

LSE MOODLE QUICKSTART

Activate Your IT Account

You cannot access Moodle until you have pre-enrolled and activated your LSE IT account. Activate your LSE IT account following the instructions on the pre-enrolment portal. Once activated read this guide. Keep your LSE username and password handy.

Part One: What is Moodle?

Moodle is LSE's Virtual Learning Environment (VLE) and includes:

- Teaching session archives (videos & slides)
- Module challenge briefings and course assessments
- Programme documents and policies

Each programme course has a corresponding Moodle course, hosting resources such as:

- Session archives
- Module challenge briefings
- Assessment guidelines
- Assessment submissions

Ensure you enrol in Moodle courses with the correct suffix for your cohort year. For example, "PP4A1E Cities in an Urban Age: Challenges and Opportunities 2023/24."

The programme also has a "Moodle Homepage" for programme-wide information and resources, such as:

- Programme Handbook
- Weekly 'Welcome Pack' & schedules
- Academic mentor & consultancy supervisor information
- Assessment & study skill resources
- LSE Central Services (LSE Library, LSE Life)

Moodle courses are updated throughout the year. You will be notified when new courses are available.

Part Two: How Do I Access Moodle?

Access Moodle using your LSE username and password. Ensure you set up memorable information for password retrieval via LSE for You > 'Account Management' > 'Update Security Questions'. If you forget your password and haven't set up memorable information, contact LSE Data Technology Services Tech Support.

Enrolling on a Moodle Course

When you first access Moodle you will need to self-enrol on the Executive MSc in Cities Programme Homepage. You will receive instructions on how to do this in your Pre-Enrolment email. The Programme Team will enrol you onto the remaining Moodle Course pages as they become available. Once they become available, be sure to explore these courses thoroughly.

Part Three: Submitting Assessments via Moodle

Most formative and summative assessment submissions are uploaded to the corresponding Moodle course. For example, a 2000-word PP4A1E presentation is uploaded to the 'PP4A1E Cities in an Urban Age [YEAR]' Moodle course.

Step-by-Step Guide:

1. Log in to Moodle using your LSE username and password.
2. Select the relevant Moodle course under 'My Courses'.
3. Scroll down to the 'Course Assessment' section.
4. Click the link labelled 'Upload your presentation/essay/report here' (exact wording depends on the assessment).
5. Drag and drop your file or select it using the file picker. Agree to the LSE student submission statement before confirming.
6. To replace an upload, click 'edit submission', repeat the steps, and save changes.

About Assessment Uploads

- Upload using the link under 'Course Assessment'.
- Upload a single file for each assessment. Do not replace submissions after the deadline.
- All assessments are analysed using plagiarism detection software 'Turnitin'. Information is available on the Moodle Homepage.
- View assessment feedback via the same link as the upload in 'Course Assessment'.

Refer to the 'Assessment' section of the Programme Handbook and the 'Assessment One Pagers' before submission.

Questions About Moodle?

Read the [LSE Moodle FAQ](#). Email the Executive MSc in Cities programme team at exec.lsecities@lse.ac.uk.