

# Moodle at Capel

▶▶▶ Contact Jed Keenan on the Moodle Helpdesk

[moodle-helpdesk@capel.ac.uk](mailto:moodle-helpdesk@capel.ac.uk)

07834 784973



- HOME
- DASHBOARD
- MY COURSES ▾
- ALL COURSES
- STUDENT INFO



Safeguarding



Outlook Email



Library



My Courses



Student Info.



Equality & Diversity



Careers

## Welcome to Capel Manor College

Moodle is the College Virtual Learning Environment (VLE). For students familiar with Secondary or Higher Education, this VLE does the same job of organising learning resources into Courses, Topics and Activities.



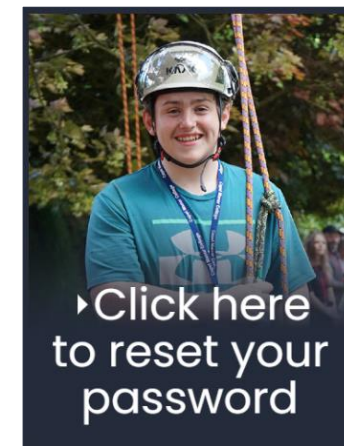

◀◀◀ To log into Moodle, use you 8-number Student ID. To log into Microsoft 365 ([Outlook](#), [SharePoint](#), [Teams](#), [OneDrive](#) etc.) use your

full email address e.g. [77345663@student.capel.ac.uk](mailto:77345663@student.capel.ac.uk) and use the same password as Moodle.

When you want to reset your password click on the password reset tool. ▶▶▶

And when you have any issues with Moodle or any other technical issues with resetting your password or with your hardware, software or internet connection, just let Jed know on the [Moodle Helpdesk](#).

For any really tricky issues contact Martin, Dimitar & Lee on the [IT Helpdesk](#).





## Enrolling on Moodle

To enrol onto your course, go to [moodle.capel.ac.uk](http://moodle.capel.ac.uk) click on the *All Courses* menu item in the header menu, then select *2021/22*, then select your school, and then your course. Then scroll down to the very bottom of the page and click on the Enrol Me button. ▶▶▶

- ▶ **To access your course as well as student information**, hover the cursor over the *My Courses* menu item in the header menu.
- ▶ **To see your overall progress**, click on the *Dashboard* menu item in the header menu.
- ▶ **To edit your profile and to add a portrait avatar**, hover the cursor over your name in the top right corner, and select the *Edit Profile* menu item.

▼ Self enrolment (Student)

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No enrolment key required.

[Enrol me](#)

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## Microsoft365

In addition to Moodle, the [MS365 suite](#) of software is a powerful and fully integrated system that helps manage time, coursework, and relationships. Below are 11 of the most useful tools for accessing learning materials, getting work done to time, and coordinating with lecturers and fellow project team members.



### [Outlook](#) & [Outlook Calendar](#)

Send and receive emails with [@student.capel.ac.uk](mailto:@student.capel.ac.uk) and add all events and deadlines using Calendar.



### [Word](#), [Excel](#) & [PowerPoint](#)

Author coursework and work collaboratively with lecturers and team members.



### [OneNote](#) & [Teams](#)

Meet and work collaboratively with lecturers and team members on team projects and coursework.



### [Planner](#) & [Tasks](#)

Manage individual and team projects, and manage all tasks from Calendar and Planner.



### [SharePoint](#)

Access all corporate documents and many of your course documents in the Student directory.



### [Forms](#)

Produce lots of opinion surveys and contact forms quickly and very easily.