



## What is moodle?

Moodle is a Virtual Learning Environment (VLE) that allows the classroom to extend onto the web. It is not a program to replace face-to-face teaching, but to support it with a range of flexible on-line tools, as well as providing a place to upload resources for course units. Each course unit supported by moodle typically has a single course site within the moodle environment. Moodle course site designers have many options available to them when setting up a course. They may choose to provide tools so you may interact with other students on your course (via discussion forums and wikis); upload assignments; access resources and much more.

## What do I need to access moodle?

The moodle environment can be accessed through any up-to-date web browser, however, we would recommend using either **Mozilla**, **Firefox**, or **Internet Explorer**. Other browsers may be used though some features, in particular moodle's HTML editor, may not be available. You can access moodle from anywhere (*e.g.* within the School or from your home computer). Access is controlled by a username and password for each registered user (see below).

## Logging into moodle and finding the moodle area for my course

1. To get to the moodle login screen, point your web browser at:  
<https://moodle.cs.man.ac.uk/>
2. Your username and password is the same as your University of Manchester username and password. Enter these into the login box and select the Login button. If you had problems logging in, check that the caps lock key on your computer keyboard is off and that you use the correct combination of lower case and capital letters in both your username and your password.
3. After successfully logging into moodle for the first time, you will be presented with a web form to complete the details of your moodle profile. Add your **first** and **last names**; your **email** address; the **city/town** where you live (for most people this will be Manchester); and add a short **description** of yourself. You can also (optionally) upload a small photograph to personalise your moodle account. Select the **Update profile** button to complete your moodle registration.
4. Assuming you have made no errors when completing your moodle profile, you will be returned to the moodle home page. This contains a list of the course units within moodle organised into a number of logical categories. If you can't find your course in the appropriate category you can also use the course search tool just below the category listing.
5. You should now have reached the moodle site for your course unit. Resources, tools and activities always appear as *web links* in the main content area. Selecting one of these resource links will move you further into the moodle site. To return to the main course unit site page, select the short name for the course in the course navigation link trail at the top of the screen - the short name is typically the course code or title. This is always the *second* element in the link trail. To return to the moodle front page, select the link to moodle in the course navigation link trail (this is always the *first* element in the link trail).

## Further help

- **Student Guide to Using Moodle** – provides a short help manual for each tool or major feature within moodle. This help documentation is located within moodle itself. After logging in, search for the moodle course site titled “Student Guide to Using Moodle” in the moodle help category.