

Moodle Short Guide for Students

Updated September 5th, 2018

Access Moodle: using any web browser and go to <http://moodle.stu.ca>

Log-in: Enter your Computer Network Username and Computer Network Password in the log-in boxes near the top of the page. It is the ID and Password you would use to log into a computer on the STU campus. (Not your STU email ID and Password).

If you do not know your Computer Network Username and Password – the ITS Help Desk in James Dunn Hall 207 can help you.

Creating a profile: The first time you log on you will have to generate a profile, and insert the email address to which Moodle/course related materials will be sent. This can be any email account you like. Please be aware that if the email account you list is incorrect, is full or is not the one you frequently check, you could very easily miss important information from your professor. Also, there have been reported problems with Yahoo mail and gmail. Both of those have blocked some emails to students. I highly suggest you use your STU email address.

Make sure to complete all the boxes with a red asterisk by them - these are required fields. You can add other info as you like. It is a good idea to add a photo - this helps other students know who you are and immensely helps the instructor get to know everyone.

Once you have finished, click on 'save' near the bottom. A message will appear indicating that a confirmation email has been sent to your email account (the one you put in while you were creating your profile). You will need to check that email account and click on the link in the verification email. You now have full access to Moodle and can log on again, if necessary.

Enrolling in a Moodle Course. When you login with your profile you will see a list of all of the available courses on Moodle. You can scroll down through them all and click on the ones in which you are registered. Or ...

The screenshot displays the Moodle login interface for St. Thomas University. On the left, a navigation menu includes 'MAIN MENU' (Site news), 'NAVIGATION' (Home, Dashboard, Site pages, Courses), and 'ADMINISTRATION' (Front page settings, Turn editing on, Edit settings, Users, Filters, Reports, Backup, Restore, Question bank). The 'Courses' link is circled in red. The main content area features a 'To Log in:' section with the following text: 'Username is your Computer Network Account ID', 'Password is your Computer Network Account password', and 'It is the ID and PW you would use to log into a computer on the STU campus (Not your STU email ID and PW)'. A link to 'A Student's Short Guide to Moodle may be found here (updated 02/09/2014)' is also present. Below this, the 'Available courses' section is circled in red, listing two courses: '18/I2 ANTH 1033 - Introduction to Archaeology' (Teacher: Moira McLaughlin) and '18/S1 ANTH 1013-A, Introduction to Cultural Anthropology' (Teacher: Craig Proulx). The second course description includes: '- To introduce you to the subject matter of sociocultural anthropology. As you will see practical use can be made of knowledge in all of the four sub-fields of sociocultural anthropology. Job opportunities within the four subfields will be referred to throughout the'.

... or, you can click on the word "Courses" over to the left and see the Course Categories. Choose the Category and then pick your course.

St. Thomas UNIVERSITY

Home > Courses

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses

ADMINISTRATION

- Site administration

Search courses: Go

- Anthropology
- Aquinas
- Athletics
- Business
- Catholic Studies
- Criminology and Criminal Justice
- Economics
- Education
- English as a Second Language
- English Language and Literature
- Environment and Society
- Fine Arts
- French

If you wish to access a course in English Language and Literature, click on that Category. You will see information about that **Category** and a listing of all courses in that category. **Caution** – some categories have more than one page of course listings.

If the course name has a key to the right of it, you need an Enrolment key to get in and your professor will have that for you. If there is a blue circle with an "i" in it – you can click on that and see what the professor may have given as a Summary of the course.

Economics

- 17S1 ECON 1013 A - Introduction to Economics (MICRO)
- 18/S1 Econ 3443 New Brunswick Economy **Enrolment Key**
- 18S1 ECON 1023 A - Intro to Economics (MACRO)
- 18S1 ECON 2123 A - Quantitative Methods I
- 18S2 ECON 1023 B - Intro to Economics (MACRO)

Self enrolment (Student)

Enrolment key Unmask

Once into the course, explore as much as you like. Some professors choose to post your grades into your Moodle page. No one else can see the grades, just you (unless they are peeking over your shoulder).

There may be readings, assignments, news and activities. Each professor works in Moodle by their choice and each chooses what they will post.

Three Things to remember

ONE - At STU you have one set of ID and PASSWORD

☒ A STU email ID and PASSWORD

☒ When you first set up your Moodle Profile, you needed to put in an email address. Moodle would send an email to whatever address you put in, for you to confirm your Moodle Profile. Your STU Computer Network ID and PASSWORD (what you use to log into a STU computer in a STU lab to connect to your :F drive) is what you use to login to Moodle.

If you need help with your STU Computer Network ID and PASSWORD, please go to the Computer Help Desk on the second floor of the building with Tim Horton's in it (James Dunn). Once you get your Username and password, make sure you try it right there in the computer lab before you leave. That way, if you encounter a problem, you can get help and save coming back.

TWO – Changing your Moodle Password

If you do need to change your password all you need to do is to change your STU Computer Network PASSWORD and your Moodle password will automatically change to match it.

THREE – Getting out of Courses

If you accidentally enroll in the wrong course there are two ways to un-enrol. Ask the professor of the course, they can remove you. But, that might be a bit embarrassing, so, just send a polite email to Moodle@STU.CA Make sure you say exactly what course you need out of. (ie. 14S2 ENGL 1234 A – A history of English) I need all of that information in order to get you out of the correct course.

If you need assistance, email Moodle@STU.CA

Moodle Support