

# Moodle Tutorial

Caundi Joseph - Gay

# Objectives

## 1. Create your personal profile

### Update personal information

- Please note that you **Must** update your profile using the Network at TAMCC. You can use a designated available computer in any one of the Labs to do same.

## 2. Access course material

# LOG INTO A COMPUTER

- CTRL, ALT, Delete.
- Other profile

## USERNAME:

- Your First name, Eg: **Caundi**
- The First letter in your last name or surname and year you registered: Eg, **g2019** respectively
- **Example: Caundig2019**

## PASSWORD:

- Password112

# PASSWORD CREDENTIALS

## Password characteristics:

1. Not more than 9 characters
2. A capital letter
3. Number or
4. symbol

# UPDATE PROFILE

- ◎ **Follow the instructions to update your profile**
  1. scroll to the end of the page
  2. Click on the blue button
- Once you have updated your profile, you can access your information on Moodle anytime and anywhere using any device.

# HOW TO ACCESS MOODLE

1. Browse the Internet - [www.tamcc.edu.gd](http://www.tamcc.edu.gd)  
(TAMCC home page will be displayed )
2. To the left corner of the page, next to **HOME** - place the curser (which turns into a hyperlink) over **ONLINE LEARNING**
3. Click on **ONLINE PLATFORM**
4. TAMCC MOODLE log in page Will be displayed.
  - ⦿ Enter **username and password**
    - ↓  
Caundig2018
    - ↓  
Personal Password

# ACCESS COURSE

- ◉ Click on site home ( upper right hand corner of the page)
- Scroll till you find your school

**Or**

- ◉ Click - Navigation Bar - click on courses

**Then**

**Scroll till you find categories**

- ◉ **Click on your respective school**
  - School of Arts Sciences and Professional Studies
  - School of Applied Arts and Technology
  - School of Continuing Education
  
- ◉ **Click your sub category or your area of study; E.G: Natural science under SASPS**
- ◉ Scroll to find your course
- ◉ Click on your course
- ◉ Once your teacher informs you when your work is posted, you will follow the instructions, as above, to enroll yourself in your course/s.

# SUPPORT

- ◉ **Office** - Distance Education
- ◉ Mrs. Caundi Joseph - Gay
- ◉ **Location**- Arts and Science Building, next to the Dean's office
- ◉ **Phone**- Ext 2377
- ◉ **Email** - [Caundil@tamcc.edu.gd](mailto:Caundil@tamcc.edu.gd)