

# Moodle User Guide

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# Requirements

## Technical Requirements

You must have the technology necessary to enrol in our Moodle platform. This includes:

- A strong broadband connection (around 400kbps - 2Mbps download speed, 400kbps+ upload speed)
- PDF-reading software, such as Adobe Acrobat, or most web browsers (Internet Explorer 8-11, Edge, Chrome, Firefox, Safari).
- A web browser that supports the current version of Moodle (see below)

Browser	Minimum version	Recommended version
<a href="#">Google Chrome</a> 	30.0	Latest
<a href="#">Mozilla Firefox</a> 	25.0	Latest
<a href="#">Apple Safari</a> 	6	Latest
<a href="#">Microsoft Internet Explorer</a> 	9	Latest

*Microsoft Edge is also supported.*

Both Windows and Mac computers / operating systems are suitable for using Moodle.

## Language Requirements

Some courses will contain transcripts and/or subtitles in Chinese, Japanese and Russian

To partake in discussion groups, it is essential that you have a good degree of understanding of English language, unless stated otherwise.

# Account creation

After registering for a course online, you will receive an email on (or near to) the start date of your course.

The email will look like this (see below).  
Please follow these instructions closely

Dear <user>

A new account has been created for you at 'Institute of Psychoanalysis' and you have been issued with a new temporary password. Your current login information is now:

username: <username>  
password: <password>  
(You will have to change your password when you login for the first time. Please copy and paste the above password to ensure it is entered correctly.)

To start using 'Institute of Psychoanalysis', login at <http://learning.psychoanalysis.org.uk/login/> In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Once you have set a new password, please log out (via the top right corner) and log back in. Clicking 'Your Dashboard' on the bottom left of the front page will allow you to view your courses.

If you experience any issues with accessing your account please contact support on [support@psychoanalysis.org.uk](mailto:support@psychoanalysis.org.uk).

Best wishes,

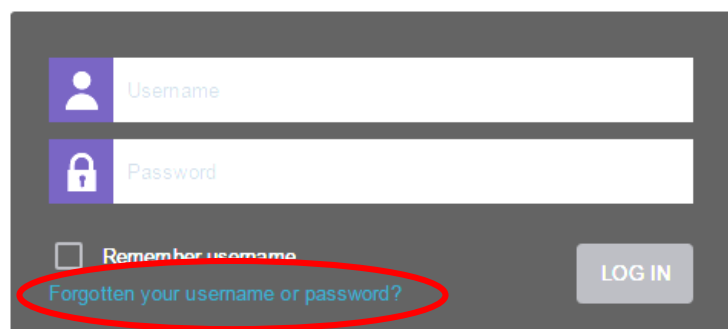
the 'Institute of Psychoanalysis' administrator,  
Admin  
[admin@psychoanalysis.org.uk](mailto:admin@psychoanalysis.org.uk)

**If your course has reached its start date and you still haven't received the above email, please contact [support@psychoanalysis.org.uk](mailto:support@psychoanalysis.org.uk)**

## Forgotten your username or password?

If you've forgotten your username or password, simply follow the link below the log-in box (see right).

Follow the instructions on the next page.  
If you're still having trouble, contact [support@psychoanalysis.org.uk](mailto:support@psychoanalysis.org.uk)



The screenshot shows a login form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember username'. At the bottom left of the form, there is a link 'Forgotten your username or password?' which is circled in red. At the bottom right, there is a 'LOG IN' button.

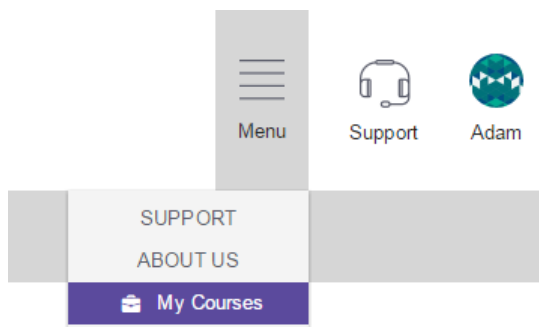
# Using Moodle

## Accessing your course(s)

After logging in, you can view your list of courses on the 'Dashboard' page.

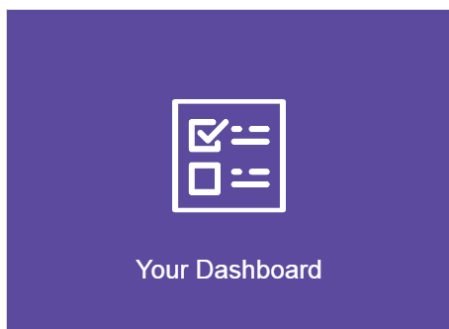
To get to this page, either:

- Click on the Menu button, followed by 'My Courses'.

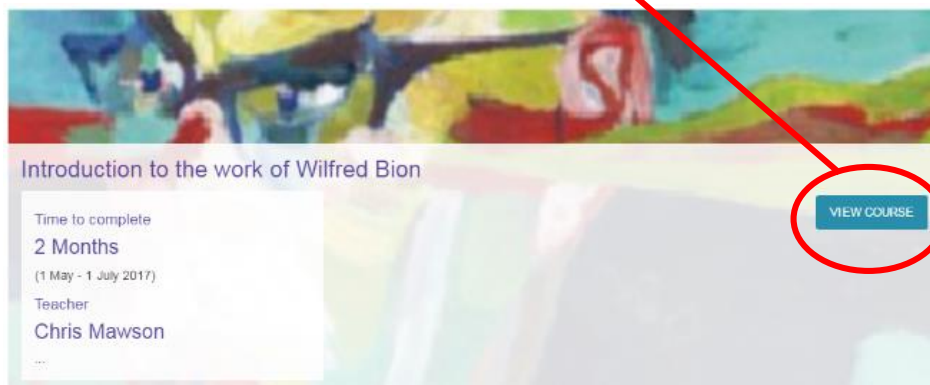


Or..

- Click on the large 'Your Dashboard' button on the bottom left of the front page

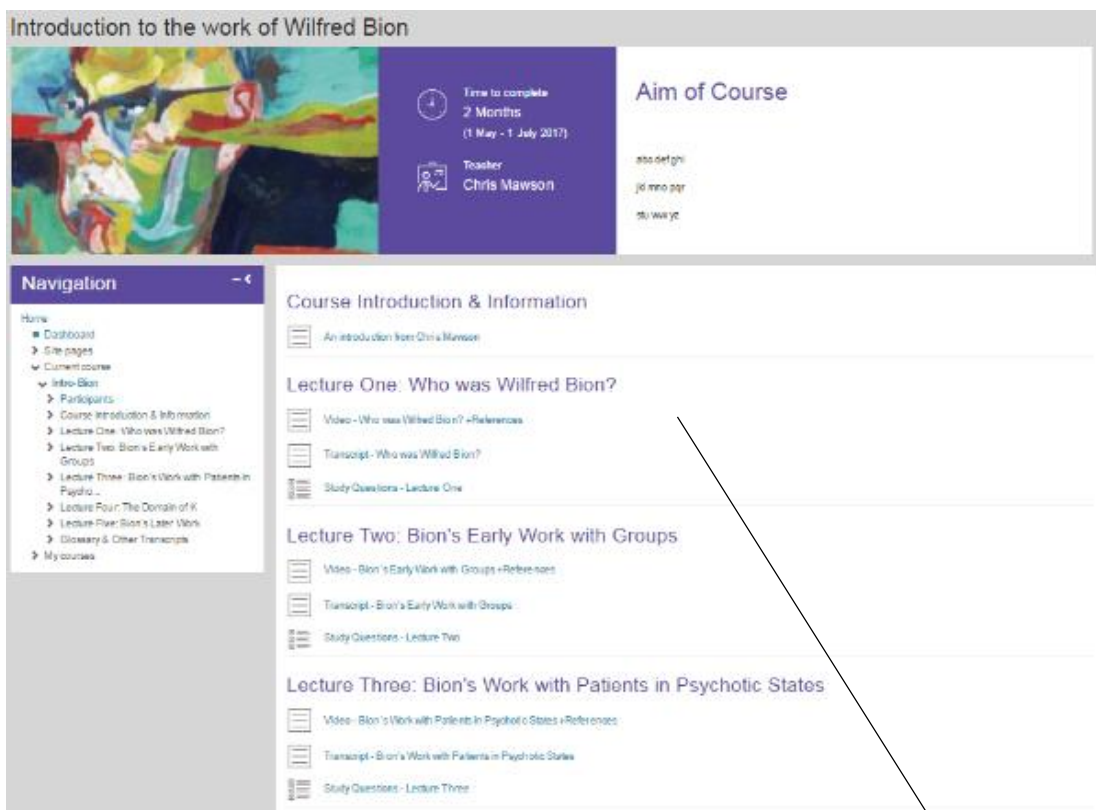


- On the dashboard page, click 'view course'.



# What will the course look like and what will it contain?

A course page will typically look like this:

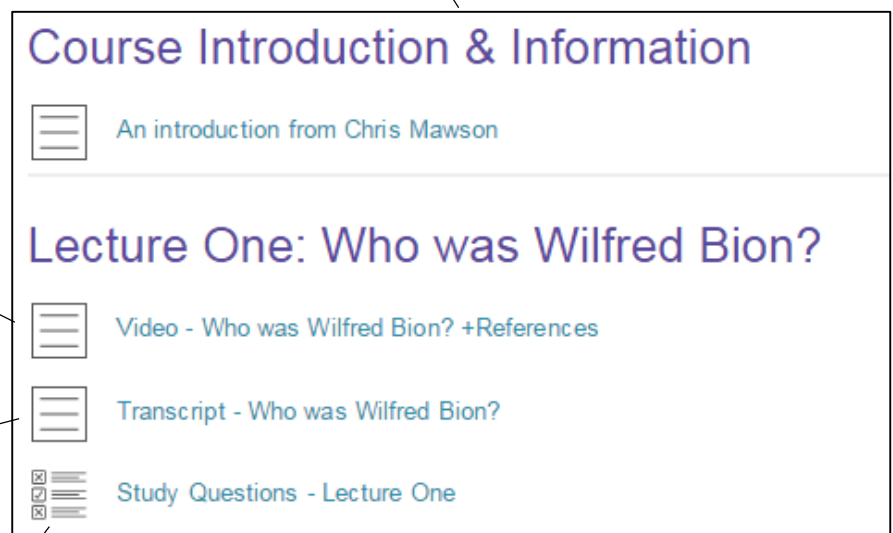


Your course will typically contain multiple sections, which each contain various elements.

In this example to the right, there is a video (with a list of references or suggested reading)

There is also a transcript of the lecture..

..and there are some study questions.



## Navigating the course

Returning to previous pages can be done in various ways:

- At the top of your page is the 'breadcrumb'. This is a trail of pages you have travelled through to get to where you are now. You can click on any of the previous sections, i.e. 'intro-bion' to get to the main course page.

home > online courses > intro-bion > lecture one: who was wilfred bion? > video - who was wilfred bion? +references

- There is also the navigation block, which will always be visible on the left hand side of the page.

Within the block are the sections you see on the main course page, which can be expanded or collapsed, as well as the content within those sections so you can move directly to a piece of content.

- Feel free to also use the back/forward buttons on your browser window.

Navigation

Home

- Dashboard
- > Site pages
- ▼ Current course
  - ▼ Intro-Bion
    - > Participants
    - > Course Introduction & Information
    - ▼ Lecture One: Who was Wilfred Bion?
      - Video - Who was Wilfred Bion? +References
      - Transcript - Who was Wilfred Bion?
      - Study Questions - Lecture One
    - > Lecture Two: Bion's Early Work with Groups
    - > Lecture Three: Bion's Work with Patients in Psycho...
    - > Lecture Four: The Domain of K
    - > Lecture Five: Bion's Later Work
    - > Glossary & Other Transcripts
  - > My courses

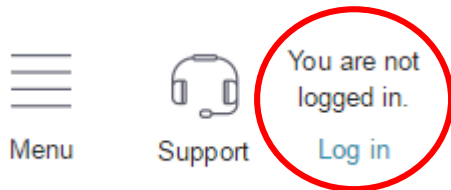
# F.A.Q.

## What is Moodle?

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

## How do I log in?

Via the top right corner of the page (see image below).



## Why can't I see my course?

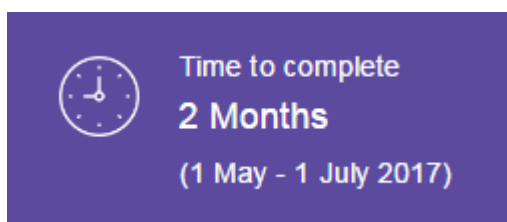
If you are able to log in but your dashboard page is blank, please contact [support@psychoanalysis.org.uk](mailto:support@psychoanalysis.org.uk), stating your name and the course you have registered for.

## I do not remember my username and/or password, how can I regain access?

Please see page 2 above.

## How long will I have access to Moodle?

This depends on the duration of your course. To find this out, see the top of your course page (see example below), or look at the page where you registered for the course.



## Who should I contact regarding technical issues or queries?

Please contact [support@psychoanalysis.org.uk](mailto:support@psychoanalysis.org.uk)

## Who should I contact re: discussion groups and / or academic queries?

Please contact [enquiries@psychoanalysis.org.uk](mailto:enquiries@psychoanalysis.org.uk)