

How to access your course area on Woodbrooke's Moodle site

- Go to the Woodbrooke Moodle site at <http://moodle.woodbrooke.org.uk>.
- Log in in the box at the top right of the home screen (or just under the page title).
 - If you are already registered with Woodbrooke's Moodle site, just use your existing user name and password
 - If we have registered you on Moodle, please use the username and password that you have been given by your tutor or course administrator
- Once you have logged in, just click **My Menu** in the top right of the screen. All courses you're enrolled on will be displayed in your **My Menu** area. Click the title of the course you wish to access.
- Another way to find a course is to click the **Course Categories** button on the Woodbrooke Moodle home page. On the next screen click on the course category for your course, then select the name of your course.

eg. Course Category: * Treasurers and Trustees*

Course name: *Quaker Treasurers' abc*

- You could save the Woodbrooke Moodle site, or your course area on Moodle, in the 'favourites' list or 'favourites' bar of your internet browser, to make it easy to find in future.

Passwords:

- If you want to change your password to something more personal and memorable to you, you do this by going to your personal area (or 'dashboard'). You can do this by clicking on **My menu** in the top right of the Moodle screen. Then click on your name. This takes you to your personal area.
- Under 'User details' click **Preferences**. On the next screen, under 'User Account', click **Change password**. Enter your current password, then your new password in the relevant boxes and click **Save changes**.
- If Moodle tells you it is sending a confirming email and this doesn't appear in your inbox, do check your junk mail folder as Moodle's automated emails sometimes get filtered out by spam and junk mail filters.
- If you forget your password, you can request a new one and Moodle will automatically send a new one to your email address. You can then change your password to something you will remember.

Finding your way around a Moodle course

There's more about this in our Help area – click the **Help** button on the Woodbrooke Moodle home page, or use the **Help** link at the bottom of each page of our Moodle site. In the meantime, here's some introductory info:

- each course is laid out with the course welcome information and contents list at the top of the course page
- the section headings in the contents list link to the different areas of the course. Just click the link for any section and you will be able to access the resources in it (unless your tutor has restricted access to it until a certain point in the course)
- the 'Course Tools' section will give you access to the list of participants in your course
- you can always access information about your other courses, settings, your own profile etc by clicking on 'My menu' in the top right of the screen
- if you wish to return to this course welcome area at any point when you are exploring the different parts of the course, click on the name of the course eg. **EfM 2016** in the arrowed list in the top left of the screen on any course page (click on **Home** to go back to the Woodbrooke Moodle home page)

Netiquette and FAQs

There's important information about netiquette, and FAQs about using Moodle in our Help area – click the **Help** button on the Woodbrooke Moodle home page, or use the **Help** link at the bottom of each page of our Moodle site.

Updating your profile and preferences

To update your profile and preferences, first go to your personal area (or 'dashboard'). To do this

- click on **My Menu** in the top right of the Moodle screen, then click on your name
- Under 'User details' click **Edit profile** or **Preferences**

PROFILE SETTINGS:

General

City/town: Where you live. (If someone from Woodbrooke enrolled you onto Moodle, this may give incorrect information. You'll probably want to change this...)

Select a country: Where you live. This defaults to UK.

Time zone: the server is on Universal Mean Time (GMT). If you are elsewhere, you can set your own time by scrolling to your location or by using the UMT+/- options

Description: write your own mini-biography in the box. You can come back and edit it any time.

User Picture

Current picture shows the description for your current picture (if any)

New picture: if you do not enter a photo, your profile will display with a grey outline of a person. To enter a digital photo, drag and drop the image file from your device into the box. Alternatively, click on the box; select

Upload a file in the menu on the left, then locate the image on your device using the **Choose file** button. Give it a **Picture description**

Additional names: add any additional names that you wish to be known by here

Interests: you can enter your interests separated by commas - they will be displayed in your profile as tags.

Optional: fill in as many or as few of the other ways of contacting you as you wish. Remember: this information will become publicly available!

Remember! When you have completed the form, you must click **Update profile** at the foot of the page to activate all your settings. You can come back to make changes at any time.

PREFERENCES - explore these for yourself, but the most common ones you might want to change are:

Forum preferences

Email digest type: Choose whether you want Moodle to send you an email every time someone posts on a forum you are subscribed to, or one email a day containing all the posts for that day, or one email a day with just the subjects of that day's postings.

Forum auto-subscribe: This means that, when you post something on a forum, you will be automatically subscribed to that forum, and you'll get emails with copies of any new posts to that forum.

If you never want to be automatically subscribed to a forum when you post something on it, then you can change this setting to 'No'. (However, if you leave it as 'Yes', then most forums will ask you, when you first make a post to the forum, whether you want to opt out of subscription.)

Forum tracking can be set to Yes, so that posts you have not yet read will be highlighted in the list that appears on your screen.

Text editor: If you have an old system you may want to choose **Plain text area** instead of **Default editor**

Preferred language: change the default language used by Moodle pages – this does not translate the language of any course content, unless resources have been entered in different language versions. Note: you can make a temporary change at any time by using the drop-down menu at the bottom right of a page you are using, but, when you next log on, Moodle will revert to your default language.