

STUDENTS' HELP SHEET FOR MOODLING AT CAPILANO

LOGGING INTO MOODLE:

Go to the Capilano U moodle site <http://moodle.capilanou.ca>
Enter your username and password (webmail ID and PIN)

Useful Tip!! The first time you log into Moodle, bookmark it into your Favorites or better yet, drag a quick link to your quick links bar (directly under the URL window) so you always have quick access to Moodle in the future!

- Your username and password is the same as your **WebMail ID and PIN** to login to Moodle. If you do not know your WebMail ID go to the following Site <http://www.capilanou.ca/help/webmail-help.html>
- If you can access your WebMail - but cannot access Moodle with the same User ID and PIN - try resetting your WebMail PIN by using the Student Information Web Service Wait 5 - 10 minutes and try accessing Moodle again.
- If you still cannot login to Moodle after resetting your PIN (but **can** access WebMail), please contact the Educational Technology Resource Centre at etrc@capilanou.ca for assistance
- If you cannot access Moodle **or** your WebMail, contact the registrar's office here: <http://www.capilanou.ca/help/webmail-help.html>

Once you enroll yourself in a Moodle course, it will then always appear in the block called **"My Courses"** which is in the lower left corner of your screen. Click on your **course name link** to enter the course.

If you do not see a block called "My Courses" or if you don't see the course you are looking for, you are either:

1. Not logged in to Moodle – to check you should see **You are logged in as yourname (Logout)** in the upper right corner
2. You are logged in but not enrolled in the course yet

ENROL IN A COURSE:

1. Ensure you are logged into Moodle
2. Click on the link titled 'All Courses' in the left-hand column
3. Click on your course subject acronym (eg, BADM, WMST, etc.)
4. Click on your course title (eg, BADM 101 – Intro...)
5. Enter the enrolment key (password) that was given to you by your instructor and click the button 'Enroll me in this course'

For additional Moodle support students can contact the Computer Learning Centre:

Room: LB128
Phone: 604.986.1911 Ext. 3459
Email: clc@capilanou.ca
