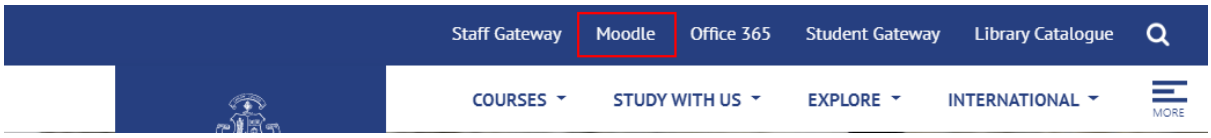
Moodle visual guide

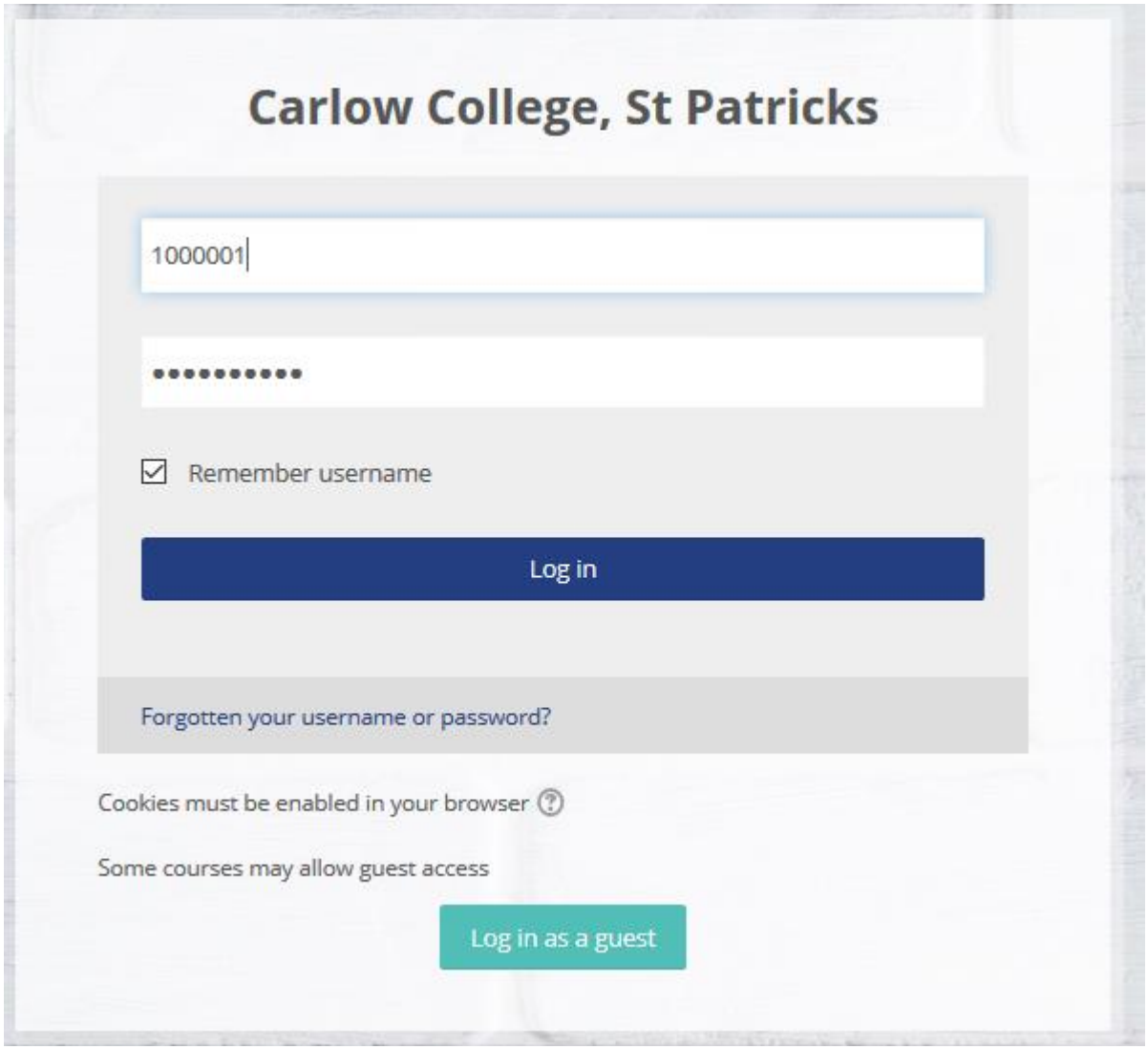
Access Moodle through the link in the top banner of the Carlow College homepage.



Sign in with your college details

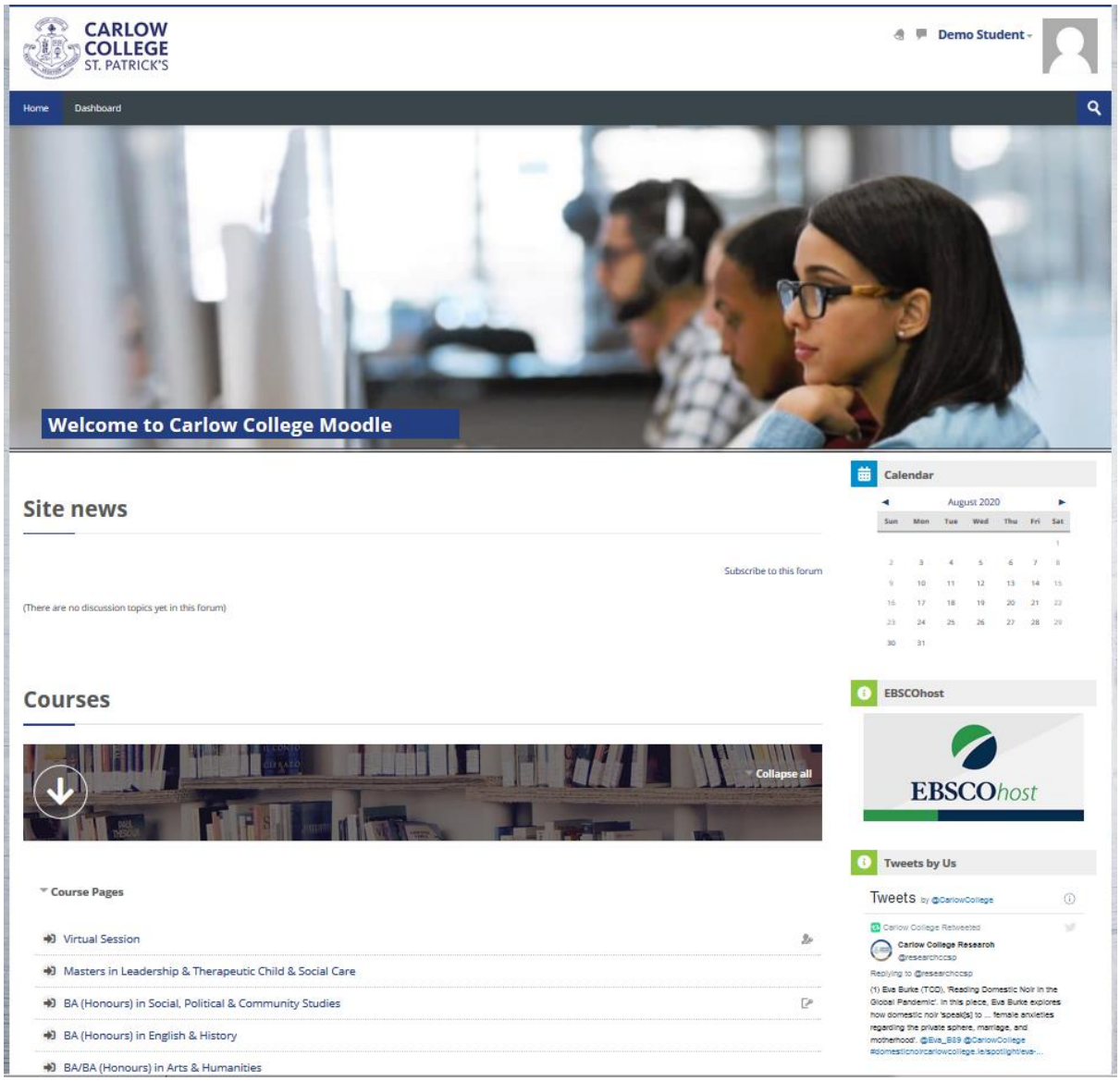
Username : Your student number as it appears on your student card.

Password : The password you were issued on registration.



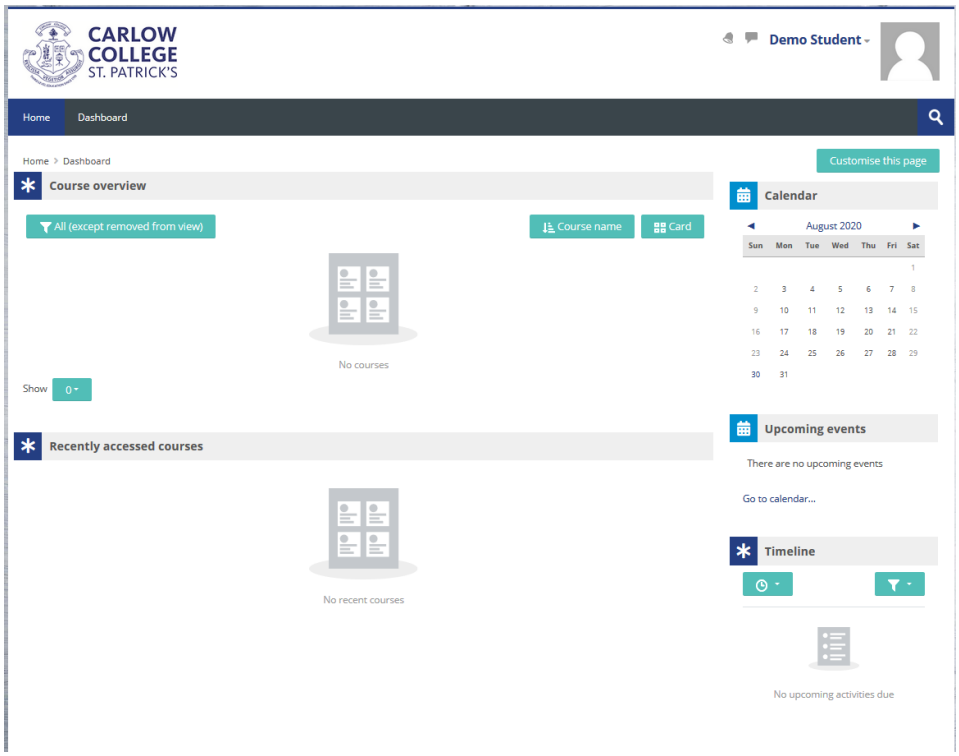
The Home Page;

The first screen you will see is the Home page, where you can see a list of all the courses offered on Moodle, and important announcements. This is not the main page that you will focus own however. You will need this page to add the courses you need access to your own profile.



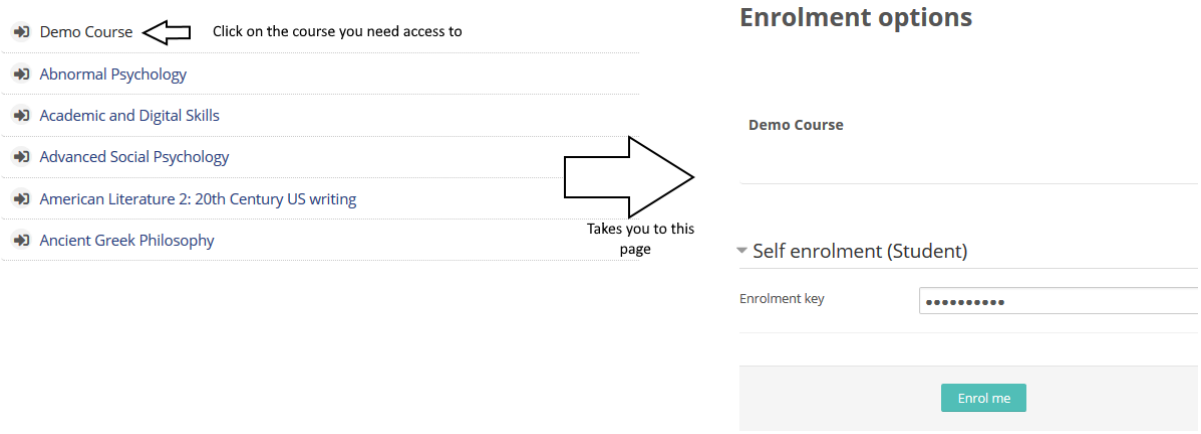
The Dashboard and adding courses

At the top of the page you can see a tab for Dashboard beside the Home tab. Click on this tab and you will see a screen like the below;



To begin with you will be missing the modules you need access to, so you find them by using the search bar at the top right of the toolbar.

Click on the course you need, and you will see a screen like the below;

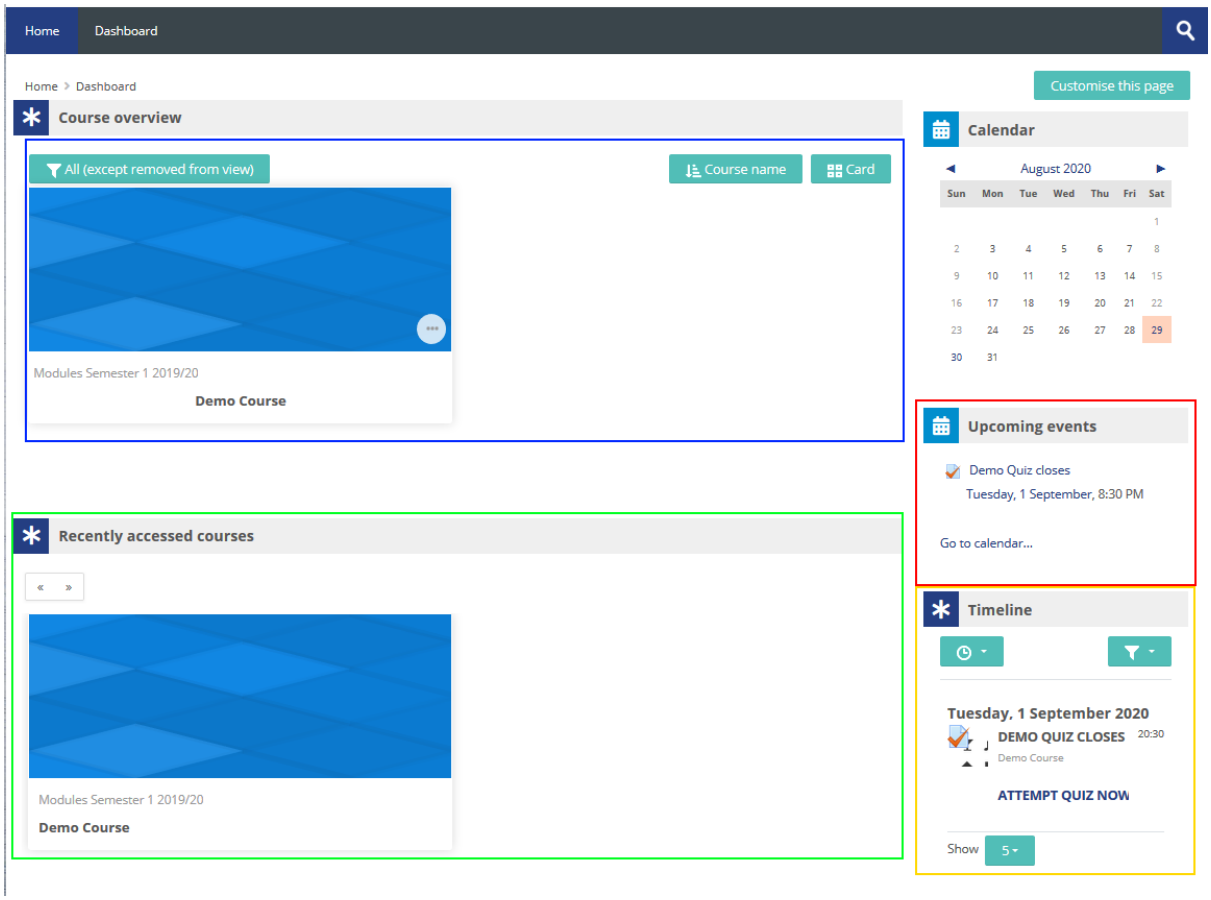


Enrolment Keys

Enrolment Keys are 3 digit codes needed to access the modules on Moodle that you will need. You should be issued these codes at the beginning of the year, and you can also get them in the Academic Admin Office. Simply enter the 3 digit code, hit Enrol Me and you now have access to the

module for the year. Your Dashboard will update with the courses you have enrolled on, so you can easily find the courses you need.

With some courses added, your Dashboard will look more like this;



The 4 main sections are highlighted in the image above.

BLUE AREA All courses. You will see a full list of all your modules here. You can filter these tiles with the button at the top left of the blue area (Marked All (except removed from view) in the image above. You can also change the ordering and how the tiles are displayed with the buttons in the right of the blue area.

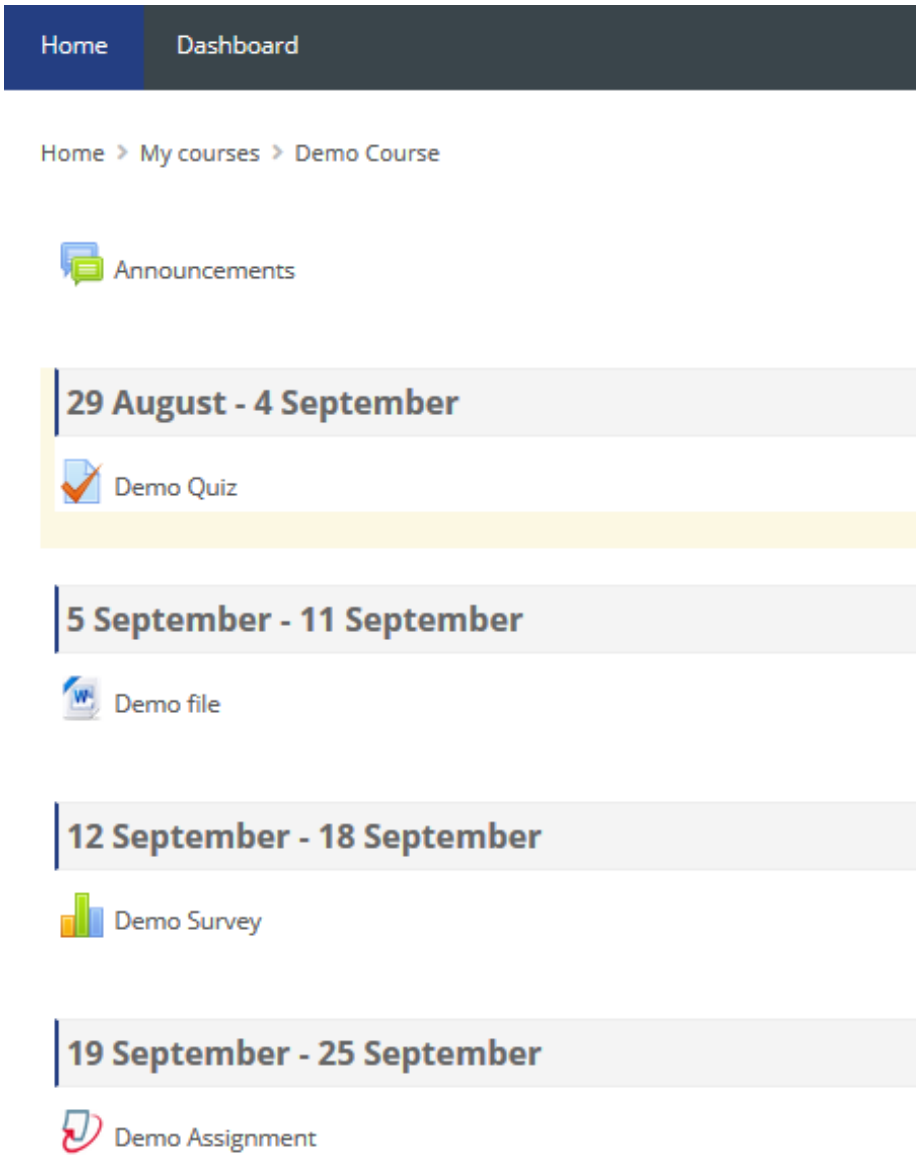
GREEN AREA Recent courses. The most recently accessed courses can be seen and quickly accessed here.

RED AREA Upcoming events. You will see notifications of all types here, from activities in courses to events that lecturers have created.

YELLOW AREA Timeline. This area will notify you about upcoming activities that are reaching a deadline, it will serve as a reminder when you have activities that need to be completed soon. ***IMPORTANT*** This area will only show activities that are close to a deadline, not beginning. You will want to keep an eye on your modules and keep up to date with your lecturers to take care of activities sooner rather than later.

Inside the module

After you have enrolled into a course, you will see something like the below;



These are the main types of resources that will be a part of your Moodle experience.

Announcements is where your lecturer will post major announcements for the module.

Quizzes are short assignments that are completed in Moodle, these can either be informal knowledge tests that are there for you to check your progress or formal tests that will only allow 1 attempt and apply strict anti-cheat protocols.

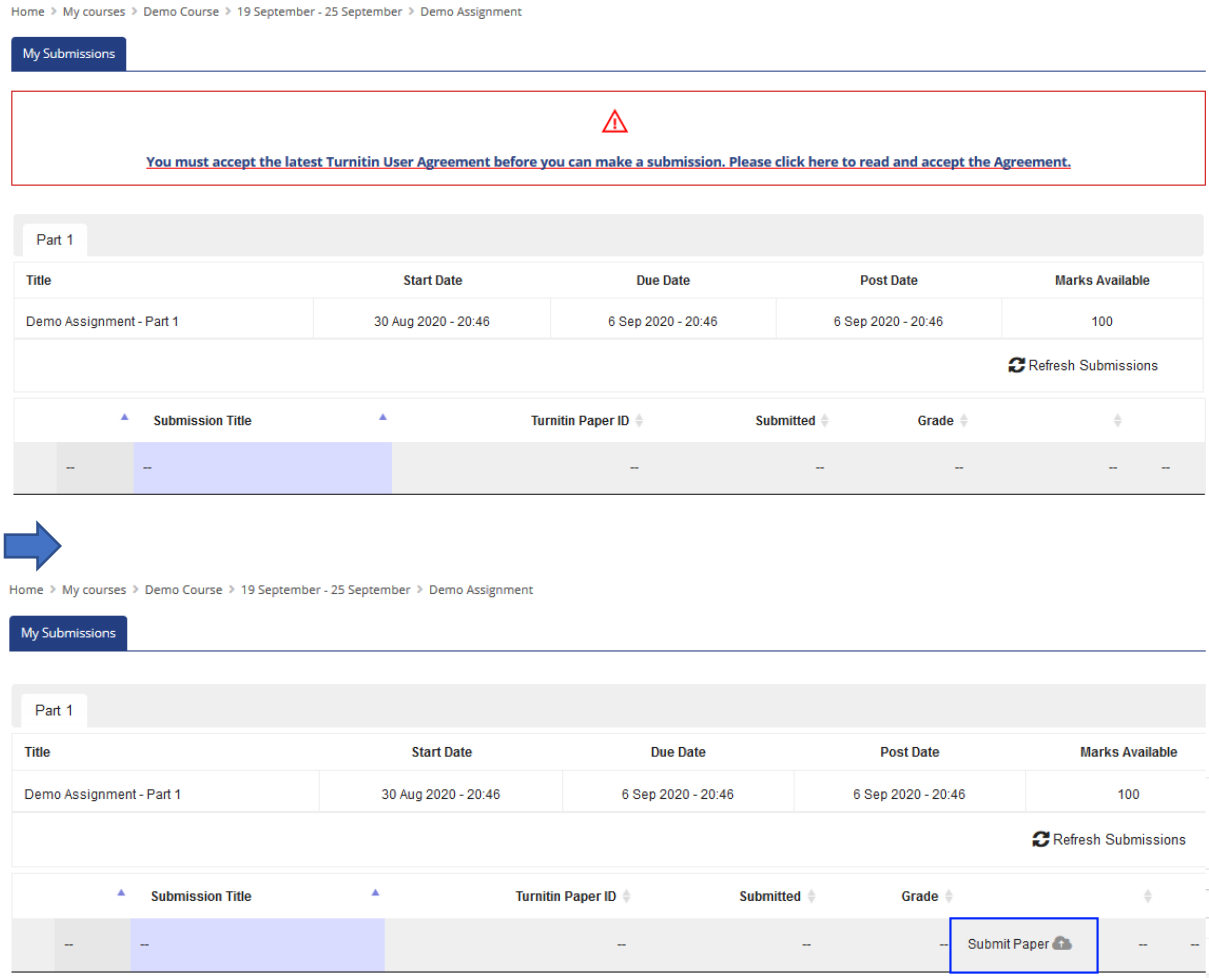
Surveys are likewise completed in Moodle, and are for formally gathering information about your knowledge level, giving feedback and whatever else your lecturer may ask you to answer.

Turnitin Assignments are where you will submit your digital essays for grading. The Turnitin system has it's own section on the following page.

Turnitin Submissions

Turnitin is the digital plagiarism checker used in Carlow College. You wills submit your digital essays to a Turnitin link where it will be automatically checked for plagiarism. Your lecturer will later manually grade the essay, and you can see your grade via the same link you submitted to.

Note that the first time you use a Turnitin link, you must accept the Turnitin User Agreement before you can submit.



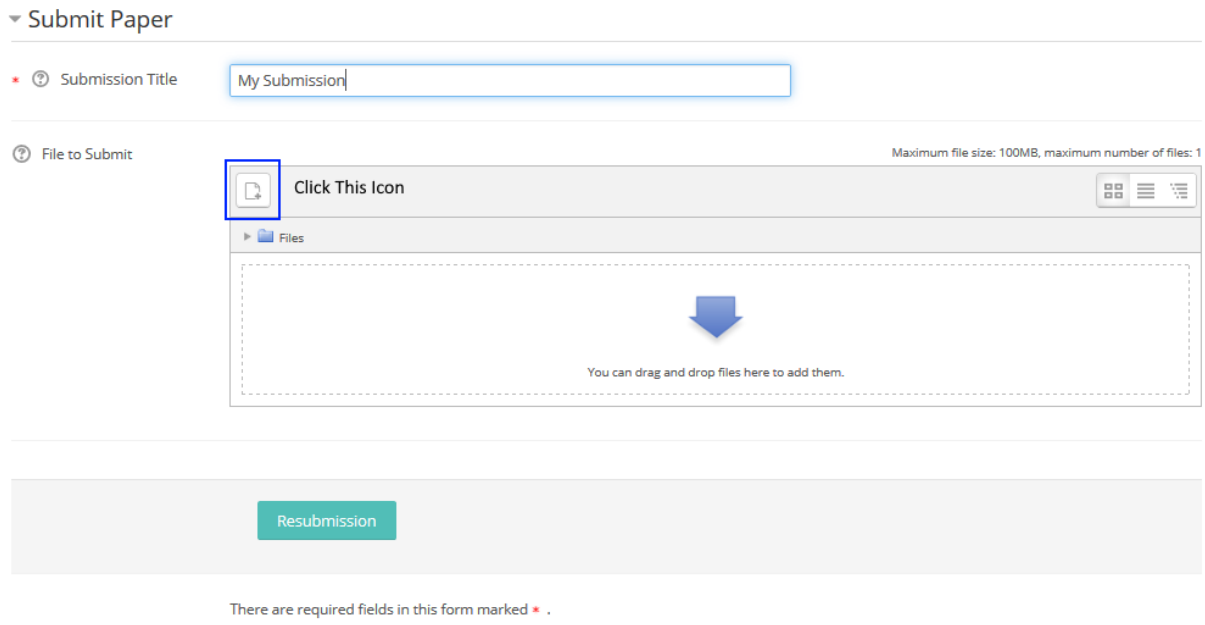
Simply click on Submit Paper to upload your essay.

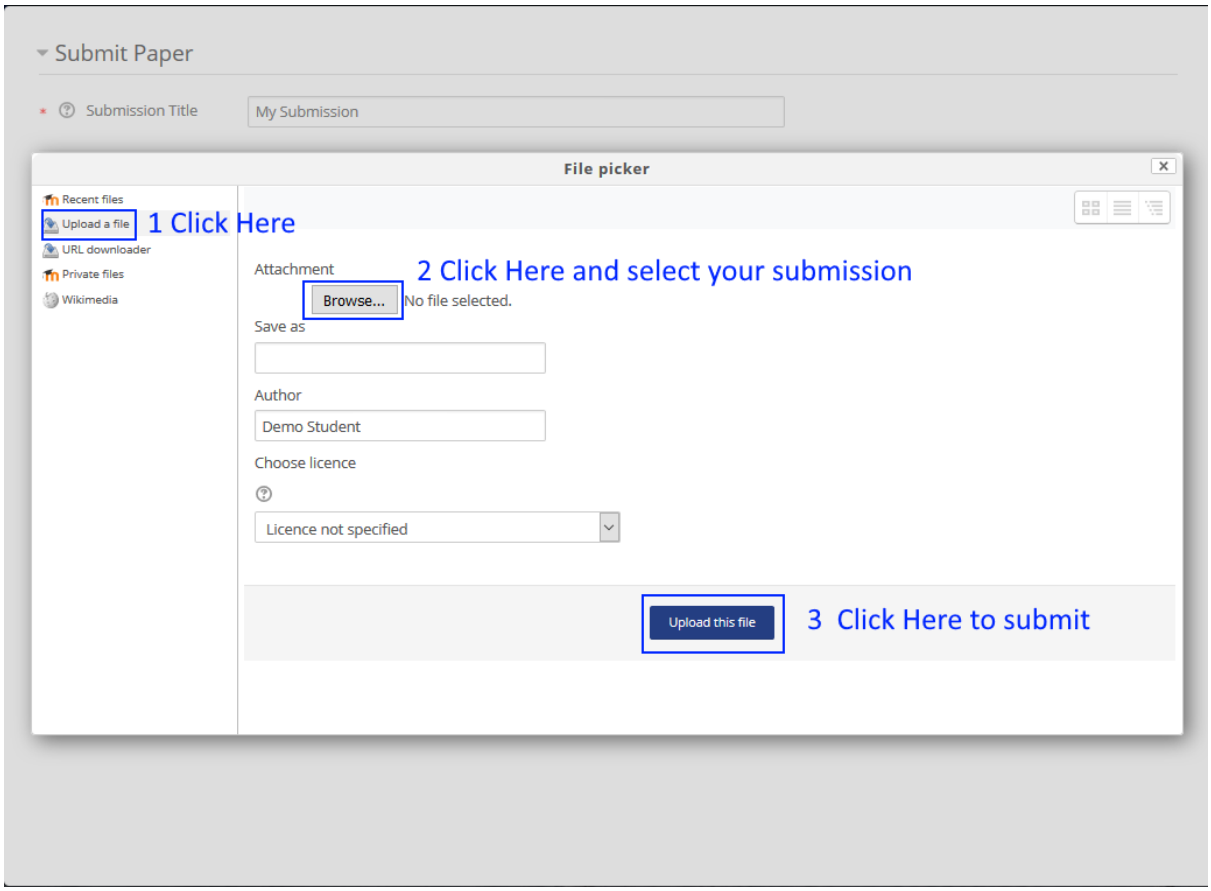
Start Date The date you can begin submitting

Due Date The date submissions close. Your lecturer may allow late submissions, but you will be penalised for late submissions.

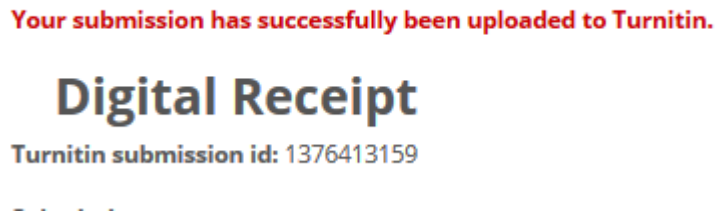
Post Date The date your grades will be made available on Moodle.

Uploading to Turnitin





After submitting, you should get a confirmation and a submission receipt. Take note of your submission ID for safety.



For your first submission, you should get a similarity report available immediately. This will highlight any areas that are flagged as possibly plagiarism and give a % score of how much of your submission has been flagged.

For your second and beyond submission if resubmitting is allowed, you will need to wait 24 hours before you can get a fresh similarity report.