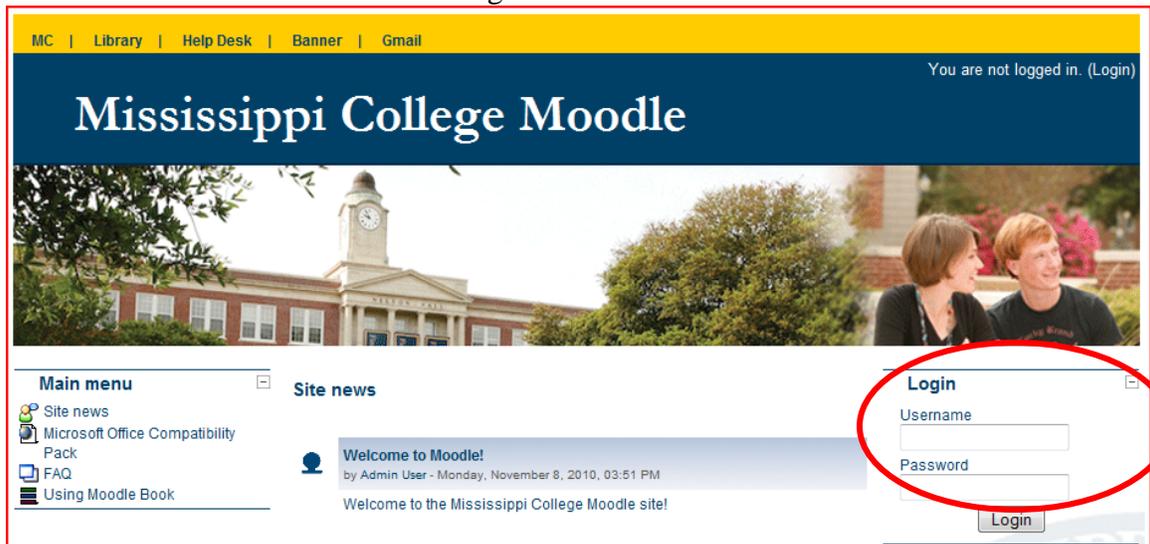


## Student Guide: First Time Using Moodle?

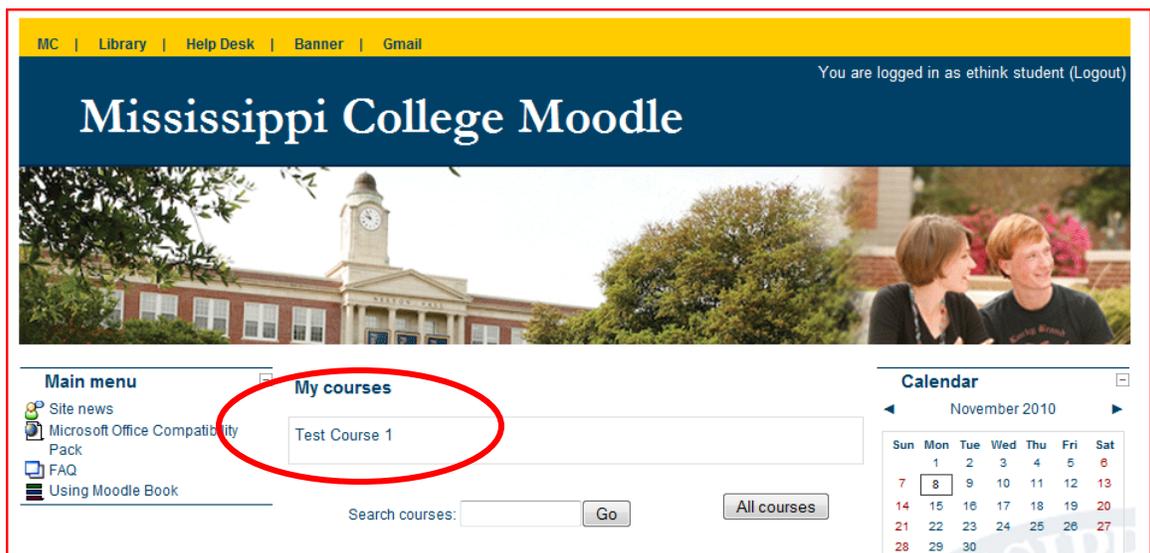
Here are some instructions for accessing your course:

1. Open a web browser. Moodle is compatible with Internet Explorer and Firefox. Go to <http://moodle.mc.edu>.
2. In the upper right hand corner of the screen, you will see a login box. Your username and password are your email username (jdoe) and password, also the same username and password you use to logon to computers on campus. Enter these in the box and hit the Login button.



If you have any difficulties logging on, please submit a request for help to the Help Desk.

3. Once you login, you will see your course listed on the screen as shown below:



4. Click on the name of the course you are taking that you want to access in Moodle.

You should now be in your course. You will see the course materials appearing in the center of the screen. Click on any of the items such as the Syllabus to open the files and view the related materials. Once in an item, use the Breadcrumb Links in the upper left-hand corner of the screen to navigate back to the Course Home Page.

## **Troubleshooting -**

Here are a few frequently asked questions and answers that may be helpful to you:

### ***Where have all of the weeks / topics gone?***

You have probably clicked on the hide icon. To reveal 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. You can also use the dropdown box underneath the displayed week / topic to jump to a hidden section.

### ***Why am I not getting any e-mails and others are?***

Emails from Moodle automatically go to your MC email address. You are expected to check this account to receive correspondence from the College. If you need assistance accessing this email account, submit a Support Ticket to the Help Desk.

If you have any questions or problems, please contact your instructor.

Thanks and enjoy using Moodle!