Instructions for students to log in to Moodle CU

Center for elearning support of the Central Library of Charles University

---

⚠️ **Prerequisite:** Before you can log in to Moodle for the first time, you must be registered in the Central Authentication Service (CAS). You must have your **personal number** (UKČO) **and password**. You can set the password and email at: https://ldapuser.cuni.cz/. Exceptions are external and manually created accounts in some installations.

✱ **STEP 1:** **Installation option:** You have several Moodle installations available at Charles University. It is therefore first necessary to know in which installation(s) your course(s) is /are located. **The most common are the following:**

Moodle 1	https://dl1.cuni.cz	Moodle for University Courses 1 (referred as M1)
Moodle 2	https://dl2.cuni.cz	Moodle for University Courses 2 (referred as M2)
Moodle 3	https://dl3.cuni.cz	Moodle for Testing (referred as M3)
Moodle CV	https://dlcv.cuni.cz	Moodle for Lifelong Learning (allows access to externe)

An overview of all installations can be found on the Moodle homepage (https://elearning.cuni.cz), where you can click on the Moodle UK tab in the top menu.

✱ **STEP 2:** **Login to Moodle:** You log in to all Moodle installations (M1, M2, M3) with your CAS login data. Your login consists of a username, which is your personal number and a password.

Personal number (UKČO) can be found on your ISIC card.

Note: Do not change your data in the user profile in Moodle, the system takes information from CAS. If you forget the password, it is possible to reset it in CAS at https://ldapuser.cuni.cz.

✱ STEP 3: Course selection: There are several ways to choose a course. Courses in which you are not yet enrolled can be accessed after you search for a course (click on **Home** in the main panel above to be taken to the Course Overview page, where you can find a course by typing its name in the search box or browse the structure by faculty/institute). You can also receive a direct link to the course from your teacher.

Example: Course Cvičný kurz jaro 2020 can be found in the structure of the system:
Knihovna UK > Školení technické podpory pro tvůrce e-learningových materiálů > Cvičný kurz jaro 2020 or under direct link: https://dl1.cuni.cz/course/view.php?id=9275

✱ STEP 4: Enrollment in the course: After you find suitable course, you can enroll in it according to its settings (defined by the course owner, which is the mostly the teacher of the course). There are several options:
1. **Only the teacher can enroll you manually in the course** > it is necessary to contact the teacher who teaches the course
2. **The course is accessible to guests** > you can enter as a guest, however in this role you can only view the content of the course, but you can not participate in any activities (e. g. take a test)
3. **Students are allowed to self-enroll in the course** > they can enroll by clicking on the Enrol me button.

PASSWORD: If the guest access or self-enrollment is **secured with a password or enrollment key**, contact the course owner, who will provide you with access data.

The moment you enroll in a course, the course will appear on your dashboard in the left navigation menu under the MY COURSES tab.

MY COURSES tab: This shows all the courses you are enrolled in that are active. This means that they have not yet expired. If you need to join any of the older courses that are no longer active, you can find them by clicking on All in the course overview. Here you can then filter which courses you want to view (all/in progress/future/past).
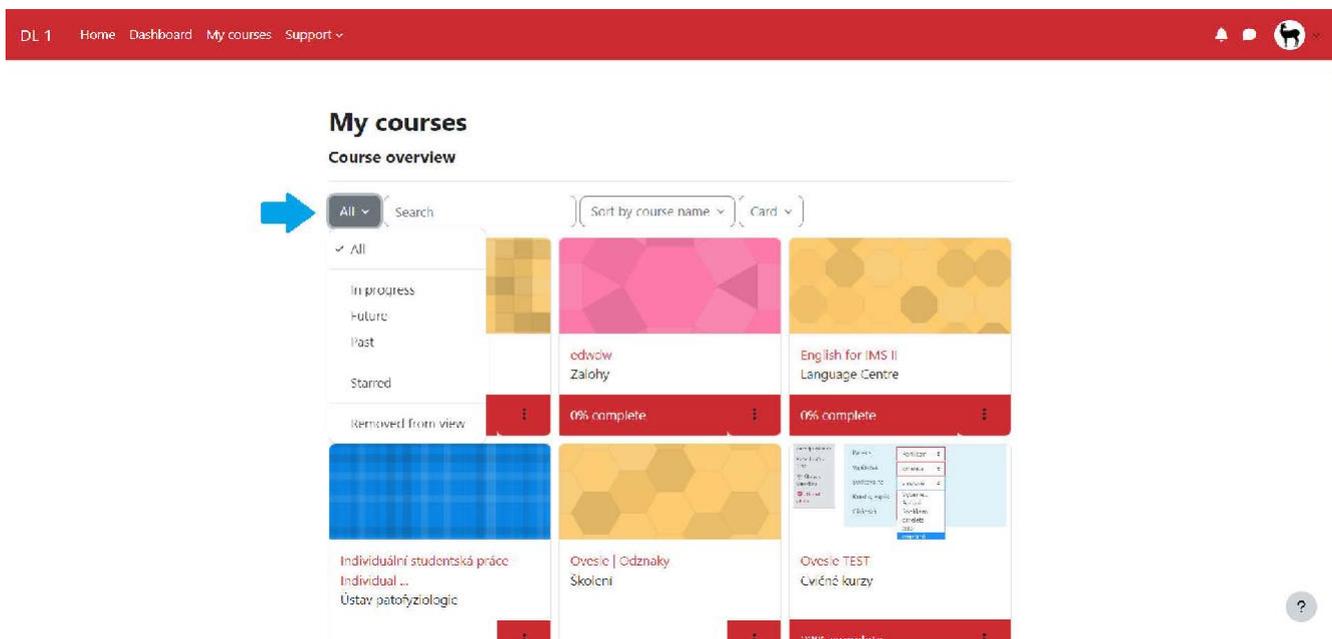
• In case of non-functional access to the course, or if you do not know the password or key, contact the teacher who teaches in the course.

• In case of other problems when working with Moodle, contact Moodle UK support moodle-help@ruk.cuni.cz.

The Center for the Support of E-Learning of the Charles University wishes you a smooth work with Moodle.