Using Moodle Learning Management System for the Online Courses at Bethesda University

1. Log In
   a. Go to www.buc.edu/en and click Moodle (Online) Link at the right side menu.
   b. Currently, BUC Moodle site is at http://www.buonline.us/moodle.
   c. Click Log in at right top corner of the screen or go to http://www.buonline.us/moodle/login/index.php
d. Type in your Username and Password and click [Log In] button.

![Login Screen](image)

e. You can find your own Moodle User ID and School Email Address at your Personal Information Screen when you log in to your Learning Management Account.

![Personal Information](image)

f. Username and Password is case sensitive and the password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s). Your initial Moodle password is **Moodle1234$**.
3. Class Enrollment
   a. Class enrollment is done by the Online staff. When you log in with your own username, you will be able to see your enrolled classes. If any class(s) is missing and/or any additional class(s) is listed, please contact the Online Department for any support. You can send your email to onlinedirector@buc.edu. Please, make sure that you write your name, student id, and what type of supports is needed.

4. Send Message to a Professor
   a. You can send message to any professor by clicking their name on the course listing. This message is sent to professor message box within the Moodle system and will be read by the professor when he or she log in. So, if you want to send an Email message to the professor, use an email client such as webmail and send the message directly to the professor using his or her email address.

5. You can change your profile to change your name, email address, and password.

6. There is Online Moodle Site and Learning Management System FAQ on our home page. You can read this FAQ for common questions and answers. (Site address: http://www.buc.edu/en/index.php/academic/faq)