


Enrolling onto Moodle – Instructions for Students

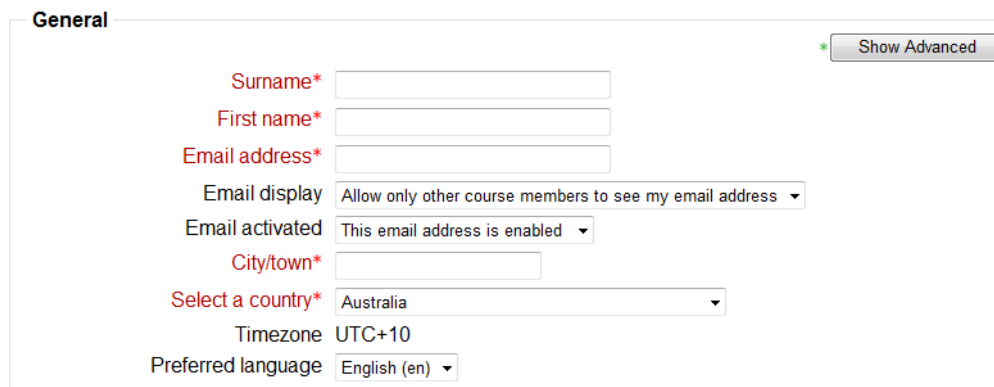
Moodle is Notre Dame College’s Online Learning Management System (LMS) designed to create opportunities for rich interaction between teachers and learners. Using Moodle, you will be able to access course materials and have access to school resources 24 hours a day, 7 days a week from any Computer connected to the internet.

In order to access Moodle, you need to enrol yourself into the Moodle system. It is recommended that you do this on campus.

Please follow these instructions carefully.

- 1 Open Moodle by typing **moodle** into the address bar of Internet Explorer (if you are on campus) or going to **moodle.notredame.vic.edu.au**
- 2 Click ‘Login’ in the top right hand corner of the page.

- 3 Enter your network username and password. This is the **same** username and password that you use to log-into the computer network, on campus, at school.
- 4 You will be asked to fill in your profile. You should only enter your **Given Name**, your **Surname**, your Country and Town and **Your Notre Dame College School Email Address**.

Please tell us more about yourself



The screenshot shows the 'General' profile form in Moodle. It includes the following fields and options:

- Surname***: Text input field
- First name***: Text input field
- Email address***: Text input field
- Email display**: Dropdown menu with the selected option 'Allow only other course members to see my email address'
- Email activated**: Dropdown menu with the selected option 'This email address is enabled'
- City/town***: Text input field
- Select a country***: Dropdown menu with the selected option 'Australia'
- Timezone**: Text input field with the value 'UTC+10'
- Preferred language**: Dropdown menu with the selected option 'English (en)'

A 'Show Advanced' button is located in the top right corner of the form.

DO NOT use another Students’ name, a fake name or a nick name – Use YOUR PROPER NAME.

- **DO NOT ENTER ANY INAPPROPRIATE INFORMATION.**
Entry of Inappropriate Information will lead your account to be deleted.

When you have entered all the required information listed above, please click **Update Profile**, then click **Continue**. Close Internet Explorer.

- 5 You will now need to open your School email. You will have an email there from the Computing Department with a link. Click on the Link, Moodle should open.
- 6 You are now logged into Moodle.

Enrolling into Courses

To enrol into courses, you will need to click on the desired course. E.g Yr 8 Art (Art > Year 8 > Year 8 Art). You will be asked if you want to become a student of that course, click **Yes**. You are now a student of that course and will be able to access all course resources and activities.