# 1. Logging in and Moving Around

Moodle sites can contain a lot of sensitive student data and so although you might see some useful information on the front page when you access Moodle from your browser, you'll need to log in to interact with your lecturers and students. We'll take a look in this tutorial at how you can log in and find your way to your course.

Please use Mozilla Firefox or Google Chrome Browser to navigate Moodle.

The log in option is available on the side at http://weblearn.fnu.ac.fj as well as on top of the menu bar
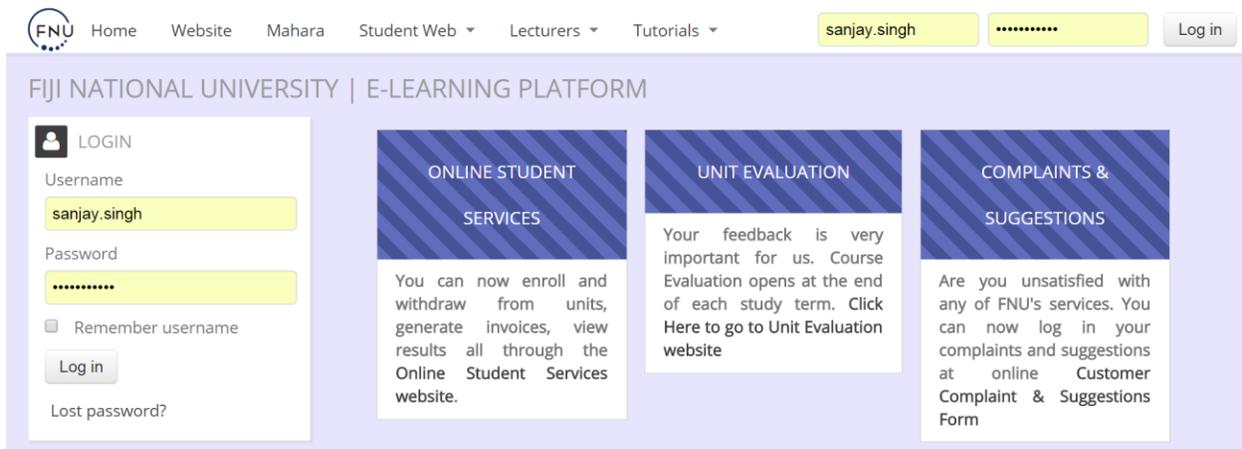

Upon log in, the first thing that you'll notice is that we have two important blocks.

One of it is the Navigation block and the other one is the Administration block. And these blocks follow you around the site. The Navigation block helps you find your way. It has links to your courses as well as your profile. Clicking the links expand them, so for instance you could view your profile or any messages.
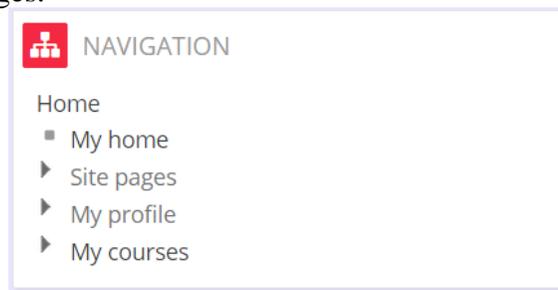
On the Administration block, what you see will depend on where you are in the course and your permissions on the site. As a regular user on the front page, you'll just see a link to your profile settings. And clicking here will expand it to allow you to edit your profile.
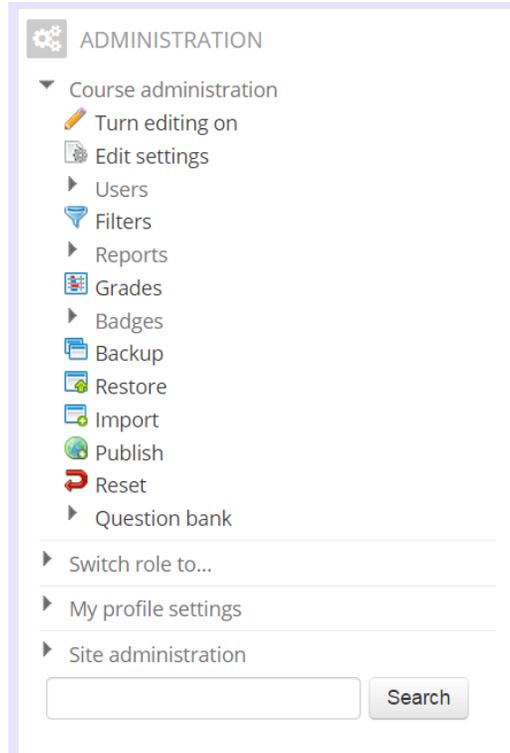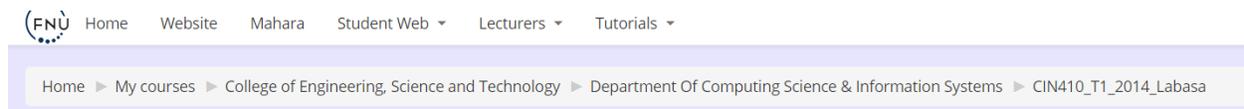
On navigation block, you'll also notice that there is link, My Home. And if you click the My Home link, this will take you to a customizable, personal dashboard, which everyone, teacher and student has, to manage themselves. In the center of it, you'll have a course overview block, where you'll see the list of the courses you're enrolled in.
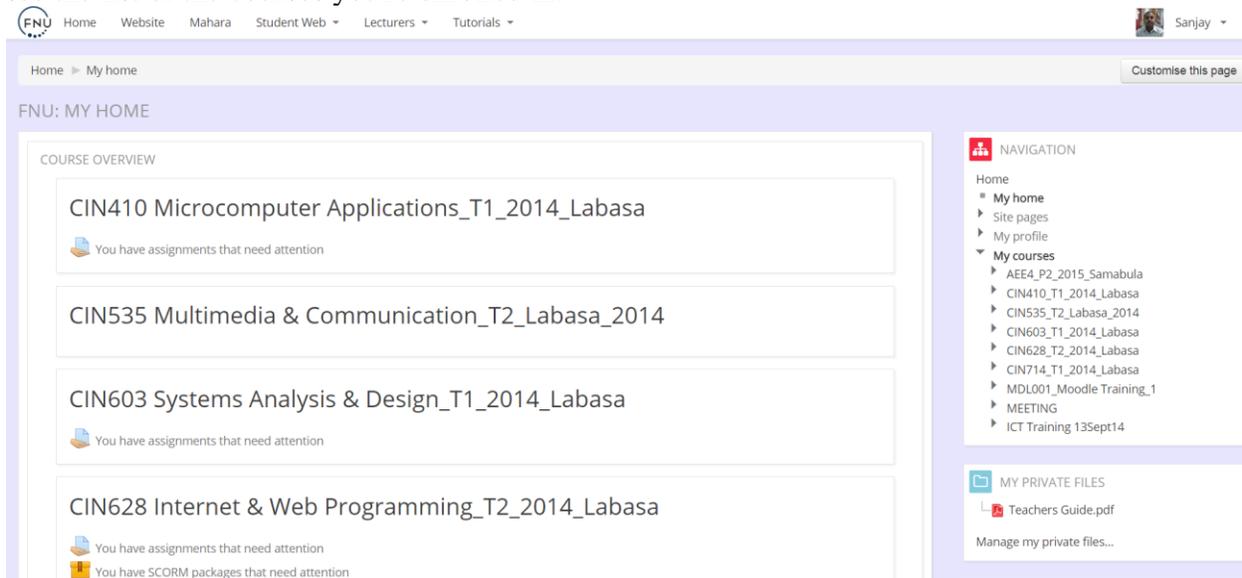
And then either side you may have blocks. You can customize the page and add blocks and put them in a different order, by clicking customize this page button at the top right.

FNU: MY HOME

COURSE OVERVIEW

CIN410 Microcomputer Applications_T1_2014_Labasa

You have assignments that need attention

NAVIGATION

Home
▪ My home
▶ Site pages
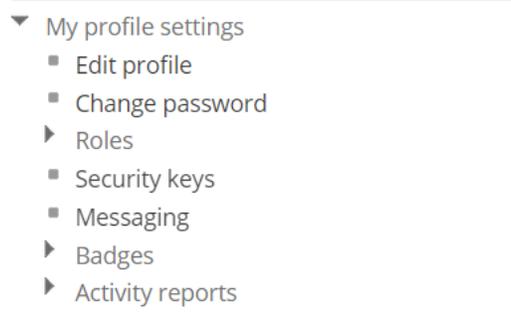▶ My profile
▼ My courses

You will also notice that we have, along the top here what Moodle calls a Navigation bar and the people call it a Bread crumb trail which takes you back into different elements of your course and your site.
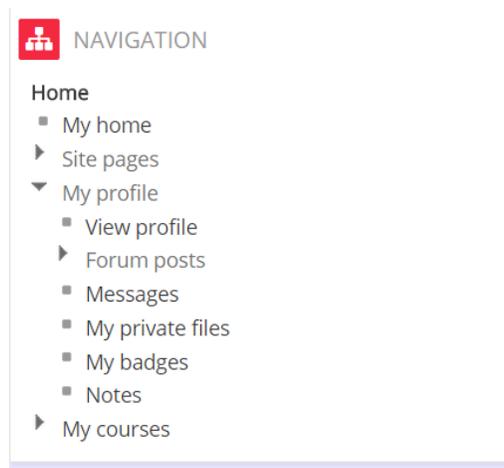
(FNU) Home   Website   Mahara   Student Web ▾   Lecturers ▾   Tutorials ▾

Home ▶ My courses ▶ College of Engineering, Science and Technology ▶ Department Of Computing Science & Information Systems ▶ CIN410_T1_2014_Labasa

2. Editing Your Profile

When you've logged into Moodle, one of the first things you might want to do (or forced to do), is to edit your profile.

▼ My profile settings
   ▪ Edit profile
   ▪ Change password
   ▶ Roles
   ▪ Security keys
   ▪ Messaging
   ▶ Badges
   ▶ Activity reports

Moodle allows you to upload a photo or avatar of yourself, and to give some personal information. So students and teachers can get to know you better.

NAVIGATION

Home
   ▪ My home
   ▶ Site pages
   ▼ My profile
      ▪ View profile
      ▶ Forum posts
      ▪ Messages
      ▪ My private files
      ▪ My badges
      ▪ Notes
   ▶ My courses

Clicking on the link, View Profile, will take you to your profile page, which you can see here and it's very bland, there is no picture and no description.
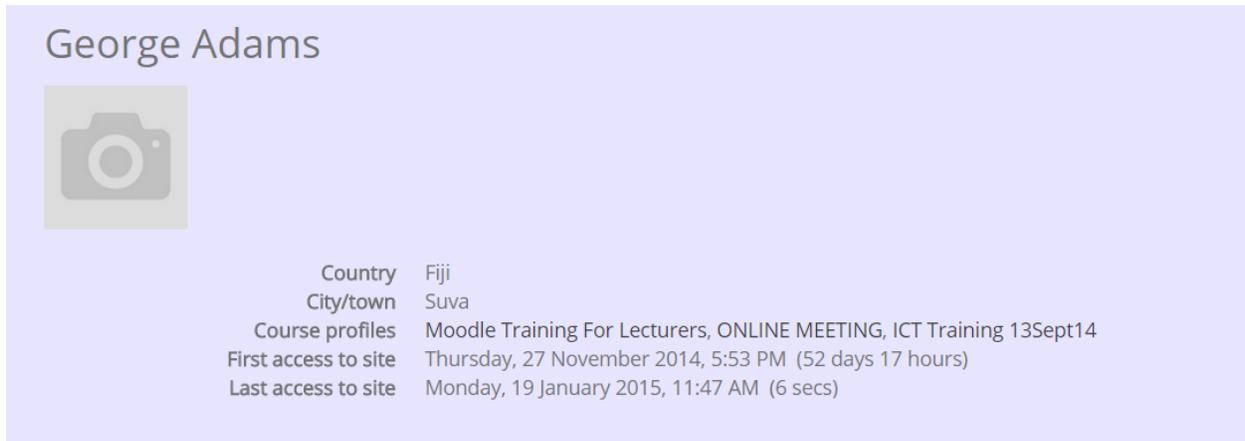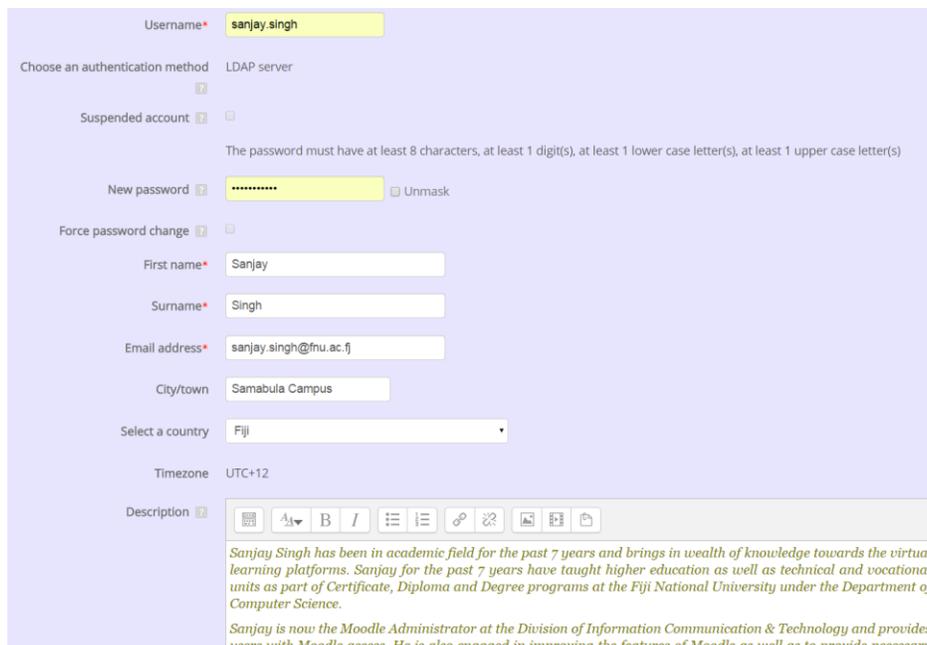

George Adams

Country	Fiji
City/town	Suva
Course profiles	Moodle Training For Lecturers, ONLINE MEETING, ICT Training 13Sept14
First access to site	Thursday, 27 November 2014, 5:53 PM (52 days 17 hours)
Last access to site	Monday, 19 January 2015, 11:47 AM (6 secs)

So, if you scroll down to the administration block and click the link Edit Profile, this will take you to the screen where you can change some of the personal information about you. Some details are set by the administrator, such as your user name, and you can't change them. And whether or not you could change your first name, surname and email address, again would depend on the administrator. Remember not to change your First Name and Surname as your lecturers might not be able to find and add you to their courses. There are other aspects that you can change. For example, whether you want to show your email address, or hide your email address from everyone. And if you are likely to expect a lot of forum posts, you can select in the email digest to only have them once a day, rather than coming every time they happen.

There're other useful settings also. One particularly useful one is the description box because this is where you can add some extra information, so other course participants can get to know you. Scrolling down, you will see that there are three links in collapsed view which could be clicked to expand. User picture is particularly important, so click to expand it and you can see that you have the option here to add a new picture.

It's useful to add interest here which will appear as tags that others can then click on to get to know you better. There are also, if you click the Optional setting other settings for example if you have a web page you want to share with people. If you want to let them know your Skype ID my Yahoo ID and so on. Once done, you can click the button at the bottom, Update Profile, and you can see that now, your profile is much more detailed, with an image, and some information.

For first time users or those who change their email address, note that a verification email will be sent to your specified email address. If you do not click on the link in your email to verify the email address, you will not be able to proceed with the use of Moodle.