# Moodle: The Basics

1) **Accessing Moodle**
   a) **Locating Moodle:** Like Blackboard, Moodle is easily accessible from the Quick Links or Portal pages on the Thomas web site.
   b) **Your First Login**: Your default username for Moodle will be the same as your Thomas College login, and your starting password will be the last 6 digits of your social security number. During your initial login will be prompted to change your password. After completing the initial login you will arrive at the Course Overview Screen which will list all that classes that you are enrolled in.
   c) **Forgot Your Password?:** If you have accessed Moodle before and forgotten your password   use the password retrieval option to reset your password.
      i) To retrieve your password, enter **either** your **username OR** your **email address**. **(**If you enter both you will receive an error message and must delete one before proceeding.) You will receive a confirmation email and another email with a link for resetting your password.
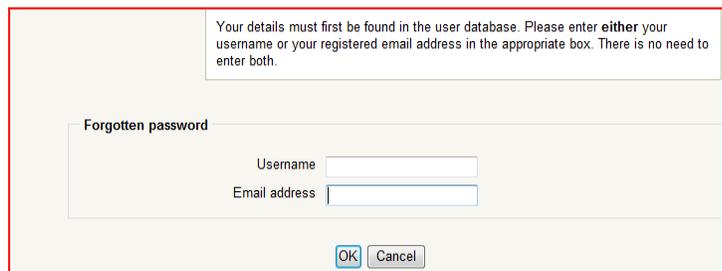
2) **Accessing Your Moodle Profile and Changing Your Password**
   a) Your Moodle profile is accessible by clicking on your name in the upper right hand corner of the course overview page in any course or the Course Summary page, or by clicking on profile in the Administration block located on the left side of the screen in any course.
   b) Along the top of your profile there is a menu bar that allows you to edit your profile, update contact and course information, and see all of your activity within all of your courses.
   c) At the bottom of your Moodle Profile Screen there are 2 buttons. The **Change Password** button allows you to change your password, the **Message** Button allows you to see or send messages.
   d) **Changing Your Password**
      i) After navigating to the user profile, changing your password is a simple process. Click on the Change Password, your username is displayed , and right below are three text boxes for entering in your current password and your New Password.
      ii) Entering the appropriate information and save your changes.
   e) Editing your Profile.
      i) After navigating to the user profile, click the "**Edit Profile**" tab, to be presented with more options and customizations for your profile.

3) Accessing Your Moodle Courses

    a) After logging into Moodle the default screen that appears is the Overview of My Courses (Course Overview) screen. Your courses are listed both in the middle of the screen and on the left in the **My Courses Block.** To go to a course click on its name.

After clicking on a course, you are presented with an **outline** of topics or weeks. This outline will host any files and discussion forums that your instructor has posted for the class.

If your instructor has requested an assignment that requires you to upload a document, click on that link for the assigment and you will be brought to this box. From this box you may click browse and select a file to upload.
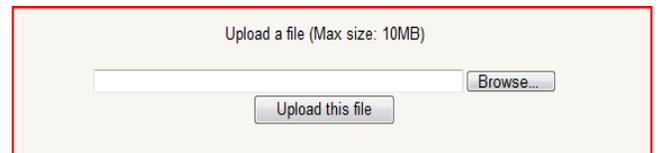
From within a course—on the left hand side—you will see the "**Administration**" pane, which allows you to edit your **Profile** and view your **Grades** (if posted) for the course.

You can use the "**Activities**" block to access assignments/activities/etc., or you can access the same activities (and associated instructions, etc. using the weekly/topic areas within the course.

To return to your Moodle homepage at any time, use the breadcrumb trail to click on the red **Moodle** link at the top left of the page.

To **Logout**, click the Logout link that is located at both the top right and bottom left of any page.