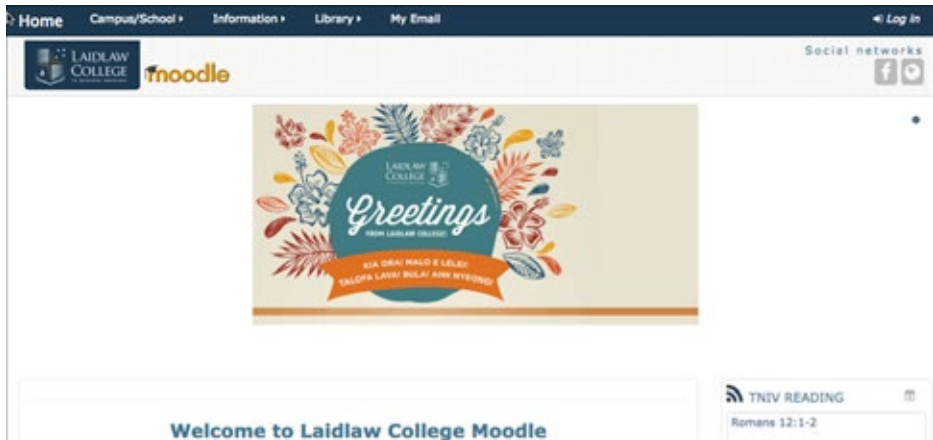


# 3. GETTING STARTED WITH MOODLE

## 3.1 Introduction

Laidlaw College's Learning Management System, Moodle, is a very powerful website that contains all the online parts of your courses, and will enhance your learning experience.



**Moodle has:**

- Latest news and upcoming events.
- Essential information for all courses, including:
  - Assignments
  - Readings, videos and other resources
  - Weekly online discussions
  - Course calendar
  - Lecturer, tutor and/or teacher information
- A place to submit all assignments electronically.
- General student information including study guides, programme announcements, assignment layout standards.
- Access to student email.

This guide aims to get you started with Moodle.

Please read these other guides in addition to this one:

- Getting Assignments Uploaded to Moodle (Chapter 7)
- Getting Started with Online Discussion (Chapter 6)
- Getting Started with Email (Chapter 4)

These guides can be found under 'Information / IT Support / IT Information' on the main menu, then under 'Using Moodle'.

You can also find help videos there, which will demonstrate what is in the documents.

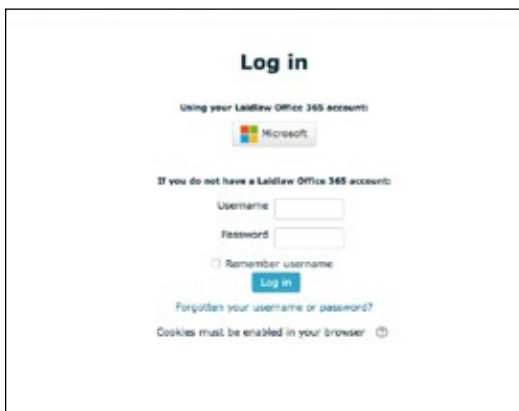
## 3.2 Logging in for the first time

Go to Moodle by typing the address <http://learn.laidlaw.ac.nz> in your web browser's address bar.

(You can also connect from Laidlaw's main homepage: just click the 9 dots on the top right hand side, then click the first icon on the top left.)

Then to log in click on the "Log in" link on the upper right of the screen.

On the next login page, click the "Microsoft" button: this will redirect you to Microsoft's Office 365 login page

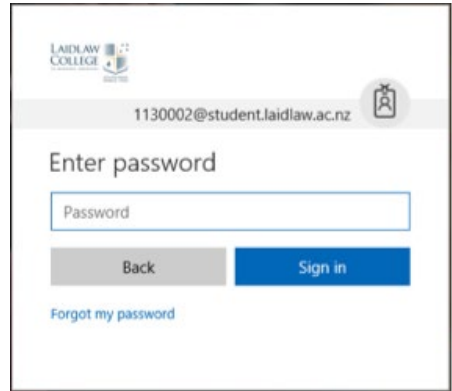
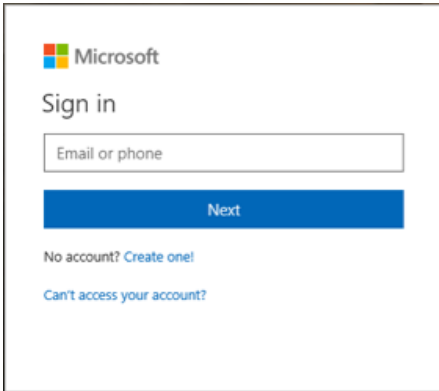


### Login details:

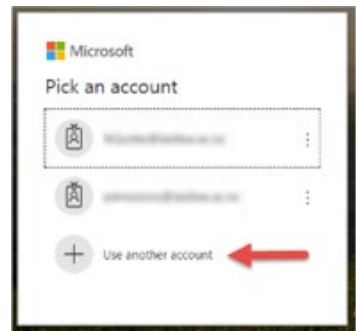
Your username and initial password can be found in the email you received from the college at the commencement of the semester.

The username will be your student email address (xxxxxxx@student.laidlaw.ac.nz).

The password will be made up of 8 random characters

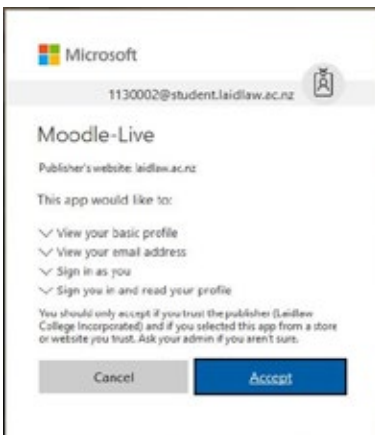


If you already have a Microsoft account, then you will need to add a new account, by clicking “use another account”, and typing in your new email address into the next screen. (Depending on your browser’s autofill settings, you may need to type over the previous default email address that has filled the box. If this is so – don’t worry, you are not affecting your other account!)



## Permission to connect accounts

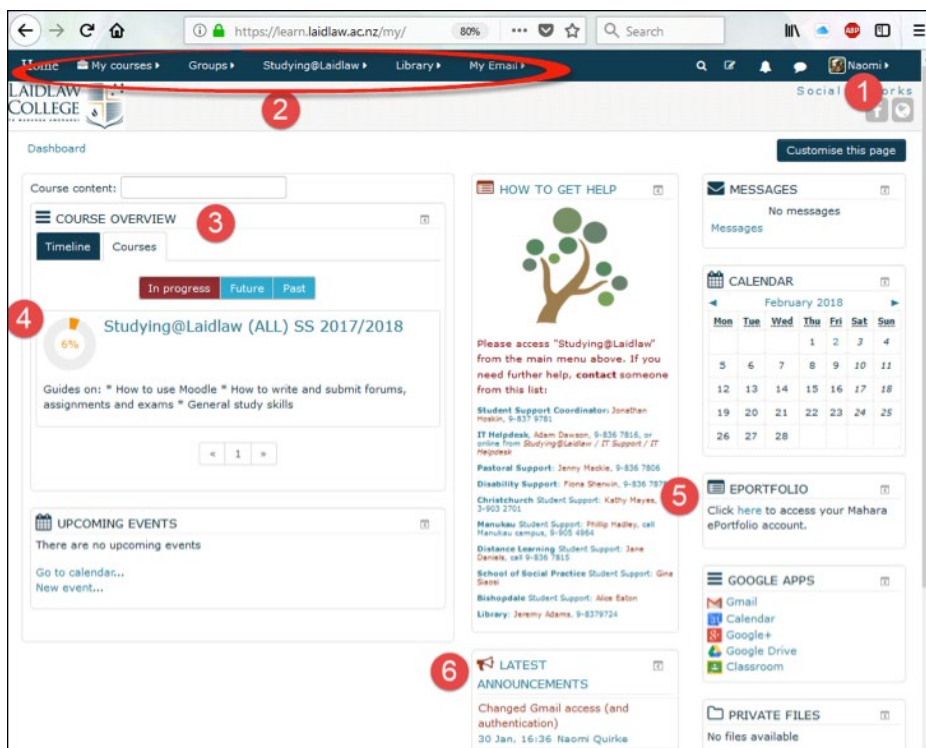
When you first log in via Microsoft, Moodle will ask for permission to connect with your Office 365 account. Click “accept” to continue logging in to Moodle—you won’t be asked to do this again.



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

### 3.3 Moodle Main Screen

When you log into Moodle, you should see a screen like that below.



1. **User Information.** Your name will appear at the right-hand top of the screen when you are logged in. Click on the triangle to the right of your name to get a dropdown menu allowing you to change your user preferences.
2. **Main Menu.** The menu provides easy access to the main areas of Moodle, including study help sites, information such as rules and regulations, access to forms, and your email.
3. **Course Overview.** This section shows which courses you are enrolled in. Clicking on the course name will take you directly to the course. Note that there are various views available: a Timeline view and a Course view. The timeline view will show assessments in date order. The course view is sorted by 'in progress', 'future' and 'past' courses.

4. **Course detail.** Each course name is a link into the course home page. There will be a brief description of the course, and a pie chart showing your progress through the course.
5. **EPortfolio.** This link takes you to the Mahara MyPortfolio web site. This is used primarily by the Teacher Education students.
6. Site news, of interest to most Moodle users, will appear in the latest announcements block.

At the bottom of the screen are links that will help you easily find your way around. Some blocks will only appear when you are in a course. Please particularly note that “Search Forums” will appear once you are in a course area. This provides the ability to search through the course forums.

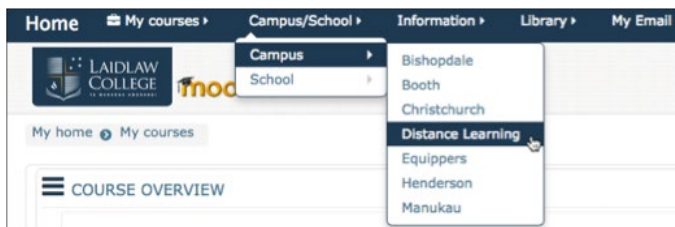
If you do not have access to a course you are enrolled in, please contact Student Services immediately, or IT Services (ithelpdesk@laidlaw.ac.nz).

Note that you will only have access to a course area after the semester begins, and only for the duration of that semester – so download any materials you wish to keep.

### 3.4 Navigating Moodle

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

The *main menu* provides easy access to the main areas of Moodle. Simply hover over the menus to navigate and click your selection. To get back to the welcome page just click on the ‘home’ icon on the far left of the menu.



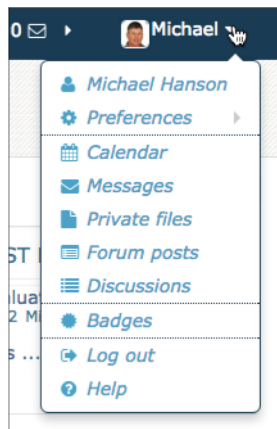
The *breadcrumb* shown here indicates that the user is looking at a message in a discussion forum called “Lesson Two Discussion”. Clicking on the “585 Research Topic” link will return the user to the start page for that course. If you ever get ‘lost’ in Moodle, use the breadcrumbs to find your way again. Clicking the “Dashboard” link in the breadcrumbs area will take you back to your Moodle home page.



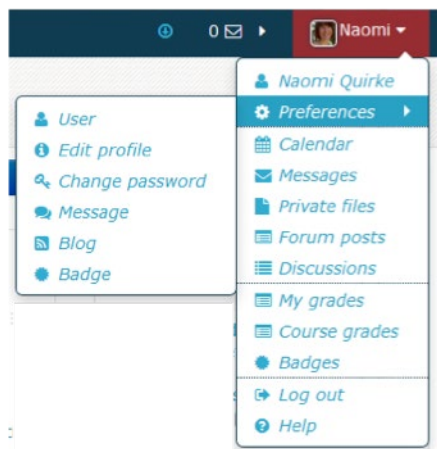
### 3.5 Dashboard and your Profile

When you are logged into Moodle and you click on your name, you will see a menu of information relating to you:

1. **Profile** – Clicking on your name shows your profile. This shows personal information about you.
2. **Preferences** – this contains another menu, see below.
2. **Calendar** – this shows the Moodle calendar. This contains important college and course dates. It can also be used as a personal calendar.
3. **Messages** – Moodle has a built in messaging system. Moodle users can use this to send messages to each other.
4. **Private files** – this is a space where you can store any files that you have. You could store class notes or assignments that you are working on in this area.
5. **Logout** – this will log you out of Moodle.



### Changing your Preferences



Clicking on 'Preferences' option in your dashboard will give you another menu. If you click on "user" then you get a set of links with all the aspects of Moodle that you have control over. A useful aspect to review at some point are your **Forum preferences**. These will allow you to control your subscriptions to forums (i.e. how Moodle will email you forum updates).

The menu also gives you access to where you can edit your **Moodle profile**. This area contains information about you. This is where you can add a photo and include some information about yourself:

1. You can change many of the settings on the edit page. It is suggested that you leave default options as they are.
2. You can edit your profile information by using the text editor in the “Description:” area.
3. You can add or update your User picture by clicking “Choose a file...” and uploading a photo you already have stored on your computer.
4. When you have made the changes you want to, be sure to click the “Update profile” button near the bottom of the page.

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.

To **change your password**, click on “Change password” under the “My profile settings” on the left of the screen and follow the instructions. Please remember to write your new password down, should you choose to change it.

#### **IMPORTANT**

**When you change your profile, you cannot 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! If any details are incorrect then please contact Student Services.**

### **3.6 Forgot your Password?**

If you've enrolled with the Password Reset system beforehand, you can visit <https://pass.laidlaw.ac.nz/> and click the “Reset Password” link. On the next page, enter your Student ID number into the “Domain User Name” box and the wavy numbers into the second box, and click “Continue”. You will then be prompted to answer your security questions, after which you will then be able to change your password.

If you have not yet enrolled in Laidlaw College's Password Reset system, visit the site and login with your Student ID number and the password sent to you at the commencement of the semester. You can then set up your security questions and change the default password to something more memorable for your own convenience.

If you haven't enrolled in the system and can't find your old password, please email [ithelpdesk@laidlaw.ac.nz](mailto:ithelpdesk@laidlaw.ac.nz), call (09) 836 7816 or visit the Student Services office during business hours to get your password manually reset. If the College is closed

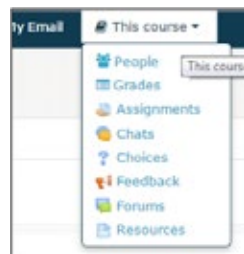
for the day, try searching your emails and see if you can locate the one that we sent to you at the beginning of the semester with your original password—it might just work.

### 3.7 Moodle Course Screen

When you go into a course, you might see a screen similar to that below.



1. **Main Menu.** The menu provides easy access to the main areas of Moodle. Simply hover over the menus to navigate and click your selection. Please especially note the new menu option “This course”. It only appears once you are in a course, and gives you a shortcut to the course participants list (People), your course grades, and all the activities that are part of the course.



2. **Section Links.** A quick link to each week’s lesson.
3. **Upcoming Events.** This shows any events that are in the calendar that will occur soon.
4. **Latest News.** If any news has been posted into any of the news forums it will appear here.
5. **Activities.** This contains the various activities in the course. It includes assignments, quizzes, etc.
6. **Recent activity.** This gives a report of the latest changes to the course area since the last time you logged in: so new posts, new file uploads, changes to assignments, etc.



7. **Course Content.** The main central area on the screen is where the course content appears.
8. Miscellaneous links include the small down arrow which will automatically scroll the page to the bottom, an icon which shows if you have mail waiting, and links to social networks.

And remember at the bottom of each page, there are the standard blocks mentioned earlier.

## 3.8 Getting Help

If you need assistance in using Moodle or Email then please contact IT Services.

- By phone – 09 836 7816 or from on campus dial ext: 816.
- By email – [ithelpdesk@laidlaw.ac.nz](mailto:ithelpdesk@laidlaw.ac.nz)
- Or the online helpdesk – <http://helpdesk.laidlaw.ac.nz>