

# Getting started with learning online on INASP Moodle

INASP is an international development organisation based in the UK. We offer a range of learning opportunities on our online learning platform, INASP Moodle (<https://moodle.inasp.info/>). This document may be useful to you if you are interested in these learning opportunities.

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## **How to explore learning opportunities on INASP Moodle**

From the homepage of INASP Moodle (<https://moodle.inasp.info/>) you can explore the learning opportunities that are currently available for different audiences, for example, online courses for researchers, for librarians, and for journal editors – and there is a separate category called ‘self-study tutorials’. In a few clicks you can find out if there are any courses, tutorials, or other online learning opportunities that are currently open for enrolment. In the rest of this document we use the word ‘course’ or ‘courses’ to refer to learning opportunities in general.

## How to join a course

Every course on INASP Moodle that is currently open for enrolment comes with a detailed *enrolment page* so that you can make an informed choice about whether the course is right for you. Near the bottom of any *enrolment page* on INASP Moodle you will find instructions to how to enrol. The first step is to create an account on the site.

### Step 1: Sign into INASP Moodle / create an account

To sign into INASP Moodle, you need a user account on the site. You can create a user account if you don't have one. If you have taken an online course previously with us, you already have a user account.

To create an account for yourself, go to <https://moodle.inasp.info/login/index.php>. This is the same page to visit if you already have an account on the site. Maybe you took part in an online course sometime back but you don't remember your username or password? Don't worry – you can reset your password by clicking the 'Forgotten your username or password' link on this page. If you are not sure whether you have a user account in the first place, just create a new one for yourself.

*Login page of INASP Moodle (<https://moodle.inasp.info/login/index.php>)*

The screenshot shows the login page of INASP Moodle. On the left, under the heading "Log in", there are input fields for "Username" and "Password", a checkbox for "Remember username", and a "Log in" button. Below these is a link for "Forgotten your username or password?". On the right, under the heading "Is this your first time here?", there is text explaining the account creation process, including a "Create new account" button. Annotations in green and grey callouts provide additional instructions: a green callout points to the login fields with the text "Enter your login credentials if you already have an account"; a grey callout points to the "Forgotten your username or password?" link with the text "Click this link if you have forgotten your username or password"; another grey callout points to the "Log in as a guest" button with the text "Our courses / tutorials usually require a full user account, so ignore the 'log in as a guest' button"; and a final green callout points to the "Create new account" button with the text "Click this button if you'd like to create a new account".

If you choose to create a new account, you will be asked to fill out a short form and provide your email address. You will then get a confirmation email at this email address, and you have to click a link in that email to confirm your account and start using INASP Moodle. If it looks like you've not received the confirmation email after trying to create an account, please see [this FAQ](#).

Once you have the login credentials for your account, sign in from here: <https://moodle.inasp.info/login/index.php>. Once you've signed in, look at the *dashboard* to get a feel of the site interface and the options available. Feel free to click around and explore – you will not break anything!

## Typical dashboard on INASP Moodle

The screenshot shows the Moodle dashboard for user AA Lantana. At the top left is a profile picture of a yellow flower. Below it is a 'Dashboard' button. A green callout box points to the 'EXPLORE OUR COURSES' section, stating: 'Course explorer block on your dashboard (after you've signed in)'. A grey callout box points to the 'UPCOMING EVENTS' section, stating: 'Here you will see upcoming events / deadlines from the courses you have enrolled in'. Another grey callout box points to the 'MY SPACES' section, stating: 'This block shows the list of courses / tutorials you have enrolled in. Each name is a link that takes you to the respective course / tutorial homepage.' The 'EXPLORE OUR COURSES' section features a 'Self-study tutorials' block with the text 'Always open, no fees'. The 'UPCOMING EVENTS' section shows 'No events or deadlines in the next 10 days' and a 'Go to calendar...' link. The 'MY SPACES' section lists several courses: 'Editorial Processes for Journal Editors - Part 1 (2020)', 'Search Strategies Tutorial', 'Facilitating Events and Courses in an Online World (review)', and 'Research Writing in the Social Sciences (2020)'.

## Returning to the dashboard from elsewhere on the site

The screenshot shows the Moodle navigation bar. At the top left is the 'inasp Moodle' logo and the language 'English (en)'. A green callout box points to the navigation bar, stating: 'You can return to the dashboard from anywhere on the site by using the navigation bar at the top'. Below the callout is a breadcrumb trail: 'Dashboard > My spaces > Search Strategies Tutorial > General > Introduction to this tutorial'. The 'Dashboard' link is highlighted in red.

### Step 2: Enrol in the course you wish to join

Once you have signed in, go to the *enrolment page* of the course you wish to join. If you are not sure how to get there, use the *course explorer block* on the dashboard. Alternatively, you may have received the link to a specific course, in which case you just need to click on that link.

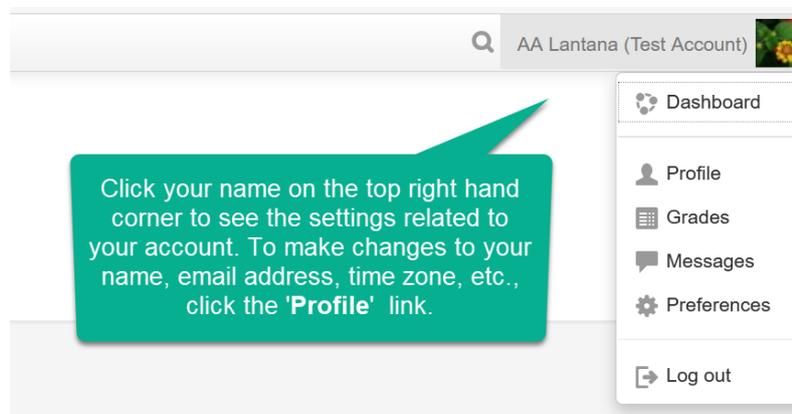
Read the information given on the *enrolment page*. Here you will typically find answers to questions such as 'what are the topics covered', 'how long is this course', 'what is the expected study time', 'what support is available', and 'what criteria should I meet to receive a completion certificate'. (You don't have to copy or print this information as you will find it again in the course induction resource once you've enrolled.) If you read the enrolment page carefully you'll have enough information to decide if this learning opportunity is right for you. If you decide to join the course, scroll to the bottom of the enrolment page where you will see a heading called 'how to enrol' or something similar. Read the information given here carefully.

### A four-step approach to prepare for your course

This section may be especially useful if you don't have much experience using an online learning platform or if you haven't completed online courses previously.

## Step 1: Update your profile

As the first step, try to update your profile once you have signed in. This will give you a feel of interacting with the site and adding content. To access your profile, click your name on the top right-hand corner (after you've signed in) and then click 'Profile'.



Also familiarise yourself with your *dashboard*, that is, the homepage once you've signed in. Here you will see upcoming events / deadlines and a list of all the courses you have enrolled in.

## Step 2: Bookmark the site and remember your login credentials

Bookmark the link to the INASP Moodle site on your browser. You may also want to let your browser remember your login credentials on the site for hassle-free login (or put these details in your password manager, if you have one). Remember to make a note of which email address you have used for your account. Notifications from the site, such as any password reset that you request and email copies of important course announcements, will be sent to this email address.

## Step 3: Go through the course induction resource

Visit the course you have enrolled in and look for the introductory or induction resource. In this resource you will find answers to questions such as 'what are the topics covered', 'how long is this course', 'what is the expected study time', 'what support is available', 'how can I check my progress through the course', 'are there any deadlines', and 'what criteria should I meet to receive a completion certificate'. Going through this resource right after you enrol in a course is an excellent first step.

## Step 4: Make time to study

Carve out time in your schedule to study on the course and make note of any deadlines in your calendar. The most successful online learners are those who explicitly make time to study. Many of us do lots of things online, and an online course can fade into the background if you are not careful about prioritising it. You may have joined the course with a serious intention to study and learn, but once the course begins you may realise that you have too many other things to do. If that happens, you should consider telling your family members or work colleagues that you are taking an online course and you will have to devote time to it.

## Frequently asked questions

### I tried to create an account for myself on INASP Moodle but I did not receive a confirmation email.

If you use a Gmail address and have enabled tabs or categories, make sure you check the Social, Promotions, Updates, Forums or any other tabs to see if the confirmation email went there. Also

check your junk/spam mail folder (this applies to any email address, not just Gmail). If you find the email in the spam folder, mark it as 'not spam' so that future emails from INASP Moodle are delivered to your inbox.

If you are sure you have not received the confirmation email in any folder in your inbox or your spam/junk folder, try using a different email address to create your user account (that is, fill out the account creation form at <https://moodle.inasp.info/login/index.php> and put in a different email address).

### I read the enrolment page for a course and then logged into the site. Am I now enrolled in the course?

It is not enough to simply create an account on INASP Moodle – you will not be enrolled in any course by default. You must explicitly enrol in any course you are interested in. [See Step 2 in the 'How to join a course' section.](#)

### How do I know which course or courses I have enrolled in?

You will see a list of all the courses you have enrolled in within the 'My Spaces' block on your dashboard. [See the screenshot on page 3.](#)

### I have created an account and joined a course. What next?

[See Step 3 in the section 'A four-step approach to prepare for your course'.](#)

### How do I check my progress through the course I have joined?

[See Step 3 in the section 'A four-step approach to prepare for your course'.](#)

### I have forgotten my username or password for INASP Moodle. What should I do?

It will help if you remember which email address you used for your account, or your username. On the login page (<https://moodle.inasp.info/login/index.php>), click the 'Forgotten your username or password' link. Then you will then see a page to reset your password.

**1**

### Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Click this link if you have forgotten your username or password

**2**

Search by username

Username

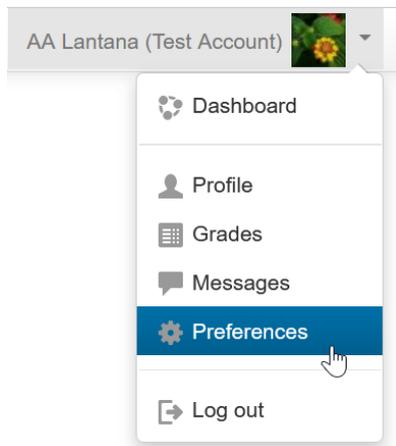
Search by email address

Email address

Enter EITHER your username OR email address that you used for your account. Then click 'Search'. You will then get a password reset email.

## How can I change my email address on my user account?

You can do this by accessing the 'Preferences' section of your user account. Click your name on the top right hand corner of the site (after you've signed in), and then click 'Preferences'.



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