



First-Timers Guide

A How to Login to Your Course

Video link: <https://youtu.be/LiMdiz5f3SI>

1. Open up your device's Internet browser and go to:

<https://courses.wilmetteinstitute.org>

2. In the **Username** box type your email address.

3. In the **Password** box type your email address.

These fields are case-sensitive. You should type your email address in lower-case letters on this log-in screen.

4. Click the **Log in** button.

5. **You must change your password to proceed**, so type in your email address again as your Current Password, then choose a new password [enter it twice]. *You can write down your password so that you will remember it the next time you need to log in.*

6. Click **Continue** button.

7. Click on "**My Courses**" at the top of the Moodle home page.

8. Click on the course title to open its **Classroom Page**.

On the Classroom Page you will find everything you need for your course.

If you need help, email Learn@WilmetteInstitute.org.

B How to Update Your Profile in Moodle

Video link: <https://youtu.be/gjMAis3u6Ok>

1. Log in to your Classroom Page.
2. Click on the down arrow at top right (beside your profile picture--if you don't have a profile pic yet you will see your initials there).
3. In the drop-down menu box, click on **Profile**.
4. In the User details box, click on **Edit Profile**.
5. Scroll down to the **Description** box. Type an introduction. Tell your classmates something about yourself.
6. We recommend you post a profile picture. Scroll down below Description box to the User picture section. Click on grey box beside "New picture."
7. The File Picker box will pop up. Click on **Upload a file** (top left).
8. Click on the **Choose file** button.
9. Choose a picture from your computer. Square images work best. Select the image you want, and click to "Open" (bottom right).
10. On the next screen, you'll see the name of your file beside the Choose file button. Scroll down and click **Upload this file**.
11. Once your picture is uploaded please give it a "Description."
12. Lastly, you must click on **Update Profile** (at the bottom) in order to save your profile.

For help, email Learn@WilmetteInstitute.org

C How to Post in the Moodle Forums

Video link: <https://youtu.be/bEPDFrq03-0>

1. Log in to your Classroom Page.

2. Open the Course Index (left hand collapsible column) to find the Forum link for the forum you want to post in. The Units are listed in chronological order.

Note: *The video demonstrates a post being created in a "Course Lounge," but the procedures are the same for any of the regular weekly Forums.*

Course Index icon:



3. Click on the relevant Forum link. *Note that the Course Lounge is always located in the first Unit of the course, and you can post there at any time during the course.*

4. Click the Reply link at the bottom right of the first/top post. *To reply to someone else's post, click on the post title, then click **Reply** (also bottom right).*

5. It is best to change the **Subject** of the post for your initial post - for example, say "Hello from [your name]" in the course lounge. *If you are replying to a fellow participant's post, it is not necessary to change the subject.*

6. Type your post/Message in the message box.

7. Scroll down and click **Post to forum**.

8. **You have 30 minutes to edit your post.** Simply click on the post title if you need to edit or delete it. Then use the links at the bottom right of the post to edit or delete the post.

9. There are **word processing icons** at the top of the Message box. You can even add links & images, or create short (2 mins max) audio and video files in the box.

10. Don't forget to scroll down and click to "**Save**" your post.

If you get stuck and need help, email Learn@WilmetteInstitute.org

Welcome to Wilmette Institute's online learning community!