

If you are new to Moodle please read this booklet before starting

Introduction

This booklet is aimed at learners who are new to Moodle and may need a little guidance in getting to the course they are studying in the first place. Think of it as a map to get you started. Once you have arrived at your chosen course/unit you will find all the resources, activities etc needed to successfully complete the course.

Good luck

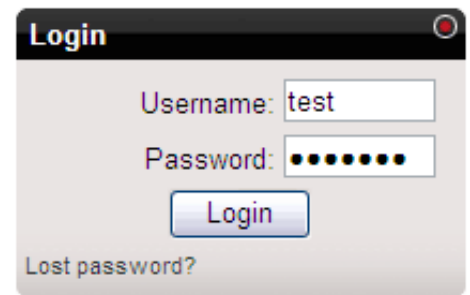
Dave Howells
Head of E-Learning
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Let's get started...

Step 1: Logging in to the site

Go to www.moodle4teachers.co.uk

Log in using your username and password sent to you by email. The login block is in the top left hand side of the home page. Any problems with your login please contact victoria.jones@virtualcollege.ac.uk or by telephone on **01554 748347**.



Step 2: Where is My Course?

Assuming that you know which course you have enrolled on it is relatively simple. Follow the instructions below.

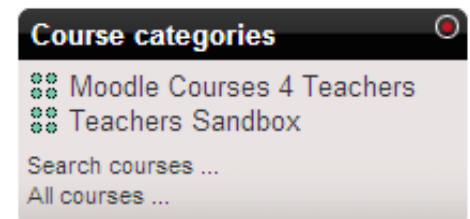
Look down the left hand side of the Moodle home page until you see a block titled Course categories

Inside the block you will see a category titled 'Moodle Courses 4 Teachers'

- Click on the category Moodle Courses 4 Teachers (ignore the Teachers Sandbox for now)

You will then see all the units available (only Moodle – The First Steps is included in the image).

- Click on the title of the course that you have enrolled on (in this case Moodle – The First Steps)



Moodle - The First Steps

Click to enter this course

This unit is aimed at teachers who are new to the popular learning environment Moodle. The unit consists of five learning modules and a series of practical exercises that combine to create a Moodle course for a subject of your choice. The focus of the unit is on skills and pedagogy that should equip the teacher with the knowledge and skills to develop both distance and blended learning programmes for use with their students.

Step 3: Setting up My Courses

You will be prompted to enrol on this course

- Click Yes

Congratulations, that's the enrolment successfully completed. You will notice that the Course categories block has changed to 'My courses' and will show Moodle – The First Steps. The next time you login to the site you will automatically see this block containing the courses that you have enrolled on.

The next step is to log in and start! When you arrive at the course you will see three links below the introductory text in the first section of the middle column.

- **How the course is structured**
- **Where do I start?**
- **How will I be assessed?**

Here you will find out about how the course is structured and how to get started.

Remember, if you have any problems getting started please contact the Helpdesk on 01554 748347 during office hours or by email victoria.jones@virtualcollege.ac.uk

