

Enrolling Onto Your Moodle Course

This handout explains how to get onto your Moodle course for the first time. These steps need only be carried out once per Moodle course.

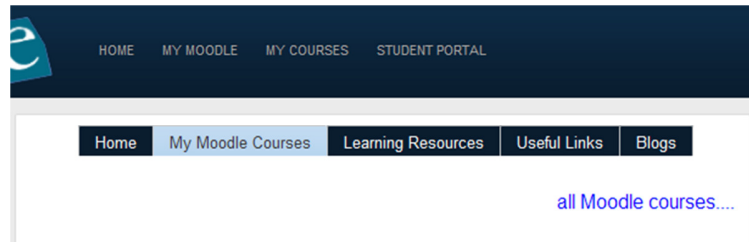
Before you begin, find out the name of your Moodle course, its department name and the enrolment key. Your tutor will be able to provide you with these details.



Log into Moodle



From the **'My Moodle Courses'** tab located at the bottom right of the Moodle image click the link **'All Moodle Courses'**.



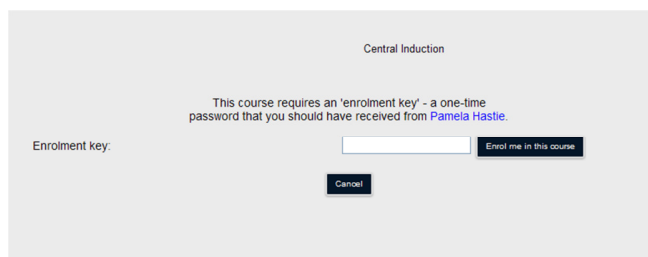
In the **'Course categories'** page click on the **department name** for your course.



Click on the name of your Moodle course on the next page.



Enter the enrolment key and click the **'Enrol me in this course'** button. Please note the enrolment key is case sensitive.



The screenshot shows the Moodle enrolment form. At the top, it says "Central Induction". Below this, there is a message: "This course requires an 'enrolment key' - a one-time password that you should have received from Pamela Hastie." There is a text input field for the enrolment key, a "Cancel" button, and an "Enrol me in this course" button.



If entered correctly, you should now be in your Moodle course.