

# ITRC Guide

## An Introduction to Moodle for Faculty

### Where Can I Find a Link to Moodle?

You can find a link to Moodle by going to the Idaho State University homepage (<http://www.isu.edu>), clicking on **Faculty & Staff**, and then clicking on the **BengalWeb** link. Once you're at the BengalWeb page, enter your user name and password. Once logged in, click on the Moodle icon.



Alternatively, you could type [elearning.isu.edu](http://elearning.isu.edu) in your web browser.

### Where and How Do I Get Help with Moodle?

The best way to get training on Moodle would be to sign up for a workshop at the Instructional Technology Resource Center located in room B17 in the basement of the Oboler Library. To see what dates and times these free workshops are available, go to the ISU homepage, click on **Faculty & Staff, Teaching and Advising, Instructional Technology Resource Center**, and then click on **Workshop Calendar**.

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Once you are at the calendar, you'll notice that it displays the various workshops held for the current month. Also, you'll notice many Moodle workshops that are generally offered Monday through Thursday. If you are interested in signing up for any of these workshops, just click on the title of any workshop and then click on the **Sign up now** link. You will then need to register by entering your information.

## Mozilla Firefox and Other Browsers

Mozilla Firefox is an open source browser recommended for Moodle and supported by the ITRC. If you don't already have Firefox installed, you can download it for free from: <http://www.mozilla.com/en-US/firefox/> (either Mac or PC versions) and click on the "Download Firefox – Free" link. When given the option to run or save, select save in order to download the installation file to the desktop. Once downloaded, double-click on the installation file to install. Other browsers may be used such as Internet Explorer, Netscape, Safari, etc. There are known bugs with other browsers, so we strongly recommend using the Mozilla Firefox browser.

## How do I Sign In and Out of Moodle?

To sign into Moodle, you will need to know your username and password. Your username is the same as the first part of your e-mail address. For example, if your ISU email is doejane@isu.edu, your user name is "doejane". The password for Moodle ISU is the same as the password for your ISU email. If you have forgotten your password, call the help desk at 282-HELP (4357).

To log out, go to the upper right hand corner of the screen and click on **Logout**, next to your name.

You are logged in as Abu Al-Khwarizmi (Logout)

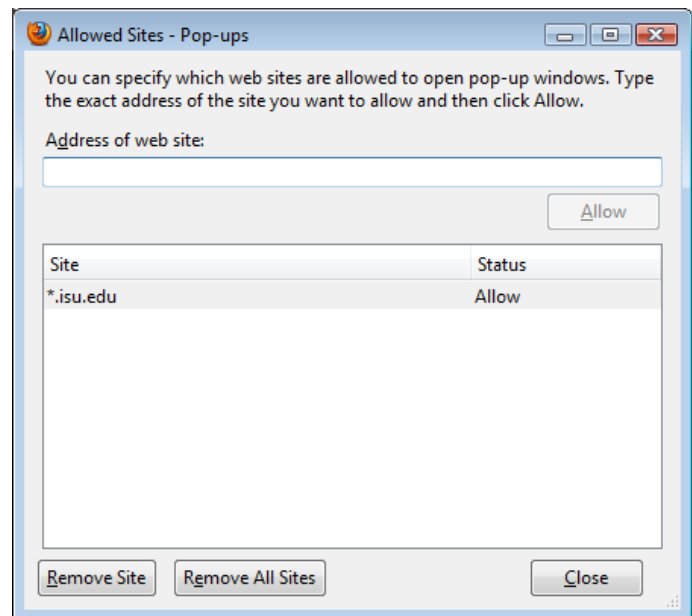
## Why am I Having Problems with Moodle?

You might be having problems with Moodle if:

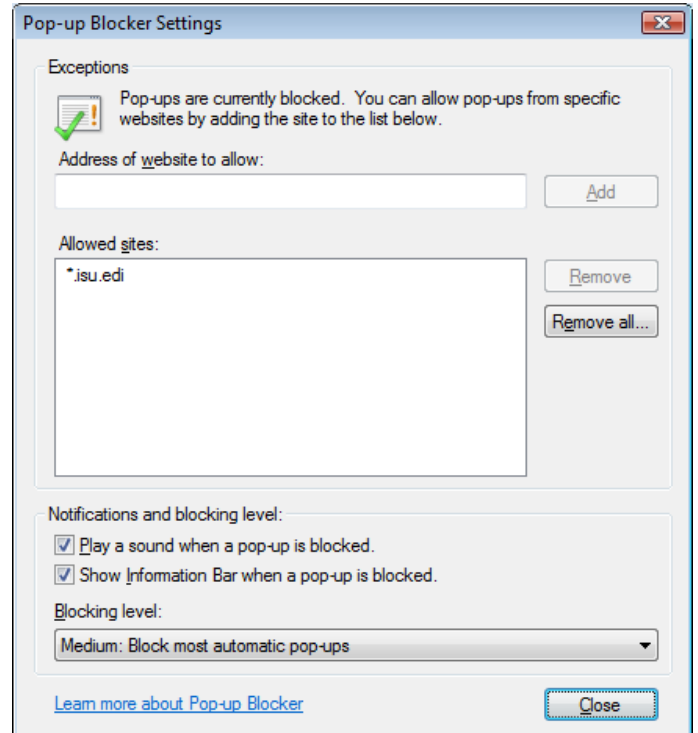
- Cookies are disabled.
- The pop-up blocker is blocking pop-ups from Moodle.
- JavaScript is blocked.

Moodle must have cookies and JavaScript enabled in order for you to log into Moodle. To enable cookies in Firefox, go to **Tools, Options, Privacy** tab, checking "Accept cookies from sites." Then, go to the **Content** tab and make sure that the "Enable JavaScript" option is checked. Click **OK** to accept any changes.

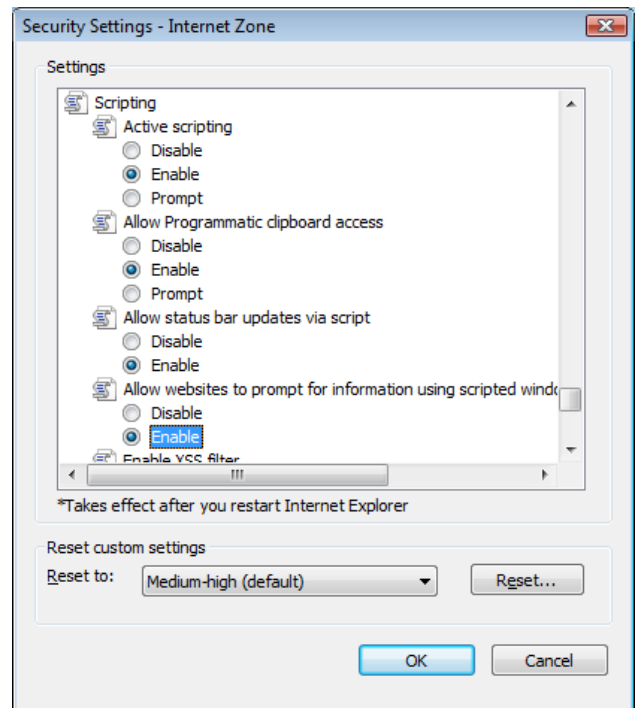
There are some functions in Moodle that require that the popup blocker is off. In Firefox, you can enable pop-ups from Moodle by going to Tools, Options, Content, and clicking on Exceptions (the first button from the top). In the **Address of web site** field, type "\*.isu.edu" (without the quotations). Click **Close**, then **OK** to save and close the remaining window.



To enable cookies in IE, go to **Tools, Internet Options, Privacy tab**, click on **Sites**, enter “\*.isu.edu” in the **Address of web site** field (without the quotations), click on the **Allow** button and then **OK**. To allow pop-ups, go to the **Pop-up Blocker** section (located below **Sites**), click on the **Settings** button, and add the “\*.isu.edu” web address as the previous step.



To enable JavaScript, go to the **Security Tab**, click on the **Custom Level** button, and enable under the **Scripting** section (you will need to scroll down). Enable all options, click **OK**, select **Yes** to the question “Are you sure you want to change the settings for this zone?” and close the window.



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