

Maitripa College Online.

In order to access the Maitripa College Online site the following steps need to be followed:

1. For first time users of the site, you need to create a login account for accessing the site.
2. You will then need to enroll in individual courses using the enrollment key (password) for each course available on the site. The enrollment keys will be emailed to you for all the courses you have registered for.

Step 1 - Instructions for Creating a new Account

Open the online learning site at <http://www.maitripacollegeonline.org/> and select the option to 'Create a new Account' as highlighted in the picture below.



This will bring up a screen to create a new login account as seen in the picture below.

Fill in all these details and please remember your username and password as this is what you will need for all future logins.

Choose your username and password

Username*

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*


There are required fields in this form marked*.

After all the details are entered, please click on 'Create my new account' which will send a confirmation email to your email address for verification. This email will contain a link to confirm your account and log you into the online learning center.

Log in using the user name and password you created in this step.

Step 2 – Enrolling in Individual Courses

After you have confirmed your account you will be able to enroll in the available courses using the enrollment key (password). Enter the enrollment key and then select '*Enrol me in this course*'

PHL301d - Introduction to Buddhist Thought 	This class will make use of philosophical treatises, literature, and historical analysis to present the foundations of Buddhist philosophy as taught by the early Indian pandits and commented upon by Tibetan scholars.
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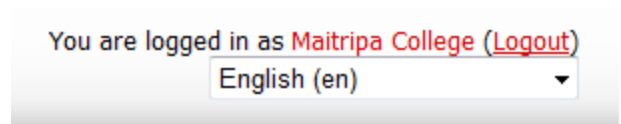
This course requires an 'enrolment key' - a one-time password that you should have received from teacher		
Enrolment key:	<input type="text"/>	<input type="button" value="Enrol me in this course"/>
		<input type="button" value="Cancel"/>

Each course has a different enrollment key which you will need to enroll in that course.

Instructions for updating your User Profile

After you have registered an account and enrolled in a course, you may wish to update your user profile.

To do this, you can click on your login name (at the top of the screen) which will open a new screen from which you can *change your password* and/or edit your user profile.



Click on the Edit Profile from this screen and then select '**Show Advanced**' on the next screen.

Maitripa College

Profile	Edit profile	Forum posts	Blog	Notes	Activity reports	Roles
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	Course: States City/town: Email address: @yahoo.com Last access: Monday, 31 August 2009, 10:58 AM (1 min 3 secs)
<input type="button" value="Change password"/> <input type="button" value="Messages"/>	

Instructions for Editing your User Profile

The following are some of the key fields from the User Profile that you may want to review and update.

First name & Surname

These names will identify you everywhere in your courses.

Email address

The email address should be an address that you check regularly. It is used for acknowledgements and announcements from the site, including messages from Forums that you are subscribed to. It is also the address that is displayed to other users, depending on your 'Email display' setting (below).

Email display

This controls the visibility of your email address to others. If you do not want other students to see your email, please choose the option '***Hide my email address from everyone***'.

Email format (advanced)

There are two formats: "Pretty HTML format" (messages will be formatted) and "Plain text format" (plain text with no formatting).

Email digest type (advanced)

This setting determines how you receive any posts from Forums to which you are subscribed, allowing you to receive messages individually or on a daily basis.

Forum auto-subscribe (advanced)

This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will automatically email you copies of new posts in forums that you post in, unless you manually override it when posting.

Forum tracking (advanced)

Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.

When editing text (advanced)

This can usually be left on "Use HTML editor (some browsers only)". This allows for text formatting options, but requires newer browsers. If you find your browser is not letting you edit text, change this setting to "Use standard web forms".

City/town & Country

Add your location.

Timezone

This field is used to convert time-related messages on the system (such as assignment deadlines) from the local timezone to the correct time in whichever zone you have selected.

Preferred language (advanced)

You can view Moodle in several different languages. Note: changing the preferred language only affects the Moodle interface, not the course content!

Description

In this field you can enter some text about yourself, be it information about your studies, hobbies, qualifications or anything else.

Picture

This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one.

New picture

The Browse button allows you to choose a new picture for your profile.

Your picture is uploaded when you choose the 'Update Profile' at the bottom of the page.

Your picture will be resized by Moodle when you upload it - to 100 pixels by 100 pixels for the larger view (e.g. in your profile) and 35 pixels by 35 pixels for the smaller view (e.g. on the Forums). If the picture you upload is not square, Moodle will automatically chop the edges off to make it square.

Optional

There are several optional fields (all advanced) allowing you to add further details to your profile such as contact details and your website.