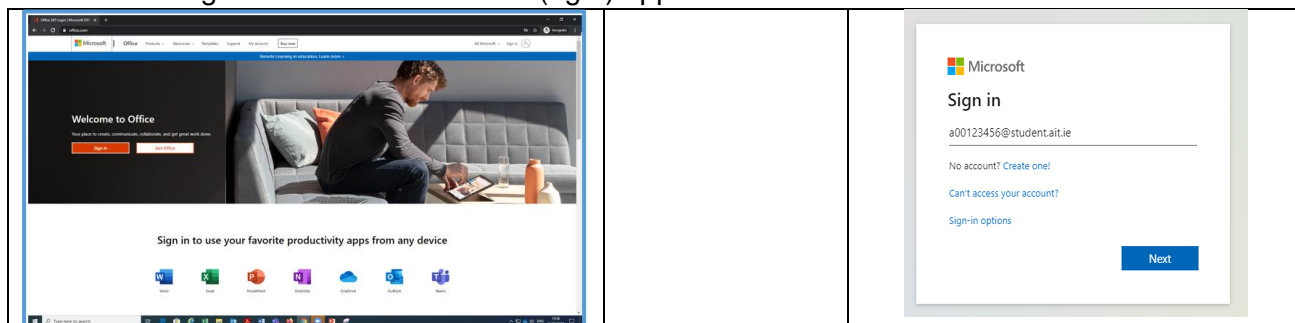
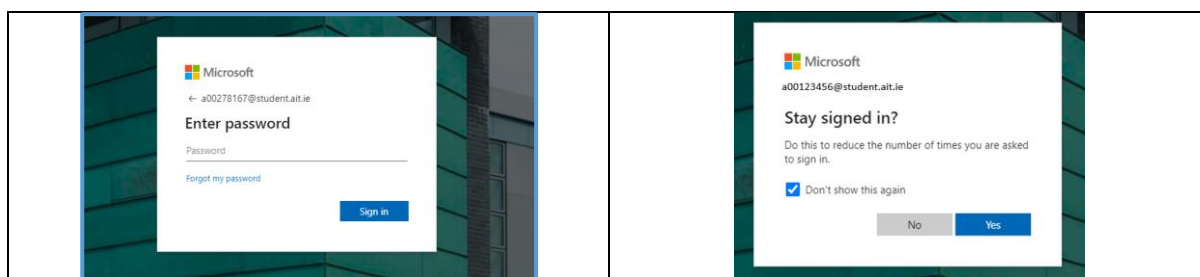


## How to Access Moodle

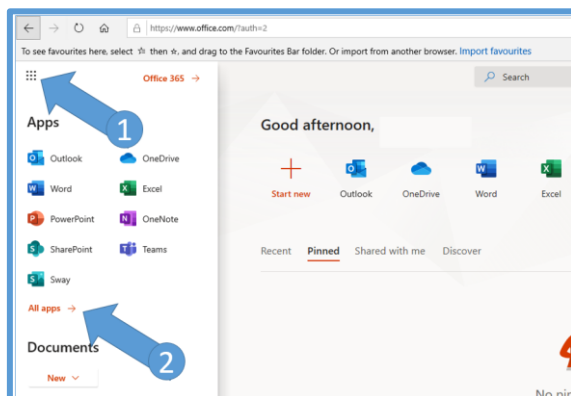
1. Open a web browser
2. Browse to <https://office.com> (see below, left).
3. Click Sign in. The window below (right) appears.



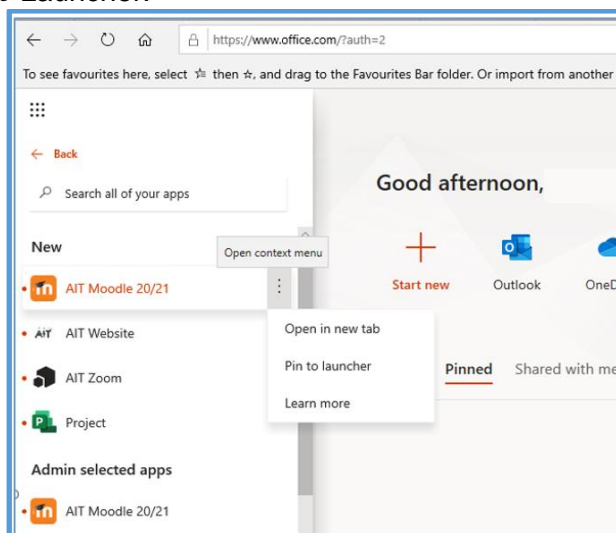
4. Enter your student username (in the format is [a00xxxxx@student.ait.ie](mailto:a00xxxxx@student.ait.ie) where xxxxxx is your actual student number).
5. Click **Next**. The window below (left) appears.
6. Enter your student computer password and click **Sign in**.
7. The window below (right) may appear, if so, click “Don’t show this again” and click **Yes**.



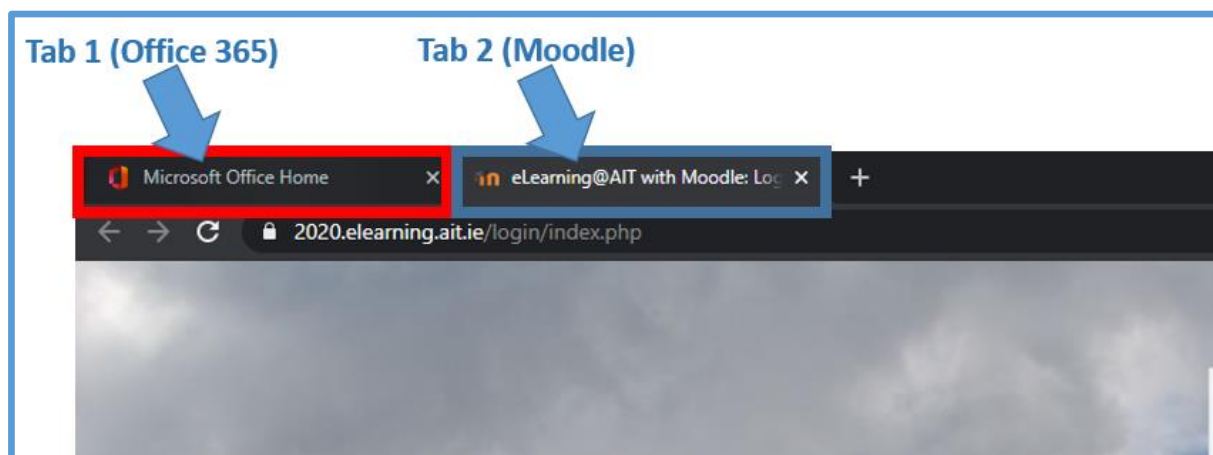
8. You are now logged into Microsoft Office 365. Authentication (i.e. entering a username and password) to Moodle is managed by the Microsoft Office 365 authentication process (you completed this process when logging into Office 365 above). Therefore, it is now possible to simply open Moodle from the Office 365 page you have already logged into.
9. Locate and click the App Launcher (also known as the “waffle”) in the top left corner of the Office 365 page (see arrow 1 below).
10. Click “All apps” as shown by arrow 2 below.



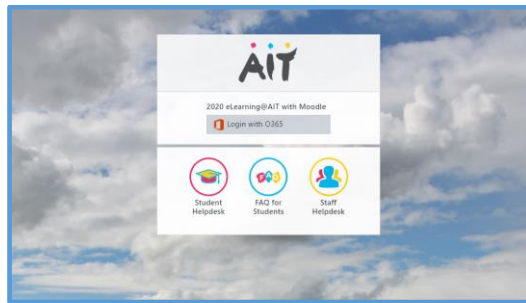
11. Hover your mouse over the AIT Moodle 20/21 icon (see below), to reveal the 3 dots to the right side (known as the ellipsis).
12. Click on the ellipsis, and click “Pin to Launcher”. This ensures your link to Moodle will always appear in your App Launcher.



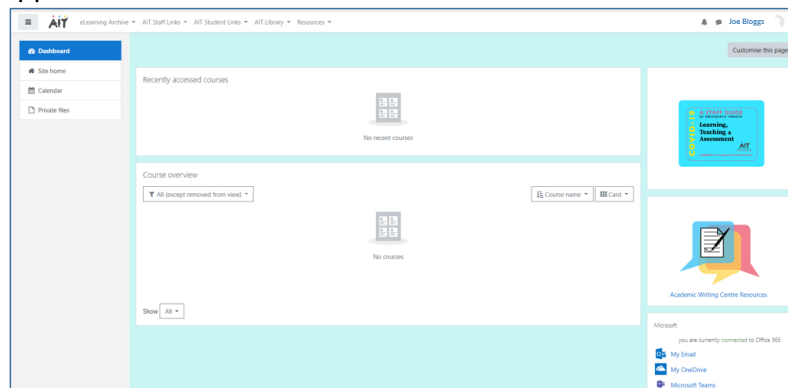
13. Right Click on the Moodle link.
14. Click “Open in new tab”.
15. The Moodle login page now opens as a new tab in your browser (note the Office 365 page is still open in the first tab, and can be returned to by clicking anywhere within the tab area (shown within the red box below)).



16. On the Moodle login page, click Login with O365.



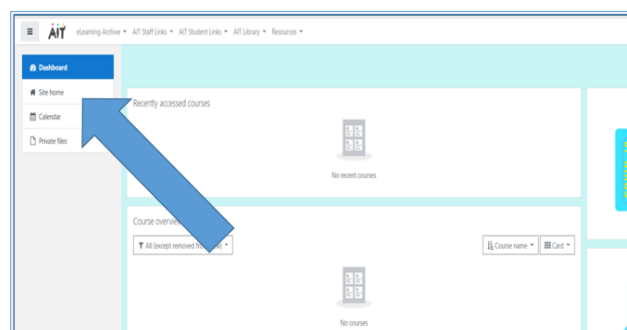
17. Because you have already authenticated to Office 365, and because Office 365 manages the Moodle login process, you are automatically logged into Moodle and the Moodle homepage will appear. The Moodle dashboard is shown below.



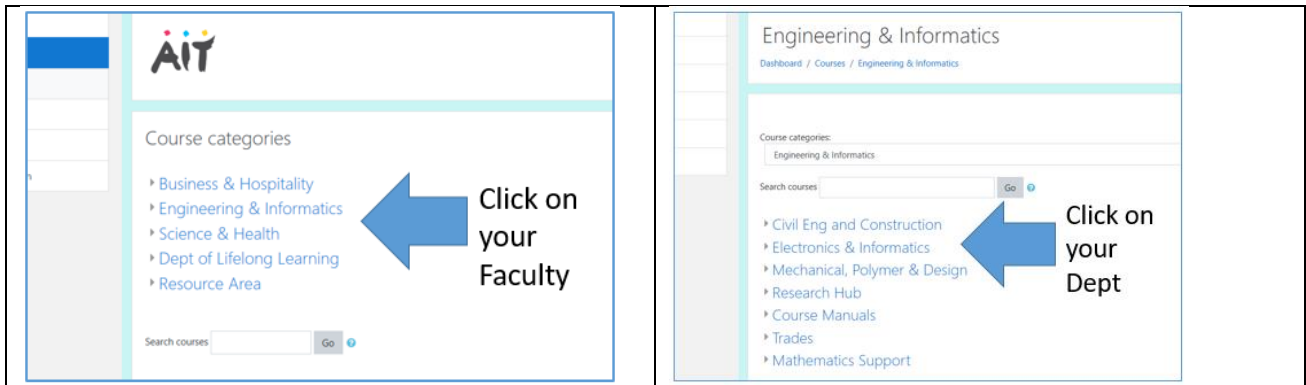
18. In order to find the modules that you are taking, you need to know the following information:

- The Faculty you are in
- The Dept you are in
- The Name of the course you are studying
- The year you are in

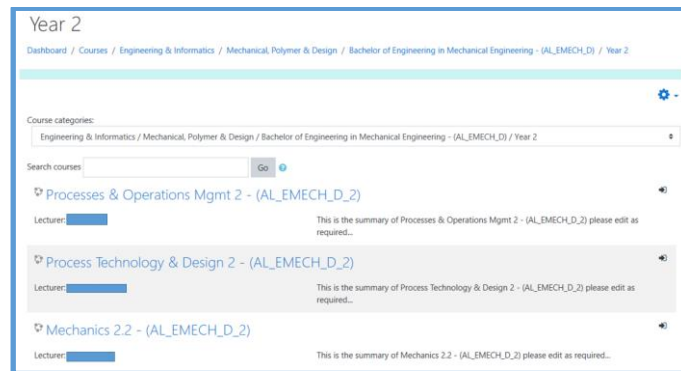
19. Click on Site home (see below)



20. Click on your Faculty, Dept, course and year to reveal all of the modules available to you. Options for faculty and course are shown below. Continue to click on the options that are relevant to you until you see the modules that are relevant to your course.



21. See the modules below displayed as an example of the modules for a particular course.



22. Click on a module and click the Enrol me button to enrol yourself (see below). Note some modules may have an enrolment key, If so your lecturer will advise you of what the key is.

