

## Mastering MOODLE

Please try out the following simple tasks and you will see how easy it is to navigate your way in MOODLE.

### Tasks One - Update your personal profile

1. Click your name on the top right hand corner or click on "Profile" from the administration block on the left. *You cannot change your first name, last name and email address.*
2. Add a short description of yourself by clicking "edit profile" and typing in the box provided.
3. Change the city, town and country to your present location.
4. Click the "update profile" button.

### Task Two – Add your own picture to your profile

1. Click "edit profile".
2. Scroll down to "picture of".
3. Select the "browse" button to locate a desired image (head-shot recommended) from your computer. *Be sure the file for the image you want to use is less than 8 MB in size.*
4. Enter a description of the image (i.e. your name).
5. Click the "update profile" button.

### Task Three – Look for your personal tutor and your group

1. Click "E-mail list" on the top right hand corner.
2. Click "e-mail".
3. Click "contact" and you will see your tutor and your group participants who have signed up on MOODLE.

### Task Four – Post a message on the learning forum of your group.

1. Click on "Learning Forum".
2. Type your introductory message to your tutor and group participants. *Your message will be sent to your group email inbox and is archived and threaded in the Learning Forum following the message title.*

### Task Five – Send an e-mail to me (Angela Kwan) and your personal tutor

1. Click on "compose" on the top right hand corner
2. Choose your tutor from "contact"
3. Click "To"
4. Choose Angela Kwan from "contact"
5. Click "Cc"
6. Click "close this window"
7. Type the email and send

### Task Six – Set automatic e-mail alerts in your regular e-mail

1. Click on **E-mail List** on the right side of the MOODLE window
2. Click on **Inbox** and then on **Settings** (in the top right corner of the window).

3. Select **Yes** for "Do you want to receive alerts on your email?"
4. Click **save changes**