

You may find it useful to print off this email. It contains a step-by-step guide on how to enrol students on your Moodle course.

- 1) Students will have accounts created automatically, so students do not need to create an account, they just need to login using the credentials on their student card.
- 2) All you need to do is guide them to your Moodle course.
- 3) Find out in advance where your course is located in the course categories, so that you can guide the students to it quickly.
- 4) Find out in advance what your enrolment key is, more below if this has got you worried.
- 5) Advise the students as follows: Firstly, click on Internet Explorer.
- 6) Scroll a little way down the portal front page and on the right you will find the large orange 'Moodle' button. Click on this button (**see note below regarding access to Moodle from home**).
- 7) In Moodle, click on the 'Login' link (top-right of the screen).
- 8) Enter your **username**, which is on your **student card**. It will be in the format **BartS6789** (your first name, followed by the first letter of your last name, followed by the last four digits of your student number). You do not need to use upper case characters when you type it into Moodle.
- 9) Enter your **password**, which will be your **student number** as shown on your **student card**.
- 10) Go to... (tell the students which category to click on, and then tell them to click on the link to your course)
- 11) Enter your enrolment key which is...(tell students your enrolment key)
- 12) The students should now be enrolled on your course. Next time they login, the course will appear on their 'My Courses' block.

Other points:

Further Instruction:

There is a video and printable help sheet on the front page of Moodle under 'Student Links' showing the students how to do the above.

Enrolment Key

There is a video and printable help sheet on the front page of Moodle under 'Staff Links', showing you how to add your enrolment key, or find out what it is. It is very simple and can be done in seconds.

Students accessing from home:

To access Moodle from home, you enter <http://moodle.colchester.ac.uk> into the address bar of your web browser

Moodle Accounts

Students will have a Moodle account created the day after they have completed enrolment. If enrolment is completed on a Friday, the account will be available on Monday.

Please contact moodle.support@colchester.ac.uk if you have any questions or need more information.