

What is Moodle?

Moodle is a virtual learning environment that allows you to access learning materials required for your module.

At the start of term, you are normally automatically registered on your chosen modules or requested to self-enrol on certain modules with an associated enrolment key. By logging into Moodle you can access notes and handouts, view associated presentations and videos, communicate with your lecturer and fellow students, and undertake activities such as quizzes and assignments.

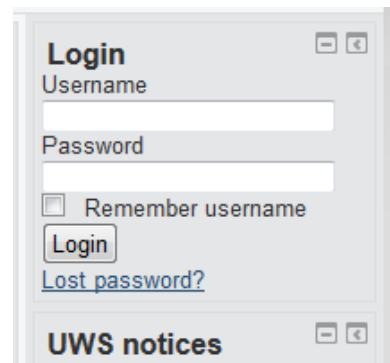
How to log in

Open your browser and go to <http://moodle.uws.ac.uk> (note there is no **www** in the address)

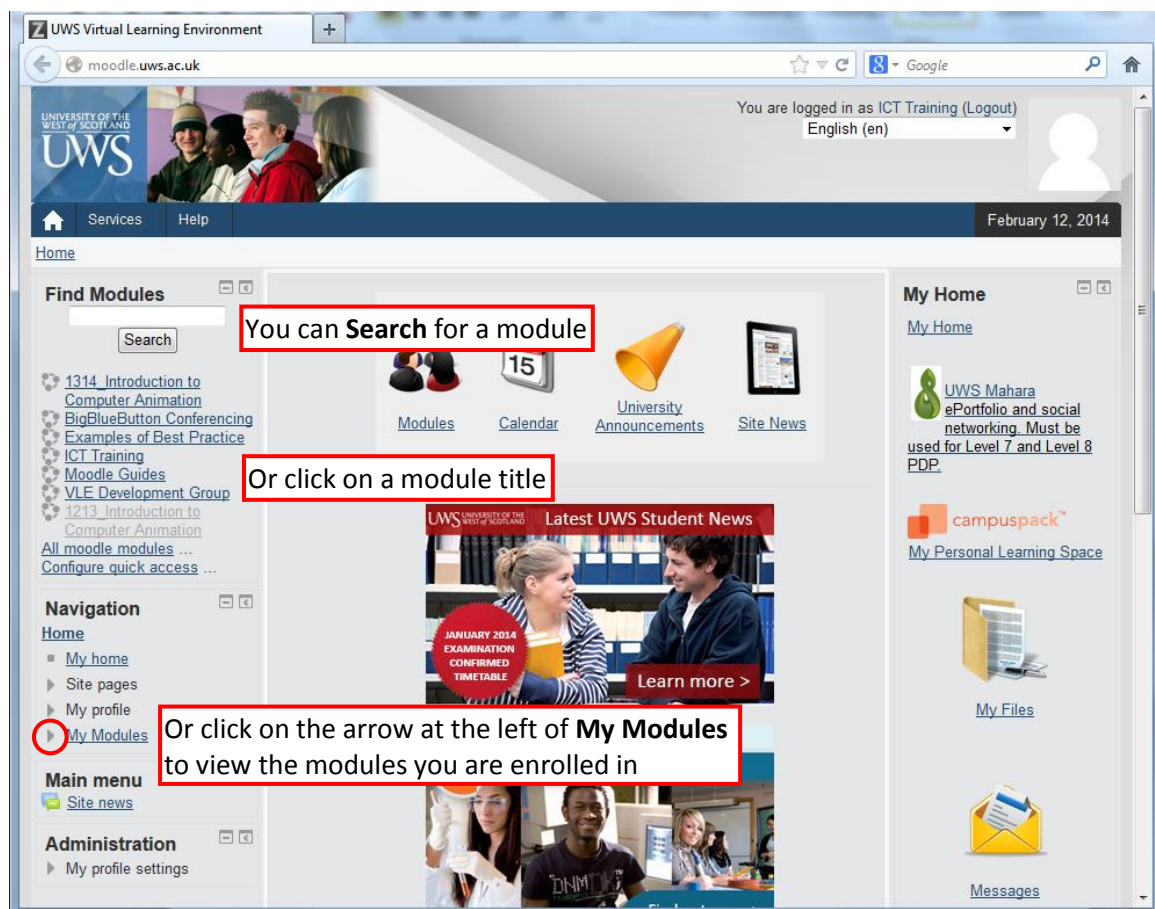
Enter your **Username** and **Password** at the right side of the screen and click **Login**

Your username is your Banner ID (B followed by 8 numbers) and your password is your normal computer password

Once you have successfully logged in, your Moodle home page is displayed :



A screenshot of the Moodle login interface. It features a 'Login' section with fields for 'Username' and 'Password'. Below these fields is a checkbox for 'Remember username' and a 'Login' button. A link for 'Lost password?' is also present. At the bottom of the login section is a 'UWS notices' section with a minus icon and a refresh icon.



A screenshot of the Moodle home page for the University of the West of Scotland (UWS). The page is titled 'UWS Virtual Learning Environment' and shows the user is logged in as 'ICT Training'. The main content area is divided into several sections: 'Find Modules' with a search bar and a list of modules; 'Navigation' with links to 'Home', 'My home', 'Site pages', 'My profile', and 'My Modules'; 'Main menu' with 'Site news'; and 'Administration' with 'My profile settings'. The 'My Modules' section is highlighted with a red circle and a red box containing the text 'Or click on the arrow at the left of My Modules to view the modules you are enrolled in'. The 'Find Modules' section is also highlighted with a red box containing the text 'You can Search for a module'. The 'Navigation' section is highlighted with a red box containing the text 'Or click on a module title'. The 'My Home' section on the right contains links to 'My Home', 'UWS Mahara ePortfolio and social networking', 'campuspack', 'My Personal Learning Space', 'My Files', and 'Messages'.

How do I access information in my module?

When you select a module, you are taken to the module home page

Announcements
The **Announcements** or **News Forum** section will display general information or an introduction to your module

Opening and Saving Files
Modules can be arranged by topic or by week

The module title expands and a list of topics with resources is visible

Click on a module topic to view a list of resources or scroll to the topic in the main screen to view all of the available information

"Blocks" contain useful information – eg the **Upcoming events** block will remind you of any assignments due

Upcoming events
There are no upcoming events
[Go to calendar...](#)
[New event...](#)

Click the arrows to expand or minimise lists

Select **Grades** in the **Administration** block to view your grades and feedback for Moodle Activities

Opening and Saving Files

Opening and Saving Files

- Word document**
This is an example of a resource which is a Word document
Click on the document for Open or Save options
- Excel document**
This is an example of a resource which is an Excel document
Click the "Excel document" link for Open and Save options
- PowerPoint document**
- Image**
- PDF file**
- ZIP file**
- Video**
- test** (folder)
- URL**

Different file types have different icons – to open a file simply click on the icon

or you can right-click and select **Open in New Window**

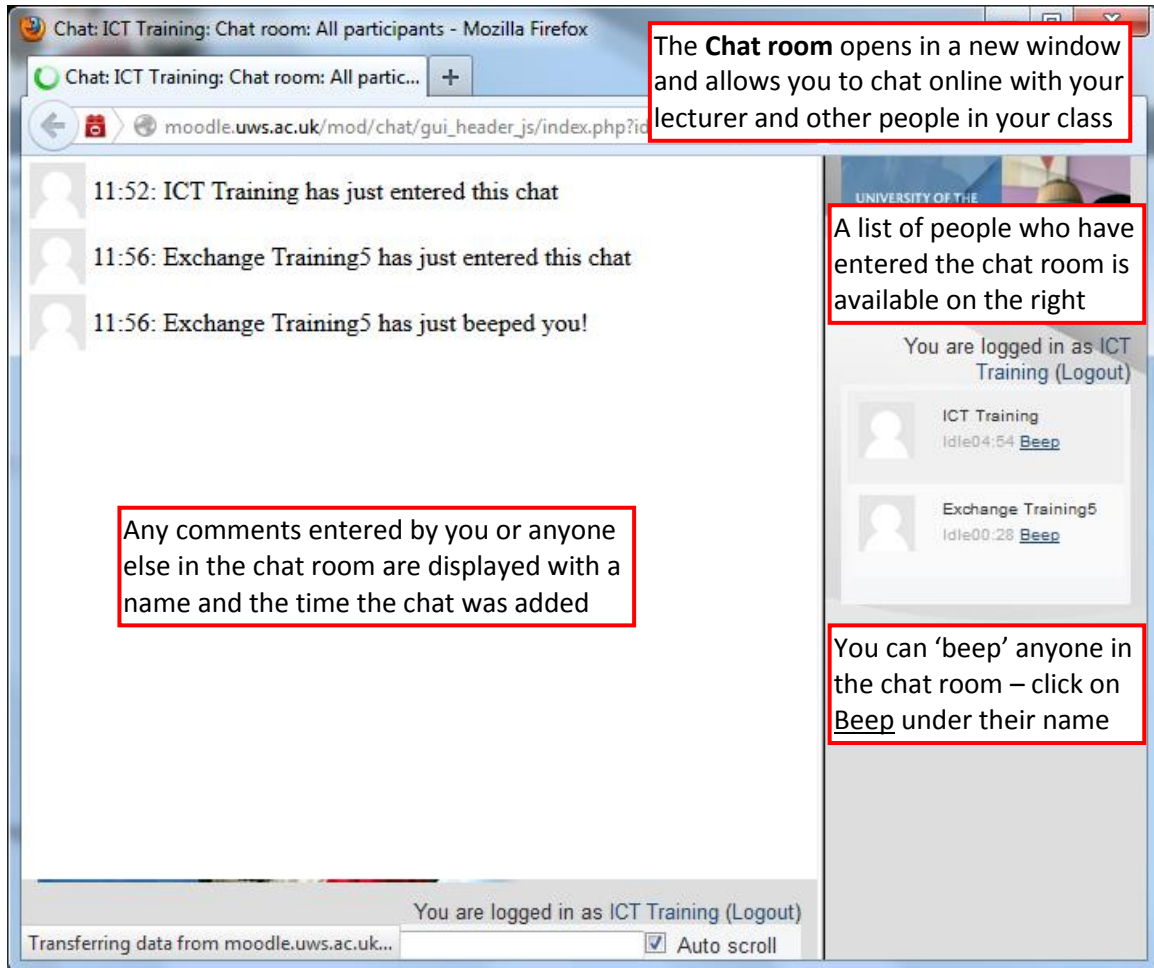
Some resources will open in a new window, some will open in an application window or will ask if you want to save the file, and some will open in a new page

You can get back to your module page using the **breadcrumb** at the top of the screen

or you can use the browser **Back** button

Chat Room

The Chat Room function is for online students only



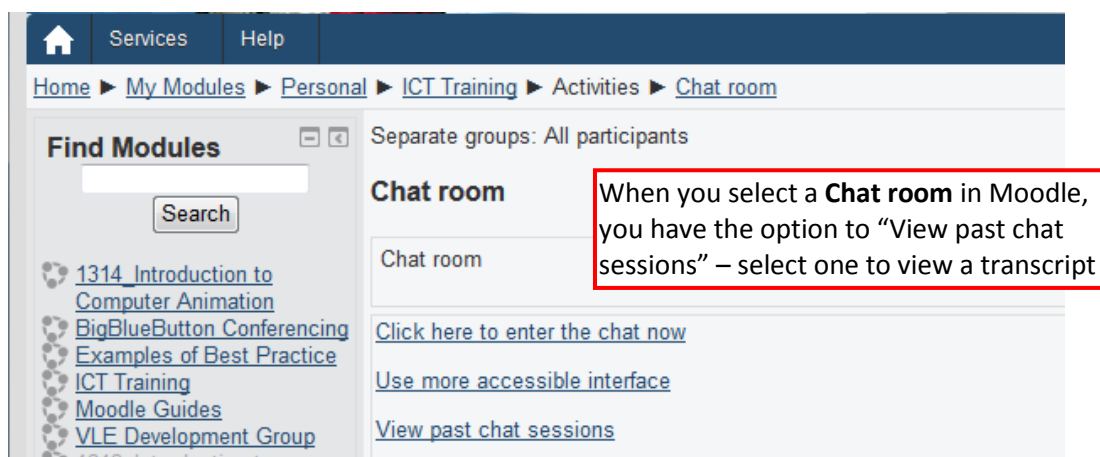
The screenshot shows a web browser window titled "Chat: ICT Training: Chat room: All participants - Mozilla Firefox". The address bar shows the URL "moodle.uws.ac.uk/mod/chat/gui_header_js/index.php?id...". The chat area on the left displays messages: "11:52: ICT Training has just entered this chat", "11:56: Exchange Training5 has just entered this chat", and "11:56: Exchange Training5 has just beeped you!". On the right, a sidebar shows a list of participants: "ICT Training" (Idle 04:54) and "Exchange Training5" (Idle 00:28), each with a "Beep" link. At the bottom, a status bar indicates "You are logged in as ICT Training (Logout)" and "Transferring data from moodle.uws.ac.uk...".

The **Chat room** opens in a new window and allows you to chat online with your lecturer and other people in your class

A list of people who have entered the chat room is available on the right

Any comments entered by you or anyone else in the chat room are displayed with a name and the time the chat was added

You can 'beep' anyone in the chat room – click on Beep under their name



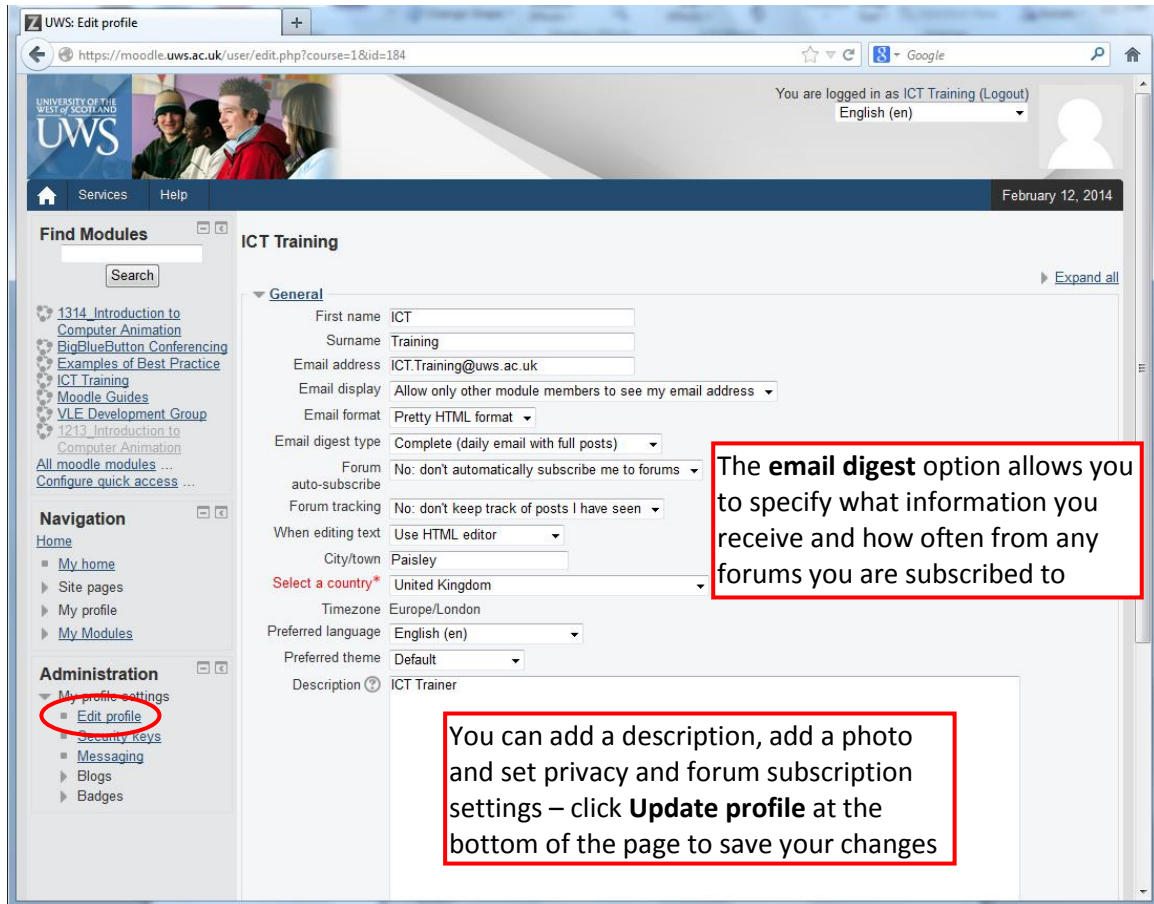
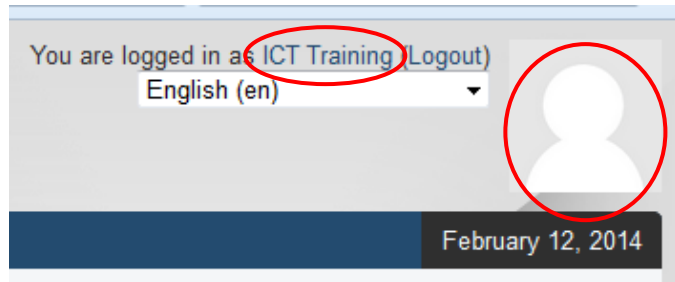
The screenshot shows the Moodle navigation menu. The top navigation bar includes "Home", "My Modules", "Personal", "ICT Training", "Activities", and "Chat room". The "Find Modules" section on the left lists various modules, including "1314 Introduction to Computer Animation", "BigBlueButton Conferencing", "Examples of Best Practice", "ICT Training", "Moodle Guides", and "VLE Development Group". The "Chat room" section on the right shows the "Chat room" link, a "Click here to enter the chat now" link, a "Use more accessible interface" link, and a "View past chat sessions" link.

When you select a **Chat room** in Moodle, you have the option to "View past chat sessions" – select one to view a transcript

Your Profile

Click on your name or your picture to go to your profile page

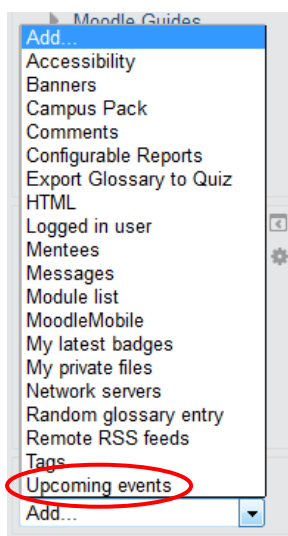
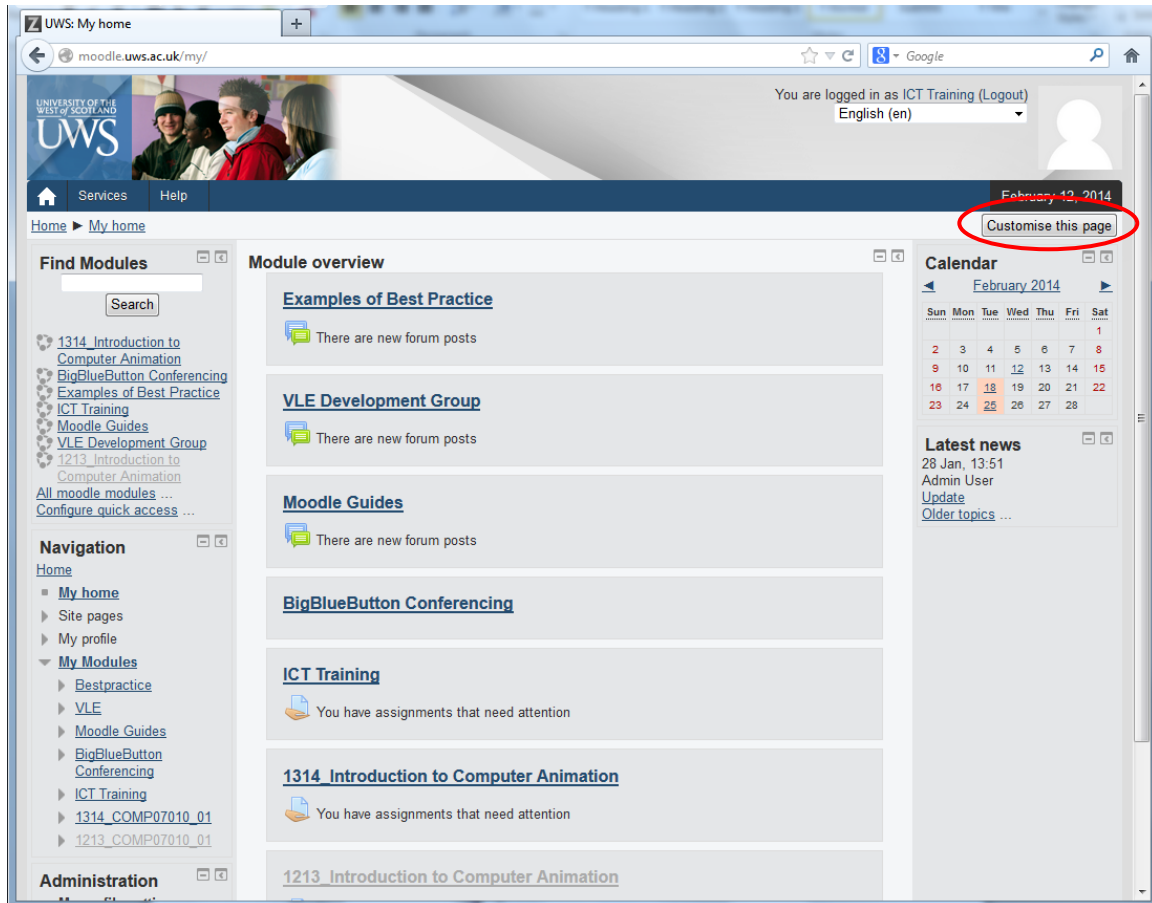
Your profile page displays your email address and the modules you are enrolled on – to make changes, select **Edit profile** from the Administration block



My Home

My home is a customisable "dashboard" page where you can add links to your courses and activities within them, such as unread forum posts and upcoming assignments.

Select **My home** in the NAVIGATION block and select **Customise this page** at the top right



Go to the **Add a block** block at the bottom left of the page and select a block from the drop down list

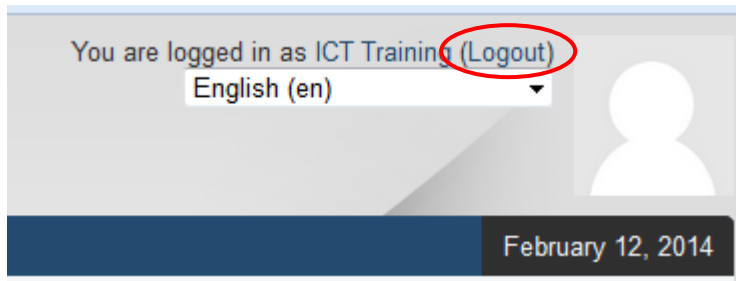
The **Calendar** and **Latest news** blocks are displayed – you might also find the **Upcoming events** block particularly useful

Blocks can be moved using drag and drop

When you are finished, select **Stop customising this page**

Logging out

Remember to log out at the end of your Moodle session – this closes files properly and prevents anyone else from accessing your account



Click on **Logout** beside your user name at the top right of the screen

Close your browser as normal

What do I do if I have any problems?

Contact ICT Helpdesk on extension 3999, by email on helpdesk@uws.ac.uk or in person at your own campus in the following locations :

Paisley - J304

Ayr - 4.022

Hamilton - A212

Dumfries - R336