Table of Content:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle Virtual Learning Environment (VLE) – brief introduction</td>
<td>2</td>
</tr>
<tr>
<td>Opening Moodle on your browser</td>
<td>3</td>
</tr>
<tr>
<td>Logging-in for the first time</td>
<td>4</td>
</tr>
<tr>
<td>Once you successfully Log-in</td>
<td>6</td>
</tr>
<tr>
<td>How to enrol a course</td>
<td>7</td>
</tr>
<tr>
<td>After you register with a course</td>
<td>10</td>
</tr>
<tr>
<td>Changing the notification settings</td>
<td>11</td>
</tr>
<tr>
<td>What we have planned down the line? [Fall 2017]</td>
<td>12</td>
</tr>
</tbody>
</table>
Introduction:

This guide will support you to get started using Moodle VLE (Virtual learning Environment). It will start with a very brief overview of what Moodle is and why it can help you with your studies. It will then take you through where to find Moodle on the internet, explain how to log on and navigate around the site.

What is Moodle?

Moodle is a Virtual Learning Environment, commonly referred to as a VLE. It is a secure and controlled web space used for learning and teaching, tutors and students can use the space to hold materials, communicate and collaborate to support learning.

Benefits of Moodle:

- **Flexibility** – a tool for studying at suitable times leading towards a better work/life/study balance.
- **Learning style** – provides a learning tool that can accommodate many learning styles with its user friendly learning style.
- **Learning reinforcement** – students can revisit materials multiple times in the run up to exams.
- **Team and group work** – peer collaboration on project work that can take place at a distance.
- **Security** – provides a space for students to experiment, learn and develop thinking, analysis of difficult complex concepts in a safe and secure environment.
- **Assessment** – provides tools and a space for formative assessment through quizzes and assignments.
Opening Moodle on your browser:

Open www.slate.uol.edu.pk in your browser.
Logging-in for the first time:

Provide your "SIS" username and password to login to your Moodle VLE account.
Once you login to your VLE account, it will take you to your "Profile Settings" straight away.

PROVIDE YOUR EMAIL ADDRESS IN THE BLANK BOX, otherwise you will not be able to proceed further.

You can also change your name or profile photo while editing your profile. After completing, click on Update Profile.

In order to change your email address, an email is sent to your given email address.

Confirm the email sent on your given address in order to register your account with Moodle VLE.
Once you Successfully Log-In

“Navigation” section provides you a quick access to the sections i.e. Dashboard, Sites Pages and Courses.

“Courses Categories” section provides you the access to all courses, offered by LBS in this semester.

"Available Courses" section provides complete list of courses with tutor’s name. You can only access to your registered courses.
Enrol the course:

Click on all “All Courses” to find your course from the available categories, OR

Scroll down the cursor to find out your course from "Available Courses".

Write down the name of your course in the "Search Box" to find the course you are studying in this semester. You can also find the course with short name!

“Planning for Risk, Uncertainty and Complexity” OR “PRUC”
Once search completed, your course will be displayed. Click on the course to get it registered.
Enter your "Enrolment Key" in the box and click on "Enrol me" Initially, your course code has been set as your course enrolment key.

PLEASE NOTE: Enrolment key will not work with the "Self Enrolment (Student)" section.
After you register with a course:

Once enrolled, you can download weekly slides, notes, case studies and all information shared by your tutor in the relevant folder

This part of page will provide you with the following information shared by your tutor:

- Latest Announcements,
- Upcoming Events
- Recent Activities
Changing the notification settings:

Click on "Bell" icon to edit to your "Notification" settings

Then click on "Settings" icon to open the settings window.

Change "Notification Settings" of your own choice.
What we have planned down the line? Implementation Session 2: [Fall 2017]

- On-line Quizzes
- On-line Assignment submission
- Direct communication with tutor through chat and messages
- Badges from tutor against your performance
- On-line grading through Moodle
- Surveys and workshops through Moodle
- Class participation through student’s engagement