

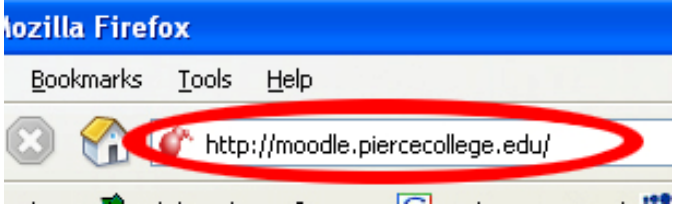
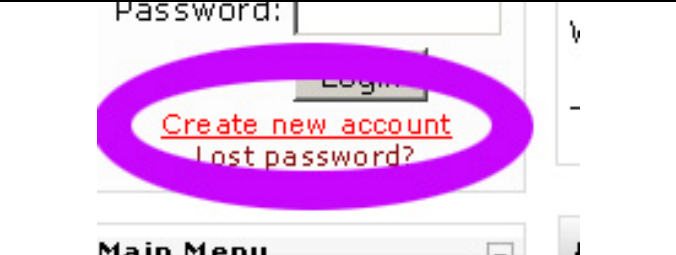

Title III

Part IV: Enrolling Students

4.2 Creating New Accounts

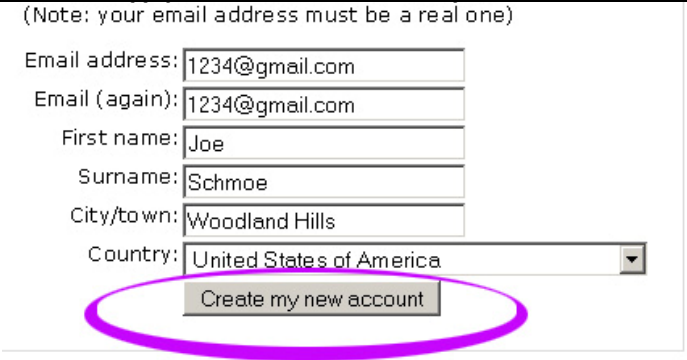
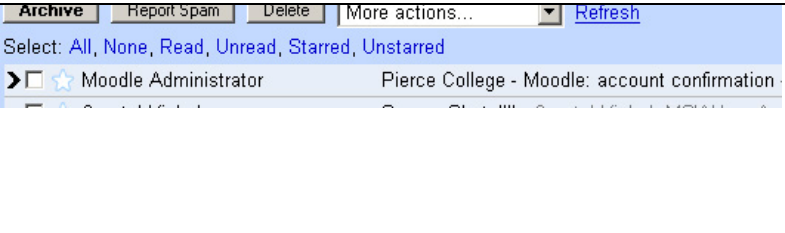
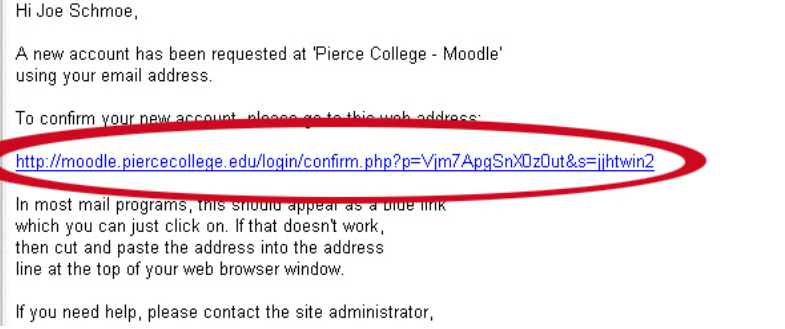
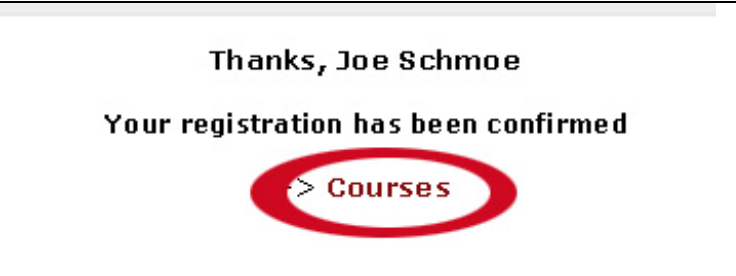
What is this feature?

Your students will create their own accounts in Moodle. Once they have done this, they will enroll in the Moodle portion of your course. Online tutorials are available through the Moodle “Student Help” link and on the “Distance Education Orientation” page to show them how to do this. You should also be familiar with this process. You can use this set of steps to help your students create an account, or to create a fake student account for yourself for testing.

1	TYPE http://moodle.piercecollege.edu/ in the address bar, or click “Moodle” through the Pierce College website.	
2	CLICK the “Create new account” link (located directly below the “Login” button in the “Login” block, in the upper-left corner of the page).	
3	TYPE in a new username and password, along with some contact and profile information, into the necessary fields. *Make sure your email address is <i>current</i> and <i>valid</i> . This is where your updates will be sent. *Type your first and last name as you’d like them to appear to all students and instructors.	

Title III

Part IV: Enrolling Students 4.2 Creating New Accounts

4	<p>CLICK “Create my new account,” located at the bottom of the new account screen.</p>  <p>(Note: your email address must be a real one)</p> <p>Email address: <input type="text" value="1234@gmail.com"/></p> <p>Email (again): <input type="text" value="1234@gmail.com"/></p> <p>First name: <input type="text" value="Joe"/></p> <p>Surname: <input type="text" value="Schmoe"/></p> <p>City/town: <input type="text" value="Woodland Hills"/></p> <p>Country: <input type="text" value="United States of America"/></p> <p><input type="button" value="Create my new account"/></p>
5	<p>OPEN a new window and go to your personal email account. Log in and open your new message from “Moodle Administrator.”</p>  <p>Archive Report Spam Delete More actions... Refresh</p> <p>Select: All, None, Read, Unread, Starred, Unstarred</p> <p>☐ ☆ Moodle Administrator Pierce College - Moodle: account confirmation</p>
6	<p>CLICK on the link in the email message, or cut and paste the link into a new window.*</p> <p>*If you get an error screen, you may need to go back to your email account and cut and paste the address into a new window.</p>  <p>Hi Joe Schmoe,</p> <p>A new account has been requested at 'Pierce College - Moodle' using your email address.</p> <p>To confirm your new account, please go to this web address:</p> <p>http://moodle.piercecollege.edu/login/confirm.php?p=Vjm7AppSnX0zOut&s=ijhtwin2</p> <p>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.</p> <p>If you need help, please contact the site administrator,</p>
7	<p>CLICK “courses” from the confirmation screen to start enrolling in your classes.</p>  <p>Thanks, Joe Schmoe</p> <p>Your registration has been confirmed</p> <p><input type="button" value="Courses"/></p>