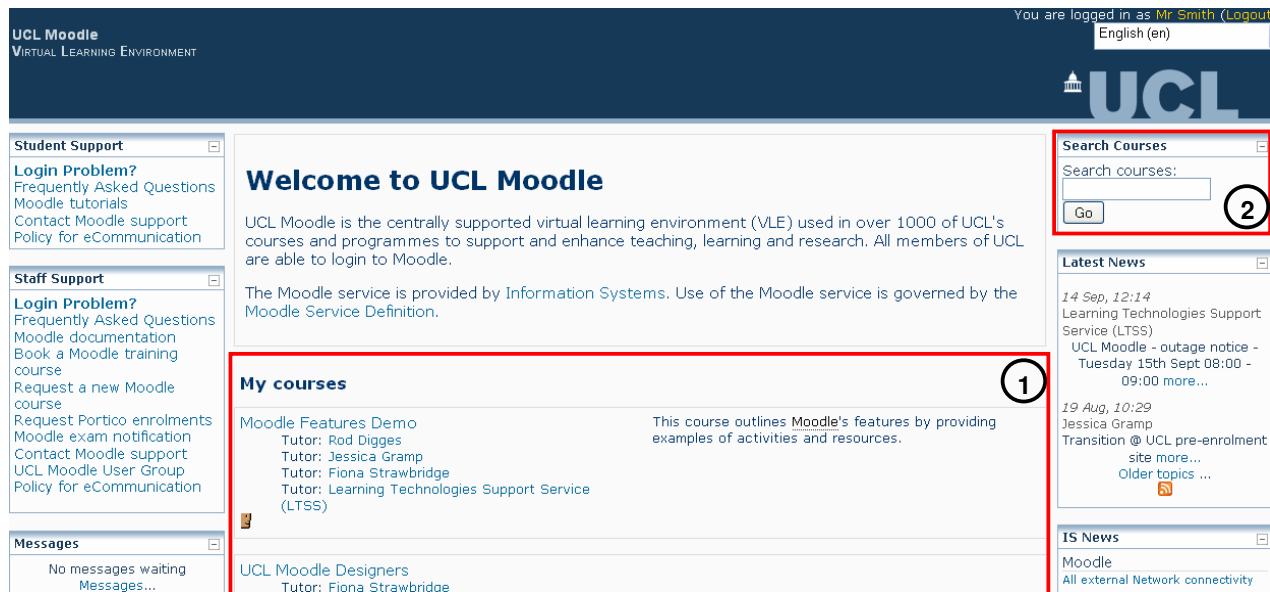
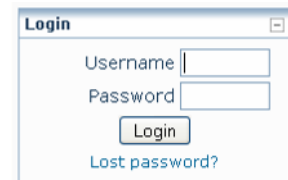


## 1. What is Moodle?

Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, usually by providing essential information and materials; it may also be integrated more fully, becoming an essential component of the module. Some modules may have content, activities, collaboration tools and assessments for you to use within Moodle.

## 2. Logging in to Moodle

Go to <http://www.ucl.ac.uk/moodle> in your browser (we recommend Firefox) and log in using your UCL user ID and password. This is the same username and password you use to access your UCL email. The courses you are already enrolled on will appear under **My Courses (1)**. If you haven't been enrolled yet, you will need to search for the course.



## 3. Enrolling on your courses

Once you have logged in, use the **Search Courses (2)** box at the top, right of the page to find your Moodle course by Module code (e.g. LTSS1002) or name. Click the name of the course you want to enter. If the course has an enrolment key (password), ask your tutor or course administrator what it is.

**Note:** You will only need to enter this enrolment key once, the first time you access the course.

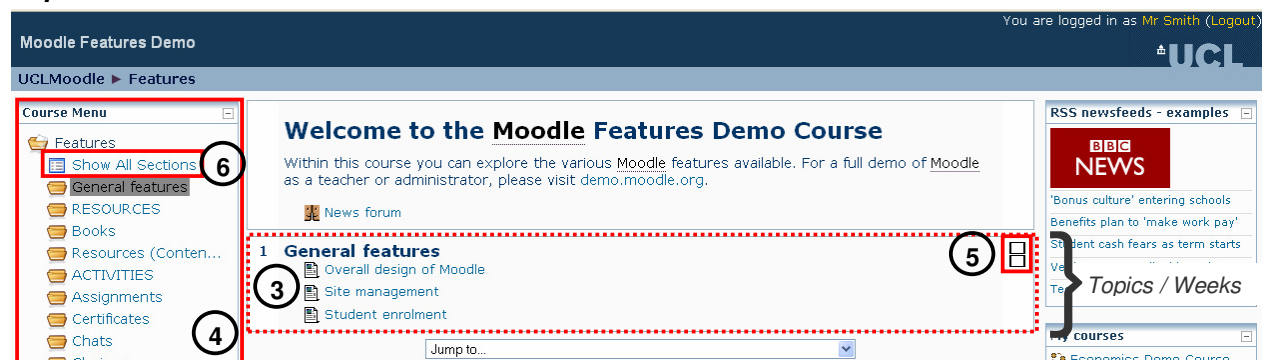
## 4. Navigating your courses

### Breadcrumbs

The *breadcrumb trail* shows you the path you have taken in Moodle and is an easy way to navigate within a course. The second link in the breadcrumb is always the one that will take you back to your Moodle course homepage.

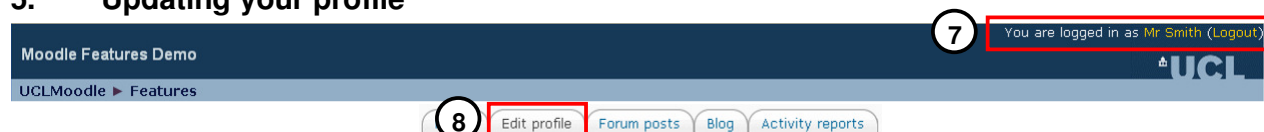


## Topics / Weeks



Moodle is divided into topics or weeks (3) that are displayed as boxes in the central column on a course page. If your tutor has added the **Course Menu** (4), you can use this to jump from one section to another. Otherwise, you can use the **Show only this topic** [□] icon (5) to the right of each section to hide all the other sections. To see all of the sections, click on the **Show all topics** [☰] icon (5) or if you have the **Course Menu** click **Show All Sections** (6).

## 5. Updating your profile



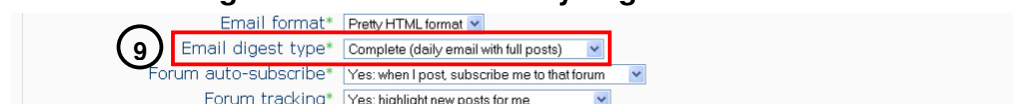
Your Moodle profile displays information about you to other Moodle users. You can also add a photo to your profile. It is also worth checking your timezone is accurate, as this will affect when you can access scheduled events such as quizzes and chats.

To edit your profile:

- Log into Moodle and click on your name (7) in the top, right.
- Click on the **Edit profile** (8) tab.
- Click the **Show Advanced** button on the right to access all of the settings.
- Edit the fields you wish to change (e.g. description, location)
- Click the **Update profile** button.

**Profile picture:**  
Your photograph must be in jpg or png format and will be cropped & resized automatically to 100X100 pixels

## 6. Reducing the number of emails you get from Moodle forums



Moodle discussion forums can generate a lot of emails. You can change your email settings so that Moodle only sends you one email every afternoon, containing all of the email notifications from that day. To do this:

- Follow the instructions for *updating your profile*, as described above.
- Where it says **Email digest type** (9) choose: **Complete (daily email with full posts)**
- Scroll to the bottom of the page and click **Update profile**.

## 7. Further information

- <http://www.ucl.ac.uk/isd/students/e-learning/tools/moodle/faq>
- [http://docs.moodle.org/en/Student\\_tutorials](http://docs.moodle.org/en/Student_tutorials)