Welcome to Moodle

Moodle is the University’s Online Learning Environment, designed to enhance your learning experience by providing access to course materials, activities, online assignment submission and communication tools. By accessing Moodle, you are agreeing to the terms and conditions of use described on the City University website.

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. On campus, click on the Moodle desktop icon.
- Enter your computing services username (e.g. ab123 or abcd123) and password and click Login.

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, click on your School. Then click on the Department and select a module. Alternatively, click Expand all to view all your modules.

To view information about a module click on the adjacent Info button.

To create quick links to modules you access regularly, click the Favourite button.

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 Module lists to filter your modules by year or period.

E. Activity Feed and Upcoming Events provide updates from your modules.

F. Your profile photo displays to City University staff and students. Click My profile >> My profile settings >> Edit profile. From here, you can add a photo and adjust your Email digest to receive Forum communications, daily or per post. We recommend that you change your Forum tracking to ‘Yes’ to keep track of Moodle Forum communications.
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>My Moodle</th>
<th>Return to the My Moodle homepage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favourites</td>
<td>Navigate to modules that are selected as Favourites.</td>
</tr>
<tr>
<td>My Modules</td>
<td>Navigate between modules.</td>
</tr>
<tr>
<td>Module menu</td>
<td>Access different sections of your module.</td>
</tr>
</tbody>
</table>

How will my modules be organised?
Your module 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 module.

Where do I go for help?

Your course officer or administrator
They will ensure you are enrolled on the correct modules and solve administration queries. School of Health Sciences students can call 020 7040 5000 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 different Moodle functionality go to www.city.ac.uk/edtechhelp/student.

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

This guidance note is produced by the Learning Development Centre (LDC). If you have any related suggestions or queries contact ldc@city.ac.uk. This document can be supplied in alternative formats upon request.