

# Accessing Avondale E-Learning (Moodle)

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## 1.1 Introduction

Avondale E-Learning (AE-L) often referred to as Moodle<sup>1</sup> is a major learning resource for students and you will be expected to access it regularly for at least some of the following

- Lecture notes
- Exercises
- Assignments
- Tests
- Discussion forums
- Further reading resources
- Links to external resources

Avondale E-Learning is accessible from both on and off campus.

## 1.2 Your Responsibility

1. Register on-line for the appropriate Moodle courses.
2. You must treat your access to AE-L as secure. Do not allow others to use your account, and do not give out your password. You are responsible for anything submitted in your name.

This paper describes processes that you must become familiar with for the unit ICTM164000 Introduction to Information Management. Other units may use different processes.

## 1.3 First Time Connection

If you have never used Avondale E-Learning you will need to create a profile as described in this section.

### Before you begin:

- You must have an active Avondale network account. In other words you should be able to log into a college computer with the *User\_Id* and *Password* provided by Avondale.
- It is helpful if you have access to your email account because you will need to answer an email in the process of creating your profile

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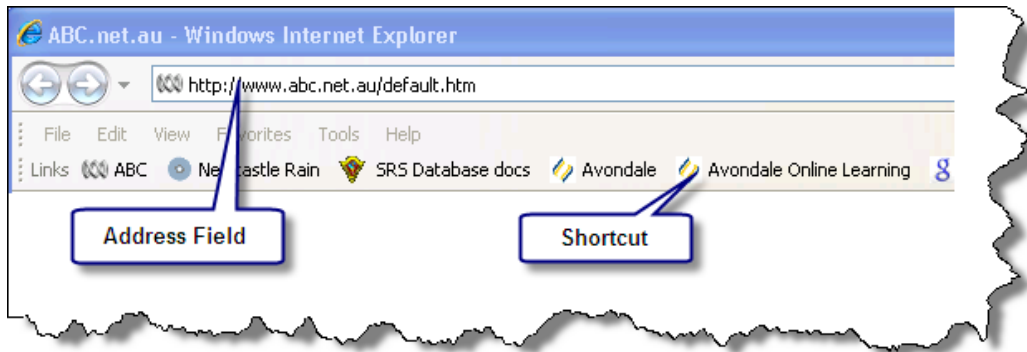
<sup>1</sup> Moodle is the name of the software used to run Avondale E-Learning

## Instructions

1. Connect to Avondale Online Learning using a web browser and typing the appropriate address into the browser address field:

- On campus: //moodle
- Off campus: http://moodle.avondale.edu.au

You will use these locations often enough to make it worth your while to create links or shortcuts to these addresses.



2. The Avondale E-Learning screen will display as shown below. Click on the <login> link in the top right-hand corner of the screen. (sorry if that is a bit of an eye test)

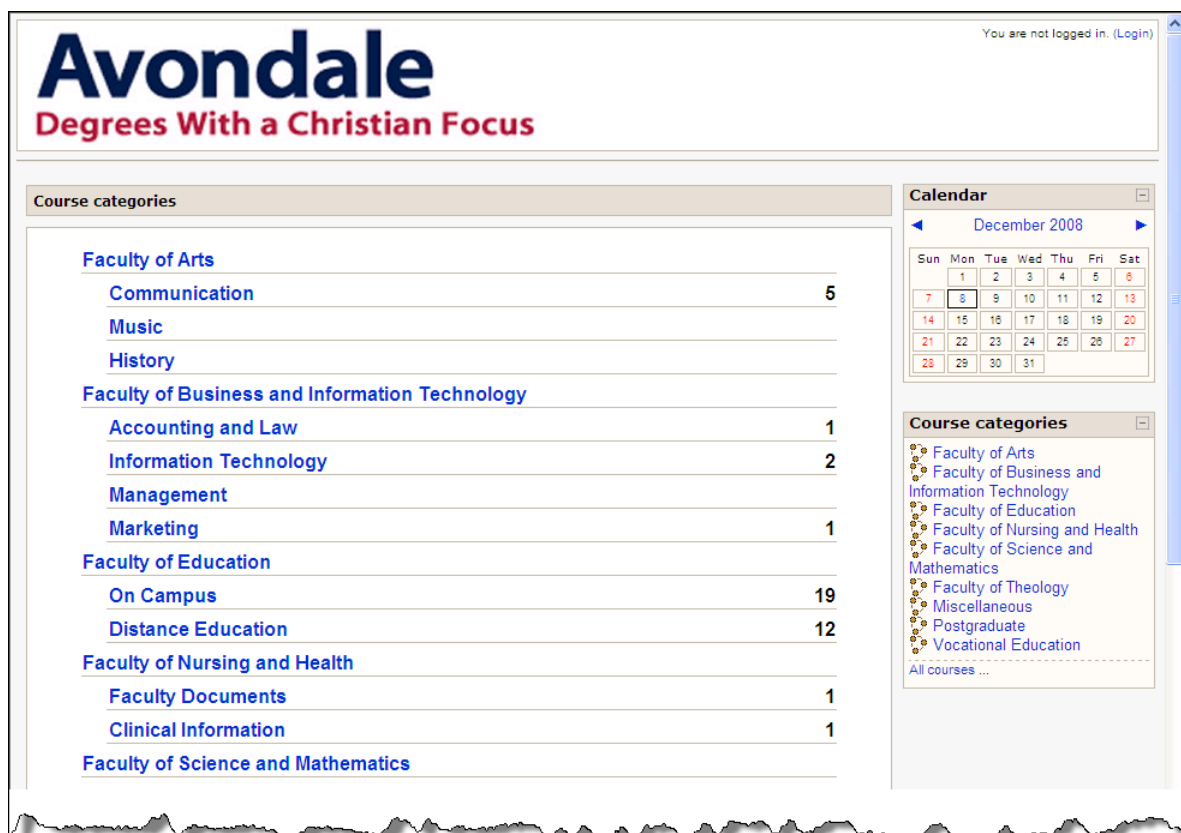


Figure 1 Avondale Online Learning Homepage

- Use your student User ID (typically an “s” followed by your student number, and your computer account password to log into the subject.

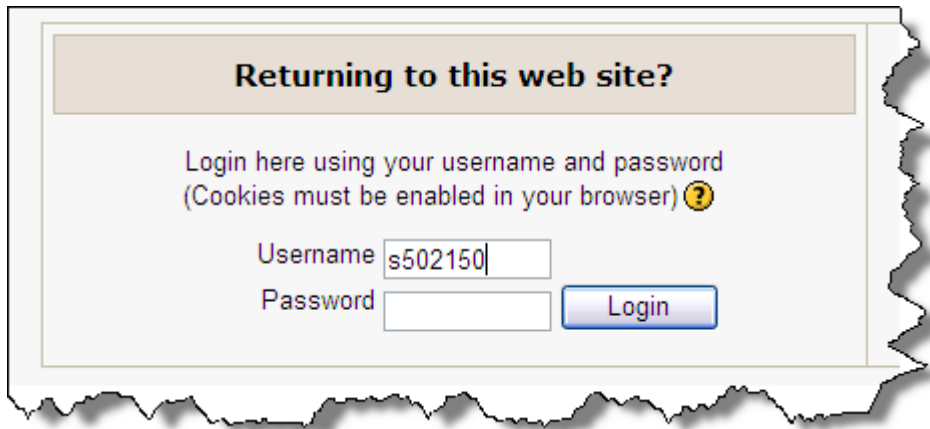


Figure 2 Avondale Online Learning login page

- You are required to fill out a profile that includes the following information:

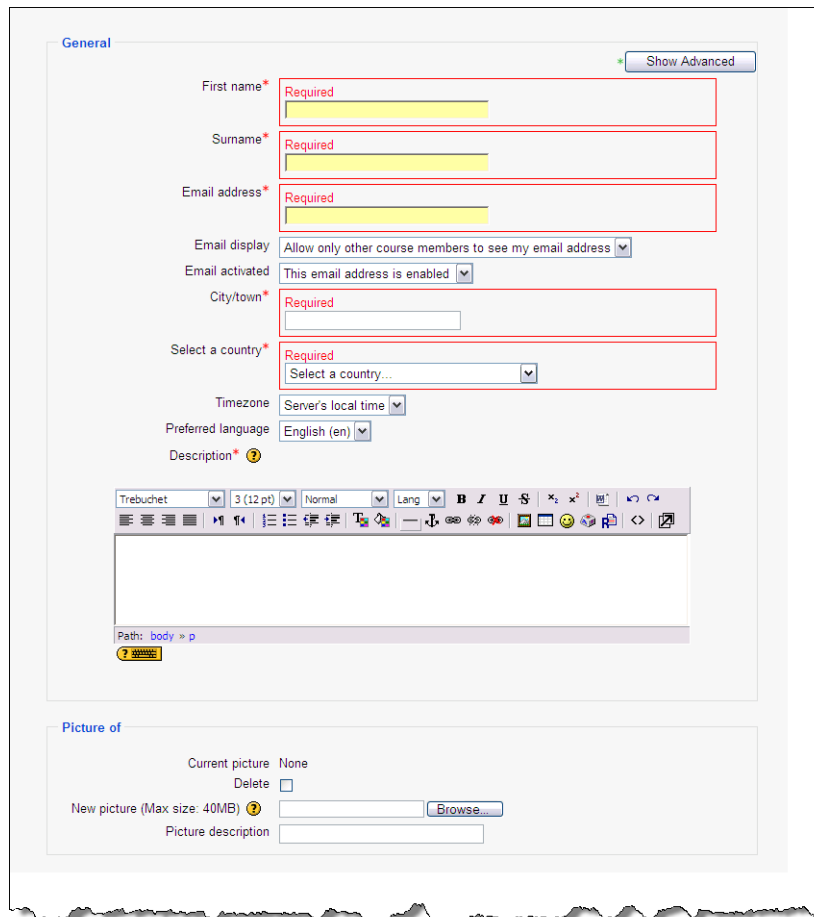


Figure 3 Profile Page

- First Name
- Surname

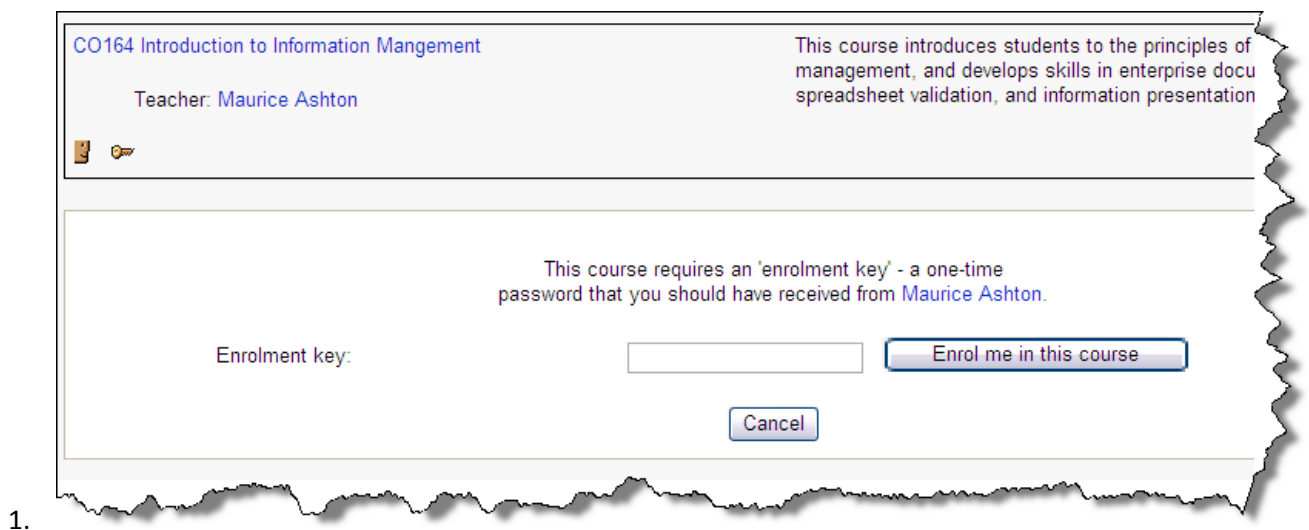
- c. Email address – this must be an email address that you use regularly because it is the main out-of-class communication medium Moodle users.
  - d. City/Town
  - e. Country
  - f. Description. You must put something in this box. I suggest that as a minimum, put the name of the course that you have enrolled in. You can add other information but remember this is visible to others who are doing the same Moodle courses as you
5. You are welcome to upload a photograph of yourself if you like. It should be small and square for the best results. (A photograph is not required but is useful for the lecturer to recognise who you are.)
  6. When you have completed the form click on the <Save> Icon at the bottom of the page.

***You will then receive a set of instructions that essentially tell you to access your email, find an email from the Moodle Administrator, and click on a link contained in the email. This confirms your email address and you cannot continue in Moodle until this step has been completed.***

## 1.4 Registering for a Moodle Course

Once you have logged into Avondale E-Learning, you will need to register for the Moodle courses that correspond to the units you are enrolled in. The courses are divided into Faculties and there are typically several categories and discipline areas in each faculty. Your lecturers will provide the location details of their courses.

Most courses require an *enrolment key*. Your lecturer will tell you this key. The enrolment key is like a low security password. You will be asked for the key the first time that you register for a Moodle course. The key is case sensitive so make sure you use the same capitalisation as in the supplied key.



1. **Figure 4 Enrolment Key dialogue**

## 1.5 Normal Use

Once you have registered for a Moodle course you can access any of the resources and take part in the activities that have been made visible by the lecturer. This includes:

- Accessing and downloading lecture notes and other resources.
- Access external resources such as E-Reserve items
- Downloading exercises, assignments and support materials
- Accessing and interacting with forums