



ADEYFIELD SCHOOL
BUSINESS ENTERPRISE COLLEGE
& APPLIED LEARNING SPECIALISM



Crib sheet for handing in homework on Moodle

1. Go onto the Adeyfield School website – www.adeyfieldschool.org
2. Go into the 'student zone' - You will see the 'Moodle' sign on the right hand side
3. Click on Moodle
4. You will be asked to complete a 'profile' if you have never logged on before. – This will require you to enter an email address. Please enter your school email address if you have one, or you can make one up as long as it follows the email address format i.e. someone@anywhere.com then click the save profile button.

Or if you have used Moodle before

5. Log on - You will then be able to see all your courses
6. Go to relevant course
7. Find the homework instructions
8. Download the homework using a compatible software application and save. If you do not have an appropriate package you may download Open Office from the Internet. There is a link on the front page of the VLE and also on the Student Pages course. Complete the homework.
9. Go on to the handing in point
10. Click on browse
11. Find your document and click open
12. Click on upload this file (this means that you can re-submit other drafts)

Or alternatively:

13. Click on send for marking (this means that this is your final submission)

The document you have uploaded should appear on the left side of the page.