



# Luther King House

## Using Moodle

- Moodle can be accessed at <http://learnlutherkinghouse.org.uk> You can access Moodle wherever the Internet is available (inside and outside LKH).
- The option to create a new account is on the right hand side of the screen. Click there, and enter your details. Please use your first name and surname as your **username**. As per the online instructions, the **password** you choose needs to be at least 8 characters long and must include: at least one capital letter, at least one lower case letter, at least one digit and at least one non-alphanumeric character (i.e. a symbol, such as \* ? . & ^! etc.). Please record your country as the UK and the town as “Manchester”.
- You will receive an email asking you to confirm your registration. Click on the link in your email. You will then be able to log in to Moodle with your chosen username and password. If you don't receive the email, check it has not gone into your 'junk' email folder. Speak to Rachel, Clare or Paul if you have problems confirming your registration.
- Once you have created your account, please also **upload a photo of yourself** in your “My profile” area – under the “Navigation” menu on the right hand side of the Home Page, click “My profile”, then “View profile”, then “Edit profile”, then scroll down and click “User picture”. You can then upload your photo in the box with the blue arrow.
- Each different area of the Moodle site is described by Moodle as a “course” (including handbook areas) and the first time you attempt to access any part of the site, Moodle will ask you, “Do you wish to enrol on this course?” It is always OK to say, “Yes”! “Enrolling” on a Moodle “course” simply gives you access to the resources located in that area of the Moodle site. It does **not** formally register you for the module with the Registry Office. (To register for a module with the Registry Office, you need to complete a registration form and give this to the Registry Office staff.)
- **To find a “course”** or an area of the Moodle site you wish to access, scroll down to the “search courses” box at the base of the Home Page, type the module code or part of the name of the area you wish to find (e.g. “BA401”, “BA Handbook”, “library”, “College Handbook” etc.) and click “Go”. Moodle will display a list of all areas with those words in the title. Click the relevant link to take you to the “course” or site area you wish to access. Alternatively, you can use the link to “Course Categories” from the menu bar across the top of the screen then scroll through the Course Categories list to find the “course” you want.
- The first time you try to access any individual module on Moodle, it will ask you for the **“enrolment key”** (or password) for that course. Your enrolment keys are provided by Registry on your printed “Confirmation of Registration” sheet which you will receive at the start of the academic year. When you have entered a module's enrolment key (password) once, you don't have to do it again - you will

automatically get access to that area when you next log in, and it will be listed on the Moodle Home Page under the section 'My Courses' (in the Navigation box on the right of the screen).

- Your tutors will be able to explain how to access resources in the individual "course" areas. It is very straightforward. You just need to click on the relevant links and the resources (eg. handouts, powerpoint presentations, links to other websites etc.) will appear. If you cannot access resources on Moodle, or a resource does not appear to be displaying properly, please contact your tutor in the first instance, or speak to Rachel.
- Other features of Moodle include quizzes and questionnaires which your tutor may use at some time during the module to help you learn, and also online chat forums and 'blogs' that can be used to discuss ideas, share information and seek help if necessary.
- Other essential documents which you should familiarise yourself with at the start of your programme of study, and which you will need to constantly refer back to throughout your studies, are: the **Guide to Writing and Submitting Assessed Work** (which can be accessed from the menu bar at the top of the screen); your **Programme Handbook**, containing course regulations and descriptions of all the available modules, and your **College Handbook** (both of which can also be accessed from the menu bar at the top of the screen).
- Information on the electronic submission of assessed work through Moodle and on naming your files correctly is available in the Guide to Writing and Submitting Assessed Work. Registry can provide further assistance if necessary.
- There is an area on Moodle for the **Library and Learning Resources**. Please have a look at this area; there is a lot of helpful information therein. You do not need an enrolment key.
- Once you have a Moodle account, you are expected to check your course areas on a regular basis so you are aware of any new or updated information and resources.
- Rachel, Clare or Paul can help you if you have any difficulties using your Moodle account.

(RC & CR, June 2016)