

Moodle Quick Start Guide for Students

Logging In:

1. Go to <http://mycourses.tstc.edu>
2. In the Username and Password Textboxes, enter your WebAdvisor (or WebCT) Username and password. If you do not know your WebAdvisor Username, please see the section in this document labeled "How do I find my Username".



Confirming your Email Address

1. Once you have logged in successfully, you will be taken to your user profile.
2. Enter your working email address, City/Town and Country.

3. Click "Update Profile" at the bottom of the screen.
4. The screen returns to your Profile. Notice your email address says, "Change pending". Go to your email system (Gmail, Yahoo, Hotmail, Live, etc.) and open the email message from moodle.admin@tstc.edu (Admin User). Click the link in that message to confirm your email address. If you do not get the message in a timely manner, check your Spam folder to see if the email message was tagged as Spam. * * **NOTE: Yahoo email addresses take a little longer to receive the Moodle Admin email.**

General

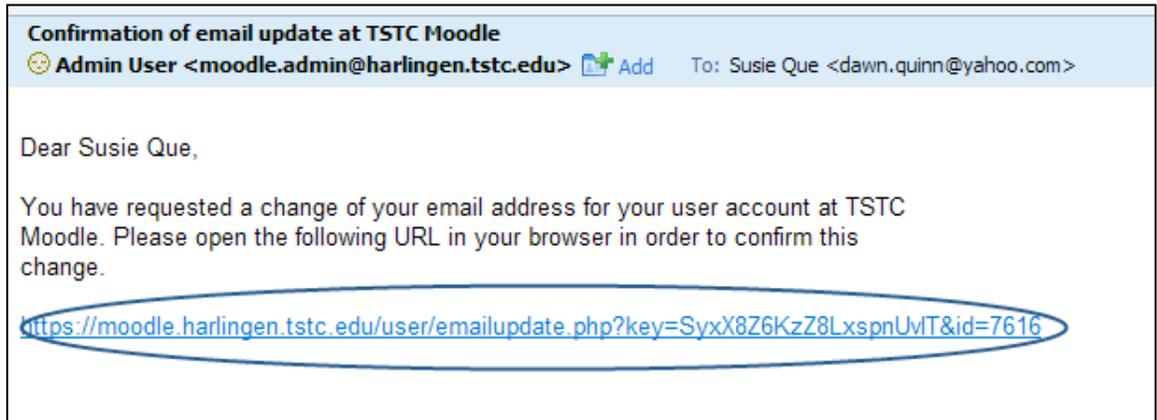
First name* Susie

Surname* Que

Email address Change pending. Open the link sent to you at dawn.quinn@yahoo.com.
Cancel email change

Email display Hide my email address from everyone

Email activated This email address is enabled



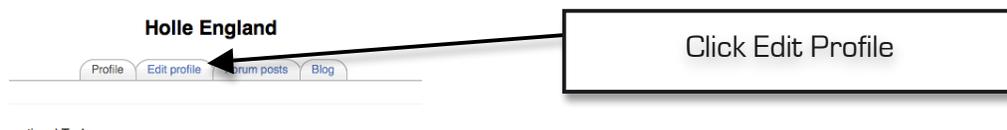
- Once your email is confirmed, click the "Continue" button. It will return you to your Moodle profile where you can continue to make changes. ****Note** You must scroll to the bottom of your profile and click "Update Profile" in order to proceed to your courses.**

Making Changes to your Moodle Profile

- In the Moodle Home Screen, click your name in the upper right hand corner.



- On the Profile Screen, click the "Edit Profile" Tab.



- In the Edit Profile Screen, there are several options to help enhance your Moodle environment. Click the "Show Advanced Button" to see more options.

- To change your theme, click the “Show Advanced” Button to show the additional options. Locate the “Preferred Theme” option and click the drop down box to the right. Browse through the themes (you will have to select a theme and click “Update Profile” button to see changes).

The screenshot displays a 'General' settings page with a 'Hide Advanced' button in the top right corner. The settings are as follows:

Field	Value
First name*	Holle
Surname*	England
Email address*	holle.england@abilene.tstc.edu
Email display	Allow everyone to see my email address
Email activated	This email address is enabled
Email format*	Pretty HTML format
Email digest type*	No digest (single email per forum post)
Forum auto-subscribe*	Yes: when I post, subscribe me to that forum
Forum tracking*	No: don't keep track of posts I have seen
When editing text*	Use HTML editor (some browsers only)
AJAX and Javascript*	Yes: use advanced web features
Screen reader*	No
City/town*	Abilene, TX
Select a country*	United States
Timezone	Server's local time
Preferred language	English (en)
Preferred theme*	Default

A callout box with a black border and white background, containing the text "Use 'Preferred Theme' to change the appearance", has a black arrow pointing to the 'Preferred theme' dropdown menu.

- Users can also upload an avatar image, list interests and other contact information (Web Page, IM IDs). ID Numbers are private and will not be viewed publicly. Click the “Update Profile” at the bottom of the screen to submit changes to your profile.

Navigating the Moodle Home Screen

1. Once you successfully log into Moodle, you will see the Moodle Home screen. To see the list of course you are enrolled in for the semester, click the "My Courses" Icon. "My Courses" can also be found under the "Courses" link on the menu bar.
2. To get back to the home screen, click the "Home" link on the menu bar.
3. Help and Support can be found by either clicking the "FAQ" icon on the home screen or by clicking on the "Support" link in the menu bar.
4. Site News can be found under the icons on the main screen and also by clicking the "Site Announcements" icon.
5. A Calendar appears to the right of the Moodle home screen. However, to view a more complete calendar, click the "Calendar" icon on the home screen.

The screenshot shows the Moodle Home Screen for Texas State Technical College. The user is logged in as 'Holle England'. The page features a navigation menu with 'Home', 'Courses', 'Resources', and 'Support'. Below the menu are four main icons: 'My Courses' (house icon), 'Calendar' (book icon), 'Site Announcements' (lightbulb icon), and 'FAQ' (gears icon). A 'Site news' section is visible, containing two announcements: 'New Look for Moodle' and 'Respondus Licensed'. A 'Calendar at a Glance' widget shows a calendar for August 2009. The right sidebar contains 'Resource Links', 'Latest News', and 'Site Administration' sections.

Annotations in the image include:

- A box pointing to the navigation menu: "Home, Courses, Resources and Support Links"
- A box pointing to the main icons: "MyCourses, Calendar, Site Announcements & FAQ Icons"
- A box pointing to the 'Site news' section: "Site News and Announcements"
- A box pointing to the calendar widget: "Calendar at a Glance"

How do I find my WebAdvisor UserName?

1. Go to <http://webadvisor.tstc.edu>
2. Select **Account Information** located bottom right in the screen.



3. Select "What's My User ID" and follow the prompts.
4. Your default WebAdvisor Password is the last six (6) digits of your college ID.