

## What is Moodle?

Moodle is Unitec's online Learning Management System (LMS) or online learning space for both students and staff. Want to know more? Check out this [1 minute overview](#) or learn more about [Moodle at Unitec](#)

## Accessing Moodle:

You can access Moodle from [the Nest \(our intranet\)](#) by clicking on the Moodle icon:

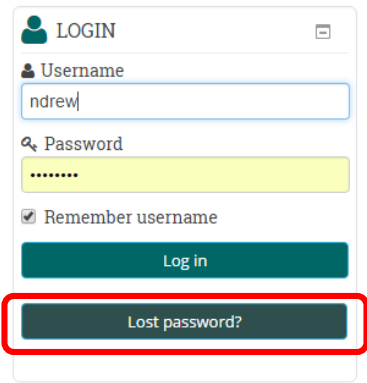


Or using the following web address: <http://moodle.unitec.ac.nz>

To access remotely (offsite) navigate via the external Unitec site <http://www.unitec.ac.nz/>. Scroll to the bottom of the homepage, click the **Staff** link and choose the **Moodle** option.

**TIP:** Once logged in you may like to add a bookmark to your browser for easy access to a particular course

## Login details:

<b>New Staff:</b>	<p>You will have received your Moodle login details (Username and default password) with the rest of your Unitec network login information.</p> <p>Please note that changes to your network password will not change the Moodle password and vice versa.</p>	
<b>Existing Staff:</b>	<p>Your username will be the same as your Unitec network login however please note that any changes to your network password will not have changed your Moodle password.</p> <p>So if it has been a while since you accessed Moodle you may need to use the '<b>Lost password?</b>' function.</p>	

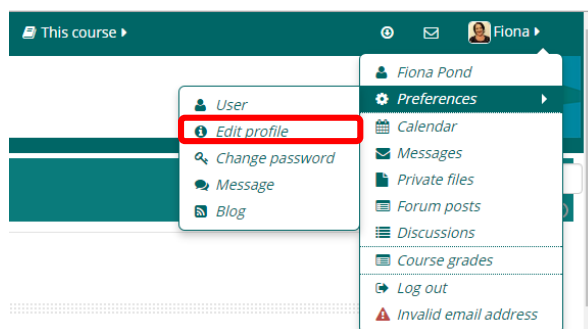
**TIP:** If you are not using a shared computer, you might like to check the 'Remember username' box.

## Editing your Profile:

Your Moodle profile displays information about you to other Moodle users. You can also add a photo to your profile.

### To edit your profile:

- Once logged in, click on your name in the top right-hand corner.
- Select 'Preferences / Edit Profile'
- Enter any biographical info you wish to share and add a photo.
- Once you have completed any updates, click 'Update Profile'



## Navigation:

### Accessing your course

You will find your courses listed on the left hand side of the screen or from the dropdown menu at the top of the page.

### Breadcrumbs

The *breadcrumb trail* shows you the path you have taken in Moodle and is an easy way to navigate within a course.

Home ► Courses ► Unitec Staff Resources ► Learn and Develop ► **HOS Ropu**

## Course content and activities:

The course content is arranged in modules in a grid form. These will be unlocked as the course progresses.

## Discussion and Communication:



### Discussion Forums

To get the most out of this Moodle resource you will want to participate in the Discussion Forums with your colleagues.

You can find these inside the relevant module or by using the **Activities block** on the left hand side to navigate to an overview of all the available forums.

## Notifications:

As a default you have been **subscribed to all forums**. We recommend this so you can receive email notifications of course related discussions.

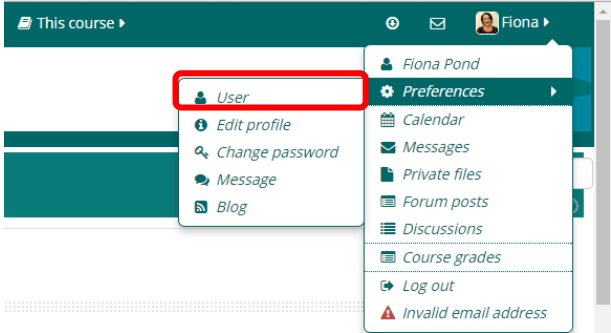
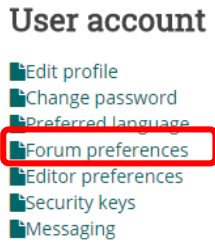
The default set up in Moodle is to automatically send you an email every time someone makes a post in every forum you are subscribed to. Discussion forums can generate a lot of emails so you may wish to change this to receive a daily email instead ie. one email per day of all posted activity.

**TIP:** To prevent 'email overload' change your notification settings so that you receive a **single 'daily digest'** per day (containing a compilation of all that day's forum posts).

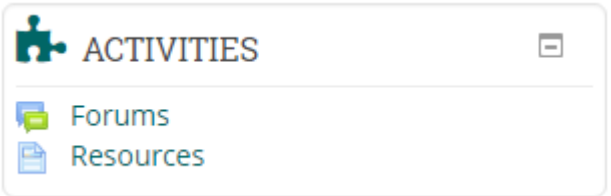
If you would prefer to receive 'real time' notifications choose the **'No digest'** option.  
Note there can be a delay of up to an hour from posting to receiving notification via email.

## Managing email notifications from Moodle:

### A. To change notifications for ALL Moodle courses:

Log into Moodle  Hover over <b>Your Name</b> in the top right corner  Select <b>Preferences / User</b>	 A screenshot of the Moodle user interface. In the top right corner, the user's name 'Fiona Pond' is displayed next to a profile picture. A dropdown menu is open, showing options: 'User' (highlighted with a red box), 'Edit profile', 'Change password', 'Message', and 'Blog'. To the right of this menu, another dropdown menu is open under the 'Preferences' heading, listing: 'Calendar', 'Messages', 'Private files', 'Forum posts', 'Discussions', 'Course grades', 'Log out', and 'Invalid email address'.
Choose <b>Forum Preferences</b>	 A screenshot of the 'User account' settings page. It lists several options: 'Edit profile', 'Change password', 'Preferred language', 'Forum preferences' (highlighted with a red box), 'Editor preferences', 'Security keys', and 'Messaging'.
Select your Email digest type preference: <ul style="list-style-type: none"><li>• <b>No digest (single email per forum post)</b> - you will be emailed a separate email notification for every single forum post to a forum you are subscribed to.</li><li>• <b>Complete (daily email with full posts)</b> - you will receive one email per day with all that day's forum posts compiled on it, in full.</li><li>• <b>Subjects (daily email with subjects only)</b> - you will receive one email per day with all that day's forum posts compiled on it in list format, showing only the subject lines.</li></ul> <b>Save changes</b>	

### B. To change notifications for a specific course:

Once in the course, click the Forums button in the <b>Activities block</b> .  From here you can manage your subscriptions and Email digest options.	 A screenshot of the 'ACTIVITIES' block in a Moodle course. It shows a puzzle piece icon and the word 'ACTIVITIES'. Below it, there are two buttons: 'Forums' (with a speech bubble icon) and 'Resources' (with a document icon).
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## Need help?

- For general Moodle help check out this [Guide to Moodle](#)
- For technical issues including login problems contact the IMS helpdesk on xtn 8484
- For enrolment, content or navigation queries contact Learn and Develop  
[learnanddevelop@unitec.ac.nz](mailto:learnanddevelop@unitec.ac.nz)