Composition Placement Essay — Access Instructions

Since 2010, the College has been using Moodle as its learning management system (LMS). Moodle is designed to provide faculty and students with an easily accessible online course tool that allows students and faculty to communicate online. That capability is being used now to administer the composition placement essay.

INSTRUCTIONS:

1. To access Moodle, open a web browser (a recent version of Internet Explorer and Firefox is recommended). Go to http://moodle.albright.edu.

2. In the upper right hand corner of the screen, you will see a login box. Your username and password are your college network account, i.e., it will be the same username and password you will use to logon to computers on campus. This login information has been provided to you on a letter from the Admission Office in your new student packet that you received after paying your enrollment deposit. Enter this information in the box and hit the Login button.

   If you misplaced this information or have any difficulties logging on with the password provided, please request help from the ITS HelpDesk by emailing helpdesk@alb.edu or calling 610-921-7676.

3. Once you login, you will see the Placement Website listed on the screen under “My Courses,” as shown below. Click on red link so you can enter the site.

4. You should now be in the placement site. You will see information about the placement process on this screen. Read the screen carefully. You can click on any of the items that appear as a red link to open files or new web pages to view the related materials.

5. If you need to return to the main page or another page, you can use the “breadcrumb links” in the black bar in the upper left-hand corner of the screen to navigate to them (see graphic below).

6. If you have ANY problems understanding how to log into Moodle or access the materials for this placement essay, please email moodle@alb.edu and someone will return your email ASAP.