Moodle: Logging in and Enrolling
Step-by-step guide for teachers and students
LOGGING INTO MOODLE

- Step 1: Go to search engine e.g. www.google.com.au and type in ‘grc moodle’

- Step 2: Click on the first link (this will take you to the college webpage)

- Step 3: Click on the Moodle icon

- You are now at the GRC Moodle page

Logging in to Moodle

- Step 1: Click on ‘Login’ in the top right hand corner of the page.

- Step 2: Type in your DEC username and password
  (This is the username and password you use to log onto computers at school
  or to check your DEC email).

- Step 3: Click ‘Login’. Your name now should appear in the right corner.

NOTE: If you change your DEC password, it will automatically be updated in Moodle.
**Finding your course**

- **Step 1:** Once you have logged in, choose the campus you study/work at by clicking on the picture or the name.

**OR**

- Hover your mouse over the **name of the campus** to open a drop-down menu listing the different faculties/areas.
Finding your course

- Step 2: Once you enter your school, you will find a list of different faculties/departments. Click on the picture or name of the faculty/department.
- Step 3: Click on the Subject Name.
- Step 4: Click on the Subject Name and Year Group.
ENROLLING IN YOUR COURSE

- If your course has an enrolment key (password), you will have to enter it in the first time you enter the course. (Your teacher will give you it to you).

- Type in the enrolment key then click ‘Enrol me’
- You will now be enrolled in your Moodle course and will enter the course page.