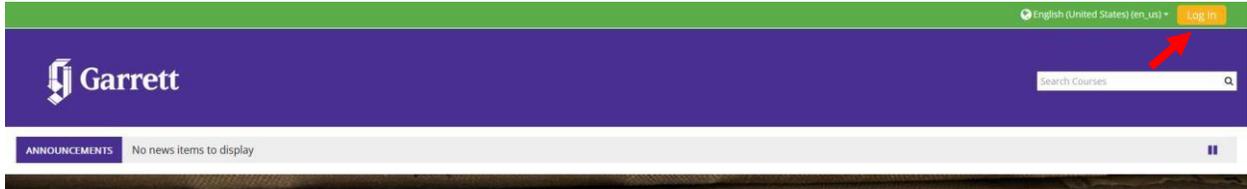


# Logging In to Moodle

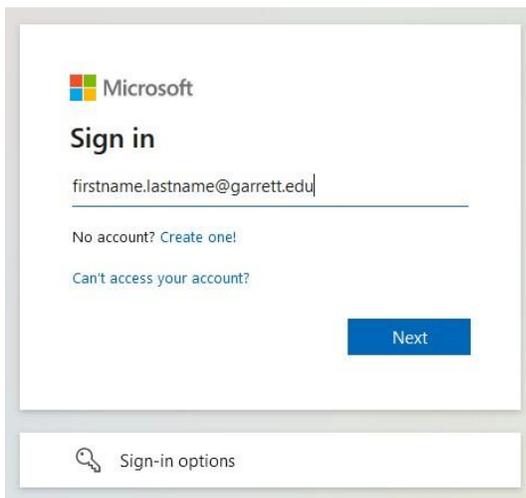
1. Open the Garrett Moodle home page: <https://courses.garrett.edu/>.
2. Tap/click on the Log In button at the top.



3. On the next page, click on the Microsoft 365 button. Do not enter your login credential into the Username/email or Password boxes on this page.



4. On the next page, enter your Garrett email address (e.g., [firstname.lastname@garrett.edu](mailto:firstname.lastname@garrett.edu)), and tap/click on the Next button.



5. On the next page, enter your email password, and tap/click on the Sign in button.

Garrett

← daniel.smith@garrett.edu  
firstname.lastname@garrett.edu

Enter password

.....

Forgot my password

Sign in

If you need help signing into Office 365, contact Garrett Technology Support at (847) 866-3928 or [technology.support@garrett.edu](mailto:technology.support@garrett.edu).

Forgot your username and/or password? Visit this site to discover/reset them. <https://passwordreset.microsoftonline.com/>

6. Once you have successfully entered your email address and password, you may receive a message that asks if you want to stay signed in, which “reduces the number of times that you are asked to sign in.” Only click on this option if you are using a personal device.

Garrett

← daniel.smith@garrett.edu  
firstname.lastname@garrett.edu

Stay signed in?

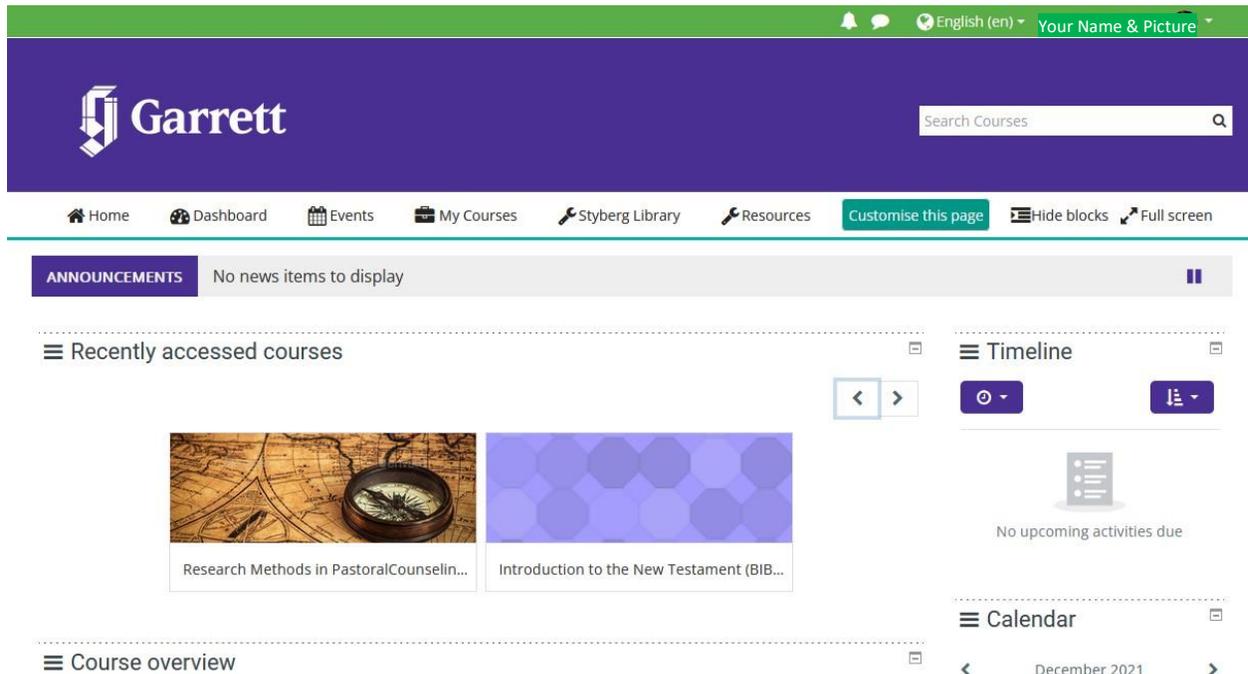
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If you need help signing into Office 365, contact Garrett Technology Support at (847) 866-3928 or [technology.support@garrett.edu](mailto:technology.support@garrett.edu).

7. Once you have successfully logged in to Moodle, you should be taken to the Dashboard where your courses and other resources will display.

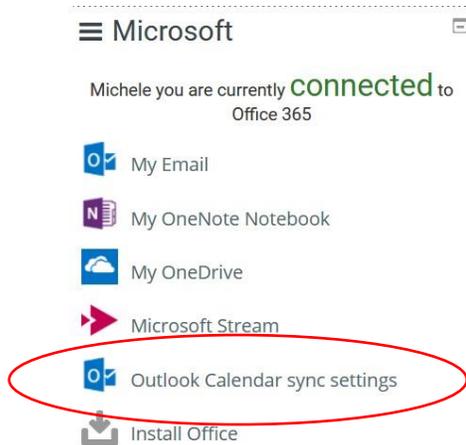


If you are unable to log in after using the reset link, contact IT at [technology.support@garrett.edu](mailto:technology.support@garrett.edu).

## 8. How do I sync my Moodle calendar with my Outlook calendar?

If you want the events on your Moodle calendar (like assignments and activities with due dates) to appear on your Outlook calendar, this is how you do it:

- a. On your Moodle Dashboard, you have a new Microsoft block. Click “Outlook Calendar sync settings”

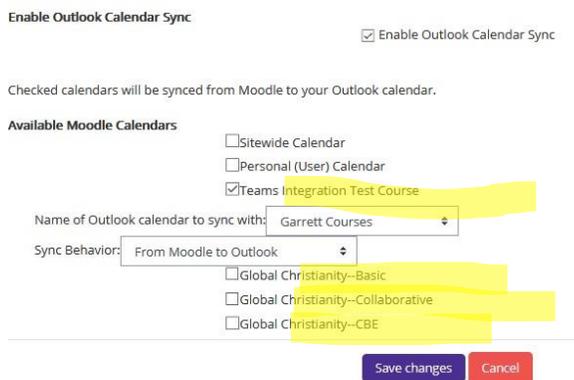


- b. You will now see the Outlook Calendar sync settings. Click the “Enable Outlook Calendar Sync” box and click “Save changes”

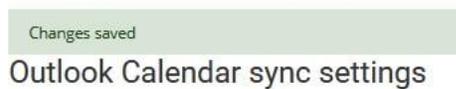
### Outlook Calendar sync settings



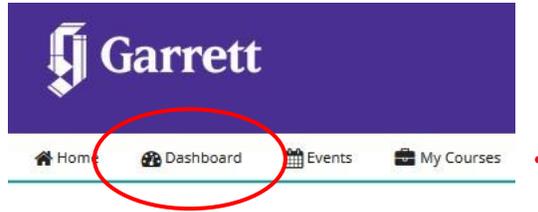
- c. Now you can configure more settings. You will see a **list of your courses**—check the box next to each course that you want to sync with your Outlook calendar, then click “Save changes.”



You will see this message near the top of the screen when the changes have been saved:



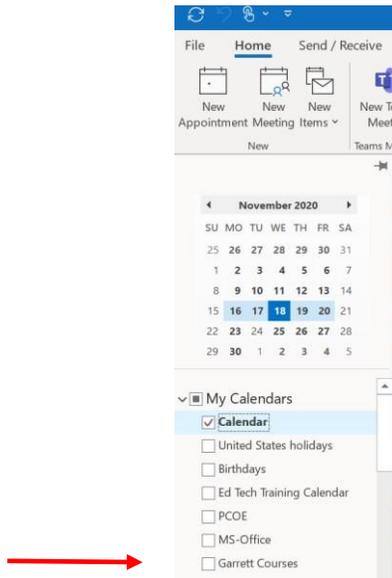
- d. Click the “Dashboard” icon to return to your Dashboard



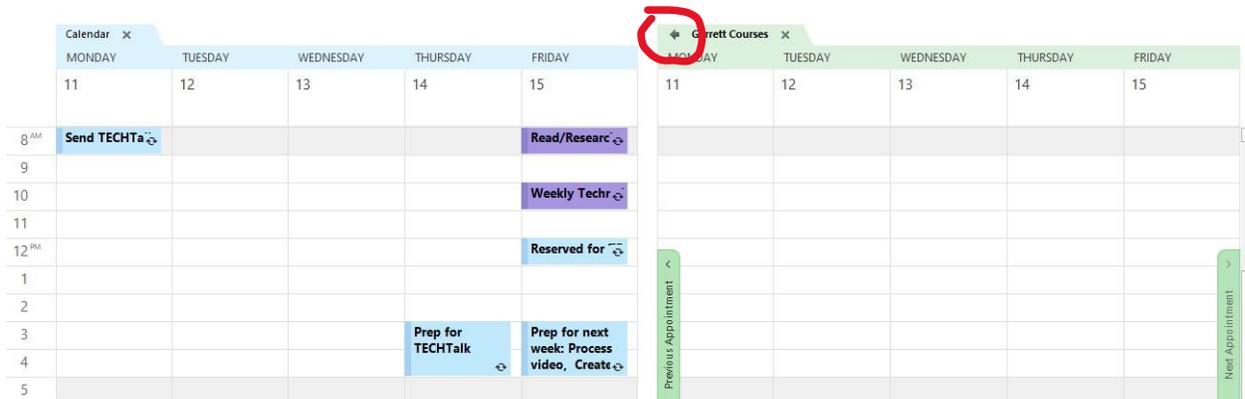
The events on your Moodle calendar are now displayed on your Outlook calendar. **You will need to repeat this process at the beginning of every semester to add your new courses.**

## 9. Where will I see the course events in Outlook?

Moodle told Outlook to put your Moodle events in a new calendar called “Garrett Courses.” From Outlook, open the calendar view (click the calendar icon in the lower left corner). Check the box next to “Garrett Courses” to make the calendar visible.

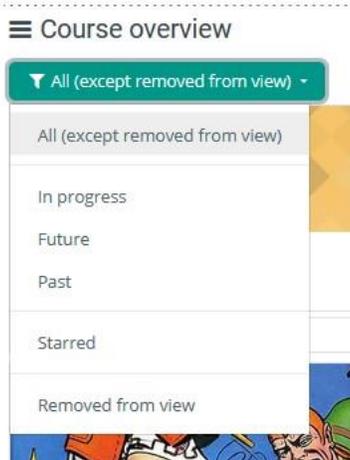


When you enable the Garrett Courses calendar, it will be displayed next to your personal calendar. Or you can overlay the two calendars by clicking the ← in the Garrett Courses calendar tab.



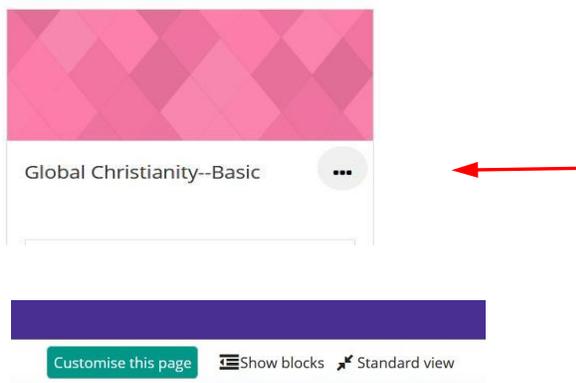
## 10. How can I view only my current courses?

Go to your Dashboard and look in the “Course Overview” section. Click the purple tab with the “filter” icon and select “in progress.”



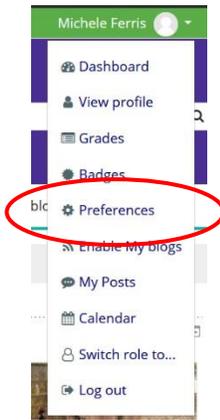
Or you can star your current courses by clicking “...” next to the course name in the “Course overview” section. Then click the purple tab with the “filter” icon and select “starred courses.”

You can further customize your Dashboard by clicking “Customise this page” in the navigation bar.



## 11. How do I set up notifications and other preferences?

Click on your profile picture in the upper right corner of Moodle. Select “Preferences”



You can configure these preferences for your Moodle account:

### User account

- Edit profile
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

Click “Notification preferences” to select when you want to be notified of Moodle events and whether you want to be notified by email and/or on your mobile device.

## 12. How do I get the Moodle mobile app?

Go to the app store for your device (Google Play, Apple Store) and search for “Moodle” by “Moodle Pty Ltd.” This is the official Moodle app. (Others may be listed, but they are associated with a particular school or business.)