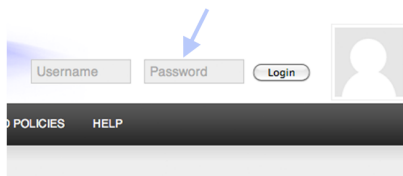


Accessing Moodle for the first time

Quick Guide

Step 1 - Accessing the Moodle site

Whilst inside college, your homepage will be set as Moodle, to access it, simply open your internet browser. Outside of college you can access the colleges moodle site by going to <http://moodle.ncpontefract.ac.uk>, we are also listed in Google, search NEW College Pontefract Moodle.

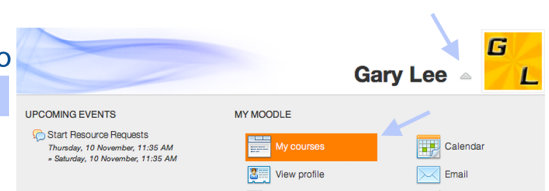


Step 2 - Logging in

At the top of the page, enter your username and password into the grey boxes.

Step 3 - Access your courses

Courses you participate in are listed on your home screen when logged into moodle, you can also access your full course list by opening the drop down menu near your name, and selecting **My Courses**. To enter a course, simply click its name.



Step 4 - Start editing your courses

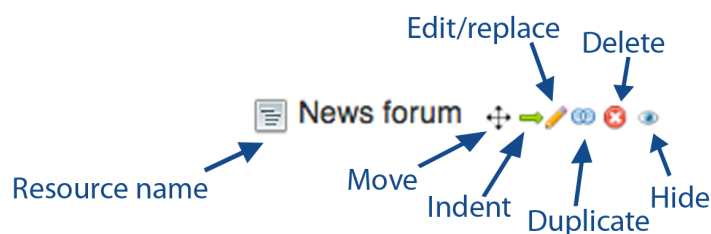
Once you have logged in and accessed the course you wish to edit, you are ready to start adding content.

In the top right hand corner of every course page, you will see a "Turn editing on/off" button. When editing is disabled, your course is protected from making changes to any of the resources.

Turn editing on

Step 5 - The basics of adding and changing content.

Once editing is turned on for a course, you will notice some extra buttons and controls which have appeared, these enable you to add resources, media and other content, as well as replace and hide any existing content.



For information about the different types of module and activity available to you, visit the help menu in the Moodle navigation bar.