

FirstSteps in Moodle – Student Guide

How to Log in, Access/Enrol on a Course and Log out

1) Logging in to Moodle

a) Go to the College Homepage:

<http://www.themanchestercollege.ac.uk>

Click on the Learning Resource Centres (LRCs) link - *(left of page)*

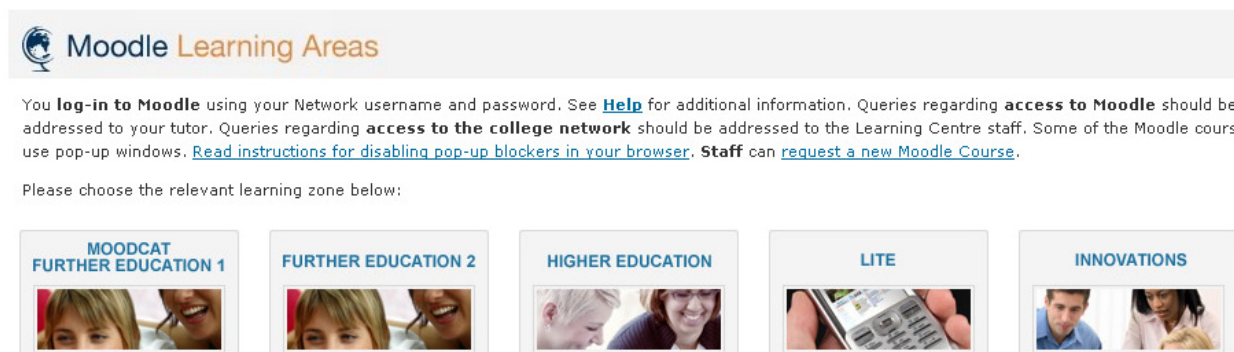


A new page should now open.

Scroll down to the bottom of the page to the Moodle Learning areas:

b) Click on the relevant Moodle area that hosts your course:

(ask your teacher if unsure)



The screenshot shows the 'Moodle Learning Areas' section. It includes a heading, a paragraph of instructions on how to log in to Moodle, and a row of five buttons for different learning zones: MOODCAT FURTHER EDUCATION 1, FURTHER EDUCATION 2, HIGHER EDUCATION, LITE, and INNOVATIONS. Each button features a small image of students.

c) Enter your **Username** and **Password** and click on the **Login** button

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Student Notices

[Full Volume: the October guide to Manchester public library](#)

Your Moodle Username and Password are the same as your College Username and Password.

If you are a student at One Central Park (OCP), your Username is the same as the number on your student ID card and the number that you log into the college computers with. However, your Password should not include the leading 09 e.g.:

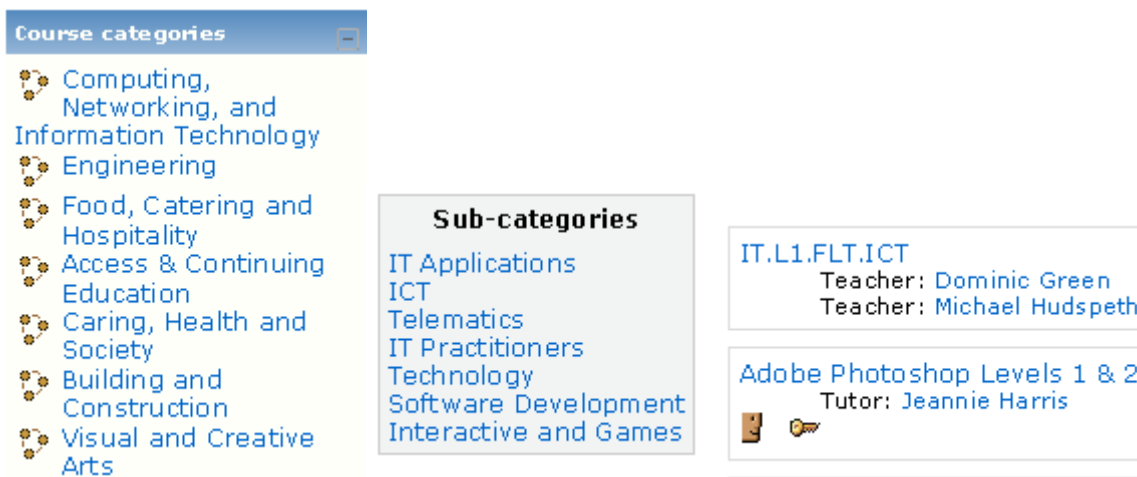
Username - 09654321

Password - 654321

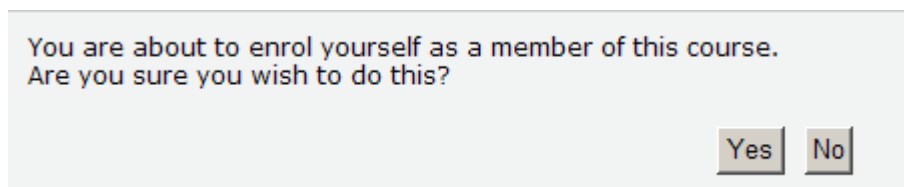
The Manchester College Homepage for your Moodle area should now open.

2) Accessing/Enrolling on a Course

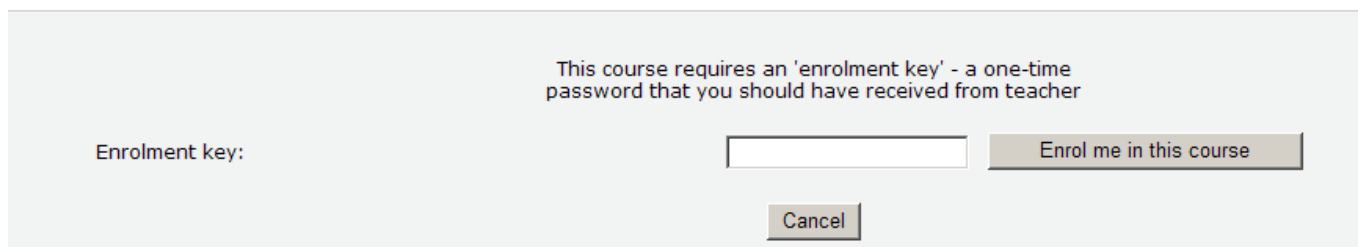
- a) Click on the **Course Category** link, select the **Sub Category** and then click on the **Course name** you want to enrol on **or** the one you are already enrolled on and now want to access (for example, Computing, Networking, and Information Technology > IT Applications > IT.L1.FLT.ICT)



- b) If the message below pops up, click on the **Yes** button to enrol yourself on the course



- c) If the system asks for an enrolment key (as below), enter the course enrolment key and click on the **Enrol me in this course** button (*ask your teacher if unsure*)



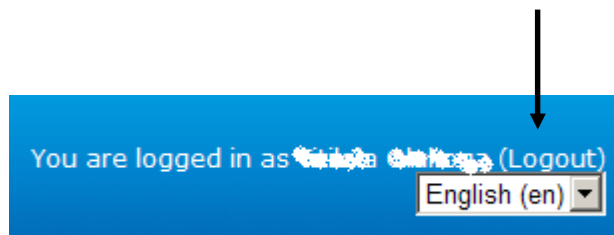
Congratulations! You've now joined the course!

3) Logging out of Moodle

Always remember to log out of Moodle when finished.

To do this:

Click on the Log out link next to your name (top-right corner of page)



The next time you log in to Moodle, the list of courses you've enrolled on will be displayed on your home page. Click the course name to enter.



If you wish to enrol on any other courses, please click the “All Courses” link and repeat section 2 in this guide.