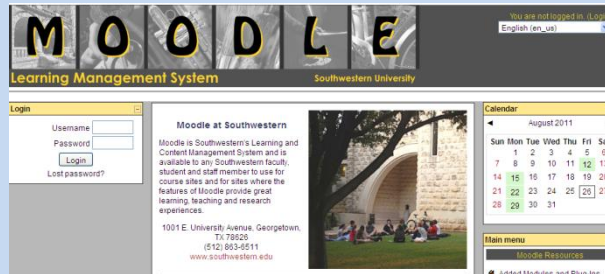


Instructions to Access Moodle Course:

“Orientation for Academic Internship Paperwork Requirements” Teacher: Maria Kruger

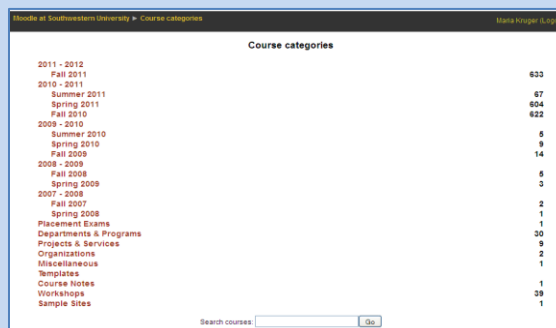
Step 1: Login to your SU Moodle account. You can reach the login screen via mySouthwestern, or using the following web address (without the 3 Ws) in your browser: moodle.southwestern.edu.



Step 2: In the “My Courses” section on the far left, scroll down until you reach “All Courses”. Click on that link. You should then be at the “Course Categories” screen.



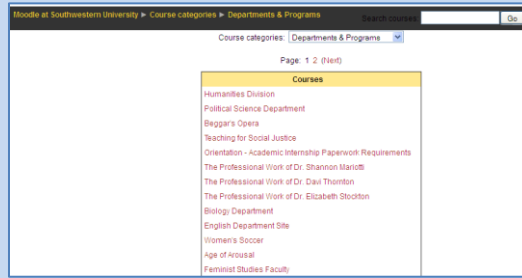
Then this screen should open:



(over)

Step 3:

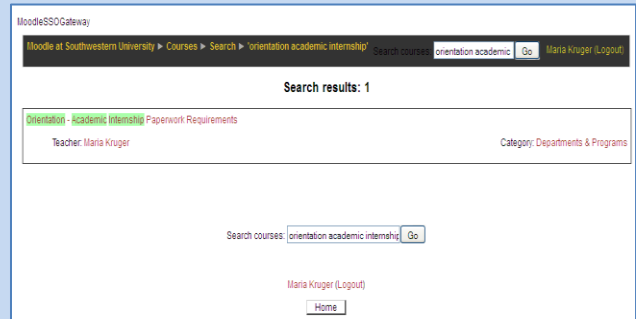
The course is listed in the “Department & Programs” category. Click on that category and you should see the course listed for you to select. You can also use the Search box feature towards the bottom middle of the screen and type in “orientation academic internship” and click “Go”. From that screen you then click on the course.



Using Search Box feature:



then



Step 4:

The course requires you to enroll so a screen will pop up asking if you wish to enroll in this course. You would select “Yes”.

Step 5:

Congratulations! You should now have reached the main course page and will be enrolled. **There are two required lessons you MUST complete.** Should you have questions, please feel free to contact the Career Services Office at 863-1346.

