MOODLE
COLUMBIA COLLEGE CHICAGO

What is Moodle?

Chances are one of your instructors will want you to use Moodle this semester. Moodle is an Open Source **Virtual Learning Environment** designed for interactive online learning between students and teachers.

Why Moodle?

Hundreds of schools and businesses worldwide are using Moodle, and there's a reason for it. Moodle is a **user-friendly**, **intuitive application.** It can be used as a platform for a course completely online, or to supplement a "face to face" course. Instructors may ask you to complete assignments, download handouts, chat with classmates, or view your grades in Moodle.

Logging In/Setting Up Your Profile

Login to Moodle at http://moodle.colum.edu using your Oasis ID and Password. When logging into Moodle for the first time you will be directed to complete your profile.

1. If you weren't directed to complete your profile, click on your name on the top right hand side of the home page.
2. Click on the "Edit Profile" tab
3. Add information including a picture (If you add a picture, you must also add a picture description or your profile will not update.)
4. Click "Show Advanced" for more information
5. Click "Update Profile" to save your profile

Moodle passwords must be the same as Oasis passwords. If you change your password in Oasis, it will automatically change to that same password in Moodle within 24 hours.

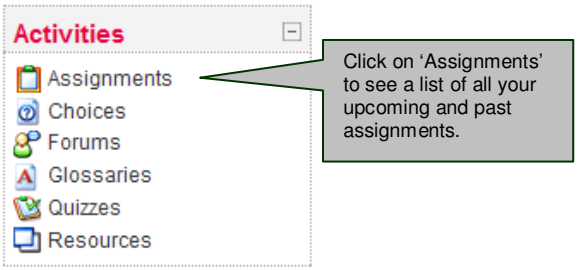
I Forgot My Password- What now?

Forgot your password? All you need to do is click on the 'Lost Password' link on the Moodle Homepage. You will immediately be emailed your username and password.

Accessing Your Courses

Once logged into Moodle, you will see your courses listed in the left hand column of the page in the MyCourses block. To access a course you are in, simply click on the course name underneath the current semester and year.

After you've clicked on your course, you will be directed to the main page for your course. In the center part of the screen you will see all the info your instructor has included for your course. It is usually organized by week or topic, and a great way to see the trajectory of your course over the semester. You can accesses your course materials by clicking on the links in the center of the page, or to see a quick view of specific materials use the blocks on the left. See Below.



Navigating and Moving Around

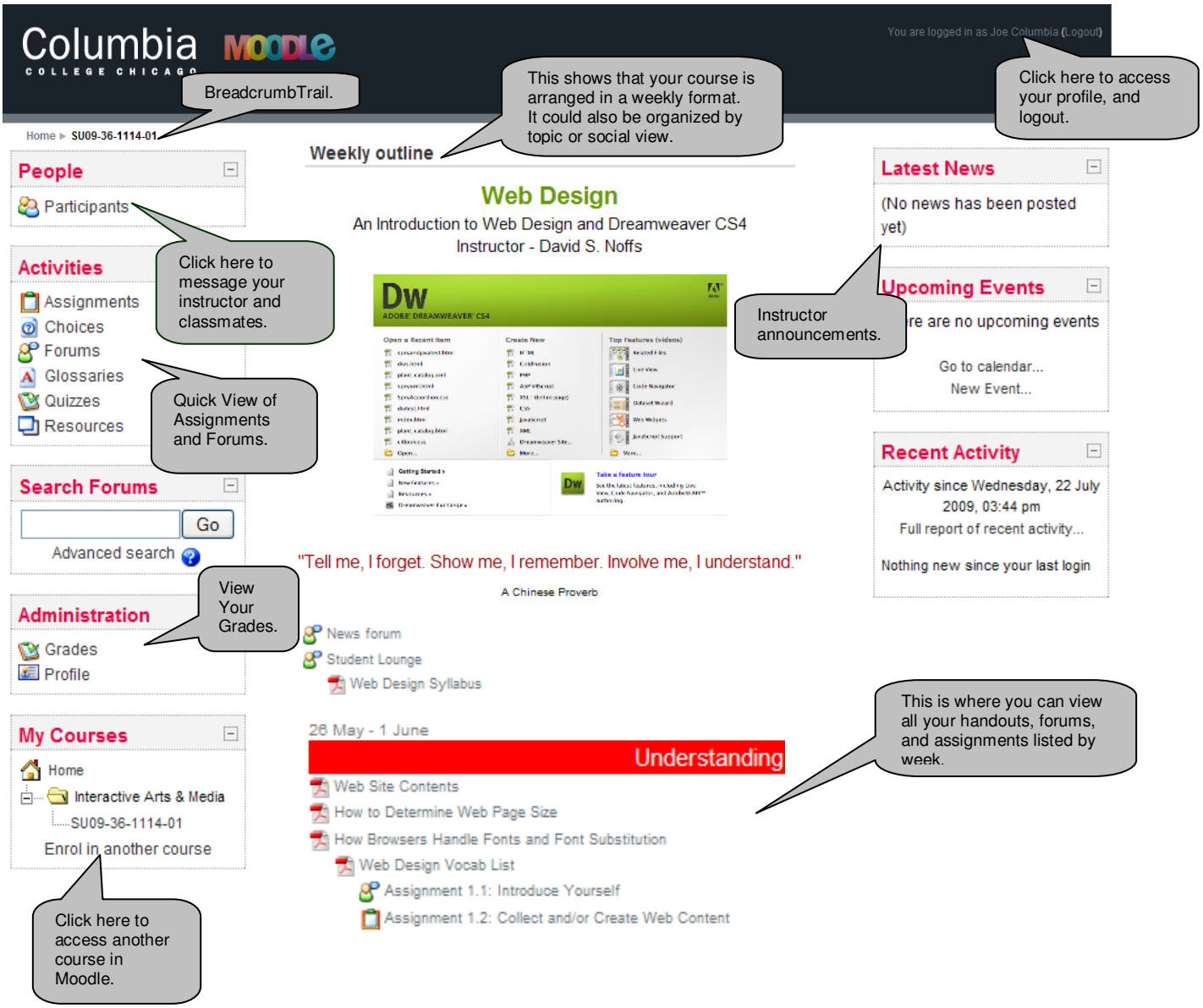
NOTE- Don't use your browser's back and forward buttons in Moodle. Use the "**Breadcrumb Links"** at the top, left hand side of the screen. The breadcrumbs are a trail showing all the previous screens you were in. Clicking on one of the breadcrumbs will take you to a previous screen. For example, click on your course number to get back to your course's home page.

Communicating with your Instructor/Fellow Students

You can send a message to your instructor or one of your classmates by using the "**People**" block (above the Activities block). Simply click on the "Participants" link, and then click on the name of the person you would like to message. A new window will appear where you can type and send a message. After typing the message, click on "**Send Message**" at the bottom of the page. **MAKE SURE TO TURN OFF YOUR POP-UP BLOCKER!!**

MOODLE AT A GLANCE

http://moodle.colum.edu



FAQs, In case you run into trouble…

Where have all of the weeks / topics gone? You have probably clicked on the icon. To display all of the other weeks / topics you need to click on the icon which you will see in the right margin of the week / topic.

How can I stop all of these e-mails from Moodle? E-mails are an essential part of the way Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:

- Edit your profile and change your e-mail settings to digest
- Unsubscribe from non-essential forums (although they are there for a reason!)

For more info: Click on the 'Student Help' link at http://moodle.colum.edu for more specific instruction.
For Userid/Password questions contact User Support: at 312-369-7788