

Student Induction Guide 2011-2012

Alternative access

Advice on alternative access to CUOnline Moodle is available from the **Disabilities Office**, telephone 024 7688 8029 or email disoff.ss@coventry.ac.uk

CUOnline Moodle gives you access to online facilities related to your Coventry University course such as:

- notes and assignments
- discussions
- assessments and marks

This guide shows you how to access Moodle and the Moodle Induction web.

Access to CUOnline Moodle requires a Coventry University user name

To find out how to get a user name and password, visit the IT Services helpdesk in the library or use: <http://cuba.coventry.ac.uk/enrol>

Log in to Moodle

Log in to Moodle either via the **Student Portal** or go to:

<http://moodle.coventry.ac.uk>

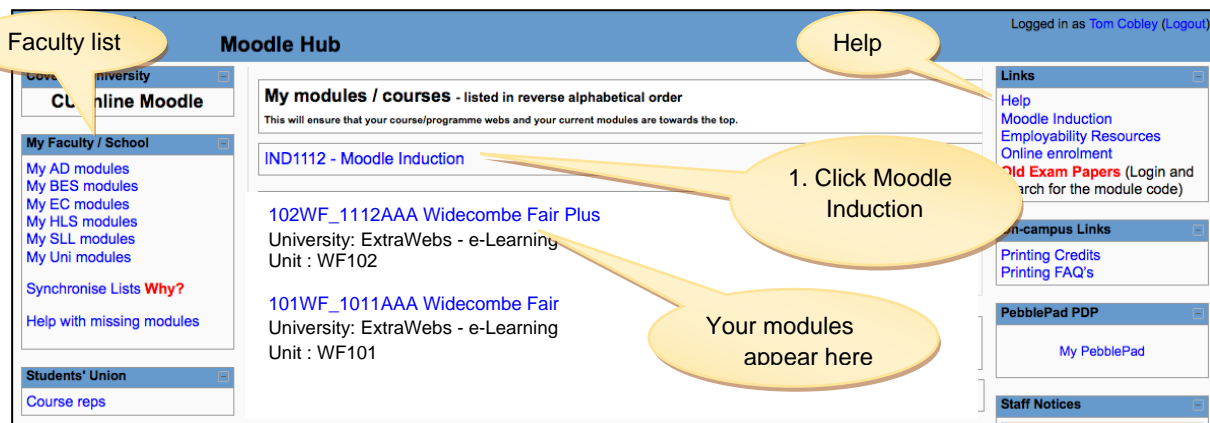
and enter your Coventry University user name and password.

Moodle Hub

CUOnline Moodle consists of a central hub server, which deals with all logins and several remote servers, one per faculty. The Moodle Hub list combines your own faculty's modules with those, such as Add+vantage modules, that may be from other faculties. It is updated each night by a download from the student record system which is maintained by your faculty's registry.

Other items in the hub include:

- **Faculty List** with more information from your faculty including details of assignment due dates
- **Help** link - you can always access this from any part of Moodle
- **Your modules** - these are added by a nightly download from the student database (Universe).



The screenshot shows the Moodle Hub interface. On the left, there is a 'Faculty list' section with a dropdown menu. The main area is titled 'Moodle Hub' and contains a 'My modules / courses' section listing modules in reverse alphabetical order. The first module listed is 'IND1112 - Moodle Induction'. A callout points to this link with the text '1. Click Moodle Induction'. Below it, two other modules are listed: '102WF_1112AAA Widecombe Fair Plus' and '101WF_1011AAA Widecombe Fair'. A callout points to these two modules with the text 'Your modules appear here'. On the right side, there is a 'Help' section with a dropdown menu and a 'Links' section with various links like 'Moodle Induction', 'Employability Resources', and 'Online enrolment'. A callout points to the 'Help' section with the text 'Help'.

From the Hub, access the Induction web

1. Click **Moodle Induction**. The first time that you access the Moodle Induction web, it asks you to confirm that you want to use it. Click **yes**.



Explore the online Induction Web

Follow the actions indicated by the arrows

- You are expected to **complete all of the online tasks indicated**.
- Use the **Checklist** to keep track of your progress.

Read the information indicated by the icons



Add an image to your profile by clicking your name

The screenshot shows the Moodle Induction Web interface. At the top, it says 'Logged in as Tom Cobley (Logout)'. The main content area is titled 'Moodle Induction' and includes a 'Topic outline' section with a sub-section 'How to use this module'. An orange arrow points to the 'Grades' link in the 'Administration' sidebar. Another orange arrow points to a small box in the 'How to use this module' section. A third orange arrow points to the 'i' information icon. Callouts provide instructions: 'Click Grades to view your marks for the Induction web', 'Click this box. What happens?', and 'Add an image to your profile by clicking your name'.



Your Faculty

When you have finished exploring the induction web, **click Hub** at the top left to return to the hub. You can then **go to your faculty** by choosing it from the **My Faculty/School** list. There, you can see a list of your modules and news of any assignments that are due.

Hiding modules/courses in your list

Your faculty list will contain **two tabs**. You can choose to **hide a module** from your selected modules/courses list by clicking the open eye beside the course/module title. You can make it visible again by clicking the "All my modules / courses" tab and then clicking the closed eye of the module.

The screenshot shows the 'CUOnline Uni: My modules / courses' page. It features two tabs: 'My selected modules / courses' and 'All my modules / courses'. The 'My selected modules / courses' tab is active, showing a list of modules. One module, '102WF_1011AAA Widecombe Fair Plus', is highlighted. An eye icon is visible next to the module title. Callouts explain: 'Assignments that are due' (pointing to the assignment list) and 'Open eye = visible in your selected module / course list' (pointing to the eye icon).

