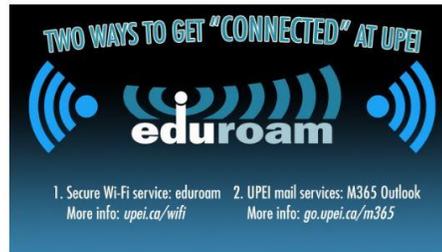


How to Access Your Course:

- by now you have received 3 emails from UPEI that contain your login credentials. If you have not yet set up your password, please locate those 3 emails and go to my.upei.ca (the emails contain your student ID number, your username and your PIN).
- enter your username followed by @upei.ca and then click the link if it's your first time setting up your account. Follow the instructions to set up your password. Please note that UPEI has specific password guidelines so we recommend clicking the link at the bottom of the page to read how to choose your password
- once your password is set, click the button to stay on myUPEI
- at the top right of your screen, you will see a series of icons (the Outlook icon is for your email account, which you will be using to email or hear from your instructors, so please make sure that you check it often)



- the yellow highlighted icon above is Moodle, which is where your course is found
- Click the Moodle icon and you'll be taken to a screen like this:



Access to Fall Semester Moodle Courses

Moodle course sections are created with a 'hidden' status. Course instructors need to open courses for students to be able to access the course or receive course announcements. This is because students are added to courses 28 days prior to the official start date of yo

- **You will not be automatically logged into Moodle at this point. Look in the top right corner, you'll see a link that says Log In in green. Click that and enter your UPEI username (without the @upei.ca at the end) along with the password that you set for the myUPEI portal**
- If you're logging into Moodle for the first time you will be asked to enter a phone number and you will not be able to close the box until you have done so
- On the left you'll see My Courses and please select the appropriate course in the appropriate semester – for example:

2021C FRENCH-
PD1010-1

- Click the course name to open and view the course materials. Your facilitators have populated all the information that you'll need including office hours, the sign-up sheet for the live sessions and Zoom links for the live sessions

Zoom for Live Sessions

- If your course has live sessions per week...you only need to choose and attend one session and we ask that you keep it the same each week as there are only 12 spots available in each.
- The live sessions will take place using Zoom and please ensure that your cameras and mics are working before joining. You're welcome to use a computer or a personal device for these sessions.
- The links to join Zoom are in Moodle and will be activated on the first day of the course.