There are several ways for you to get to the Moodle Login Screen.

1. Open a browser (Google Chrome, Firefox, etc.).

2. Type: moodle.cbu.edu

   **Hint:** Bookmark the moodle.cbu.edu URL so it is available to you later.

   Another Way: Go to [https://www.cbu.edu/](https://www.cbu.edu/) > Quick Links > My CBU > My Account > Moodle.

3. On the Moodle Login page, log in by typing your **Active Directory User ID and Password** into the proper fields.
   - Your Username is your **Active Directory User Name**.
     *Note: Your **Active Directory User Name** is the first part of your CBU Email name BEFORE the @cbu.edu.*
   - Your Password is your **Active Directory Password**.
     *Note: Your **Active Directory Password** is your CBU Email password. If you don’t know this password, please contact the CBU IT Help Desk at help@cbu.edu or (901) 321-4438.*

4. Click: **Log in**.
When you log in successfully, you will find yourself looking at your Moodle Home page.

5. **Under My Courses**, all your registered courses should appear in the center column. Click a Course Title to access that course. It will take you directly into the Course.

   *Note: If your registered course does NOT appear, it may be because your Teacher has NOT made the course visible yet. Contact your teacher and ask “When will such and such course be visible in Moodle?”*

6. Alternatively, you can use the **Search Courses** field to search for a course. In the **Search Courses** field, type:
   - Course title, e.g., ENG111 or
   - Part of the course title, e.g., Fossil Fuels, or
   - Teacher’s last name, e.g., MacInnes

7. Click **Go**.
Although all Moodle Courses will not look alike, the Fossil Fuels and the Environment Course looks like this:

Use the Breadcrumbs Trail to navigate back to your Home page. Click Home.

Hint: Remember to use the Breadcrumbs Trail. It makes navigation quick and easy.
Take a second to look at the other features on your *Home* page.

8. Your **Home** page has several **Blocks** in the left and right columns.

*Note: Although Blocks are elements that add extra information into a course, they can be distracting if you really have no immediate need to use them.*
Do you want to see a simplified list of course titles?

Would you like to get rid of all but the most important blocks (like Navigation)?

Would you appreciate a quick reminder of upcoming due dates for assignments or activities for a particular course?

Hint: Use the Navigation Block’s Dashboard link instead of My Courses to access to your Courses.

9. If the answer to any of these questions is Yes, find the Navigation Block and click on Dashboard.
The Dashboard – Course Overview page is a nice, simplified way to keep track of your courses.

All your course titles should be listed minus the descriptive text.

AND, if your Teacher uses built-in activities, you get a BONUS because the dashboard reminds you when you have assignments that need your attention or when there are new forum posts to read, chat sessions to attend, polls to be taken, or quizzes to complete, etc.

If you click on your reminders an explanation will appear. In this example there are two reminders, “You have assignments that need attention” and “You have quizzes that are due.”
Even on the Dashboard – Course Overview page, you may still be seeing some Blocks that you really don’t need.

💡 Hint: Dock the blocks you don’t need or want to see.

10. To Dock a Block, click on the small icon on the upper right corner of the Block. This docks (moves and anchors) the block on the left side of the screen so it is out of your way.

11. To Undock a Block, click on the icon below the docked block. The Block will move back to where it was originally.

Whether you choose to access your courses from the Home page or on the Course Overview – Dashboard page, to access a course simply click on a Course Title. Accessing your course is that easy!
12. To Log out of Moodle, click on the icon in the upper right corner of your screen.

If you have additional questions about Moodle or this job aid, please contact the CBU Moodle Administrator:

Annie Guetschow
aguetsch@cbu.edu
(901) 321-3281