Welcome to Moodle

Moodle is the University’s Online Learning Environment, designed to enhance your learning experience by providing access to course materials, activities, assignment submission and communication tools.

How do I access Moodle?
- Open an up-to-date web browser such as Firefox, Chrome or Internet Explorer and go to moodle.city.ac.uk.
- Enter your computing services username (e.g. abcd123) and password and click Log in.

What do I do once I’m logged in?
Once logged in, you will be on the Moodle Homepage, called My Moodle. This gives you access to the modules on which you are enrolled, as well as module updates.

My Moodle page

A. To access a module, select it from the Modules list.
B. Modules selected as Favourites appear in this list.
C. Modules from 2012-13 and earlier display in the 2012-13 and past modules list.
D. Use the Filters at the top of the Modules list to filter your modules by year or period.
E. Activity Feed and Upcoming events provide updates from your modules.
F. Your profile is what City University London staff and students see about you. Click My profile >> My profile settings >> Edit profile to personalise your profile. From here, you can also adjust your Email digest to receive forum communications - daily or per post.
How do I navigate in Moodle?
Navigating Moodle is similar to navigating a web page. You click on the links to open new pages or documents and use the forward and back browser buttons. The floating navigation bar offers different methods of navigation within Moodle.

<table>
<thead>
<tr>
<th>Floating navigation bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Moodle</td>
</tr>
<tr>
<td>Favourites</td>
</tr>
<tr>
<td>My Modules</td>
</tr>
<tr>
<td>Module menu</td>
</tr>
</tbody>
</table>

How will my modules be organised?
Your modules will be laid out in columns. The middle column contains participative activities and resources and will be organised by topic or week.

Most modules contain a Module Dashboard that provides quick access to different activities and resources within a module.

You will also find additional functionality and important information in blocks in the outer columns of your modules.

Where do I go for help?

Your course officer or administrator
If you don’t have access to the correct modules, contact your Course Office. School of Health Sciences students can call 020 7040 5790 or email shshelpdesk@city.ac.uk.

IT Service Desk
For queries about Moodle or your computing services account or password, drop in to the IT Service Desk in room E101, Drysdale Building, Northampton Square. Alternatively, log a query at www.city.ac.uk/itservicedesk or phone 020 7040 8181.

Moodle Guidance
For guidance on using Moodle functionality, go to www.city.ac.uk/edtechhelp/student. You can try out Moodle activities by accessing the Educational Technology Induction, which is available from the My Moodle page.

Except for periods of maintenance (normally on Tuesday mornings between 7am and 9am GMT/BST), Moodle is available 24 hours a day, 7 days a week. Please check the My Moodle page for additional information about scheduled downtime.

This guidance note is produced by Learning Enhancement and Development (LEaD). This document can be supplied in alternative formats upon request, contact ldc@city.ac.uk.