

Welcome to Moodle!

Moodle is the Virtual Learning Environment (VLE) used by all staff and students at **ONCAMPUS**. To ensure that the content is accessible to all users, English will be the only language used on the platform.

This series of quick start guides will include details on how to log in, update your profile and access the course pages and resources you need as part of your studies. They will also explain how to navigate around Moodle and who you should contact if you have any technical issues or questions.

Part 1 – Logging in

Step 1 – Go to <https://moodle.oncampus.global/>

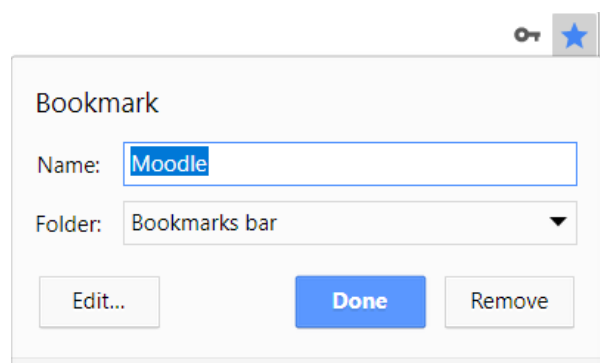
Step 2 – Type your username and password into the boxes on the log in screen. These are the same details you used to log in to the Student Portal and Office365, however you must put **OC** (back slash) before your username and do not need to include @oncampus.global at the end.

OPTION 1: If you enrolled with ONCAMPUS **BEFORE 19th October 2020**, your username is made up of your **initials and 5 digits of your CEG number i.e. LS12345**

OPTION 2: If you enrolled with ONCAMPUS **from 19th October 2020 ONWARDS**, your username is made up of your 5 digit Person Code.

You would therefore enter the following:

Step 3 – Once you are logged in, set the Moodle page as a favourite on your web browser so you can easily access it the next time you log in. You can do this by clicking on the star icon at the end of the web address search bar and add this to your Bookmarks bar. Please note this may vary depending on which web browser you are using (below example is for Google Chrome).



CONGRATULATIONS! You have successfully logged in to Moodle and can start using the platform to access a wide range of resources to support you during your course.

PLEASE NOTE:

If you change your password on the Student Portal or via office.com, your password for Moodle will also change. The best way to remember this is that **your password for all three systems will always be the same**. Once you have changed your password, you may need to wait 5 to 10 minutes before logging back in to Moodle.

NEXT STEPS → Read Part 2 to find out how to view and update your profile.

HELP!

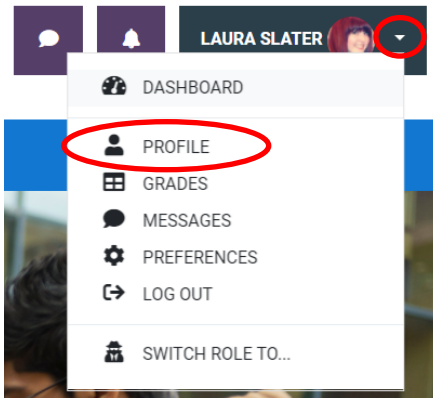
If you are having any problems with logging in to Moodle or are stuck on any of the steps in this guide, please speak to your tutor or someone in the **ONCAMPUS** office who will be able to help you. If you are still having problems, please email lslater@oncampus.global

Part 2 – Updating your profile

2.1 Viewing your profile

Step 1 – Once you have logged in to Moodle, you can view your profile by clicking on the drop down next to your name in the **top right hand corner**.

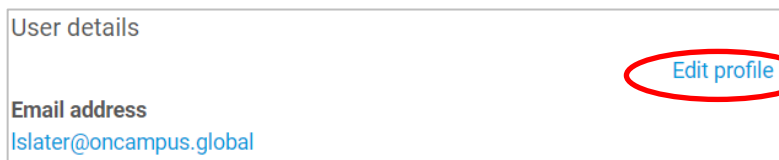
Step 2 - Click on 'Profile' from the drop down options provided.



On this screen you will see your email address, course details (i.e. the courses you have enrolled in), miscellaneous information such as blog and forum posts, your login activity and an overview of your grades (i.e. results to any quizzes or assignments you can completed on Moodle). This **DOES NOT** include results to summative coursework submitted to Turnitin or your exam results. This can all be viewed on the Student Portal.

2.2 Updating your details

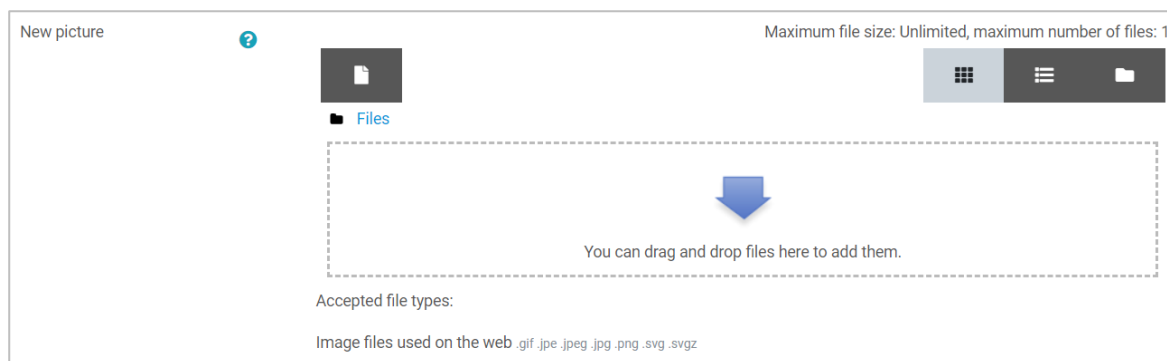
Step 1 – To make any changes to your profile, click on 'Edit profile' which can be found next to your email address under 'User details',



Step 2 - The **General** section includes your username, full name, email address and password. You are **not** able to change these directly on Moodle. If you notice any errors with your personal information, please contact the **ONCAMPUS** office who will ensure your details on the system are correct and up to date.

You should check that your time zone is correct as this may effect when you can access scheduled events such as quizzes and assignments.

Step 3 – The **User Picture** section enables you to add a profile photo. Simply drag and drop an appropriate image into the box provided. Please be mindful that staff and fellow students will be able to see this photo.



Other sections that can be updated include:

- Additional names
- Interests
- Optional details (i.e. Skype ID, Mobile Phone, and Address etc.)

Step 4 – If you have made any changes, remember to click on the 'Update profile' button at the bottom of the page.



2.3 Changing your password

As explained in Part 1 of these training guides, your password for the Student Portal, Office365 and Moodle are linked, therefore if you want to change your password, you will need to do this on the portal or via office.com

The best way to remember this is that **your password for all three systems will always be the same**. If you change your password on the Student Portal or via office.com, you may need to wait 5 to 10 minutes before logging back in to Moodle. If you have set your web browser to remember your Moodle log in details, remember to change your password the next time you log in.

CONGRATULATIONS! You can now view and update your profile on Moodle, including adding a photo.

NEXT STEPS → Read Part 3 to learn how to find your way around the homepage once you have logged in.

HELP!

If you are having any problems updating your profile or are stuck on any of the steps in this guide, please speak to your tutor or someone in the **ONCAMPUS** office who will be able to help you. If you are still having problems, please email lslater@oncampus.global

Part 3 – Navigating the homepage

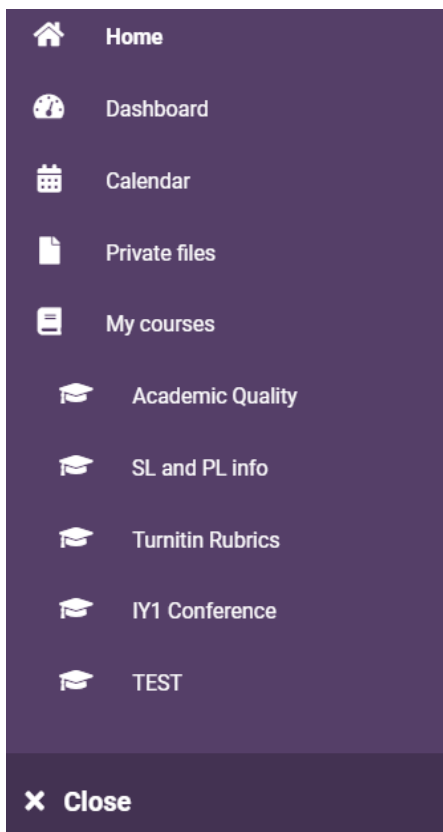
Once you have logged in to Moodle, you will be able to see the main homepage. This guide will explain how to navigate your way around this page and what each section includes.

If you get lost on Moodle at any point, you can either click on the 'Moodle' and 'ONCAMPUS' logo at the top of the page, or 'Home' in the purple navigation block on the left hand side.



3.1 Purple navigation block (left hand side)

If you cannot see this purple block, please see the 'Quick Tips' section below before reading 3.1.



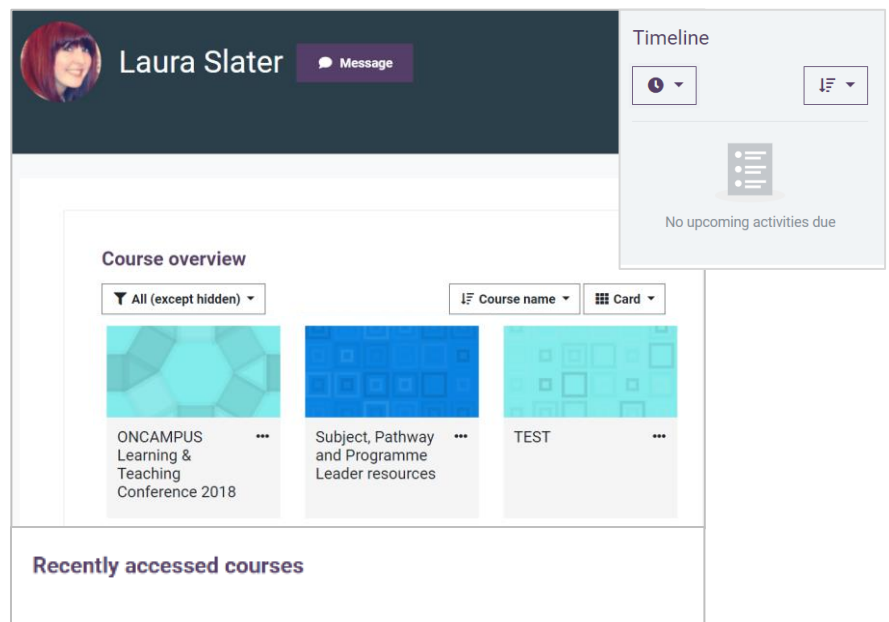
HOME

As explained above, you can click on this to simply return back to the home page at any point.

DASHBOARD

Your dashboard is a useful view of all the courses you are enrolled in. It includes a separate section showing the courses you have recently viewed and also a timeline of any activities you have coming up that need to be completed.

You can also access your dashboard by clicking on your name in the top right hand corner and selecting 'Dashboard' from the dropdown menu.



CALENDAR

You may already use a calendar as part of your email account, however you do also have a calendar function on Moodle. You can add your own events, as well as your tutors adding important dates to the module pages you are enrolled in which will also appear here.

In the screenshot below, you can see that there is an event on 6th March 2020. When you click on the event, the full details appear in a pop-up window. This includes the date and time of the event and which module page it relates to.

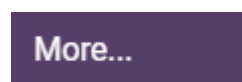
The screenshot shows the Moodle calendar interface. At the top, it says 'Calendar' and 'Detailed month view for: All courses'. There is a 'New event' button. The calendar is for March 2020, with navigation arrows for February 2020 and April 2020. The calendar grid shows days from 1 to 14. On Friday, 6th March, there is an event icon (a building) and the text 'BUSI...'. A pop-up window is open over this event, titled 'BUSINESS EXAM'. It shows the event details: 'Friday, 6 March, 9:00 AM', 'Course event', and 'TEST'. There are 'Delete' and 'Edit' buttons at the bottom of the pop-up.

PRIVATE FILES

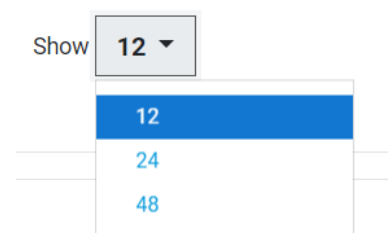
You can upload any private files related to your studies in this area. Please note you will not have access to your Moodle account once you have completed your course, so please **do not** save anything in this area that you need to access once you have progressed to your chosen university. Only you can see the documents saved here.

MY COURSES


This section on the purple navigation bar will list all the courses you are enrolled in. For easy access, you can simply click on the course and it will take you straight there. If you are enrolled in more than 10 courses and can't see them all, you will need to click on 'More...' which will take you to your dashboard where you can view the full list. Please note – when you first log in, you will not see any courses in this list.




On your dashboard, you may need to change how many courses are visible using the 'Show' drop down at the bottom of the 'Course overview' section.



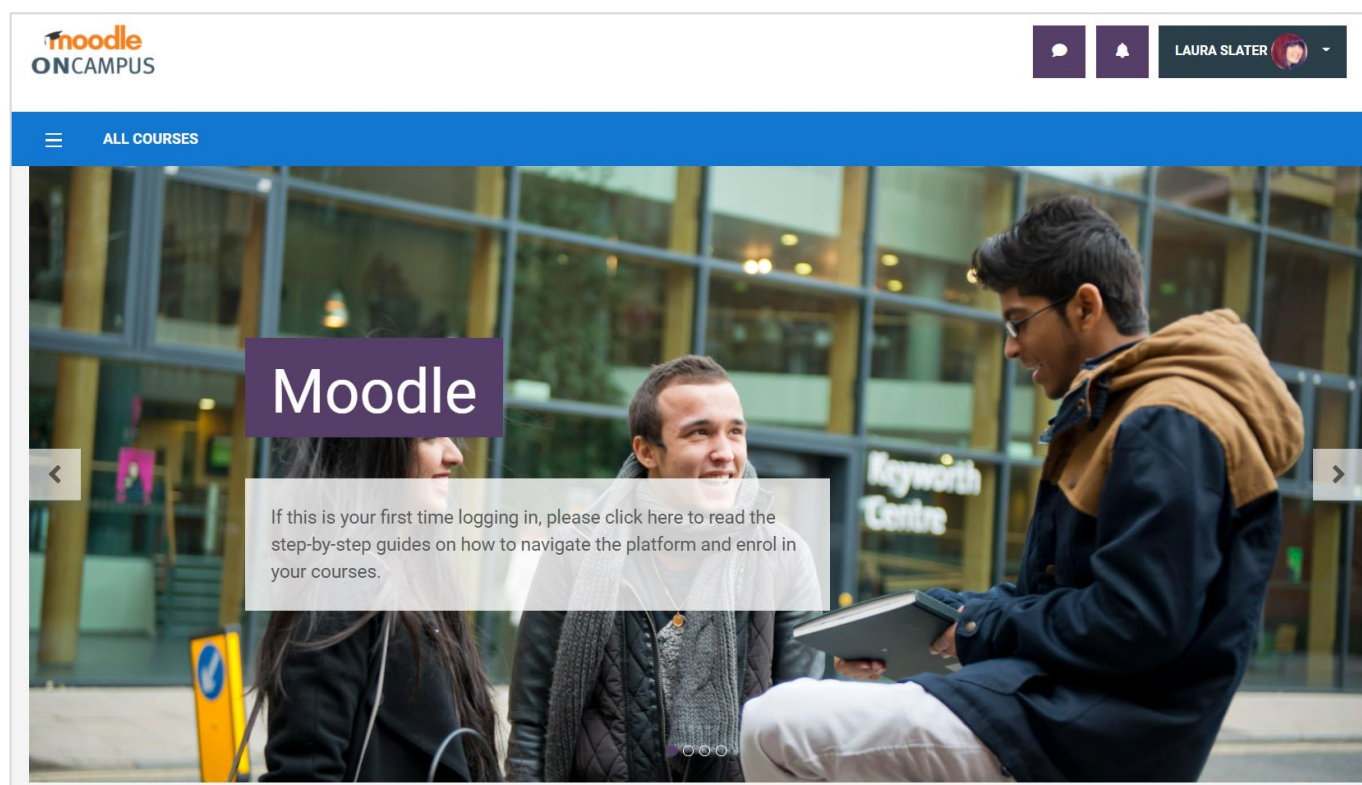
QUICK TIPS

1. Clicking on the  button at the bottom of the purple navigation block or the  next to 'ALL COURSES' will hide this section completely so you can see the screen in full view.

2. To get the purple navigation block back, click on the  icon next to 'ALL COURSES' on the blue bar at the top of the page.

3.2 Main homepage

Once you have logged on to Moodle, you will be prompted with the opening welcome screen:



This is a slider of different images and information that you should find helpful during your time at **ONCAMPUS**. The slide will change automatically, however you can use the side arrows to manually switch between the different images.

If the information in the grey box asks you to 'click here,' you can click anywhere on that slide and it will take you to the relevant web page or area on Moodle.

***Please note:** it unfortunately does not open up a separate tab on your web browser so you may need to open Moodle up again in another tab once you have finished reading the information.

If you scroll down slightly, you will see the welcome message and a series of coloured blocks:

Welcome to ONCAMPUS!

Moodle is the Virtual Learning Environment (VLE) used by all staff and students at ONCAMPUS. You will be able to see the resources used by your teachers in the classroom, as well as homework tasks and any pre-reading you may need to do before your next lesson.

You will also have access to ONCAMPUS resources that will support your studies, such as the Programme Handbook, term dates, welfare support and who to contact if you have any questions.

Now you are successfully logged on, you can enrol in the Student Hub area for your Centre and the Useful Student Information page, by clicking on the tiles below. If you are studying with ONCAMPUS Online, you can access your modules through your dashboard. All other resources can be found by clicking "ALL COURSES" at the top of the page.

If you need any help finding your way around Moodle, please [click here](#) to visit the step by step guides.

Useful links and available courses

ONCAMPUS Online

Access the modules you will be studying as part of your online programme from September 2020.

[Click here](#)

Student Hub

Visit the Student Hub to access resources and information about your Centre. This includes support on welfare, preparing for studies online and in the UK and a chance to interact with your fellow students.

[Click here](#)

Microsoft Teams

Your live lectures and webinars will take place on Microsoft Teams. [Click here](#) to gain access to your calendar and online classes.

[Click here](#)

Useful Student Information

This section includes the Programme Handbook which will be useful throughout your studies at ONCAMPUS. You will also have access to Moodle training guides and student policies.

[Click here](#)

Turnitin

Turnitin is an online service that detects plagiarism (work that is not your own). You will need to submit all of your written coursework on this site before the deadline set by your tutor.

[Click here](#)

Student Portal

On the CEG Student Portal, you can access your course details, timetable, attendance and exam results.

[Click here](#)

The welcome message introduces you to Moodle and explains how the platform is used. You will also see a '[click here](#)' link which will take you through to the full set of training guides.

Each of these blocks will be extremely useful during your studies and are there to give you easy access to sites you will use on a regular basis:

- ONCAMPUS Online – this takes you to your dashboard where you will see the pages for the modules you are studying. If you have joined online from September 2020, these will appear on the first day of teaching.
- Student Hub – there is a Student Hub page for each centre which contain information and resources specific to your place of study. This includes meeting the team, the local area, welfare support and how to guides, plus much more!

- Microsoft Teams – if you are studying online, your live lectures and webinars will be delivered through Microsoft Teams. This tile links you straight to the log in page, where you can access your calendar and join your lessons.
- Useful Student Information – this page includes the Programme Handbook, term dates, policies and procedures, as well as details about our External Examiners.
- Turnitin – this is an online service that detects plagiarism (work that is not your own). You will need to submit all of your written coursework on this site before the deadline set by your tutor. You will receive guidance on how to use this.
- Student Portal – you will already have logged in to the portal, however this gives you access to your course details, timetable, attendance and exam results.

If you need to access any other centre specific resources through the “ALL COURSES” button, further information can be found in Part 5 of these training guides.

CONGRATULATIONS! You can now successfully navigate your way around the Moodle homepage.

NEXT STEPS → Read Part 4 to learn about the different course categories and resources available for you to use.

HELP!

If you are having any problems finding your way around the Moodle homepage or have a question about what the different blocks mean, please speak to your tutor who will be able to help you. If you are still having problems, please email lslater@oncampus.global

Part 4 – Understanding course categories and resources

4.1 Course categories

Course categories are the different areas on Moodle where all of the resources are stored. As shown in Part 3 of the training guides, you can use the coloured blocks on the homepage to access the courses on your dashboard and student hub resources. Once you are enrolled in a course, they will then appear in the purple navigation block and on your dashboard.

There are however other pages you may need to enrol in which can't be accessed through your Centre area.

Step 1 - Click on  on the blue bar at the top of the page.

Under each of these categories is a selection of different pages, known as 'courses.' To fully access the resources and documents within them, you need to enrol into the courses relevant to you (**Part 5 – enrolling into a course**).

- ▶ [ONCAMPUS Online](#)
- ▶ [Student Hub](#)
- ▶ [Subjects in your centre](#)
- ▶ [National subject resources by programme](#)
- ▶ [Academic & Academic Quality Information](#)
- ▶ [CIO](#)
- ▶ [SRSO](#)
- ▶ [Immigration Compliance](#)
- ▶ [Training](#)

STUDENT AREAS

ONCAMPUS Online – this is where the courses for the ONCAMPUS Online programmes from September 2020 are stored. You will be automatically enrolled in your relevant modules so can access these directly from your dashboard.

Student Hub – this is the same area that the tile on the homepage takes you to. Each Centre has their own page which includes campus maps, course introductions, the student handbook, wellbeing guides and much more.

Subjects in your centre – this is another way to access programme resources for your Centre that may be used in addition to the ONCAMPUS Online programmes. From here, you can click into your Centre and choose the programme/s you are studying. Your tutors will then have separate pages that include all of your classroom and learning resources.

Hull Programmes

Home / Courses / Subjects in your centre / Hull Programmes

Course categories: Subjects in your centre / Hull Programmes

Search courses

Go



- ▶ [Archive](#)
- ▶ [IY1 Business](#)
- ▶ [IY1 Engineering](#)
- ▶ [MFP](#)
- ▶ [UFP](#)

National subject resources by programme – this area is maintained by the subject leaders and includes all the information you need about the programme, such as:

- Scheme of work
- Subject Guide
- Assignment briefs and marking criteria

Your tutors may also include these documents on your Centre specific pages.

STAFF ONLY COURSES

Academic & Academic Quality Information - this section is for staff only. It includes all the policies, procedures and minutes to meetings.

CIO – this area is for the Chief Information Officers (CIO) at each centre and can be accessed by staff only. It includes information about exam regulations, timetables and enrolments.

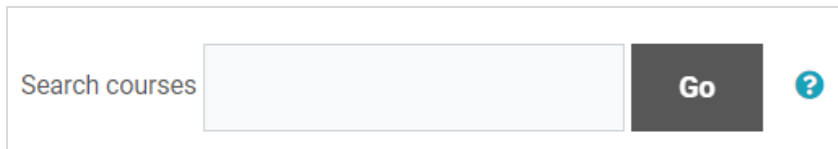
SRSO – this area is for the Student Recruitment and Support Officers (SRSO) at each centre. It can be accessed by staff only and includes information about accommodation, induction and taxi transfers.

Immigration Compliance – this area is for the Immigration and Compliance team. It can be accessed by staff only and includes documents about Tier 4 visas, late arrivals and withdrawals.

Training – this area provides resources for different training sessions available to staff only.

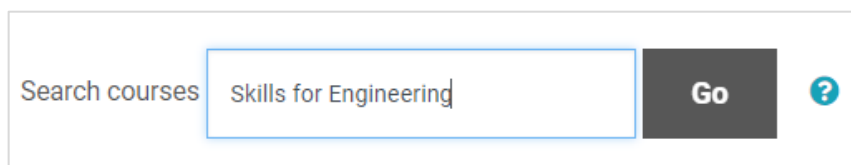
4.2 Searching for a course


Step 1 - Once you have clicked on **ALL COURSES** you will see the 'Search courses' bar at the top of the screen.

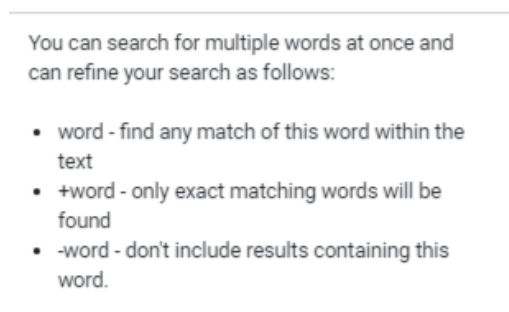


Step 2 - If your tutor asks you to enrol into their class page and you are unsure how to find it, type some of the module name into the search bar. For example: Skills for Engineering.

***Please note:** The 'Search courses' option will search for all courses in Moodle and will not be specific to the centre and programme you may have already selected.



*The  icon will explain how you can use different symbols to search for courses, such as exact or partial matches to the word/s you have typed into the search bar.



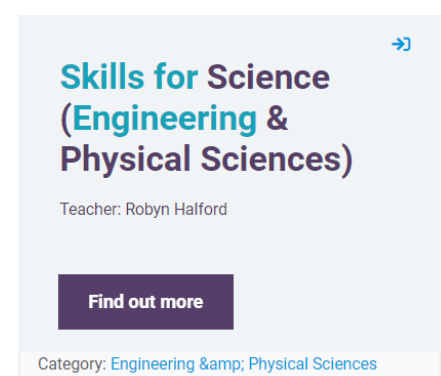
You can search for multiple words at once and can refine your search as follows:

- word - find any match of this word within the text
- +word - only exact matching words will be found
- -word - don't include results containing this word.

Step 3 – Once you have clicked 'Go', it will show you all the courses in Moodle that include those words (or do not include, depending on whether you have used any symbols as explained above). You can then select the correct one and enrol.

***Please note** – as our programmes are delivered across multiple Centres, there will be various courses in Moodle with the same name. You may need to include more words when you search to make sure you find the correct one. Each course will list the Teacher/s who are responsible for updating the page so this should help you choose the right one.

Search results: 1



**Skills for Science
(Engineering & Physical Sciences)**

Teacher: Robyn Halford

Find out more

Category: [Engineering & Physical Sciences](#)

CONGRATULATIONS! You now understand the different course categories, what resources are available to you on Moodle and how to search for a course.

NEXT STEPS → Read Part 5 to learn how to enrol into your courses

HELP!

If you are having any problems understanding the course categories or have any questions about the resources on Moodle, please speak to your tutor who will be able to help you. If you are still having problems, please email slater@oncampus.global

Part 5 – Enrolling into a course

Please note if you are studying with **ONCAMPUS Online**, you will be automatically enrolled in your modules. You can access your courses from your dashboard and they will appear on the first day of teaching.

5.1 Enrolling into your subjects

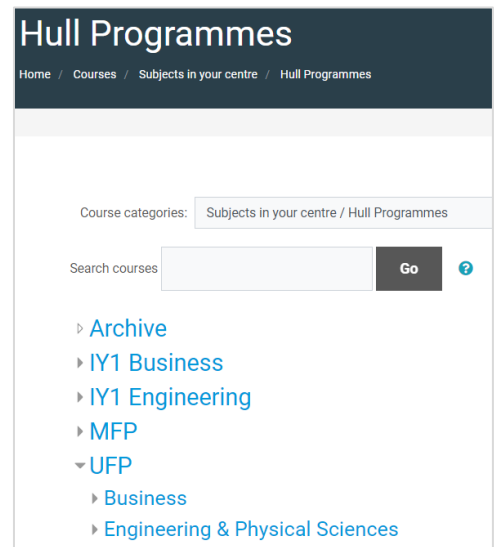
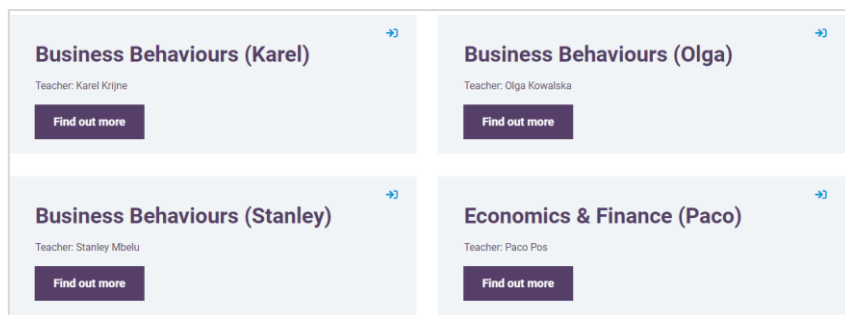
You will need to wait for your tutors to let you know which other subject pages you should enrol into, however you should then follow the below steps to access your resources for each class. You can also use the ‘Search’ function as shown in Part 4 of the training guides.

Step 1 – From the main homepage, click on **ALL COURSES** at the top of the page, then “**Subjects in your Centre**” and select your **centre of study** (as shown in Part 4).

Step 2 – Select the **programme** you are studying from the list provided.

Step 3 – Select the **pathway** you are studying on (if applicable for that programme).

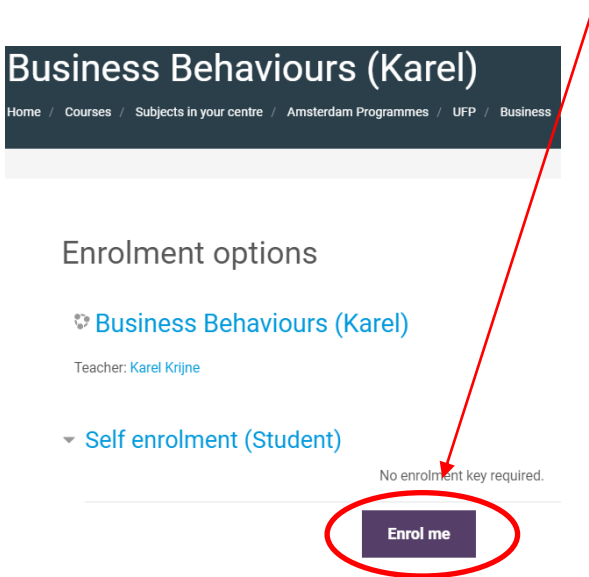
Step 4 – You will see a series of courses presented as grey blocks which are all the individual courses available within the programme and pathway you have selected.



Once you have found the course you need, click on ‘Find out more.’

If you are still struggling to find the right course, either by clicking through the different categories or using the search function, please ask your tutor for help.

Step 5 – You will now see the ‘Enrolment options’ screen. Once you are happy that this is correct course, click on ‘Enrol me’.



REPEAT the above steps for all of your subjects and classes as instructed by your tutors.

CONGRATULATIONS! You can now access all of the resources you need for your programme. This will include things like presentations, homework, revision materials, quizzes, assignments and reading lists.

5.2 Enrolling into the National resources for your programme

Step 1 – Click on **ALL COURSES** in the blue bar at the top of the homepage (same as 5.1).

Step 2 – Select ‘National subject resources by programme’ from the list provided.

Step 3 – Choose the programme you are studying from the drop down list provided.

Step 4 – Select the pathway you are studying on (i.e. Business/Engineering/Humanities etc) by clicking ‘Find out more’. If your programme does not have multiple pathways, the screenshot below may be visible once you have selected your programme of study (Step 3).

- ▶ English
- ▶ IY1 Business
- ▶ MFP
- ▼ UFP
 - ▶ Archive
 - ▶ English

Business, Economics, Finance & Management

Teacher: Jill Greenwood

[→](#) [🔑](#)

[Find out more](#)

Engineering and Physical Sciences

Teacher: Robyn Halford
Teacher: Gordon Kay

[→](#) [🔑](#)

[Find out more](#)

Humanities, Law and Social Sciences

Teacher: Hazel Johnson

[→](#) [🔑](#)

[Find out more](#)

Life Sciences

Teacher: Carol Whalen-Griffiths

[→](#) [🔑](#)

[Find out more](#)

Step 5 – As these courses include resources for both students and tutors, you will see two different enrolment options (different to what you saw in 5.1).

You should click ‘Enrol me’ under the **‘Self enrolment (Student)’** section. You will be unable to enrol under the ‘OC STAFF’ area as that requires an enrolment key (or password).

CONGRATULATIONS! You are now enrolled into the national subject page for your programme and can access a range of useful resources such as the scheme of work, subject guide and assignment briefs.

Business, Economics, Finance & Management

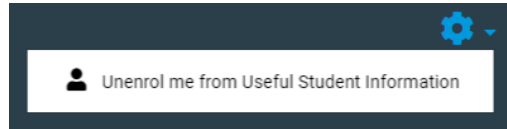
Home / Courses / National subject resources by programme / UFP / BEFM / Enrol me in this course / Enrolment options

Enrolment options

- 🔑 [Business, Economics, Finance & Management](#)
- Teacher: Jill Greenwood
- ▼ [Self enrolment \(Student\)](#)
- No enrolment key required.
- [Enrol me](#)
- ▼ [OC STAFF](#)
- Enrolment key
- [Enrol me](#)

QUICK TIPS

1. If you have enrolled into a course by mistake, or no longer wish to be enrolled, you can click on 'Unenrol me from [course name]' using the settings wheel in the top right hand corner.



2. If you go to enrol into a course and the only option is to enter an enrolment key, it is likely that the course is for staff only. Please check with your tutor if you are unsure

3. The following icons can be seen in the top right hand corner of a course (grey block):



Self-enrolment for students is available on this course

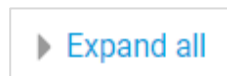


Guest access is enabled. You do not need to enrol.



The course requires an enrolment key (password)

4. You have the option on every course screen to expand the course list. This means the courses in the list format will all appear as individual blocks.



CONGRATULATIONS! You can now self-enrol into a course and know where to find additional resources.

NEXT STEPS → Read Part 6 to learn how to find your way around a course page.

HELP!

If you are having any problems enrolling into a course or are unsure which courses you should enrol into, please speak to your tutor who will be able to help you. If you are still having problems, please email slater@oncampus.global

Part 6 – Navigating course pages

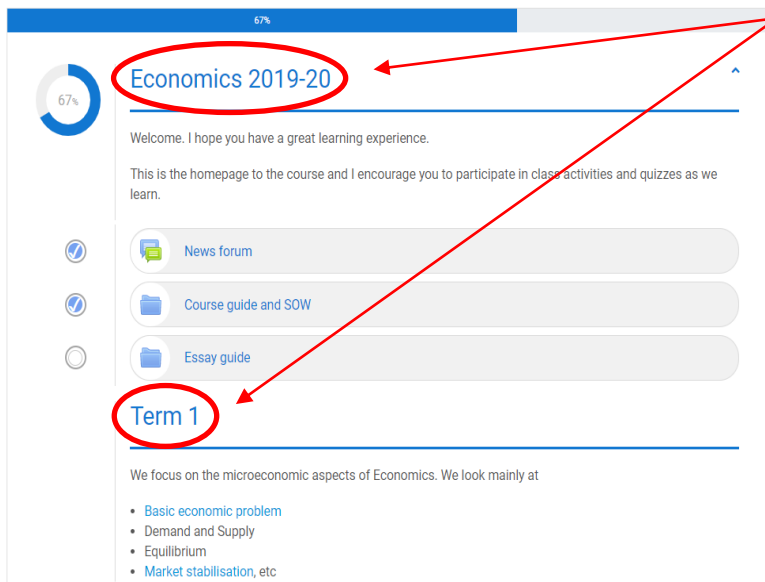
As previously explained in Part 3 of the training guides, the purple navigation block down the left hand side can be open or closed at any point using the following icons:

- To close the block so it can no longer be seen: or
- To re-open the block:

Now you are enrolled in the various courses you need during your studies at ONCAMPUS, this training guide will go through what you see on a course page itself. Please note this is different to the homepage, so you will need to visit one of the courses you have enrolled into to follow this guide.

6.1 Main content

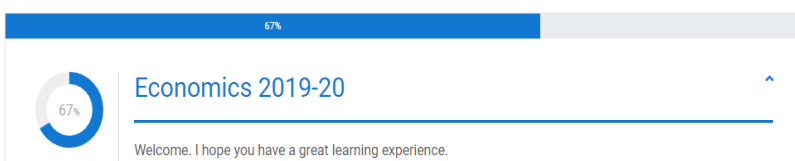
Each course page includes the content and resources added by your tutors that will support you during your studies of that particular module or programme. Please note that every course page will be different and tutors will design their individual pages to fit the structure of their class.



Each section, known as a topic, will have a heading to explain what the resources are about. They may include resources such as text documents, PowerPoint slides, HTML pages and images. Your tutors may also use interactive activities, such as forums and quizzes, which you are expected to participate in and complete during that module. Part 7 of the training guides will explain the various resources in more detail.

Some tutors may use the topics to correspond with the work covered in their classes each week, however others may arrange the resources per term or by subject area. If you have any questions about the layout of a specific course, please speak to your tutor.

6.1.1 Progress bar



Your tutor may also use the progress bar which allows you to tick that you have completed a particular task or activity. You will be able to see what % of the course on Moodle you have completed. You may not

have the tick box next to every resource as it depends on which activities your tutor thinks is necessary for you to mark as complete. Please note this **does not** mean these resources are not important!

6.2 Right hand panel

UPCOMING EVENTS

Tutors may add events relevant to their particular class that will show in the 'Upcoming events' block. These will also appear in your calendar.

CALENDAR

This is a compact version of the calendar you can find in the purple navigation block. Where you have upcoming events, these will be clearly highlighted on the calendar, depending on what the event is. For example, as the BUSINESS EXAM was added to one of your course pages, this shows in orange on the calendar. If you added your own event or reminder, this would show in grey.

You tutors may also use additional blocks to present information, therefore each of your subject pages may look slightly different. They may choose to have a glossary of words, a summary of the course, or an interactive feed which links to a website for example. If you are unsure about the information on your course page, please speak to your tutor.

The screenshot shows two blocks from a Moodle course page. The top block is titled 'Upcoming events' and displays a single event: 'BUSINESS EXAM' on Friday, 6 March, at 9:00 AM. Below the event is a link that says 'Go to calendar...'. The bottom block is titled 'Calendar' and shows a calendar for March 2020. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. The date '6' is highlighted in orange, corresponding to the 'BUSINESS EXAM' event. Below the calendar grid are five toggle options, each with an eye icon and a label: 'Hide global events' (with a globe icon), 'Hide category events' (with a category icon), 'Hide course events' (with a building icon), 'Hide group events' (with a group of people icon), and 'Hide user events' (with a person icon).

CONGRATULATIONS! You can now successfully navigate your way around the course pages.

NEXT STEPS → Read Part 7 to learn about the different resources and activities you may use on Moodle to help with your learning.

HELP!

If you are having any problems finding your way around the course pages or have a question about what the different blocks mean, please speak to your tutor who will be able to help you. If you are still having problems, please email slater@oncampus.global

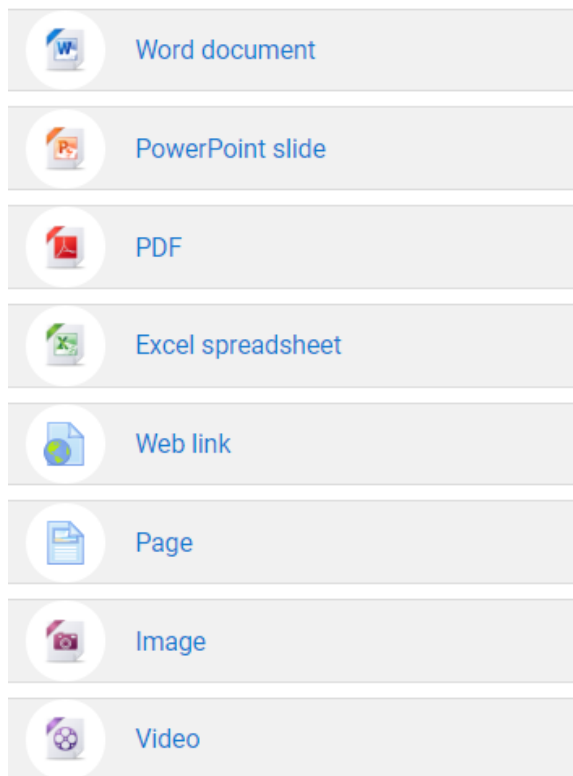
Part 7 – Accessing resources

All courses on Moodle will include various resources and activities that are used to provide you information and support throughout your studies at ONCAMPUS.

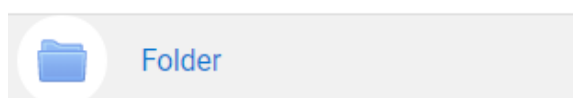
7.1 Resources

Resources will usually be a document that can be directly opened from Moodle and does not require any further interaction. They may include presentations from lessons, reading lists, homework, assignment briefs etc.

You simply click on the document you would like to open and it will appear in ‘downloads’ on your computer. Some types of resources, such as images, pages and voice recordings, will open up a separate window or page so you can view them.



Documents may also be stored within folders on the page. This helps to group relevant documents and information so they are easy to access. Within folders, you may see various different resources as shown above.



7.2 Activities

Tutors can also use interactive tools, known as activities, to assist with your learning and understanding of the module and/or programme.



Chat

Allows users to have text-based, real-time discussions. Chat sessions are saved and can be made available for everyone to view.



Forum

Allows users to post messages and respond to other contributions, similar to a bulletin board/news feed. You can subscribe to a forum so you receive notifications of new forum posts.



Glossary

Used to create and maintain a list of difficult terms relating to the course, including definitions and explanations.



Quiz

Tutors can create online tests with various question types. Teachers can decide whether the quiz can be attempted more than once and if there is a time limit.



Survey

An activity tutors can use to gather data from students about the use of Moodle and the teaching and learning experience.



Lesson

Allows tutors to present learning materials which are linked to different questions. If you answer the question correctly, you can move onto the next part. If you answer incorrectly, you are returned to the lesson material/relevant resources.



Wiki

A group work tool that allows students to work with the tutor and/or other classmates on the creation of documents, such as projects and reports.



Choice

Allows tutors to ask a single question, similar to a poll, that offers a selection of possible responses.

CONGRATULATIONS! You have now learnt about the different resources and activities that you will find on your courses.

HELP!

If you are having any problems finding or opening the resources on your course, or have a question about the different activities, please speak to your tutor who will be able to help you. If you are still having problems, please email lslater@oncampus.global