

You will have access to your Moodle account one week before the first day of classes at 8:00 AM.  
Your online courses will be available on the first day of classes at 8:00 AM.

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Moodle (Modular Object-Oriented Dynamic Learning Environment) is BCC's Learning Management System (LMS). You will have access to your syllabus, course calendar, assignments and other course materials and functions via Moodle. Moodle is a web-based program; you need a computer with Internet access and an Internet browser to use Moodle for your course.

## Technical Requirements – Computer System and Browser

Before logging into Moodle, confirm that your computer hardware, software and settings are correct and compatible with Moodle requirements to take a distance learning course and be able to run the LMS.

### Computer Requirements

#### For PC computers:

- Pentium II (Pentium III recommended)
- Windows 2000 Operating System (or better)

#### For Macintosh computers:

- Power PC or better
- OS X

#### For all computers:

- 256 MB of RAM (or more)
- 1 G of free disk space
- 56 K or greater modem (DSL or cable recommended)
- Internet access either via modem and phone line or a direct network connection (**high speed BROADBAND access is highly recommended, dial-up and satellite access may be problematic**)
- Web browser (Firefox 3 is recommended, <http://www.mozilla.com/en-US/firefox/firefox.html>)
- CD-ROM drive
- Sound card and speakers
- Printer
- Cookies must be enabled
- Pop-up blocker is turned off

### Browser Requirements

- Firefox (version 3 or 4) is highly recommended, however, for PC users, please also have Internet Explorer (version 6, 7, or 8) available from your desktop. Other browsers such as Safari, Chrome, and Opera may be used, but they may not support all functionalities in Moodle, such as the HTML editor.
- All browsers should have Cookies, Java, and Pop-ups enabled (i.e., do not block Pop-ups).

### Additional Software Recommendations

- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Adobe Flash (<http://get.adobe.com/flashplayer/>)
- Adobe Shockwave (<http://get.adobe.com/shockwave/>)

## MyBCC and WebAdvisor

The MyBCC Login and Instructions can be found on the BCC home page, <http://www.berkshirecc.edu/>. Be sure to login and check your student email regularly for important school-related information from college offices, course-related information from faculty, and Moodle-related information from DLHelp. The WebAdvisor Login and Instructions can also be found on the BCC home page.

## Moodle Student Login

1. Login to the Internet.
2. Go to <http://www.berkshirecc.edu>.
3. Click My BCC
4. Enter your Username.

Username:

(replace zeros with your Student ID number)

Your Student ID number can be found on your course schedule next to "Student ID:"

For example, if your Student ID is listed on your schedule as 0012345, your User name would be s0012345.

5. Enter your Password:

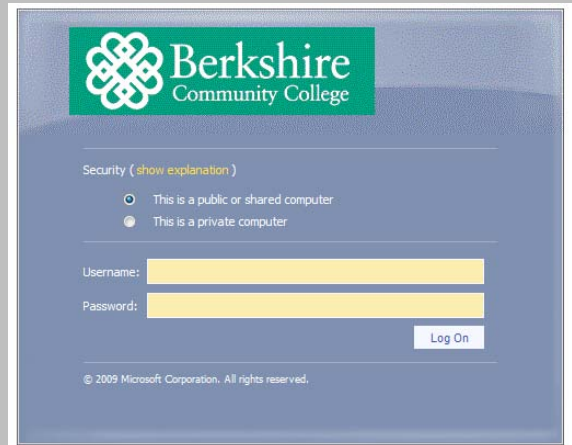
Use your WebAdvisor password.

6. Click **Log On**.

**Note that both the username and password are case sensitive.**

If your password is rejected, you do not receive an error. Instead the login box returns.

Reset your WebAdvisor password from within WebAdvisor. The WebAdvisor link and instructions can be found on the BCC website, <http://www.berkshirecc.edu>. You will find the Change Password option under the User Account menu.

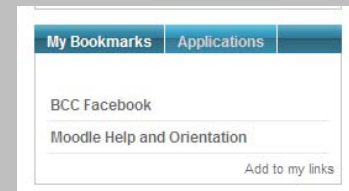


7. Under the "My Courses in Moodle" click on the course name to access the course.
8. The first time you access Moodle from the Portal, you will need to enter your credentials. Click **Enter your credentials**. Use the same Username and Password as above.
9. Once you have entered your credentials you will be taken to your Moodle course.

## Moodle Student Orientation

You may self-enroll in the on-line Student Moodle Orientation.

1. Under My Bookmarks, click **Moodle Help and Orientation**.
2. Click **Student Moodle Orientation**.
3. Login with your Username and Password from above. Click **Login**.
4. Enroll yourself as a member of this course, click **Yes**.



You are about to enroll yourself as a member of this course. Are you sure you wish to do this?

**Yes** **No**

## Moodle Profile

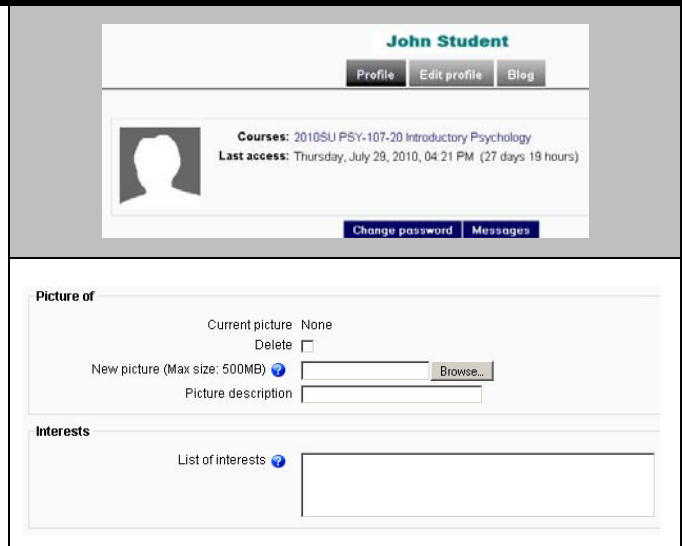
Click on your name in the top right corner.

Click **Edit profile** to update and add information to your profile.

On your profile, we recommend you:

- Maintain the default settings
- Add a Description of yourself
- Add a Picture of yourself
- Add Interests

Click **Update profile**.



The screenshot shows a Moodle user profile for 'John Student'. At the top, there are buttons for 'Profile', 'Edit profile', and 'Blog'. Below this, the user's name 'John Student' is displayed. Underneath, there is a placeholder for a profile picture and text indicating the user's courses: 'Courses: 2010SU PSY-107-20 Introductory Psychology' and 'Last access: Thursday, July 29, 2010, 04:21 PM (27 days 19 hours)'. At the bottom of the profile section, there are buttons for 'Change password' and 'Messages'. Below the profile section, there is a form for editing the profile. It includes a 'Picture of' section with a 'Current picture' dropdown set to 'None', a 'Delete' checkbox, and a 'New picture (Max size: 500MB)' field with a 'Browse...' button. There is also a 'Picture description' text area. Below that is an 'Interests' section with a 'List of interests' dropdown and a text area.

## Moodle Logout

When you are finished working in Moodle, be sure to log out by clicking **Logout** in upper right corner. Close the Moodle window. **Sign Out** of the Portal. Close the Portal window.

## Moodle Help

BCC Website – <http://www.berkshirecc.edu/>

Click on Distance Learning and refer to the available options.

In Moodle – You can access the **BCC Moodle Help** block.

Distance Learning Help:

- Email [DLHelp@berkshirecc.edu](mailto:DLHelp@berkshirecc.edu) with your full name, student ID number, the course you are in, and the problem you are having. It is important that you **type DL Help in the Subject line**. Please CC your instructor so they are aware that you are having technical problems.
- Call 413-499-4660, ext. 6501 for the Computer Lab DL Help Desk.
- Stop by the Academic Computer Lab in F-102/F-107 during lab hours.

If you experience access or connection difficulties from home, Internet access for Moodle course access is available at BCC computer labs and wireless access from your laptop on campus.

## Academic Computer Lab Hours

Fall/Spring Semester when classes are in session:

### F-102/F-107

Monday – Thursday 7:30 am – 8:00 pm • Friday 7:30 am – 4:00 pm • Saturday 9:00 am – 2:00 pm

\* Note: There are no Computer Lab evening or weekend hours when there are no scheduled evening or weekend credit classes.

South County Center:

### SC-4

Please call the South County Center at 413-528-4521 for hours.

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