



LWCC Moodle Guide For Learners

*Access Moodle at www.lwlms.ca

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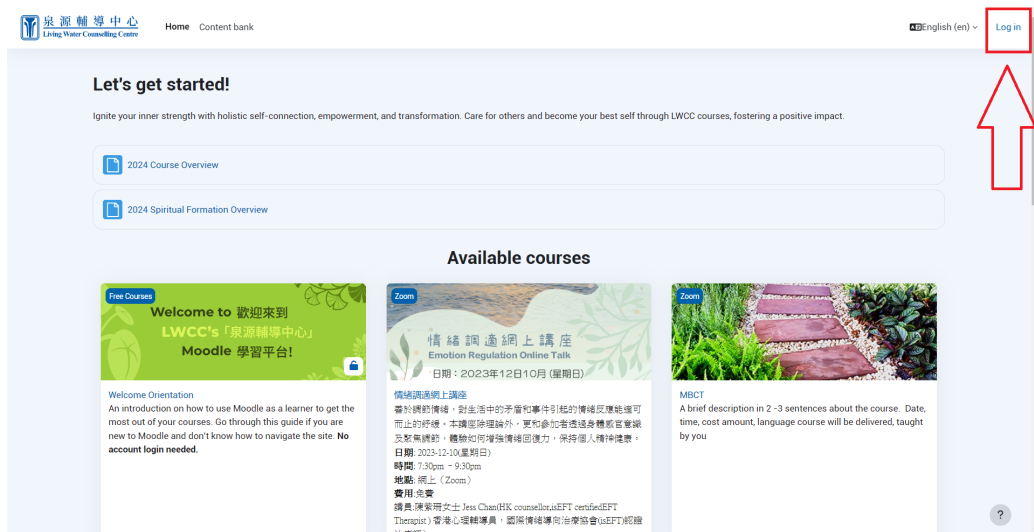
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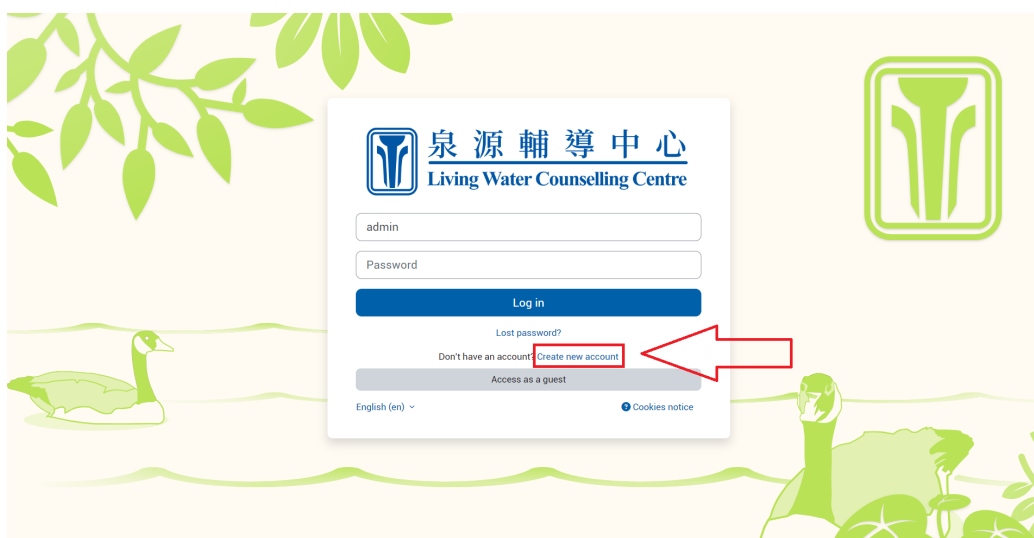


Create New Account

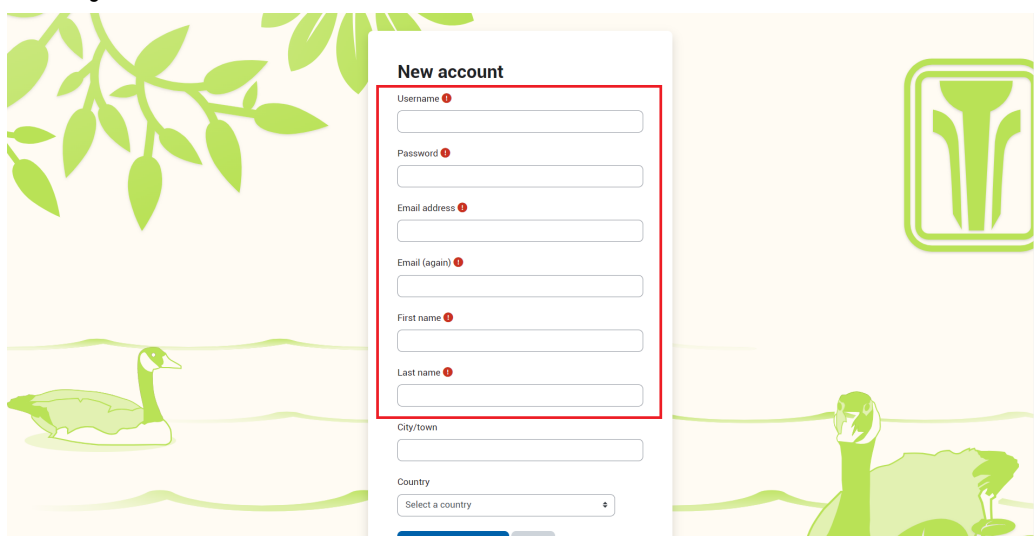
1. From the **Home** page, click the **Log in** button in the top right corner.



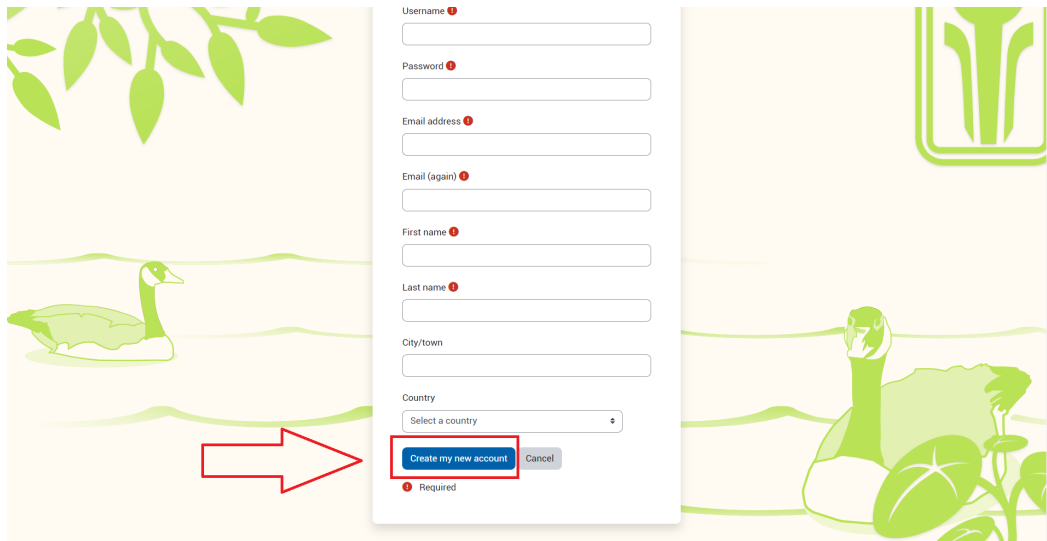
2. Click **Create new account** button.



3. Enter your information in the fields.

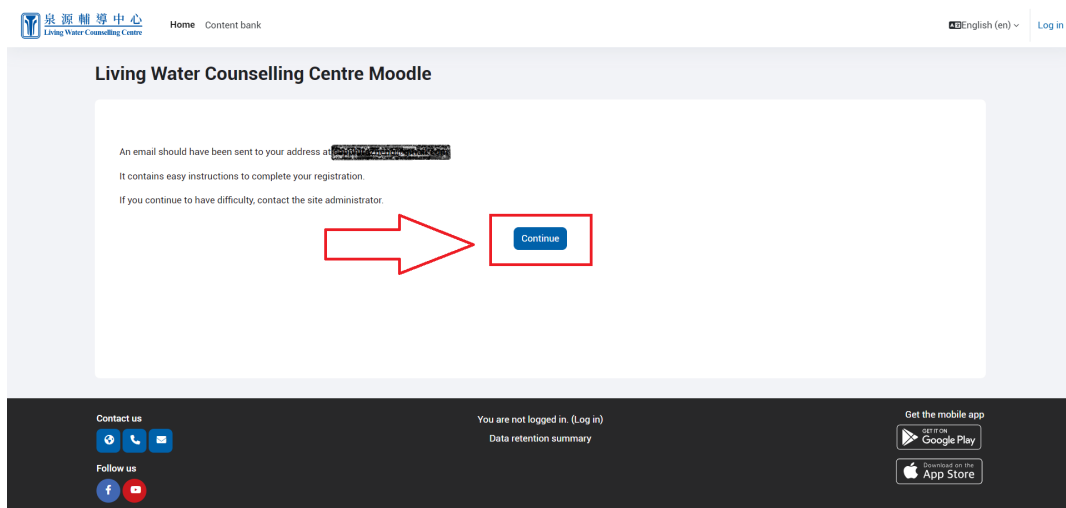


4. Scroll down and click **Create my new account** button.



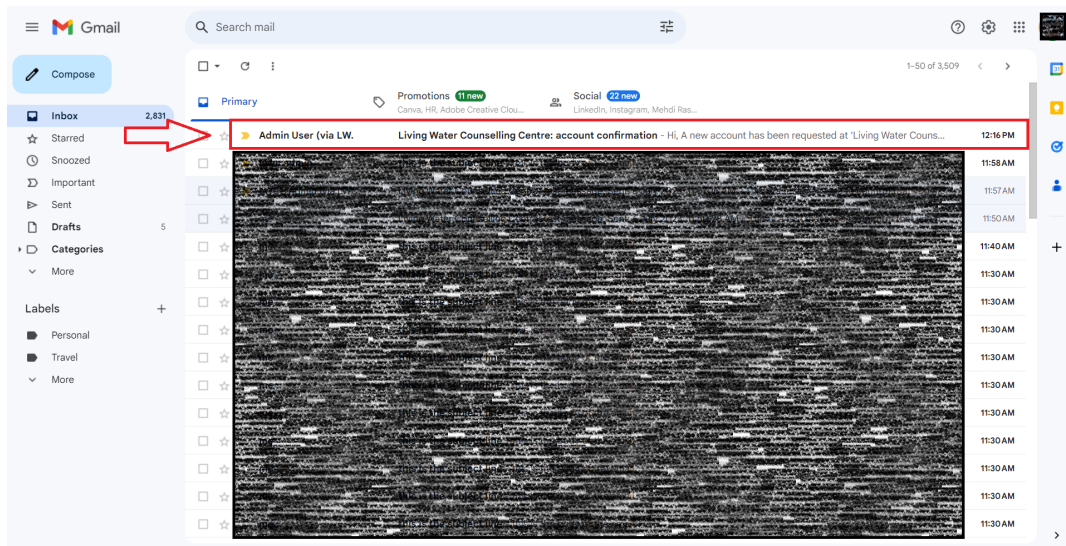
The image shows a registration form for Moodle. The form includes fields for Username, Password, Email address, Email (again), First name, Last name, City/town, and Country. A red arrow points to the 'Create my new account' button at the bottom of the form.

5. Click **Continue**.



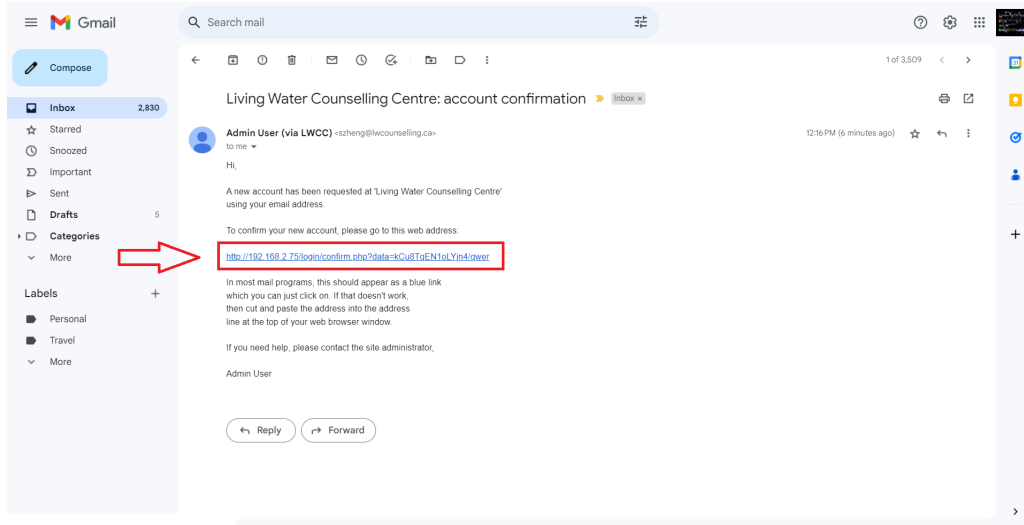
The image shows the Moodle account confirmation page. The page header includes the Living Water Counselling Centre logo and navigation links. The main content area contains a message: "An email should have been sent to your address at [redacted]. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." A red arrow points to the 'Continue' button.

6. Now, log into the email you used to sign up and look for the account confirmation email from Moodle.

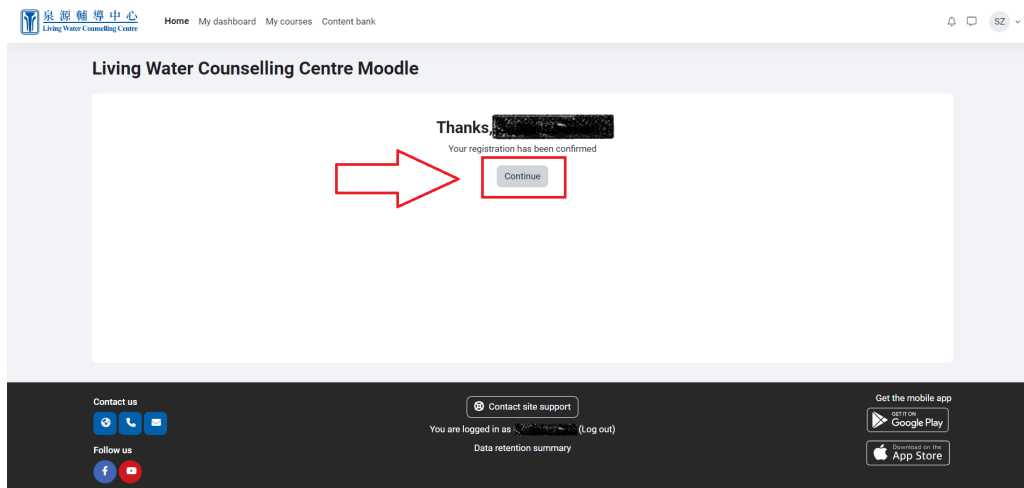


The image shows a Gmail inbox. A red arrow points to the email titled "Admin User (via LW). Living Water Counselling Centre: account confirmation - Hi, A new account has been requested at 'Living Water Cours...". The email content is mostly obscured by a large black redaction box.

7. Open the email and click the link inside.

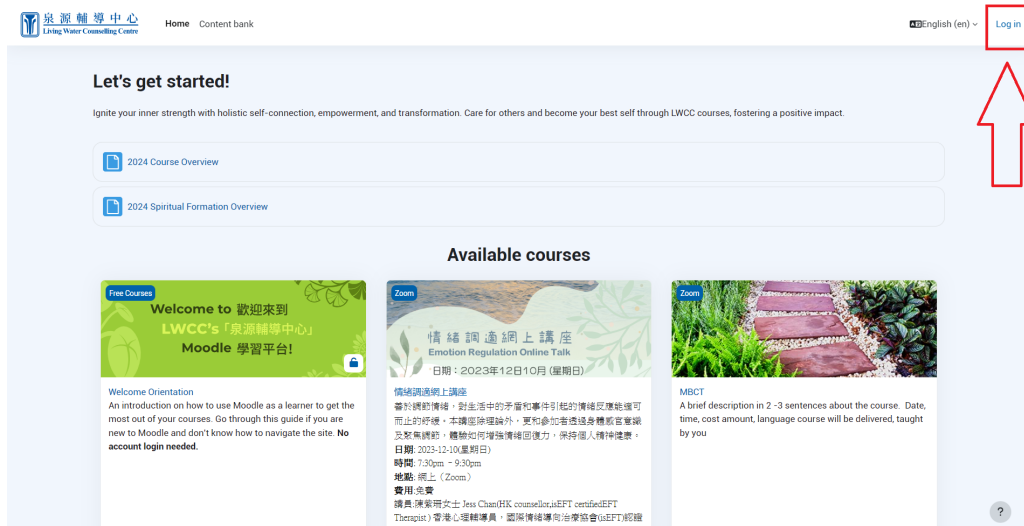


8. Click **Continue**. Your account has been created.

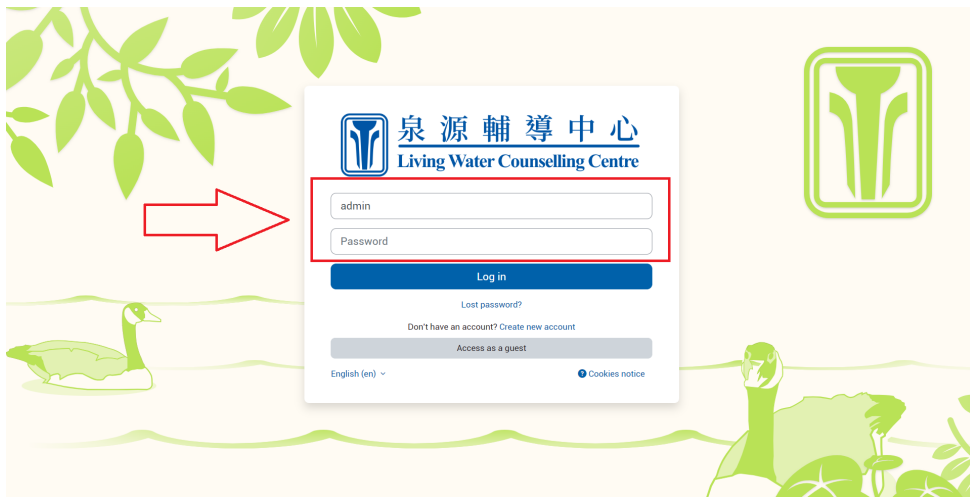


Login

1. Click the **Log in** button in the top right corner.



2. Enter your username and password.

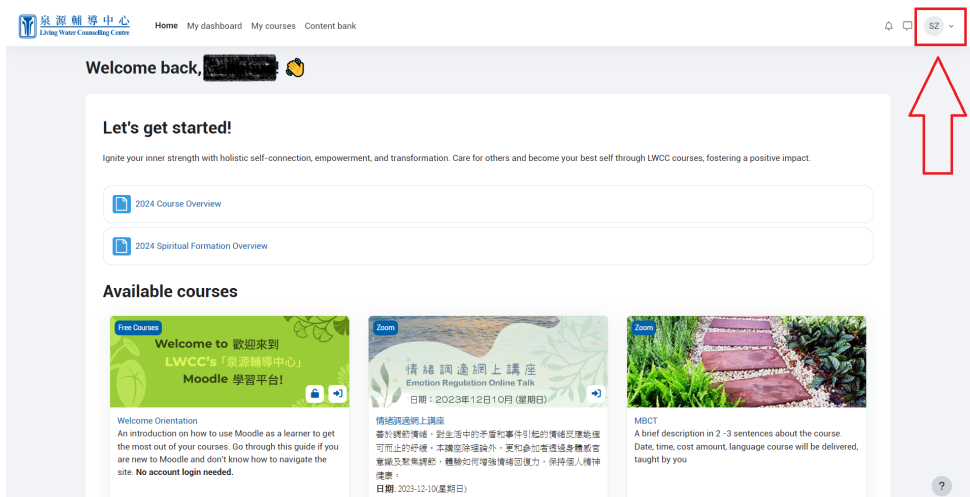


3. Click the **Log in** button or press Enter on the keyboard. If it is your first time logging into Moodle, user tours will appear to help you familiarise yourself with the site.

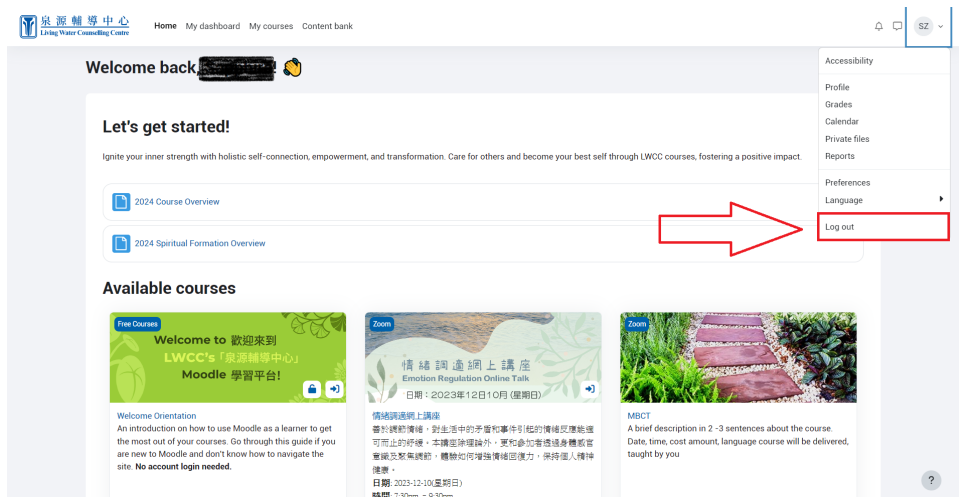


Logout

1. Open the account dropdown in the top right corner.

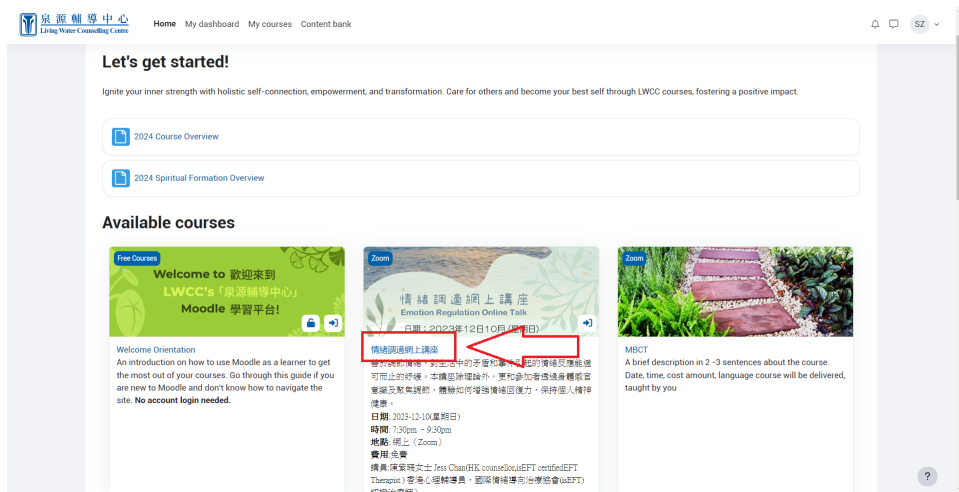


2. Click **Log out**.

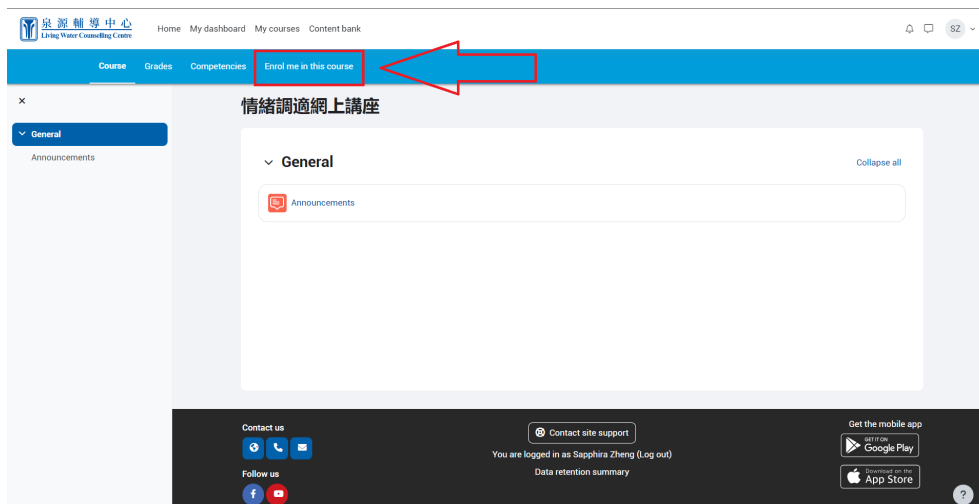


Self Enrol in a Free Course

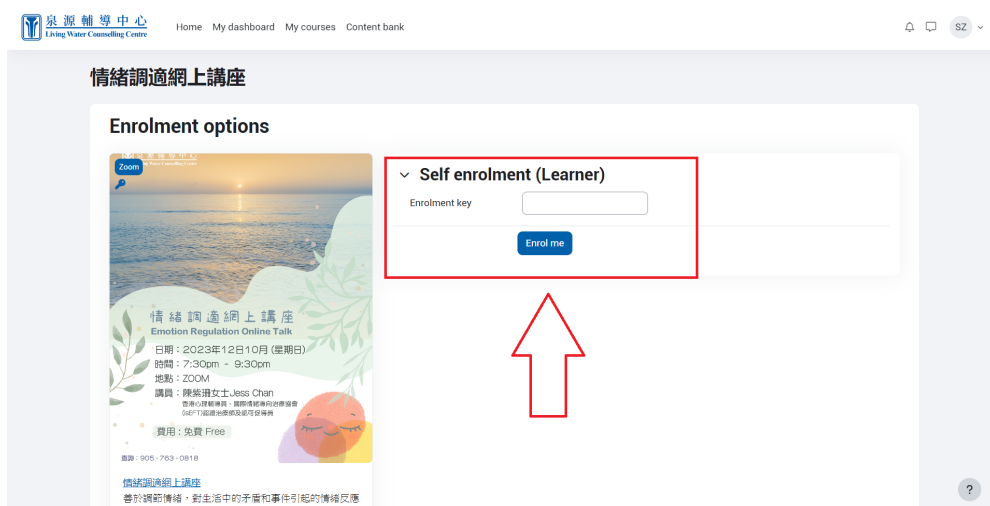
1. From the **Home** page, click into the course you want to join. Make sure the course has self-enrolment enabled (ask the instructor if not).



2. If the course has guest access, click **Enrol me in this course**. Otherwise, continue to step 3.

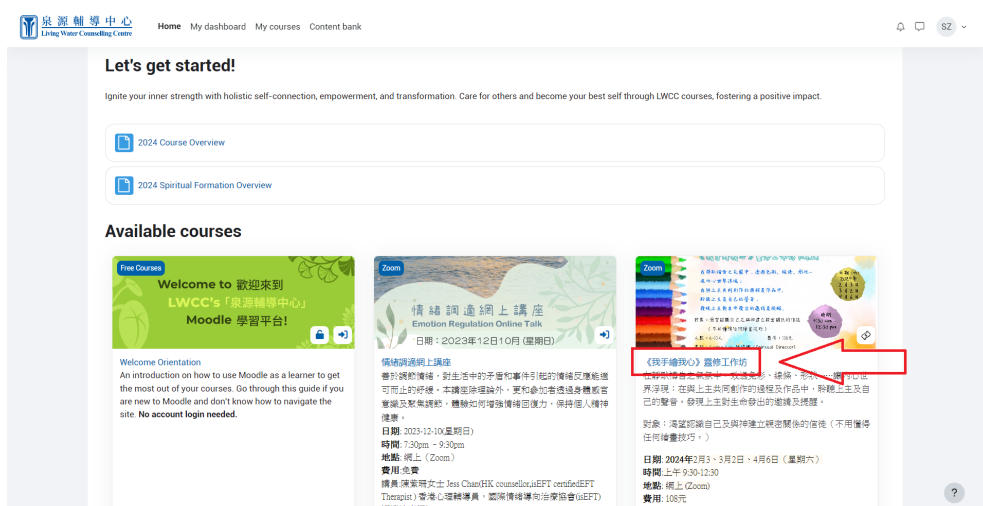


3. Enter an enrolment key if needed and then click **Enrol me**.



Self Enrol in a Paid Course

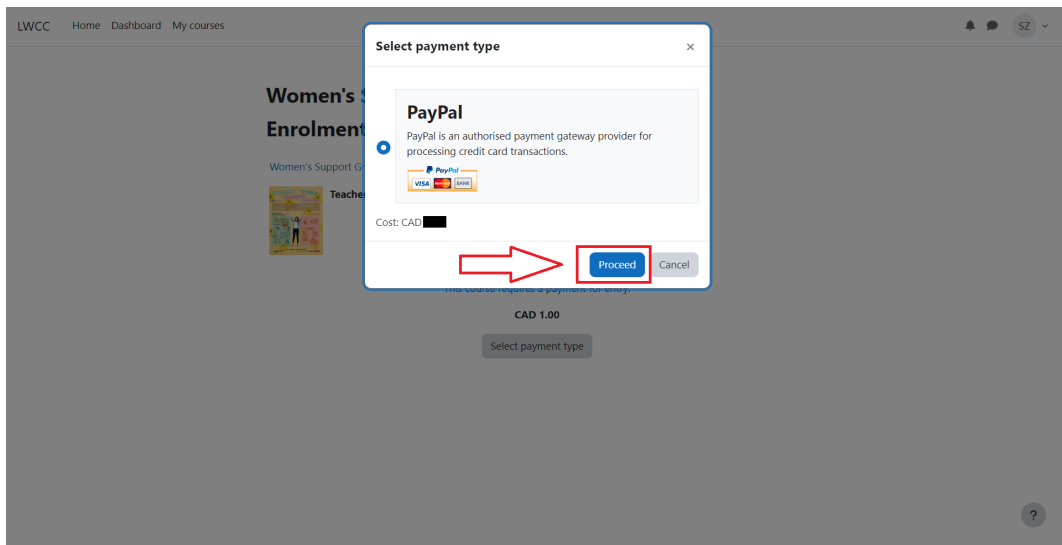
1. From the **Home** page, click into the course you want to join. Paid courses have a money icon next to the name.



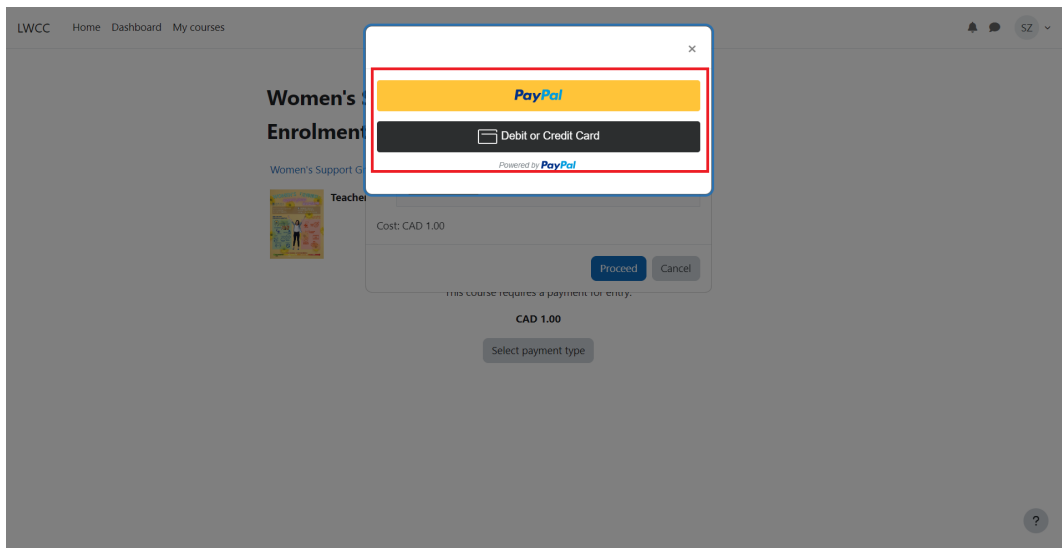
2. Click **Select payment type**.



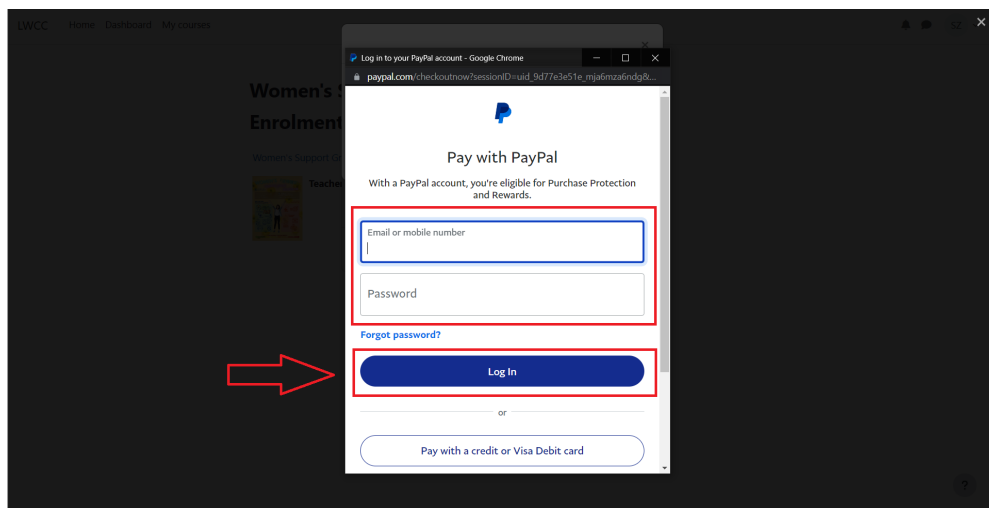
3. Click **Proceed**.



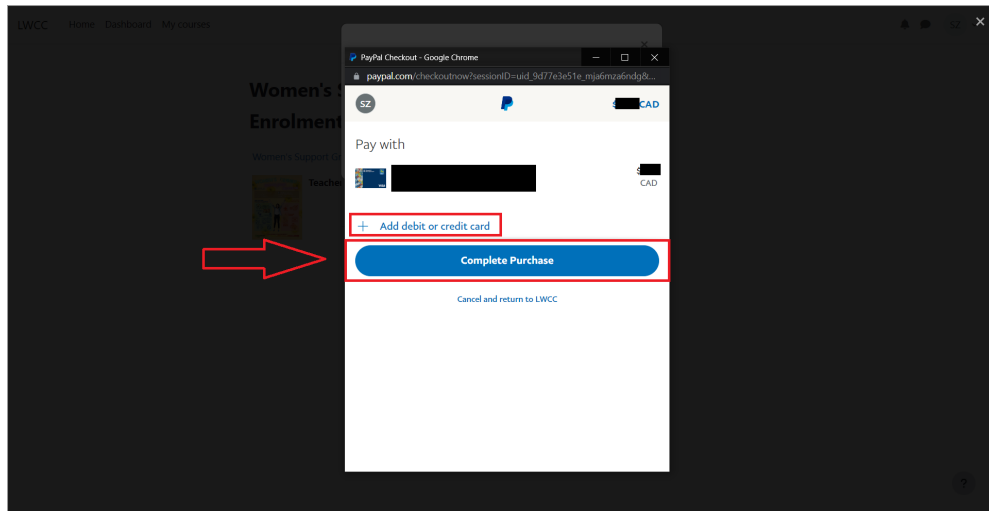
4. Select either **PayPal** if you have an existing PayPal account or **Debit or Credit Card** if you do not have a PayPal account.



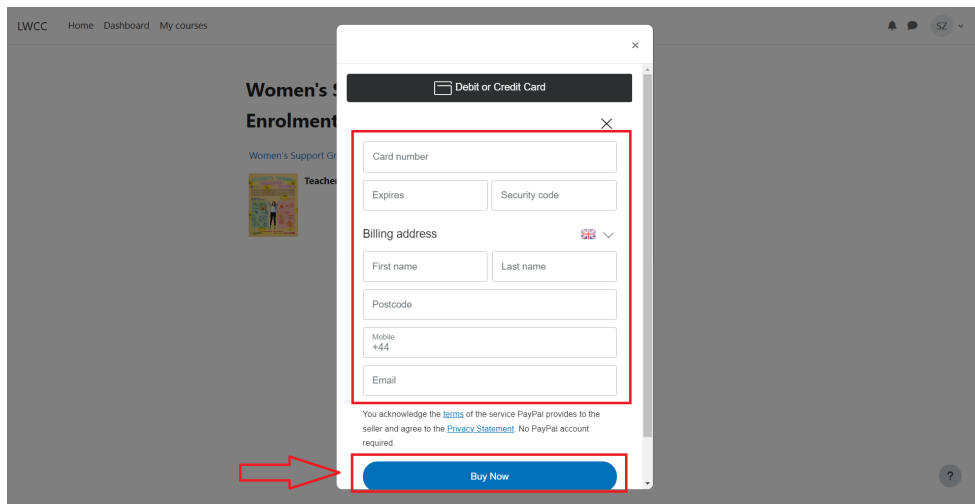
a. **PayPal** → Enter your PayPal credentials in the pop-up and then click **Log in**.



Select or add a payment card and then click **Complete Purchase**.

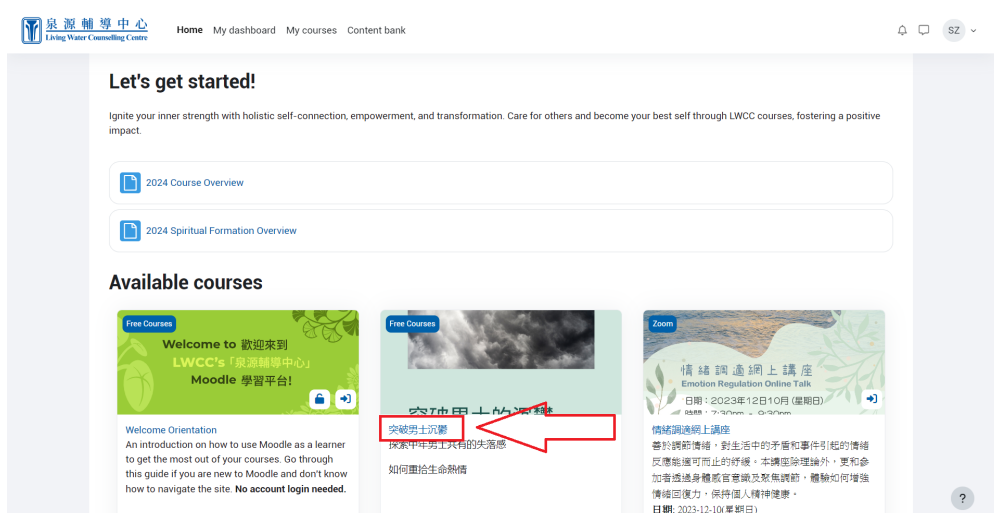


b. **Debit or Credit Card** → Fill in all payment information and then click **Buy Now**.



Join a Zoom Call Meeting

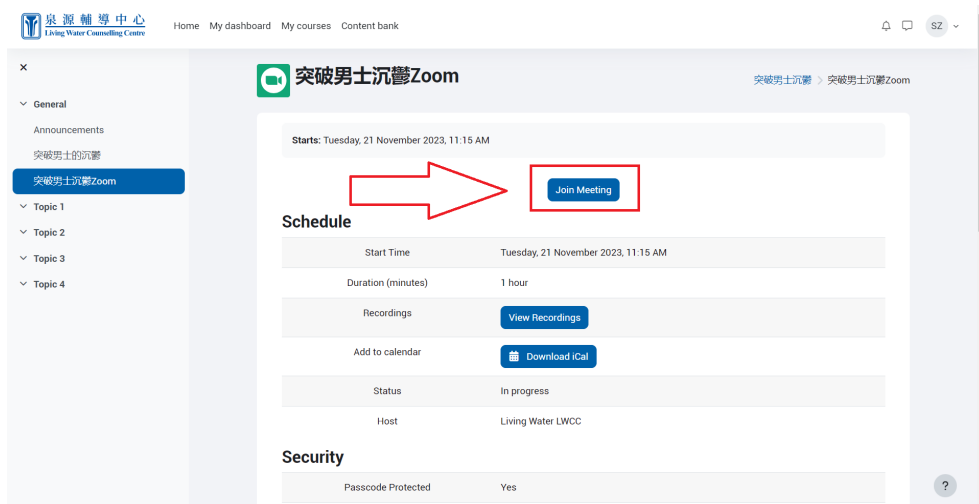
1. Click into the course you have a zoom call scheduled in.



- Find and click the appropriate meeting link. (Zoom links are denoted by a green video icon).

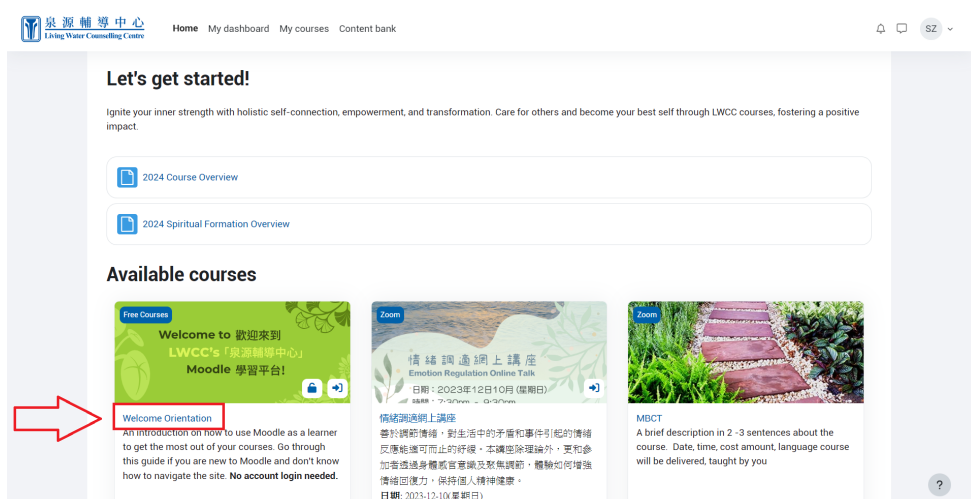


- Click **Join Meeting**. Zoom should open with the meeting.

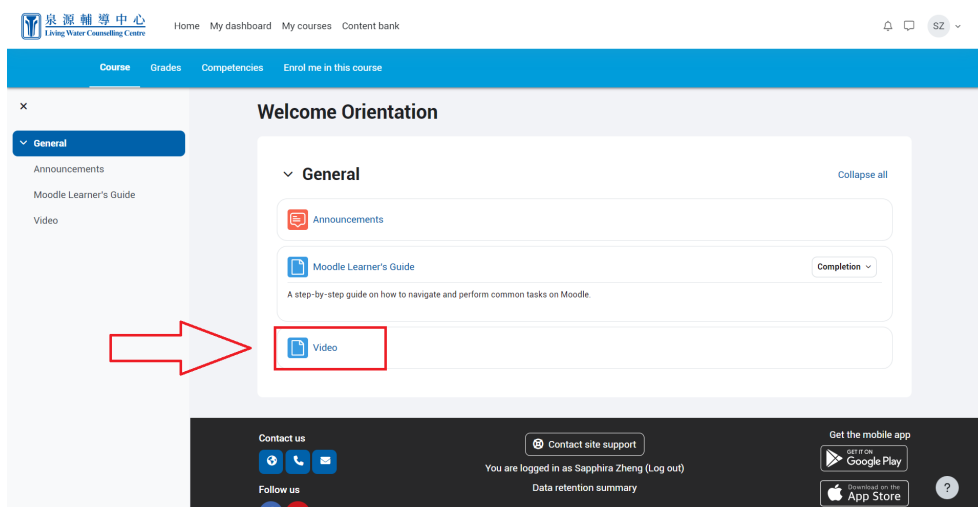


View a File

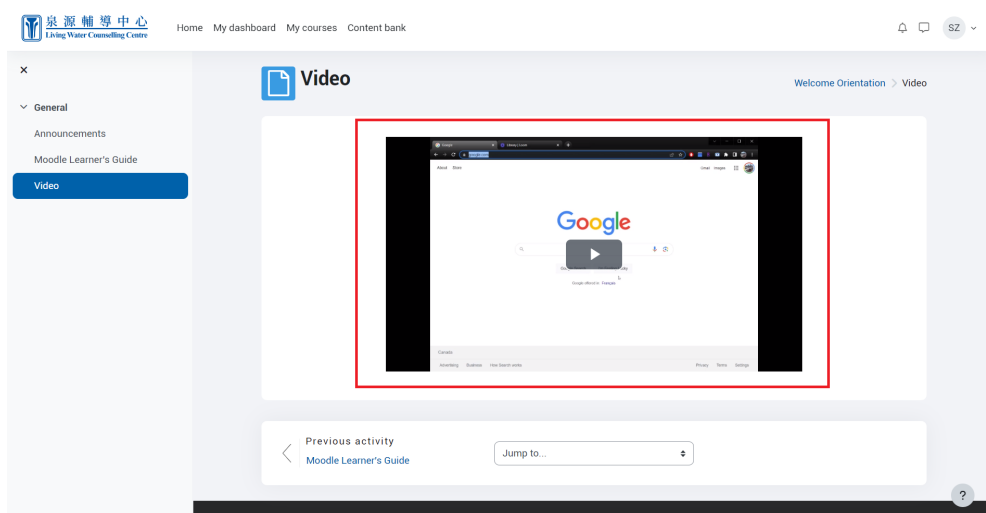
- Click into the course you want to view a file in.



- Click on the file you want to view. (Files are denoted by a blue document icon).

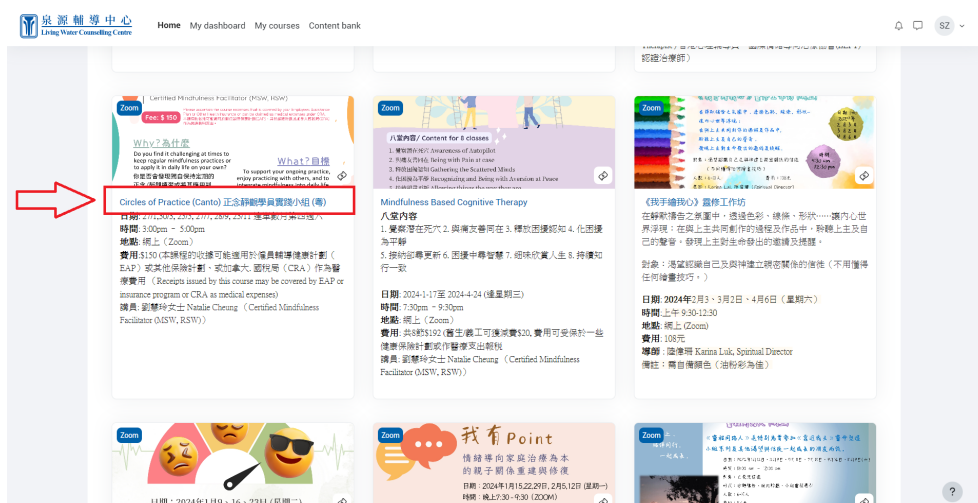


- The file will open in the same window. Videos can be played on moodle.

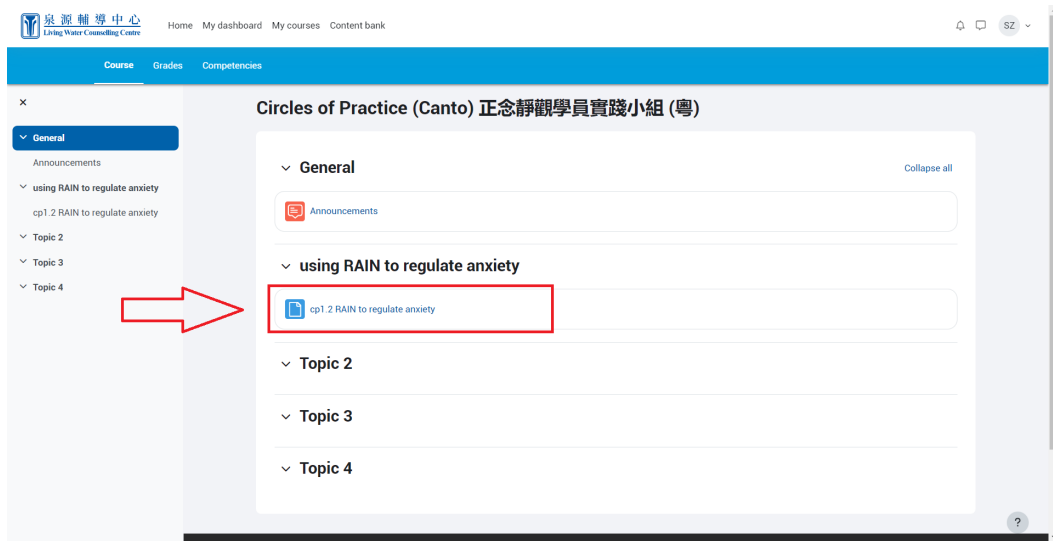


Download a Video

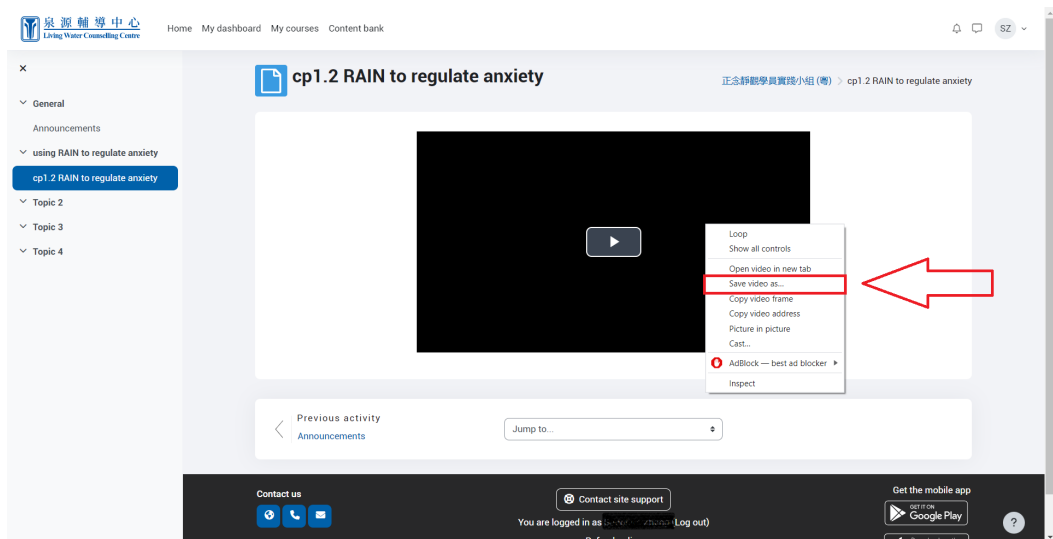
- Click into the course you want to download a video in.



2. Click on the video file you want to download.



3. Right-click on the video and then click **Save video as...**



4. Choose the folder you want to save the video in and then click **Save**.

