

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

Moodle is SJBSM'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 – Student Email, 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.

SJBSM Student Email

The Student Email Login and Instructions can be found on a separate document on the left side (Main Menu) of the main Moodle home page, <http://ecourses.sanjuanbautista.edu>. Be sure to check your student email regularly for important school related information from college offices and faculty.

Computer Requirements

For PC computers

- Pentium IV or better
- Windows XP/Vista/7

For Mac computers

- Power PC or better
- OS X

For all computers:

- 1 GB of RAM (or more)
- 10 G of free disk space
- DSL or cable modem 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 3.6.x is recommended, <http://www.mozilla.com/en-US/firefox/firefox.html>)
- Sound card and speakers or headsets
- Printer
- Cookies must be enabled
- Pop-up blocker is turned off

Browser Requirements

- Firefox 3.6 or higher is highly recommended and preferred, however, Internet Explorer 8 or higher, is another alternative. Other browsers may be used, but may not support all functionalities in Moodle. We recommended that you remain updated with the latest

versions of web browser software.

- All browsers should have Cookies, Java, and Pop-ups enabled (i.e., do not block Pop-ups).

Additional Software Requirements

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

Moodle Student Login

1. Login to the Internet.
2. Go to <http://ecourses.sanjuanbautista.edu>
3. Enter your username: **initialfirstnamelastname**
4. Enter your temporary password.
Your initial password must be changed.
5. Click **Login**.
6. Follow the prompts to change your password.
The system will request this the first time you login. Be aware that the password must consist of **no less than 8 characters**. Among them you must include:
 - At least 1 Capital letter
 - At least 1 small letter
 - At least 1 number
 - At least 1 special character (&,%,@,+,#, etc.)Login with your new password. Note that both your username and password are case sensitive.




Moodle Logout

When you are finished working in Moodle, be sure to log out by clicking **Logout** in the upper right corner.

Forgotten Password

If you forget your password, click on the **Lost password? (previous illustration)** and follow the directions. Enter your Username or SJBSM student email address (password will be sent to your SJBSM student email address). Or if the illustration is the one below click on **Yes, help me log in**.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) 

Username

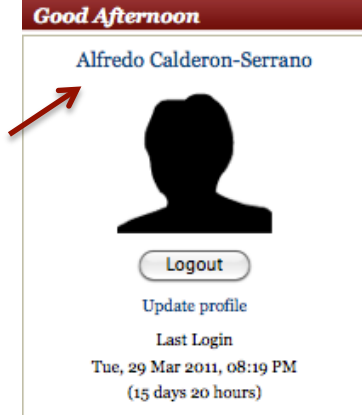
Password

Some courses may allow guest access

Forgotten your username or password?

Moodle Profile

1. Click on your name in the Login Block (right column).



2. Click on the **Edit Profile** tab.



From the Edit Profile screen you can change your password, access your personal blog to communicate with other students, and update and add information to your profile.

On your Profile, we recommend you:

- maintain the default settings
- add a picture of yourself (required)
- add Interests
- Click **Show Advanced** link for additional options

Moodle Help

SJBSM website – Click on Distance Learning and refer to the available options.

In Moodle – You can access the **SJBSM and Moodle Help** block – (click on Student Help)

Distance Learning Help:

- Email DLHelp@sanjuanbautista.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** or your email may be seen as spam and deleted. Please CC your instructor so they are aware that you are having technical problems.
- Call (787) 743-3038 ext. 228 for the DL Help Desk.
- Stop by the Technology Services Officer's office during working hours.

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

SJBSM Moodle Feedback

If you have any feedback about Moodle at SJBSM, including the look and feel, activities and blocks, orientations, support, and online resources, or the SJBSM DL web pages – please share them with us:

[SJBSM Moodle Feedback](#)

(<https://spreadsheets.google.com/viewform?formkey=dG9LeXRT0E9sb19ELVhnbVp2VGxjbHc6MQ>)

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