

Get Started

Welcome to your Moodle course!

To access the Moodle course website, where your class is located, please follow these directions (Keep in mind that you will only be able to see your class during the dates specified for your class):

1. Go to the APCO Institute Moodle site at <http://apco.remote-learner.net/login/index.php> (Note: There is no “www” in the address.)
2. At the Moodle website, if you do not already have a Moodle account, you can create your own Moodle user name and password by clicking on “Create new account” on the lower right side of the screen. (If you already have a Moodle account, you can skip this step and go to Step 5.)
3. After you create your account, you will receive an email message at the email address you specified when creating your Moodle account. You must click on the link in the email in order to confirm your registration and gain access to Moodle. (Note: sometimes your email spam filter is intercepting messages from Moodle. Please make sure to check your spam/Junk folder in your email. If the message is there, mark it as "not spam/junk" to prevent being filtered in the future. If you still have a problem finding it, please contact [APCO Institute](#))
4. After you have received your confirmation link, go back to Moodle and log in.
5. After logging in, you will see a screen with a link to the Student Guide and a Search box at the bottom. In the Search box, type the title of the course you enrolled in. Locate the course that you have enrolled in and click on it. Click “Yes” when asked if you want to enroll in the course. If APCO Institute has an enrollment key (a password) for the Moodle course, APCO Institute will send it to you and you will need that for the first time enrollment.
6. Spend some time clicking the various links within the course web page to discover where various materials are located. You are ready to begin your class.

If you have any questions about the course, please contact your instructor. If you have problems creating or logging into your account, please contact [APCO Institute](#)

System Requirements

You need to confirm that your computer systems meet the following minimum requirements:

1. Operating system: Windows XP (or higher) for PC; OS X for Mac
2. Computer configuration:
 - 2 GB of RAM
 - 1 GB of free disk space
 - Broadband Internet connection (DSL or cable recommended)

- Web browser (Mozilla Firefox is highly recommended)
- Sound card with speakers or headphones
- Printer (recommended but not required)
- JavaScript must be enabled (http://support.mozilla.org/en-US/kb/javascript-settings-for-interactive-web-pages#w_enabling-and-disabling-javascript)
- Cookies must be enabled (<http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>)
- Pop-up blocker is turned off (http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings)

3. Browser Requirements

- Mozilla Firefox works best with Moodle. Other browsers such as Internet Explorer or Safari may be used, but may not support all functionalities in Moodle, such as online quizzes and the HTML editor.
- All browsers should have JavaScript, Cookies, and Pop-ups enabled (do not block Pop-ups).

4. Software Recommendations (Click the links below to download these applications if they are not already installed on your computer)

- Mozilla Firefox (<http://www.mozilla.org/en-US/firefox/new/>)
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Adobe Flash (<http://get.adobe.com/flashplayer/>)
- Adobe Shockwave (<http://get.adobe.com/shockwave/>)

Find Your Way Around: Moodle Site Access and Course Information:

[1. Moodle site access and navigation](#)

[2. Course information](#)

- [2.1 Your Profile](#)
- [2.2 Gradebook](#)
- [2.3 Blogs & forums](#)

[3. Using text entry](#)

[4. Messaging](#)

[5. Useful blocks for students](#)

- [5.1 Activities block](#)
- [5.2 Participants block](#)

[6. Managing Moodle](#)

Frequently Asked Questions:

[1. Access and Navigation](#)

- [1.1 Why can't I log in?](#)
- [1.2 How do I gain access to a course?](#)
- [1.3 How do I jump between my courses?](#)
- [1.4 How do I get back to the homepage?](#)
- [1.5 How do I find course X?](#)

[2. Course content](#)

- [2.1 Where have all of the weeks / topics gone?](#)

[3. Emails and forums](#)

- [3.1 Why am I not getting any e-mails and others are?](#)
- [3.2 How can I stop all of these e-mails?](#)

[4. Assignments and grades](#)

- [4.1 Why is there no upload box?](#)
- [4.2 How can I see my recent assignment feedback?](#)
- [4.3 Why is my course average so low?](#)
- [4.4 How do I submit a written assignment?](#)

[5. Quizzes](#)

- [5.1 Which button do I press when I have finished a quiz?](#)
- [5.2 Why am I getting zero grade on my quiz?](#)

[6. HTML issue when copying & pasting from Word into Moodle](#)

Access to course tools and contents may vary depending on how APCO Institute sets them up. Should you have any questions, please contact your instructor. Thank you.

Source: Moodle official site