Logging In

To log in to Moodle you will want to access Humboldt.edu. In the upper right hand corner there is the Log in to myHumboldt link. When you click this you will be brought to a page where you will enter your HSU username and password. Once you have logged in, you will be brought to a new page. In the upper left hand corner of this page is a link to Moodle. When you click this link, you will be brought to the Moodle main page.

The Moodle main page is called My home. My home will list your Course overview, which shows all of your Moodle courses. There are several blocks on your My home page, as well as informational tabs towards the top of the page.

Moodle tabs

Moodle tabs are located in the upper left hand side of the page. They provide links and information.

- **English**: This tab will change the language
- **My Courses**:
  - My Home-link to my home page of Moodle.
  - Will display any course you are enrolled in and allows you a quick access link. If your course is hidden, this tab will indicate that by displaying the eye icon with a slash through it on the left side of the class name.
- **Moodle Menu**:
  - Ongoing Courses-This tab will bring you to the ongoing courses server.
  - Previous Semesters-This tab will allow you to access previous semester courses. Any courses from before spring 2013 are locked in the Moodle archive and must be requested by contacting the Moodle office.
  - Requests:
    - New course- request a blank course within Moodle.
    - Course copy- request for an existing course to be copied to a blank course.
    - Meta course- request for two courses to be combined into one meta course.
  - Support- This tab provides links to site news, faculty/student guides, videos, clicker information, and how to contact Moodle.
  - HSU Links- This tab provides links to MyHumboldt, staff and faculty directory, your HSU email, and the HSU library website.
Navigation block

The Navigation block will allow you to navigate throughout Moodle.

- **My home** will take you to a list of all of your courses.
- **Site home** will take you to the main Moodle page where you can see important. Moodle announcements as well as a list of your courses. Site home is where you can search for other course in the Search courses box at the bottom of the page.
- **My profile** will allow you to view your profile information, to view your forum posts in one area and to access your My private file area. (More information on my private files in the Quick Guide to Files.)
- **My courses** will take you to a list of all of your courses.

Administration block

The administration block allows you to edit your profile, as well as define your messaging preferences.

- **Edit profile**: the most useful aspects of your profile are the following:
  - Email digest type: allows you to determine if you would like emails from forum posts to be emailed in a digest or singularly.
  - Forum auto-subscribe: determines if you are automatically subscribed to a forum (receive emails when someone posts to a forum). A forum can have forced subscription, and that would outweigh your profile settings.
  - Forum tracking: if this is set to yes, then when you access a course with forums, a forum with posts you have not read will be highlighted.
  - User picture: you can upload a picture that will be visible when someone accesses your profile.
- **Messaging**: allows you to choose whether or not you would like emails or pop up notifications.
- **Security Keys**: To ensure security and privacy, RSS feed URLs contain a special token that identifies the user they are for. This prevents other users from accessing areas of the site where they are not allowed. The token is automatically created the first time you access an area that produces an RSS feed. If you think that your RSS feed token has been compromised, you can request a new one by clicking the reset link. Please note that your current RSS feed URLs will then become invalid.
- **Badges**: Popular with the K-12 education community, badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and are fully compatible with Mozilla Open Badges. Badges created in Moodle may be displayed on a user's profile or pushed to their Open Badges backpack and public badge collections in their backpack will display in their Moodle profile. There are two categories of badges:
  - Site badges - available to users site-wide and related to the site wide activities, like finishing a set of courses.
  - Course badges - available to users enrolled in the course and related to the activities that happen inside the course.

To learn more about how to use badges visit: https://docs.moodle.org/29/en/Badges
Latest news

The latest news block will provide you with pertinent information about Moodle such as Moodle down times and Moodle bugs. We highly recommend checking this daily.

Figure 6: Moodle latest news block

My private files

My private file is an area that you can upload files that can be accessed throughout all of Moodle. Please keep in mind that Moodle is not a storage area— if you have a large number of files you would like to keep in one area we recommend using your Google drive. To add and manage files, either drag your file into the upload box, or press the add icon located on the top left corner of the box; it is pictured as a piece of paper with a plus sign. This will bring you to a new page where you can create folders for organization and upload files.

Figure 7: My private files

**Contact Moodle Support:** The Moodle support staff is available 8-5 Monday through Friday. Our phone number is (707)826-3633, our email is mdlsos@humboldt.edu. We are happy to help you with any questions you have.