



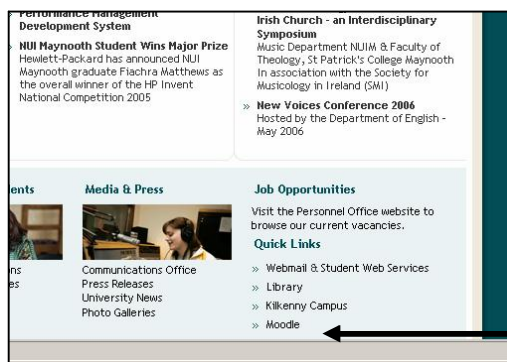
How to Use Moodle: A Guide for Students

What is Moodle?

Moodle is NUI Maynooth's virtual learning environment. It may look like a normal website, but once you have logged in, it will provide you with course information, lecture notes and other resources. It is available anywhere you can access a computer with an Internet connection, on or off campus.

Where is Moodle?

Moodle is available by clicking the link under **Quick Links** on the university's homepage, as shown below.



The link to Moodle, shown under Quick Links at <http://www.nuim.ie>

How do I login to Moodle?

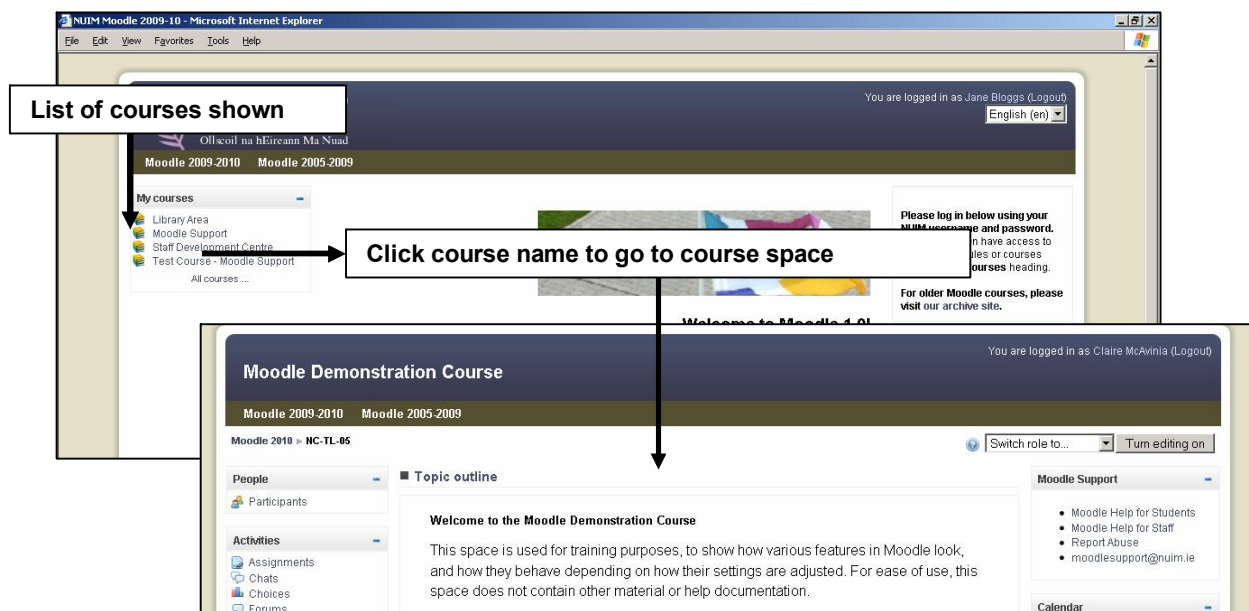
In order to login to Moodle, you will need to use your NUI Maynooth username and password. This is the username and password issued to you at registration. You can use it for NUIM email, computers on campus, and Moodle.

Note: If you are off-campus when you click on the link to Moodle, you will see a small grey box appear – this is a pre-login, for security reasons. Enter your login to this box first. Then, you should see this page where you need to enter your login details again:



As you are logging in, you might see some security questions from your browser, similar to those shown when you checking your email, or making a purchase online. Read these messages but agree to go on – click on 'Continue' or 'OK' or 'Yes' as required.

After login you will see the homepage once again, but your name will be shown in the top right hand corner, and a list of your courses will appear on the left hand side of the screen, under a heading **My Courses**. If you click on the name of a course, you will be brought to the Moodle space for that course. Not all lecturers use these spaces, but if your lecturers are using Moodle, you will find notes and resources, activities and announcements there.



I have logged in successfully, but cannot see 'My Courses' – what can I do?

If you cannot find your courses or see them listed, there could be a few reasons why:

1. If you have just registered, you will need to wait until the following morning for the system to reflect your courses, as it updates each night.
2. Have you changed your course? If you changed your mind and moved to another module or course, please let the Records Office know. Once they have updated their records, Moodle will also update automatically, and you will then see your list of courses.
3. If you are still experiencing problems, but you know that all your details are correct and up to date, contact us for help at moodlesupport@nuim.ie.

Can I print my lecture notes?

Yes, you can print any of the resources you find in Moodle. You can print directly, using **File** and **Print...** in the web browser, or you can choose **File, Save As...** and save resources to your computer, floppy disk or memory stick, in order to access them another time. We have given more details of how best to save and print resources in the **Moodle Help for Students** on the Moodle homepage.

I cannot open documents in Moodle – what can I do?

If you are using Moodle away from campus, then check that your computer has the software you need. Many lecturers will use Microsoft Office packages to make their teaching materials. If you do not have Microsoft Office on your computer, you can download **free** 'viewer' software from the Microsoft site at <http://www.microsoft.com>, search 'viewers'.

More Help

- You can request **login help** from the Computer Assistants in the Public Access Computer Rooms (PACR) on campus.
- If you are having difficulties regarding **course material and topics covered**, you should contact the lecturer in question.
- For any other **Moodle-related problem**, you can email moodlesupport@nuim.ie or consult further sources of help on the **Moodle homepage**.