![AGCAS logo]

Moodle for Members

Getting started

You should have been sent an email with your new login details. The first time you log in to the system it will instruct you to change your password. Your new password must contain at least 8 characters [including at least 1 upper and 1 lower case letter(s)], at least 1 digit(s) and at least 1 non-alphanumeric character(s) [such as *, -, £ or #].

Once you have inputted your new password click 'save changes'. At this point please make a note of your username and new password for your own records.

Navigating the homepage

After you have logged in successfully you will be immediately directed to the Moodle homepage.

Below are some helpful notes on navigating this screen.

A) Clicking this title with bring you back to the homepage regardless of where you are in the Moodle.

B) This is where you will see notifications for activities in your account. These could include new content being added to a course, password expiration or validation of membership renewal. By selecting the 'settings' option in this tab you can control the way through which notifications are delivered to you.

C) This is where you will see messages sent to your account, either from other members or course leasers. By selecting the 'settings' option in this tab you can control who is able to message you. You can add members from your course by selecting their profile and choosing 'add to contacts'. You will automatically be added as a contact to the site admin.

D) This is the central navigation panel and is available regardless of where you are in the Moodle. From here you can access your Dashboard, profile, grades and messages. You can

also set your preferences and logout from here. Your username and image will also show here.

E) All central announcements within Moodle will be shown here. You can subscribe to these announcements so that you can hear all the information through your notification panel.

F) From the navigation panel you can access your dashboard, AGCAS site pages and your enrolled courses. You will be pre-enrolled on all relevant courses. These will appear under 'Courses' automatically. If you think you should be enrolled on a course that is not there let us know.

G) The calendar shows all AGCAS dates as well as any events you wish to add (see dashboard).

Both the Navigation panel and Calendar can be docked to the left hand side of the page. Click the small arrow button in the corner of each box to do this. They can be returned at any point.
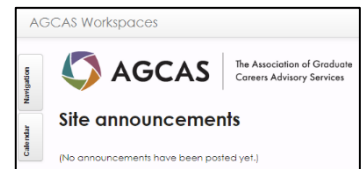
H) You can also log out of your Moodle page here. Clicking the Moodle icon takes you to their webpage.

Updating your profile

One of the first things you should do once entering your Moodle for the first time is set up your profile. From your profile you can change your user details, edit your profile, and see page over views and login information. Take a few minutes to get to know this area, especially the user details where you can change your email address, name and add an image of yourself to your profile.

Dashboard

Your dashboard is your own personal area of the Moodle. In the centre it will show a complete list of all areas you have permissions to view. From your dashboard you can also upload private files and add in your own personal events to show in the calendar.

As in the homepage, you can dock all panels which have a small arrow in the corner. You can also customise your dashboard to add/remove any panels you wish. Moodle refers to these panels as 'blocks'. To do this click on 'customise page' and then select a panel you'd like to add from the 'add a block' drop down menu. If at any point to want to reset your dashboard select 'reset page to default'.

Reporting problems

It may take a little while to get used to your new Moodle. If you do experience any problems, or have any queries, get in touch.