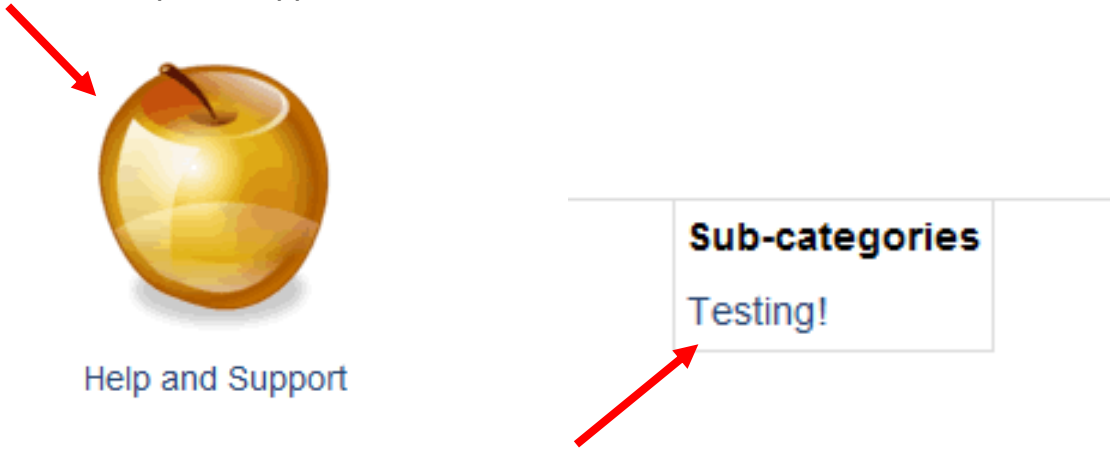
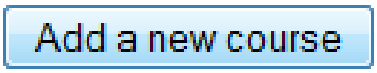
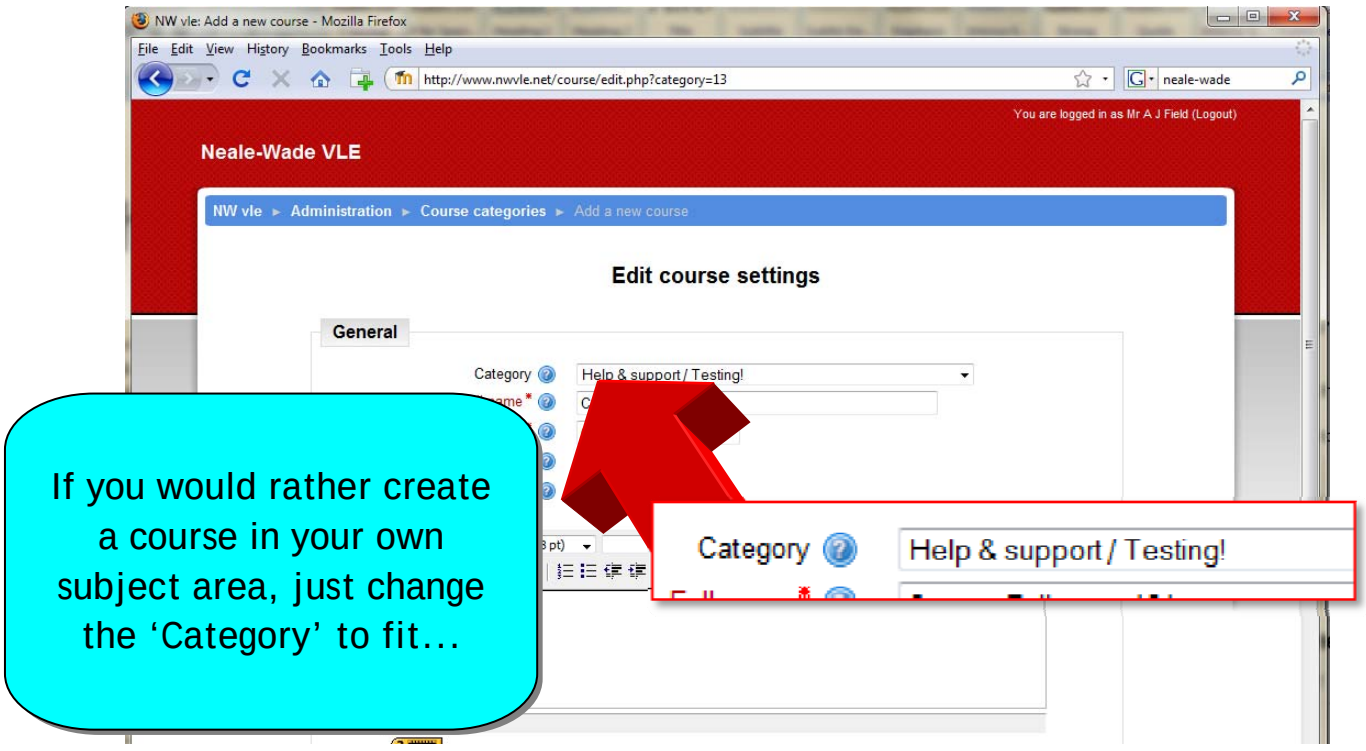
Initial setup

- You need a login and password to access Moodle – if you don't have these, or you've forgotten details, plus just ask.
- Login and look in your subject area. Are there any courses there?
- If you haven't used Moodle before, it would be a good idea to play setup a test course and experiment.
- Click the 'Help and support' section on the Neale-Wade VLE:



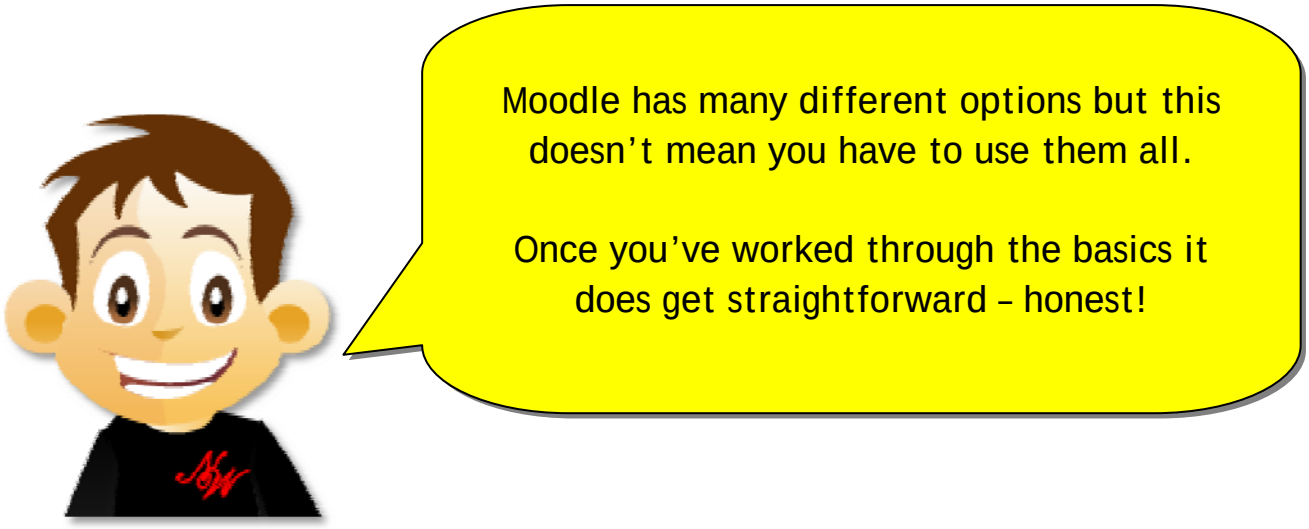
- Click the link near the top that says 'Testing'
- Near the bottom of the page, click on 

- The screen will change to something that looks quite complex:



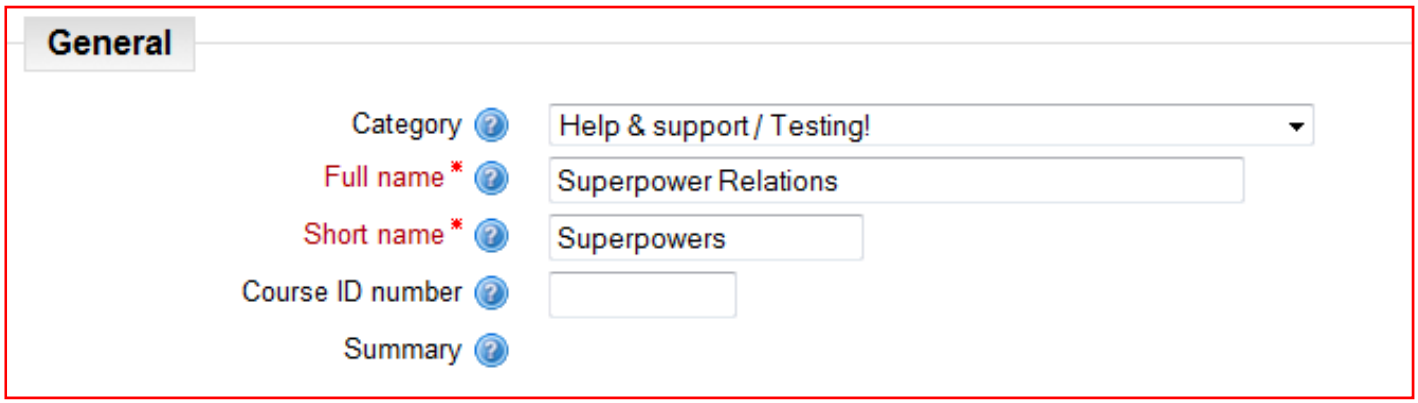
If you would rather create a course in your own subject area, just change the 'Category' to fit…

Even though it looks complex, work through the guidance below:

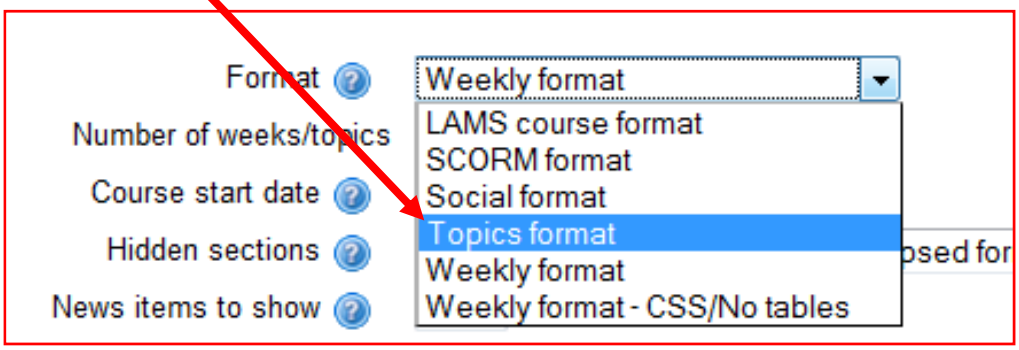


- In the 'Full name' box, type the name of a course or topic you want to cover e.g. "Superpower Relations"

- In the 'Short name' box, type a shortened version e.g. "Superpowers"

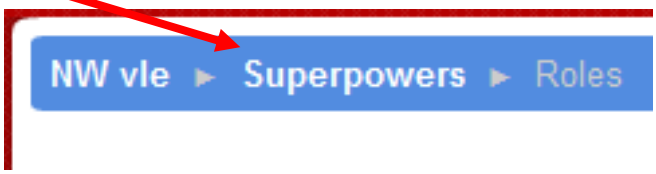
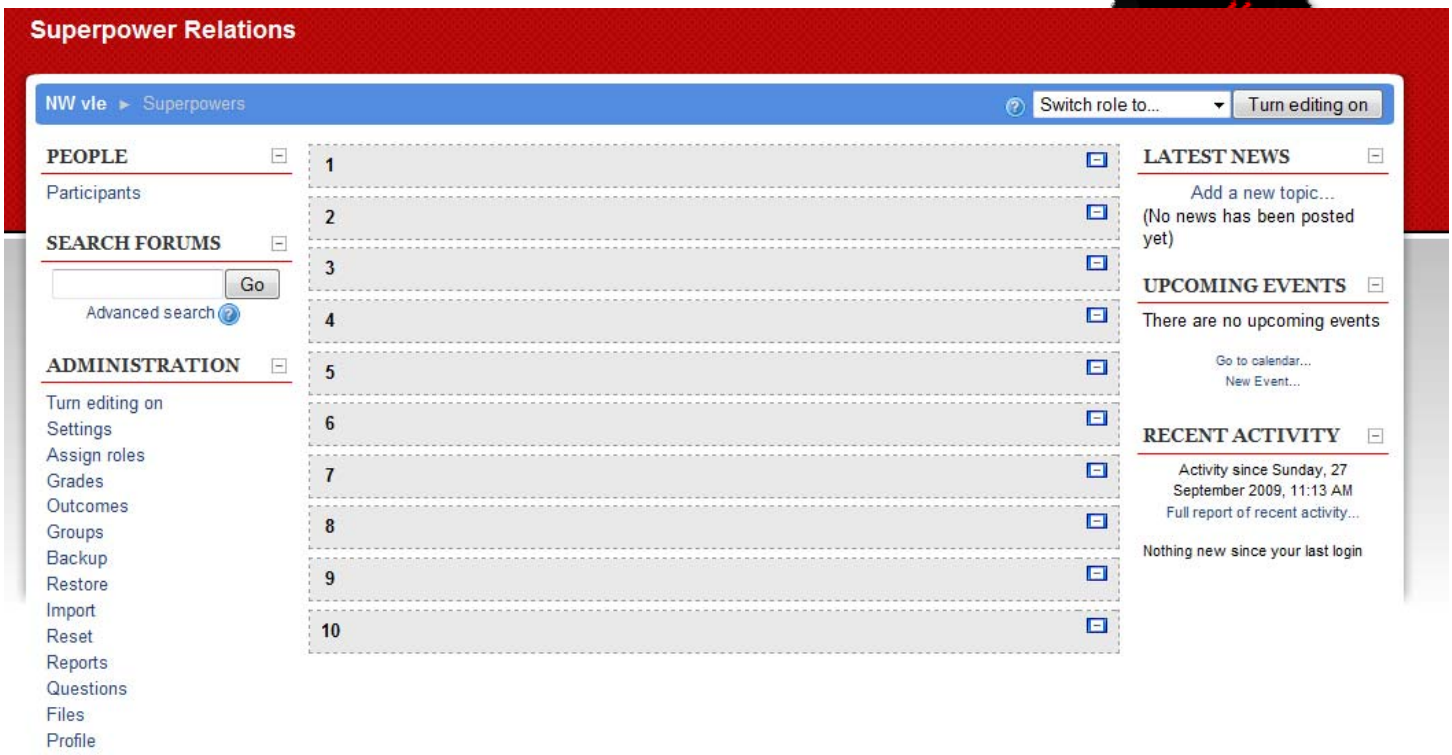


- Look lower down for an option saying 'Format' - change this so it says '**Topics format**'



- Scroll to the bottom and select '**Save changes**'

- Your screen will change and you'll see options to 'Assign roles'.
- Just ignore all this for now.
- Look at the blue bar near the top - click on 'Short name' (the name you set a few steps ago).



If you've successfully followed the steps, you've now created your course. It should look something like this: