



Open & Distance Learning Directorate

Knowledge Innovation and Excellence

MOODLE

AN INTRODUCTORY USER GUIDE FOR STUDENTS

1. INTRODUCTION

When writing this manual we assume that you have at least a basic knowledge of using tablets, smart phones and computers including input devices like a mouse and keyboard. In addition, it is assumed that you are familiar with your web browser and navigating between pages on the internet.

In this guide you will be introduced to the basics of using Moodle as part of your studies.

1.0 TECHNICAL SUPPORT

If you encounter any problems while using LMS, Please contact the LMS Administrator;

CONTACT INFORMATION

Phone: +265991555848

Email: ellearn@bunda.luanar.mw

Hours: 8:00 am to 17:00 pm - *Monday to Friday*

1.1 WHAT IS MOODLE

Moodle is one of a number of new developing Learning Management Systems (LMS). Simply, LMSs are software systems that are designed to add to traditional learning methods in order to enhance the learning experience of their users. Moodle runs as an interactive website with a number of features and activities designed to engage learners and promote collaborative, student-centered learning.

1.2 GETTING STARTED

General information to get started with Moodle;

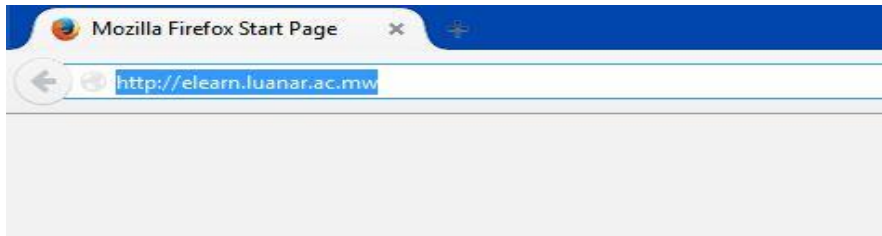
1. Make sure you have internet connection;
2. For best results use Mozilla Firefox as Moodle was designed to use this browser
3. Never share your password with anyone

Accessing Moodle ---Direct link: <http://ellearn.luanar.ac.mw>

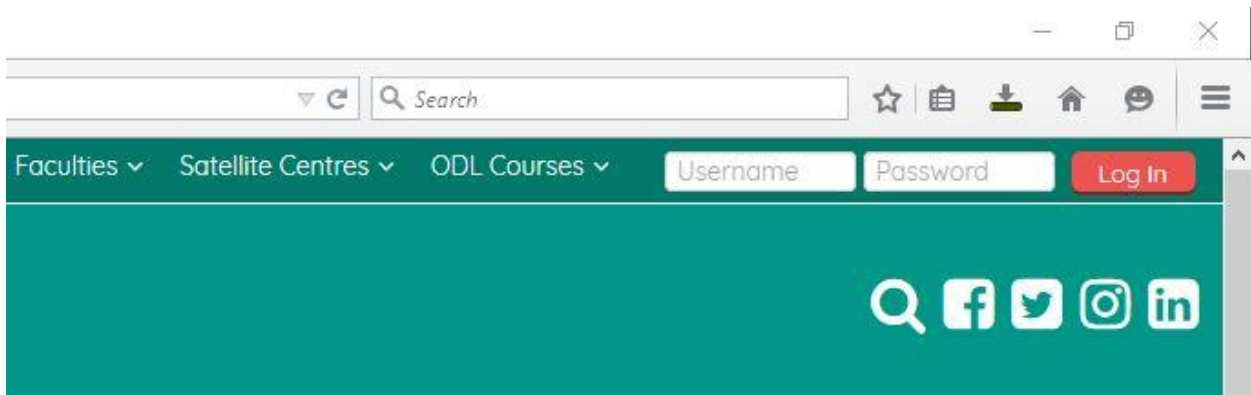
2. LOGGING IN

Moodle is basically a web site like any other and is therefore available wherever there is an internet connection. To get to the Moodle website follow the steps below;

1. Open your browser and go to <http://ellearn.luanar.ac.mw>



2. In the upper right corner type in your Moodle username and password click login button



3. If it's your first time to login, you will be prompted to change your password. Your new password must meet the following requirements;

- Must be not less than 8 characters long
- Must include at least one number
- Must include at least one lower case letter
- Must include at least one upper case letter
- Must include at least one non alphanumeric character symbol (e.g. #, \$, %, *, ^, ! Etc.)

Below are the steps for changing password:

Step 1: Type your current password

Step 2: Type the new password

Step 3: Re-type the new password and press the **Save changes** button

You must change your password to proceed.

Change password

Username user4

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Current password*

New password*

New password (again)*

There are required fields in this form marked *.

4. EDITTING YOUR PROFILE

Now that you are logged on to Moodle we would advise that you go straight to *Edit your profile*. Editing your profile will allow you to become familiar with the options available to you in order to personalize your environment.

Key areas when editing your profile;

- ✓ Email address
- ✓ Gender
- ✓ Home city/town
- ✓ Satellite centre
- ✓ Year of study
- ✓ Student ID number