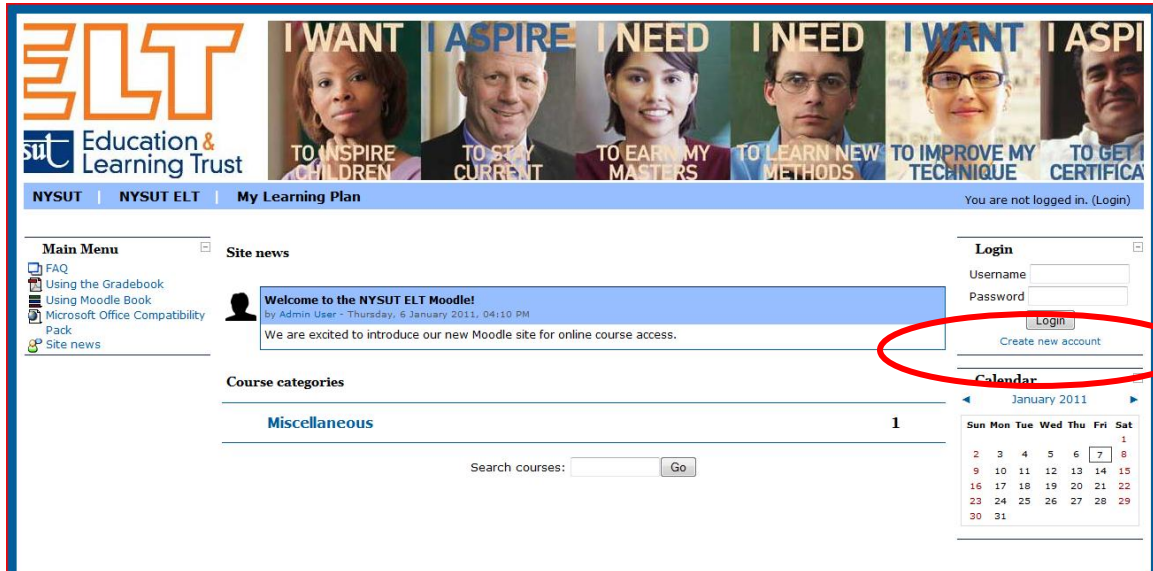


# Student Guide: First Time Using Moodle?

Here are some instructions for accessing your course:

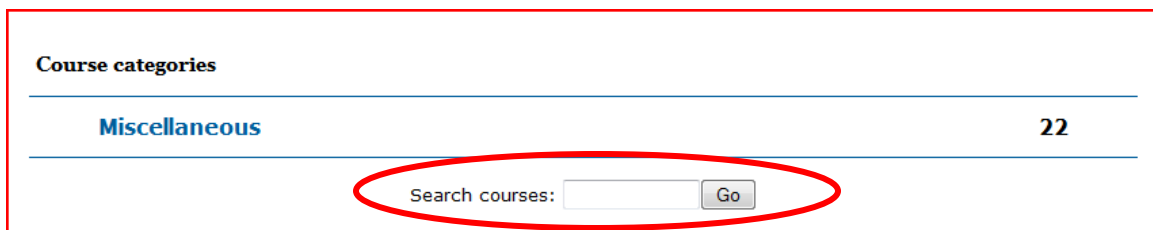
1. Open a web browser. Moodle is compatible with Internet Explorer and Firefox. Go to <http://moodle.nysutelt.org>.
2. In the upper right hand corner of the screen, you will see a login box. Click on the “Create An Account” link.



3. Fill in the requested information on the following page. Once submitted you will be sent a confirmation to the email address you provided. Please check your email and follow the instructions to complete your registration. Be sure to check your Junk Mail if you don't immediately see the request in your Inbox.

If you have any difficulties logging on, please submit a request for help to [eltmail@nysutmail.org](mailto:eltmail@nysutmail.org).

4. Once you login, you will see a list of course categories on the screen as shown below:



5. Use the “Search Courses” box to locate your course. Click on the Course Name.

6. Enter the Enrollment Key provided in your NYSUT ELT materials to confirm your registration in the course.

You should now be in your course. You will see the course materials appearing in the center of the screen. Click on any of the items such as the Syllabus to open the files and view the related materials. Once in an item, use the Breadcrumb Links in the upper left-hand corner of the screen to navigate back to the Course Home Page.

## **Troubleshooting -**

Here are a few frequently asked questions and answers that may be helpful to you:

### ***Where have all of the weeks / topics gone?***

You have probably clicked on the hide icon. To reveal all of the other weeks / topics you need to click on the icon which you will see in the right margin of the week / topic. You can also use the dropdown box underneath the displayed week / topic to jump to a hidden section.

### ***Why am I not getting any e-mails and others are?***

Emails from Moodle automatically go to the email address you provided. If you aren't getting emails, be sure to check your Junk Mail. If you continue to have problems, submit a Support Ticket to [eltmail@nysutmail.org](mailto:eltmail@nysutmail.org).

If you have any questions or problems, please contact your instructor.

Thanks and enjoy using Moodle!