Student Guide: Course Overview

The college VLE is Moodle, this is where your tutors will upload information for your courses. Depending on your course you may be required to complete activities and submit work through Moodle.

To access your courses, you must logon to Moodle, you should have been given your username and password as part of your induction

(If you have any problems please contact computer services on helpdesk@chigroup.ac.uk)

Click your name in the top right side of the page, you can select the links to edit your profile, see your grades or any badges you have achieved

You can return to the home screen at any time by clicking the 'Home' button

The main boxes link you to each of the campus pages there you will find campus specific links make sure you select your main campus

Links to help files and some group wide systems are on the home page
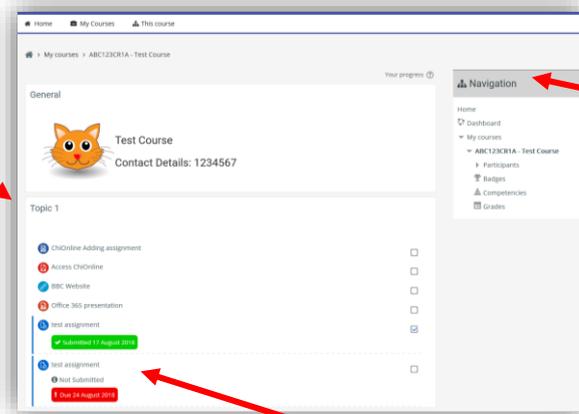
Courses you are enrolled in can be accesses by selecting either My Courses or the Dashboard, if any of your courses are missing please let your tutor know

Additional Links and campus addresses are at the bottom of the home page

The subject courses are set up by the tutors teaching the course so they each have their own individual style and layout however there are some similarities in the content:

The page is usually split into sections, these may be displayed in a list or grid

There are blocks on the right hand side of the page these usually contain course information such as navigation and grades

Activities and resources are listed in each section the type of resource is identifiable by its icon, it is easy to see dates assignments are due and whether you have submitted your work or not

To help you identify the icons some of the most frequently used resources are listed below:

PowerPoint presentation ⇨ PowerPoint Document

Word Document ⇨ Word Document

PDF Document ⇨ PDF Document

Folder containing more documents ⇨ Folder

Information is sometimes divided between pages ⇨ Page

Lots of information can be added to a book ⇨ Book

Links to relevant websites ⇨ Website

Assignments for you to submit work to ⇨ Assignment (submitted)

✔ Submitted 17 August 2018

Assignment (not yet submitted)

ⓘ Not Submitted

❗ Due 24 August 2018

Indicates if you have submitted or not submitted to the assignment

Forums allow you to send messages to the group ⇨ Forum

A quiz can be used to check your understanding ⇨ Quiz

ⓘ Not attempted

If you need help with accessing any of these resources, please speak to your tutor.