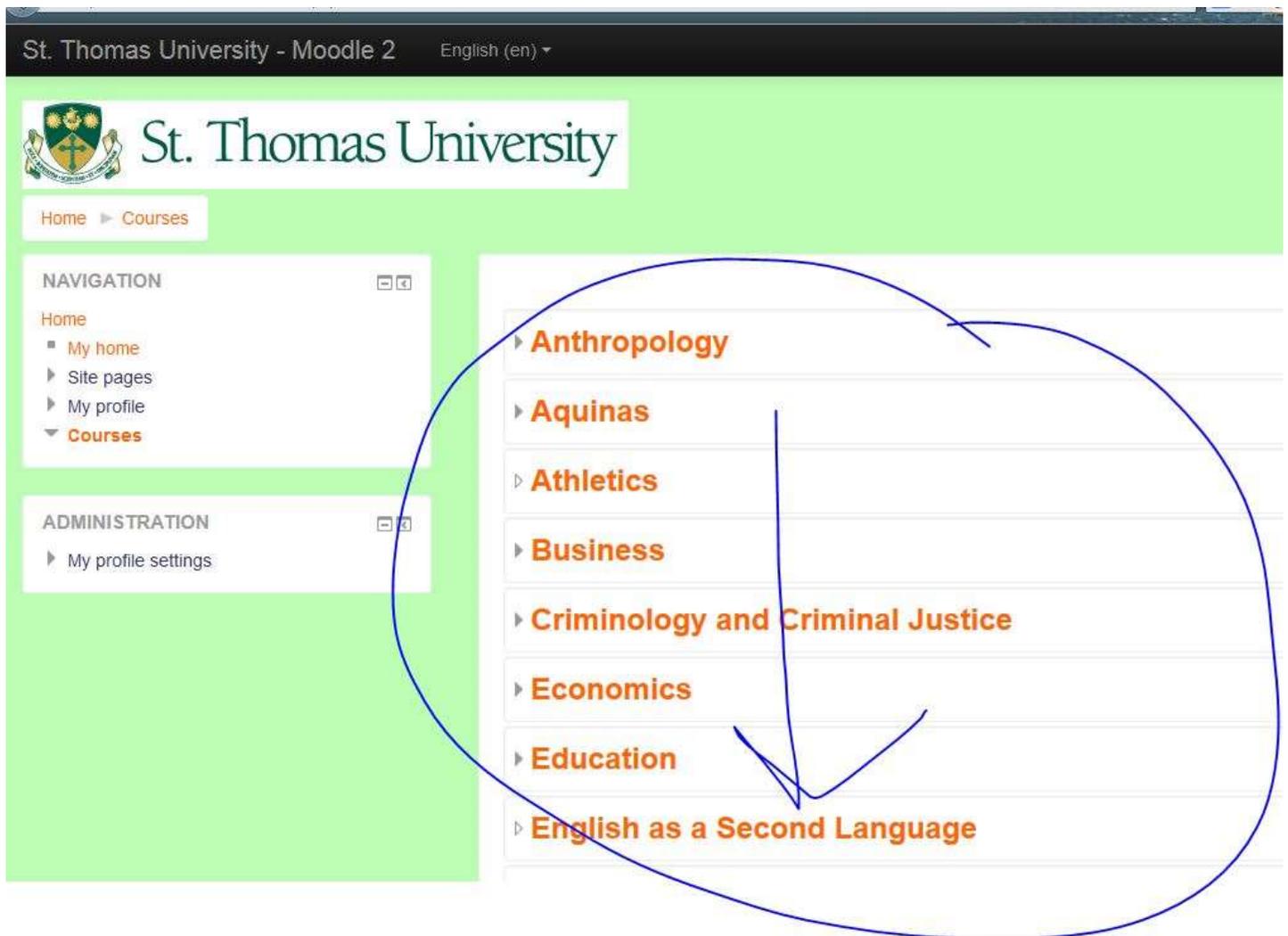
Make sure to complete all the boxes with a red asterisk by them - these are required fields. You can add other info as you like. It is a good idea to add a photo - this helps other students know who you are and immensely helps the instructor get to know everyone.

Once you have finished, click on 'save' near the bottom. A message will appear indicating that a confirmation email has been sent to your email account (the one you put in while you were creating your profile). You will need to check that email account and click on the link in the verification email. You now have full access to Moodle and can log on again, if necessary.

Enrolling in a Moodle Course. When you login with your profile you will see a list of all of the available courses on Moodle. You can scroll down through them all and click on the ones in which you are registered. Or ...

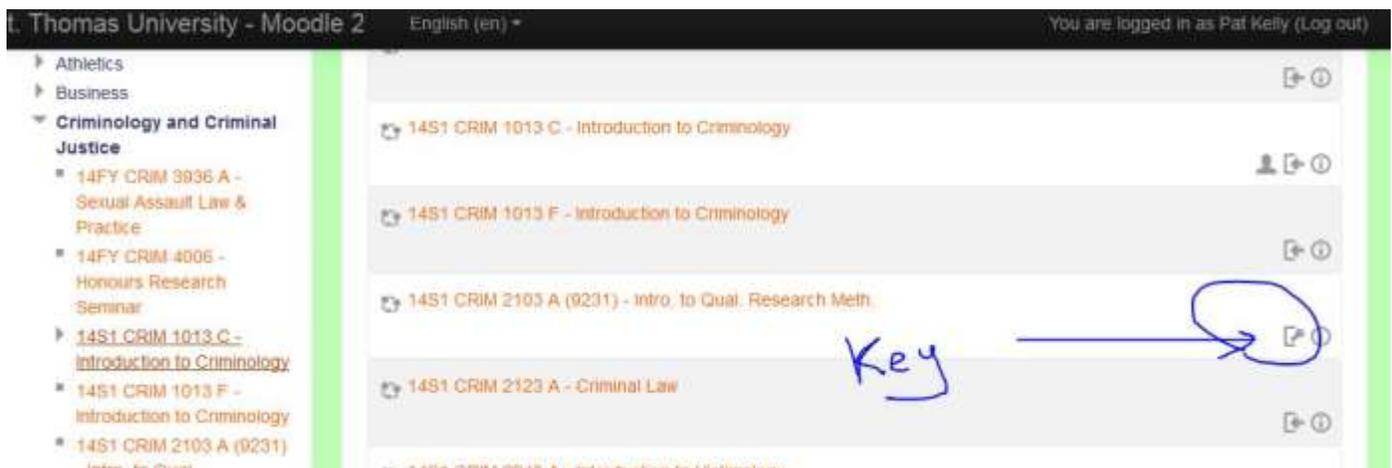
The screenshot shows the Moodle login page for St. Thomas University. The page has a green header with the university logo and name. Below the header, there are three main sections: a navigation menu on the left, a central login area, and a calendar on the right. The navigation menu includes 'MAIN MENU', 'NAVIGATION', and 'ADMINISTRATION'. The 'NAVIGATION' section has a 'Courses' link circled in blue. The central login area has a 'To Log in:' section with instructions: 'Username is your Computer Network Account ID' and 'Password is your Computer Network Account password'. Below this, there is a section titled 'Available courses' circled in blue, listing two courses: '1S1 ANTH 1013 C - Introduction to Cultural Anthropology' and '14FY ANTH 3806 A1'. The right side of the page features a 'CALENDAR' and a 'Faculty - to course for y' section.

... or, you can click on the word "Courses" over to the left and see the Course Categories. Choose the Category and then pick your course.



If you wish to access a course in English Language and Literature, click on that Category. You will see information about that Category and a listing of all courses in that category. Caution – some categories have more than one page of course listings.

If the course name has a key to the right of it, you need an **Enrolment key** to get in and your professor will have that for you. If there is a blue circle with an "i" in it – you can click on that and see what the professor may have given as a Summary of the course.



The screenshot shows the Moodle course page for '14S1 CRIM 2103 A (9231) - Intro. to Qual. Research Meth.' The page title is 'Enrolment options'. The teacher is listed as 'Duncan Philpot'. A description of the course is provided. Below the description, there is a section for 'Self enrolment (Student)' which includes an 'Enrolment key' input field and an 'Unmask' button. Blue annotations include a circle around the course title, an arrow pointing from the course title to the 'Unmask' button, and a circle around the 'Unmask' button itself.

Enrolment options

14S1 CRIM 2103 A (9231) - Intro. to Qual. Research Meth.

Teacher: **Duncan Philpot**

The purpose of this course is to introduce students to qualitative research methods. Students will learn the theoretical and epistemological foundations of qualitative methods and explore a number of data collection methods inherent to qualitative research, as well as critically evaluate and make appropriate use of secondary information sources.

Self enrolment (Student)

Enrolment key

Unmask

Once into the course, explore as much as you like. Some professors choose to post your grades into your Moodle page. No one else can see the grades, just you (unless they are peeking over your shoulder). There may be readings, assignments, news and activities. Each professor works in Moodle by their choice and each chooses what they will post.

Three Things to remember

ONE - At STU you have three sets of IDs and PWs

- A STU email ID and PW
- A STU WebAdvisor ID and PW
- A STU Computer Network ID and PW (this one and the Moodle one are the same and are linked) ID and PW.

When you first set up your Moodle Profile, you needed to put in an **email address**. Moodle would send an email to whatever address you put in, for you to confirm your Moodle Profile. Your STU Computer Network ID and PW (what you use to log into a STU computer in a STU lab to connect to your :F drive) is what you use to login to Moodle.

If you need help with your STU Computer Network ID and PW, please go to the Computer Help Desk on the second floor of the building with Tim Horton's in it (James Dunn). Once you get your Username and password, make sure you try it **right there in the computer lab before you leave**. That way, if you encounter a problem, you can get help and save coming back.

TWO – Changing your Moodle Password

If you do need to change your password all you need to do is to change your STU Computer Network PW and your Moodle PW will automatically change to match it.

THREE – Getting out of Courses

If you accidentally enrol in the wrong course there are two ways to un-enrol. Ask the professor of the course, they can remove you. But, that might be a bit embarrassing, so, just send a polite email to Moodle@STU.CA Make sure you say exactly what course you need out of. (ie. 14S2 ENGL 1234 A – A history of English) I need all of that information in order to get you out of the correct course.

If you need assistance, email Moodle@STU.CA

Moodle Support