

## Starting out with Moodle

‘Moodle’ is the name of the online learning management system used by Laidlaw College. Once you have logged on to the Moodle system you will be able to access resources and discussions relevant to the Laidlaw courses you are participating in. You will also be able to check your Laidlaw student email address (your student ID number@lcstudent.ac.nz), upload your assignments and check your grades. This guide aims to get you started with Moodle.

Please read these other guides in addition to this one:

- Using your LCstudent email account
- Uploading assignments to Moodle
- Getting started with online discussion
- Using online databases: Quick start guide.

Each of these guides is available from the Moodle home page at <http://learn.laidlaw.ac.nz>, in the “USER GUIDES FOR LAIDLAW ONLINE” folder.

## Logging in for the first time

<http://learn.laidlaw.ac.nz>

You will need to type the address <http://learn.laidlaw.ac.nz> in your Web browser. To login to the Moodle system, enter your username and password in the “Login” area at the upper right of the screen.



Your **username** will be your student ID number (student) or your first initial then surname (eg jbloggs for Joe Bloggs, staff).

Your initial **password** will be your birth date in yyyyymmdd format (students only), for example if your date of birth is 23 April 1980 your initial password will be 19800423.

Once you are logged in to Moodle you will see a list of all courses your account is currently associated with.

## **Accessing your course areas**

When you are logged in the Login interface will disappear, and your name will appear at the right-hand top of the screen. In the middle of the screen you will see all of the course areas you already have access to. To access the resources, add to a discussion or add an assignment to a particular course, simply click on the course's name.

If you do not have access to a course you are enrolled in, please contact the Moodle Helpdesk as outlined at the end of this section. Note that you will only have access to a course area after the semester begins, and only for the duration of that semester.

## **Breadcrumbs**

It is very easy to navigate the Moodle system quickly by using *breadcrumbs*. These can be seen at the very top left of the screen, as seen below.



The breadcrumb shown here indicates that the user is looking at a message in a discussion forum called “Moodle access” in the 201 course. Clicking on the “201” link will return the user to the start page for that course. If you ever get ‘lost’ in Moodle, use the breadcrumbs to find your way again. Clicking the “Laidlaw Moodle” link in the breadcrumbs area will take you back to the Moodle welcome screen.

## **Your Moodle profile**

When you are logged into Moodle you will see your name appear at the top right hand side of the screen. Clicking on your name will take you to your **Moodle profile**. This is where you can add a photo and include some information about yourself. To change your profile:

1. Access your profile by clicking anywhere you see your name.

2. To **change your password**, click the “Change password” button and follow instructions. Please remember to write your new password down, should you choose to change it.
3. To **add or change your photo and profile details**, click the “Edit profile” tab.
  - a. You can change any of the settings on the edit page. It is suggested that you leave default options as they are.
  - b. You can edit your profile information by using the text editor in the “Description:” area.
  - c. You can add or update your photo by clicking “Browse...” and uploading a photo you already have stored on your computer.
  - d. When you have made the changes you want to, be sure to click the “Update profile” button.

Note that if you have changed your photo it may not appear to have changed at first. Click the “Refresh” or “Reload current page” button on your browser to see the change. The guide “Setting up a personal profile” provides more in-depth instructions on creating and maintaining your Moodle profile.

**IMPORTANT**

**When you change your profile, do not adjust your email address or real name. Changing your email address could cause you to be removed from the Moodle system, and changing your name will make it difficult for your lecturer or tutor to identify you!**

## ***Forums and threads***

See the “Getting started with online discussion” guide for instructions.

## ***Copying and pasting text into Moodle***

It is a good idea to draft discussion items and other text in a word processor before adding it to Moodle. That way, if your contribution does not upload correctly (or if you have been logged out for taking too long) you do not lose your work!

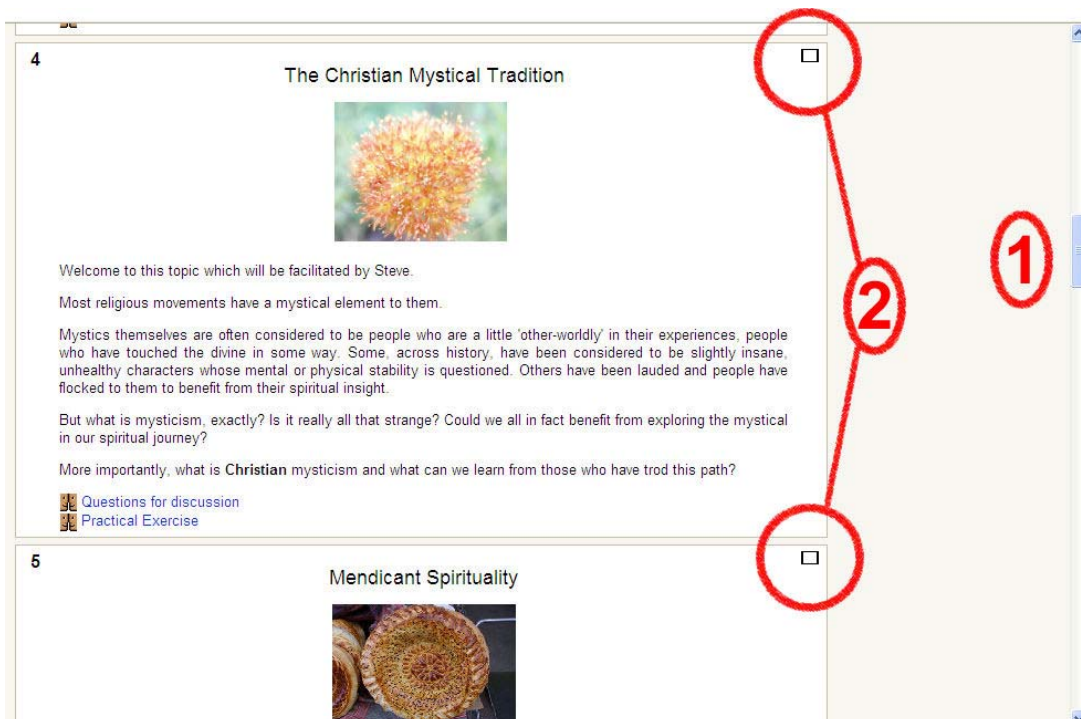
Unfortunately though the text from some word processors looks messy when copied and pasted into Moodle, as word processors use different formatting instructions. There are two ways to deal with this.

1. You copy and text from your word processor and paste it into an application such as Notepad (available in all Windows PCs from Start, All Programs, Accessories). This will remove *all* formatting, but formatting can be added again using Moodle’s own formatting tools. You can then copy the text from Notepad and paste it into Moodle.

2. You use the “Clean Word HTML” button, available on the tools palette in Moodle (usually to the right of the “Paste” button).

## Viewing single lesson areas

Some Moodle course pages have a lot of information on them, requiring you to scroll down the screen to get to later lessons. You can hide all lessons other than the one you’re working on from view; use the “Show only” option (see screenshot).



1. As you can see from this scroll bar, there are many lessons in this course! Getting to the one you’re up to involves a lot of scrolling down.
2. Clicking on one of these boxes will hide all lessons from view except the one you have selected. Once you have done this, you will see that the single box has turned into a double one. Clicking the double box  restores the complete list of lessons.

## Forgot your password?

If you have changed your default password (your date of birth reversed - see first page) and forgotten it, follow these instructions.

1. Go to the Moodle login page <http://learn.laidlaw.ac.nz>.
2. Click the “Lost password?” link in the login area.
3. Type in the email address that is associated with your Moodle account (students – this will be your lstudent email address).
4. You will be sent an email with an Internet link in it. Click on the link.

5. You will be taken to an Internet page confirming that a new password is being sent to you by email.
6. A new email will arrive, reminding you of your username and providing you with a temporary password. This email will also contain a link to an area where you can change your password. Click this link.
7. Login using the details sent to you in the second email.
8. Change your password to something you will remember.

If you do not receive the first email (step 4.) you may have entered an incorrect email address, or else have not set up a forward to a preferred email address. If you are unable to reset your password, please seek further assistance.

### **Getting help**

If you need assistance in using Moodle please contact your lecturer or tutor in the first instance. If your lecturer cannot help, please contact e-learning support.

Email: [esupport@laidlaw.ac.nz](mailto:esupport@laidlaw.ac.nz)  
Mobile: 022 6986843