**Moodle User Instructions**

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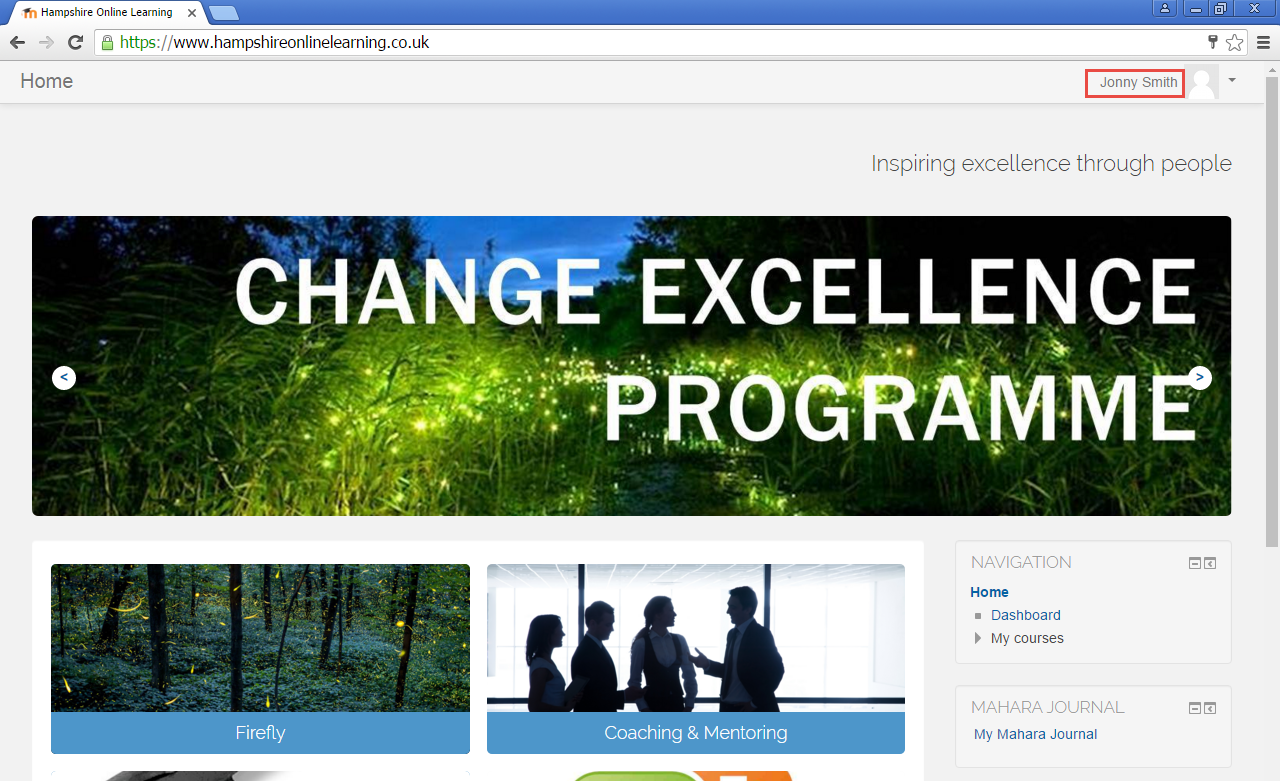
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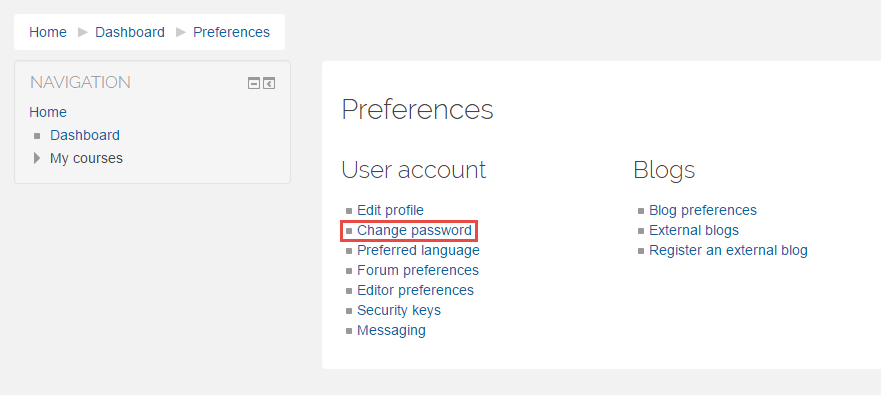
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# First log in and password change

See the **First time user guide** document

# Change your password

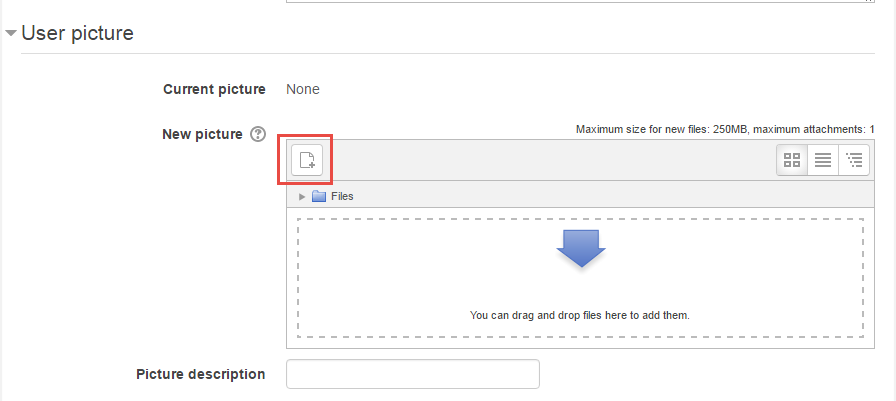
1. Log in to Moodle and click on **your name** (top right of home page)  
     
   
2. From the drop down menu click **Preferences**
3. Under User account, click **Change password**



1. Enter your current and new password in the fields provided
2. Click **Save changes**

# Set up your profile and add a profile picture

1. Log into Moodle and click on **your name** (top right of home page)
2. Click on **Profile**
3. Under User details click **Edit profile**
4. Make any updates as required
5. To upload a profile picture, go to User picture and in the new picture area click the **Add file** icon



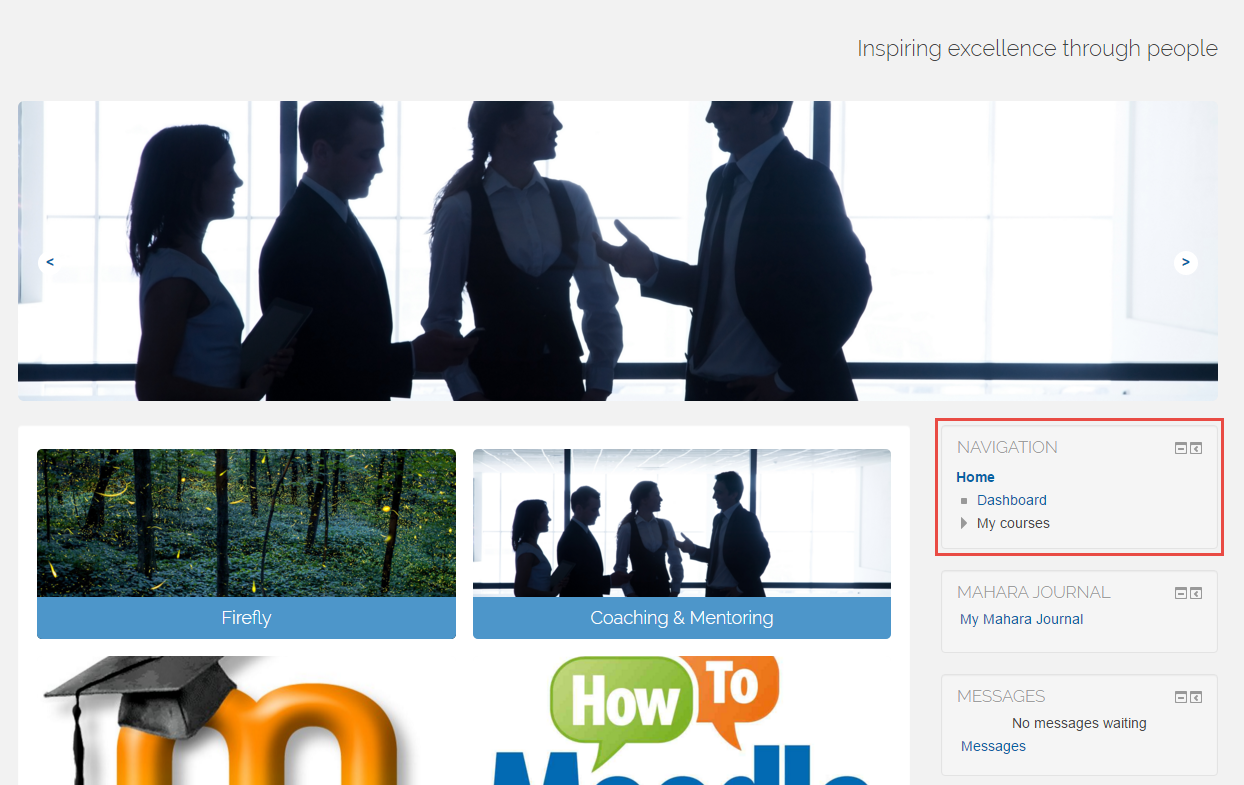
1. Click **Upload a file**
2. Find your picture, then click **Upload this file**
3. Click **Update profile** (bottom of page)

**Access your courses**

1. Log in to Moodle, scroll down the homepage until you see the **My courses** section
2. Click on the required course

**Or**

1. Log in to Moodle, locate theNavigation block on the homepage



1. Collapse the My courses menu using the small arrow icon beside it
2. Click on the course you require

# View and download course material

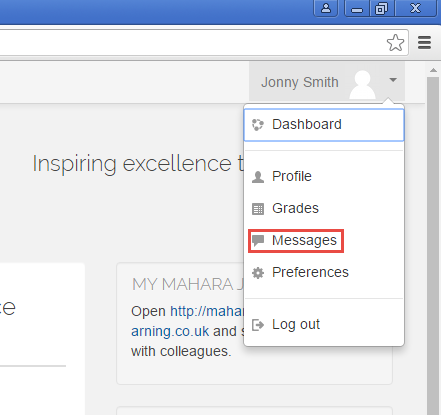
1. Log in to Moodle, open the required course (see instructions above if unsure how do this)
2. Scroll down the course page, all topics and materials will be in the centre blocks
3. When you have found the file you want to view, single click on it
4. A window will open asking what you would like to do with the file
   * To view the file click **Open**
   * To download a copy click **Save as**, choose where you want to save the file, click **Save**

# Book a date for verax

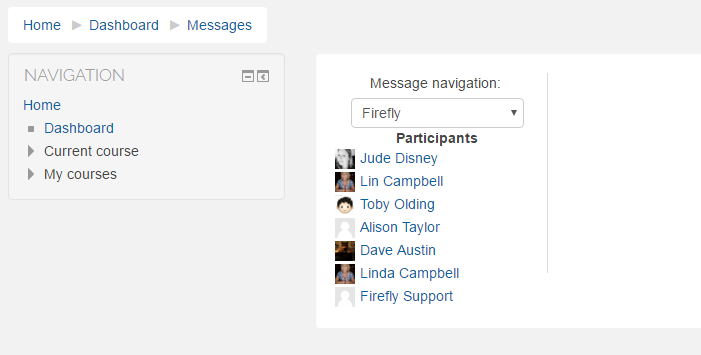
1. Log in to Moodle, go to the **Firefly** course page (see Access your courses if unsure of how to do this)
2. Click on the **Date for verax** icon
3. Select the time and date you want to book
4. Click **Save my choice** (bottom of page)
5. Save the date in your calendar so you do not forget

# Send and access private messages within Moodle

1. Log in to Moodle and click on your name (top right of home page)
2. From the drop down menu click **Messages**



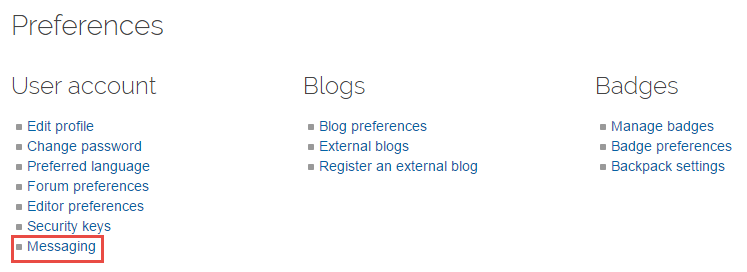
1. Your messages will be displayed on this page. Click on a message to read it
2. To send a message, from the Message navigation drop down menu, select your course
3. Click on the Participant you want to message



1. Write your message in the Message box on the right
2. Click **Send message**

# Change message notification settings

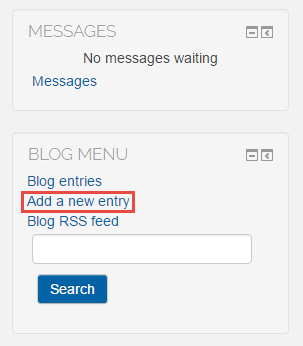
1. Log in to Moodle, click on your name (top right of homepage)
2. From the drop down menu click **Preferences**
3. In the Preferences panel, under User account, click on **Messaging**



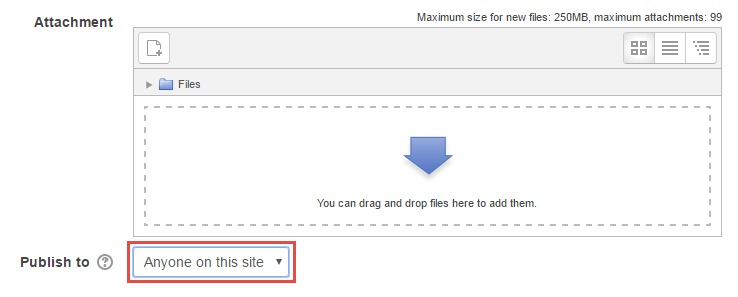
1. Select how you would like to receive notifications buy ticking the relevant boxes
2. Click **Save changes**

# Create a blog entry and adjust privacy settings

1. Log in to Moodle, find the Blog menu block on the home page
2. Click on **Add a new entry**

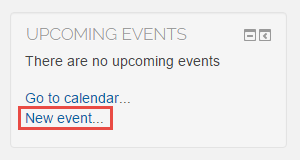


1. Fill in the fields provided
2. If you want to add an attachment to your post, in the Attachment section click the icon in the top left corner, click **Browse**, find your file, click **Open**, click **Upload this file**
3. To set the privacy of your post, from the Publish to drop down menu, select Yourself (draft) if you do not want the post to be seen by anyone but yourself or select Anyone on this site is you would like your post to be visible to anyone using the Moodle site



# Add a new event to your Moodle calendar

1. Log in to Moodle. Open the course you want to add the event to (see Access your courses if unsure of how to do this)
2. When on the course page find the **Upcoming events** block
3. Click on **New event**



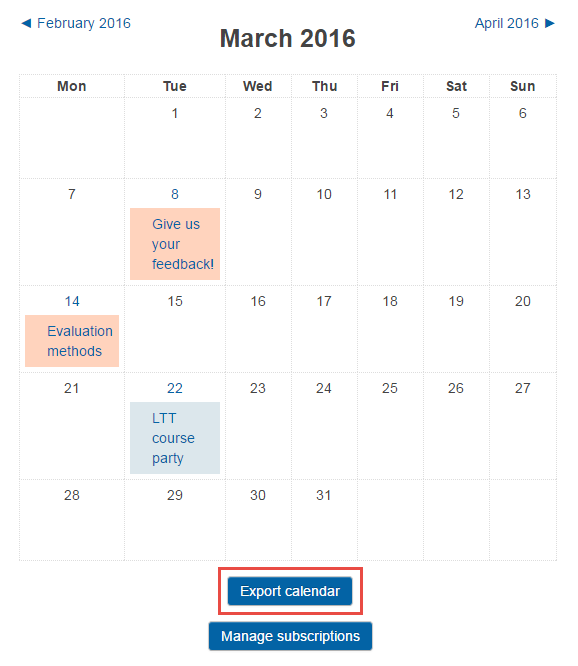
1. Fill in the fields with details of the event
2. Click **Save changes**
3. The event will now be visible in your calendar

# Export your Moodle calendar

* Log in to Moodle and find the Calendar block on your home page
* Click on the month displayed (top centre of the calendar)
* Under Detailed month view for, select whether you wish to export events for All courses or select a specific course
* Click **Export calendar**
* Select the data you want to export
* Click **Export**
* You will see a message, click the drop down menu arrow next to Save and click **Save as**
* Select where you want the calendar to be saved and click **Save**

# Link your Moodle calendar with your Outlook calendar

1. Open Outlook and have your calendar displayed
2. Log into Moodle
3. On the Moodle home page, find the calendar block and click the month displayed (top centre of calendar)
4. Click **Export calendar**

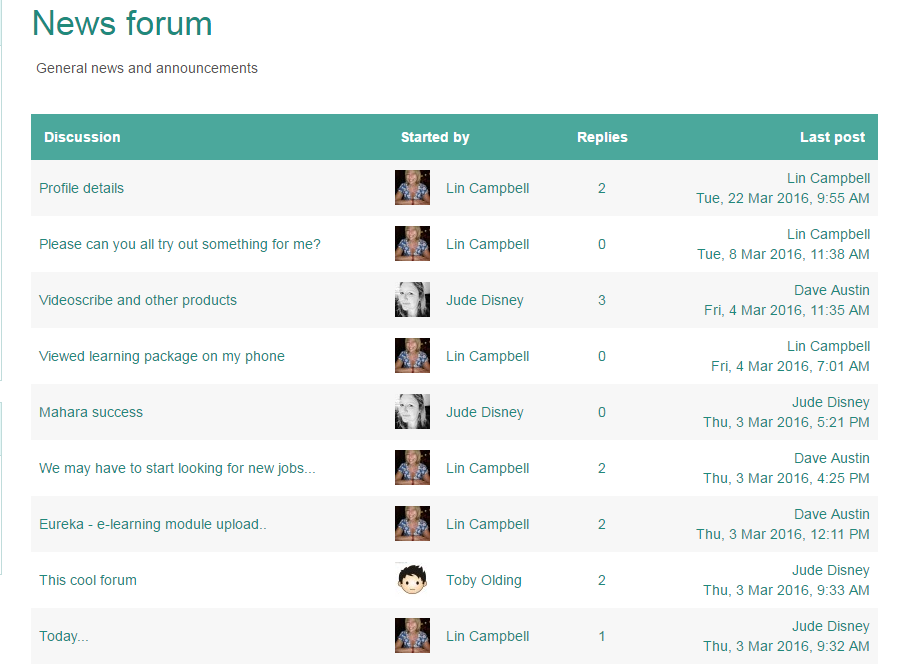


1. Under Export calendar, select All events and Recent and next 60 days
2. Click **Get calendar URL**
3. Copy the URL displayed (Ctrl + C)
4. Return to your Outlook calendar
5. Right click on **Shared calendars** (left hand side of the calendar page)
6. Choose Add calendar then From the internet
7. Paste the URL you previously copied into the field displayed and click **OK**
8. You will be asked if you want to Add this Internet Calendar to Outlook and Subscribe to Updates, click **Yes**
9. Your Moodle calendar will now be displayed along side your Outlook calendar
10. To merge the two calendars, click the arrow on the tab at the top of the Moodle calendar. Now click the tab of your Outlook calendar. Now when looking at your Outlook calendar you will also see any events that are also in your Moodle calendar (they will be displayed in a slightly faded state)

Every time you launch Outlook the 60 days will reset from that time, so that the next 60 days is always displayed in the calendar

# Read and reply to forum posts

1. Log into Moodle and open the relevant course (see Access your courses if unsure of how to do this)
2. Find the forum block (this will be in the centre of the page, you may need scroll down the page)
3. Click on the Forum block (it may be called something relative to your course or module eg. Leadership forum)
4. The forum will be open showing all current topics and who started each discussion. Click on the discussion topic which you are interested in



1. All posts and comments will be displayed. To reply to a post click **Reply** in the bottom right hand corner of the relevant block

# View your grades and assessments

* Log in to Moodle, click on your name (top right of home page)
* Click on **Grades** from the drop down menu
* In the Courses I’m taking section, click on a course
* The User report page will display your grades and assessments for that course

# Use the Moodle app

1. Download the Moodle app
2. When asked to enter the address of the Moodle site you want to access, type: **https://www.hampshireonlinelearning.co.uk**
3. Enter your username and password