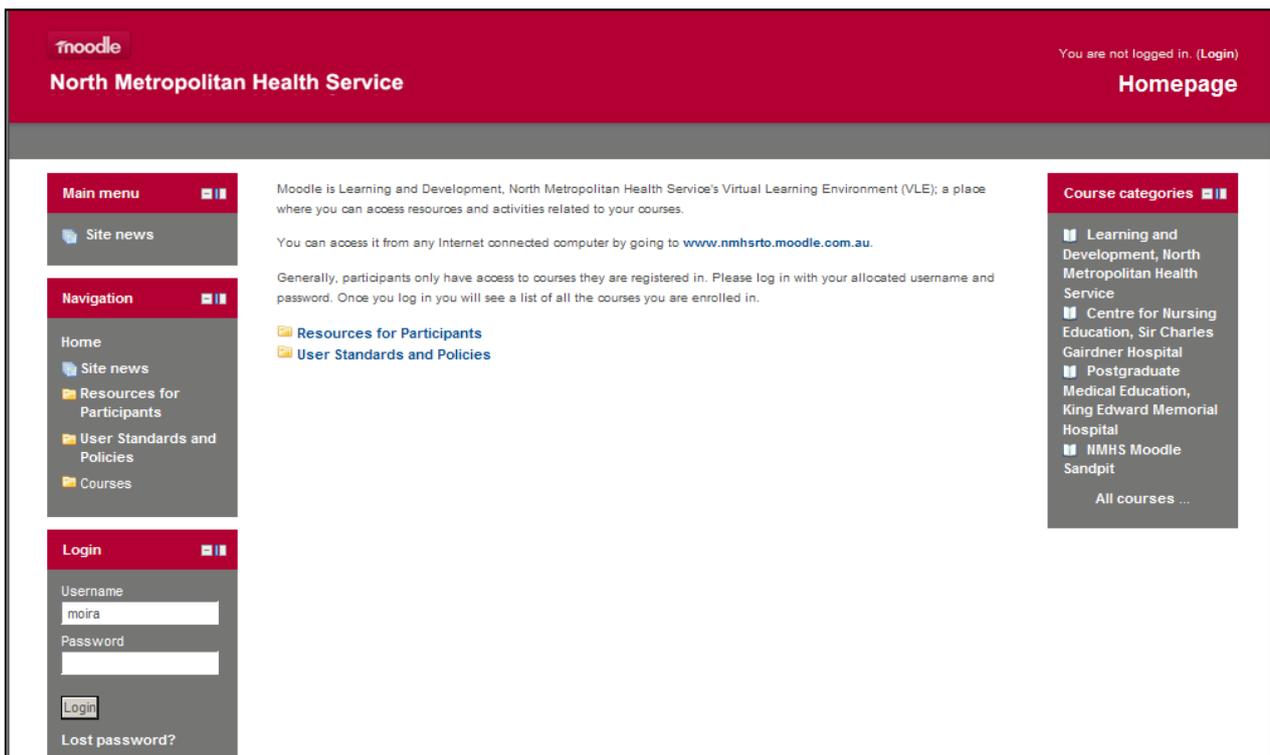


Getting started in Moodle

To access Moodle you need to open a web browser like Internet Explorer or Firefox.

In the address line of your browser, type the address www.nmhsrto.moodle.com.au, then click the Go button or hit Enter. You will be directed to the North Metropolitan Health Service (NMHS) Moodle homepage.



Overview of the front page

The Moodle front page (homepage), pictured above, is made up of several blocks. A block displays information in a small area usually within one of the side columns.

You will see the **Navigation** block on the left hand side of the screen, which displays useful links for participants, such as a link to Resources for Participants.

The **Login** block is located underneath the **Navigation** block.

The middle block provides some generic information relating to the NMHS Moodle site.

You will find the **Course categories** block on the right hand side of the screen. This block provides a link to all courses available on the NMHS Moodle website. When a hyperlink is opened, it displays the summary for each course. Please note that you may not be able to proceed any further without a special guest login provided by the course coordinator.

Why can't I access all of the courses In Moodle?

There are several reasons why you may not be able to access a course in Moodle.

Some courses allow guest access; this means that the course can be accessed by anyone who visits the website, without the need for a username or password. You will not be prompted for a username or password.

Some courses only allow guest access to people who have the enrolment key – this is typically a guest username and password that a guest needs to type in each time to enter a course.

If you attempt to access a course which has controlled access, you will be redirected to the webpage below. If you have been provided with guest access, please click on the Login as a guest button to proceed.

North Metropolitan Health Service Homepage

Home ► Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Login

[Forgotten your username or password?](#)

[Some courses may allow guest access](#)

Login as a guest

Most courses can only be accessed by participants who have been enrolled on the course by their course coordinator.

Your course coordinator should have provided you with your own unique username and password.

If you have not received this information please contact your course coordinator.

How do I log in?

The **Login** block is located at the bottom-left corner of the homepage. It contains fields for a username and password.

To login to Moodle, enter the username and password provided by your course coordinator.

Click on the Login button.

When you log in to Moodle for the first time, you will be prompted to change your password. 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).

All the required fields are marked with a red asterisk, and must be completed before you can successfully save your changes.

After you login, the **Login** block disappears from the homepage.

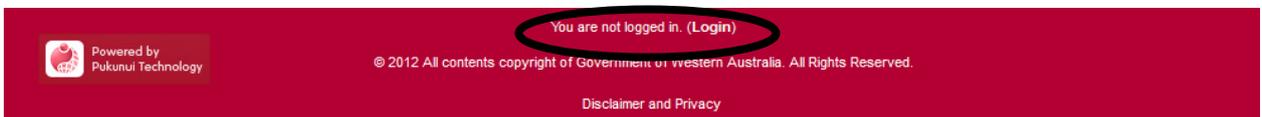
Alternative login options

Please note that you do not have to be on the NMHS Moodle homepage to log in.

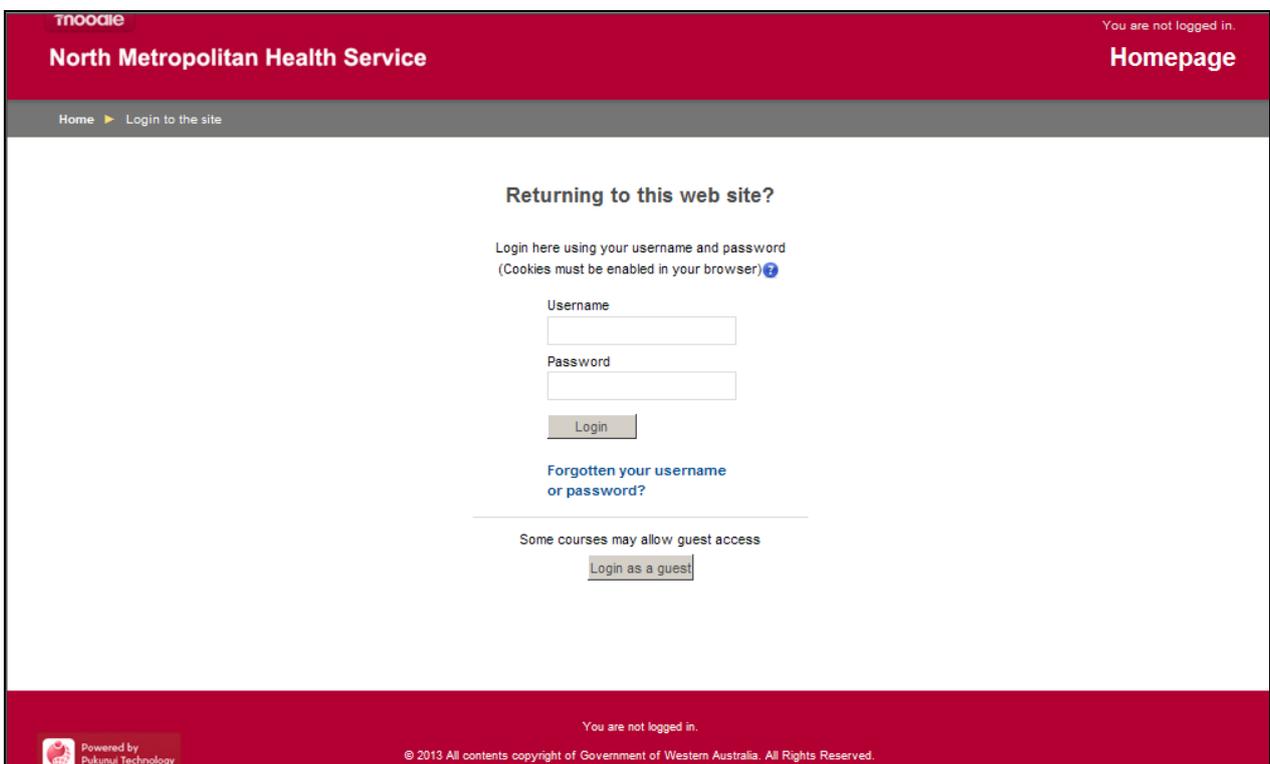
If a visitor is not logged in, Moodle displays a small **Login** hyperlink in the upper-right corner of the every webpage without controlled access.



This option is also available at the bottom centre of the page.



If you click on either of these two link options, the following login screen will be displayed:



Forgotten your username or password?

If you have forgotten or misplaced your password, please click on the blue hyperlinked **Forgotten your username or password?** message below.

Home ▶ Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Invalid login, please try again

Username

Password

Login

[Forgotten your username or password?](#)

You will be directed to the webpage below, which provides you with instructions on how to reset your password.

moodle You are not logged in. (Login)

North Metropolitan Health Service Homepage

Home ▶ Login ▶ Forgotten password

Navigation

- Home
- Resources for Participants
- User Standards and Policies
- Courses

Login

Username

Password

Login

[Lost password?](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

If you supplied a correct username or email address then an email should be sent to you.

Please note that this is an automated email. It contains easy instructions to confirm and complete this password change. The body of the message will be similar to the following:

Someone (probably you) has requested a new password for your account on 'Homepage'.

To confirm this and have a new password sent to you via email, go to the following web address:

http://www.nmahsrto.moodle.com.au/login/forgot_password.php?p=elmKk1iqvgnF5v7&s=username

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you continue to have difficulty, please contact your course coordinator or the site administrator.

After you log in to NMHS Moodle

Once you have successfully logged in with your username and password the message in the upper-right corner of the webpage should read 'You are logged in as ... (Logout)'.



This message is repeated in the red box located at the bottom of the webpage.



You will be taken to your **Home** page (see below). This is personalised for each participant and contains **blocks** and a listing of courses or course categories.

The screenshot shows the Moodle Home page for North Metropolitan Health Service. The page has a dark red header with the Moodle logo on the left and the text "You are logged in as User One (Logout)" on the right. Below the header, the page is divided into several blocks:

- Main menu:** Contains a "Site news" block.
- Navigation:** Contains a "Home" block with sub-items: "My home", "Site pages", "My profile", and "My courses".
- Settings:** Contains a "My profile settings" block with sub-items: "Edit profile", "Change password", "Portfolios", "Messaging", and "Blogs".
- My courses:** Contains a "Coaching in the Workplace" block and a link to "All courses ...".
- Messages:** Contains a "No messages waiting" block and a link to "Messages".

The main content area features a central text block explaining that Moodle is Learning and Development, North Metropolitan Health Service's Virtual Learning Environment (VLE), and provides instructions on how to access it from any internet-connected computer by going to www.nmhsrto.moodle.com.au. It also notes that participants only have access to courses they are registered in and provides links to "Resources for Participants" and "User Standards and Policies".

My Courses

Once you have logged in you will also see the section **My Courses** which will display a list of courses in which you are enrolled.

Messages

If you have received messages they will be displayed here.

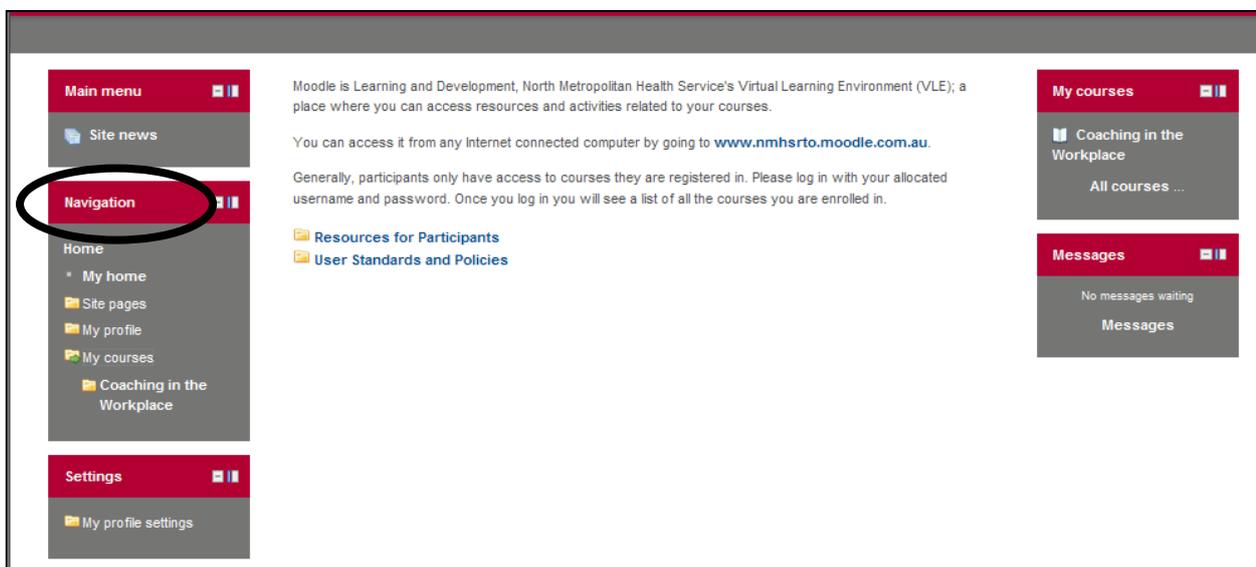
My profile settings

My profile settings is a link in the Settings block that expands to allow users to change certain elements of their profile on Moodle, for example, set their messaging preferences and change their password.

Navigating Your Course

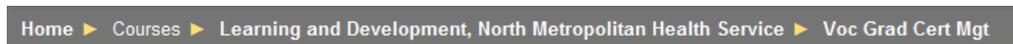
There are a number of ways to move around a course.

One option is to navigate using the hyperlinked options located under the Navigation block. The Navigation block allows you to move easily between home, site pages, your profile and your units



Another option is to use "Breadcrumbs".

You will find a breadcrumb trail on every page other than the front page. This is a menu positioned in the top-left corner in the grey bar.



These indicate how you navigated to the current page. All breadcrumbs are links which enable you to retrace your path back to your course or the front page. Keep any eye on this as you navigate around your course(s); you will notice that it changes to reflect your current position.