Using Moodle
Accessing Your Courses

This document will help you in locating Moodle sites. You will automatically be added to sites for courses in which you are enrolled. Moodle sites that are used for committees or student organizations won’t have automatic enrollments. In those cases, it will be helpful to have a sense of how to join Moodle sites manually.

Your Web Browser Matters
Moodle@Carleton does not perform equally well on all browsers. To guarantee full functionality, please use the Firefox browser on both Mac and Windows. You can download this browser from: http://www.getfirefox.com.

Logging in to Moodle
1. Open the Firefox web browser.
2. There are two ways to log-in to Moodle@Carleton:
   - To log-in to the standard home page (CarlCourses), go to http://moodle.carleton.edu, then click on the Login link at the top-right corner of the page.
   - To log-in to your personalized home page, go to: http://moodle.carleton.edu/my.
3. Enter your Carleton NetID and password, then click on the Login button.

Enrolling in a Course
Course owners have two options for granting access to participants. One of these options is simply to fully enroll participants in the course so that it automatically appears in a participant’s My Courses list. With this method, there is nothing that participants need to do.

The second option is to have participants enroll themselves manually. In this case, the owner will e-mail participants an enrollment key for this purpose. Follow the steps below to manually enroll in a course:

1. Log in to Moodle@Carleton as normal.
2. Find the course in which you wish to enroll:
   - If you have never enrolled in a course before, the Home page will display a box titled Course Categories which displays a complete list of all available course categories. Click on the appropriate course category.
   - If you have previously enrolled in courses, the Home page will display a box titled My Courses. This box will display a list of all the courses in which you are currently or have previously been enrolled. To display a list of all available course categories, click on the All courses… link at the bottom of the box. Click on the appropriate course category.
3. You will now see a complete list courses available under the selected category. Scroll through the list until you find the desired course, then click on the link.
4. Enter the enrollment key sent to you by the course owner, then click on Enroll me in this course.
5. The enrollment takes effect immediately, and the system takes you to the corresponding course page.
6. When you return to your Home page this course will now appear in the My Courses box.

You can access courses in which you are enrolled from two pages within Moodle@Carleton.

Moodle@Carleton Home Page
The default Moodle@Carleton home page – accessible any time by clicking the CarlCourses link in the bread crumbs menu – displays a list of courses at the bottom of the left-hand column.

This block will either be titled Course Categories or My Courses, depending on whether or not you are currently enrolled in any courses. If you are enrolled in the course you want to access, simply click on the corresponding link in this block. If you are not enrolled you will either have to do so using the enrollment key e-mailed to you by the course owner (see Enrolling in a
Course) or speak to the course owner and ask them to add you to the course enrollment.

“My Moodle”
Your personalized Moodle@Carleton page – “My Moodle” – displays courses in which you are enrolled in the main body of the page. Each course appears as a title (which links to the course’s main page) under which is a complete list of any assignments associated with that course. The disadvantage of this listing is that you may have to scroll past a lot of assignments to get to the next course in the list.

You may optionally add a block identical to the one which appears on the Moodle@Carleton home page, which displays links to each course’s main page. Adding this to your page may seem redundant, but it may provide a faster method of linking to a course than scrolling through the main body of the page.

For instructions on how to add a block to your personalized home page, please see the document titled Customizing Moodle@Carleton – My Moodle.

Bread Crumbs Menu
Moodle@Carleton is at its heart simply a tool for organizing information and, to some extent, it does so hierarchically. You can navigate to courses and the material within these courses in what is more or less a hierarchical manner.

In order to help you keep track of where you are within this hierarchy, the system displays a “bread crumbs menu” at the top of every page (with the exception of the Moodle@Carleton home page). This menu displays a link for each step of the hierarchy that you selected to reach the current page.

For example: if a participant of the course CS117, section 02, offered in Winter 2006 were to view the lab assignment “Introduction to Java”, the bread crumbs menu would display the following:

   CarlCourses » cs117-02-w06 » Assignments » Lab: Introduction to Java

At any point, the participant could link directly to the CS117-02-w06 course page, the complete list of Assignments for this course, or all the way back to the Moodle@Carleton home page (CarlCourses).