

# Moodle Tutorial

By: Caundi Joseph

## ◉ Objectives

1. Create your personal profile

- Update personal information

2. Access course material

3. Upload SBA's

# WHAT IS MOODLE

Moodle is a learning platform designed to provide educators, administrators and learners with a **single robust, secure and integrated system** to create personalized learning environments.

**M**odular  
**O**bject-  
**O**riented  
**D**ynamic  
**L**earning  
**E**nvironment

[https://docs.moodle.org/34/en/About\\_Moodle](https://docs.moodle.org/34/en/About_Moodle)

# LOG INTO A COMPUTER

- ◉ CTRL, ALT, Delete
- ◉ Other profile

## USERNAME:

- ◉ Your First name, (**Caundi**)
- ◉ The First letter in your last name, and year you registered (**j**) (**2018**) respectively
- ◉ **Example: Caundij2018**

## PASSWORD:

- Password112

Next step

Change your password to your personal

# CHANGE YOUR PASSWORD PASSWORD CREDENTIALS

**Password must have the following characteristics:**

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

# CREATE PERSONAL PROFILE

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**

# UPDATE YOUR PROFILE

## ◎ Follow the instructions to update your profile

1. scroll to the end of the page;
2. Click on the blue button

Please note that you must update your profile using the Network at TAMCC.

Please use one of the Machines in any one of the Labs to do so.

Once you have updated your profile you can access your information anytime and anywhere using any device.

# UPDATE

- ⦿ Your profile is now updated



# 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 course 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
  - ⦿ Scroll to find your course
  - ⦿ Click on your course

# SBA SUBMISSION

1. Click on your respective school
2. Scroll to find - SBA submission
3. Click on your respective sub category
  - a. Natural Science SBA submissions 2019
  - b. Business - click - Business SBA submission 2019
  - c. Social Sciences - click - Social Sciences SBA submission 2019
  - d. Arts and Humanities - click- Arts and Humanities SBA submission 2019

# SBA SUBMISSION

- ◉ Find and Select your course and lecturer's name.
- ◉ Hit the **Enrol me** button
- ◉ Scroll in the shell to look for your folder to upload your SBA
- ◉ Click on the folder
- ◉ Add submission

# TO UPLOAD YOUR FILE TO MOODLE

- Click on the white paper icon - left corner at the top of the screen (First icon under file submission).
- Choose the file
- Save the file as (Information from the Examinations office)
- Upload the file

# EDIT SUBMISSION / DELETE A FILE

- ◉ Click edit submission
  - ◉ Click on the File
  - ◉ Download, make changes
  - ◉ Save it (new file)
  - ◉ Delete the old file
  - ◉ And follow the instructions to upload the file again
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# ASSISTANCE

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