**To properly use Moodle, you must update all fields**

**Instructions for Updating your UserName and Information in Moodle**

Moodle sorts by FIRST name. Since most programs sort data by LAST name (surname), names need to be entered in **REVERSE ORDER**.
(Put your FIRST name in the SURNAME box and your LAST name in the FIRST name box)

Step-by-Step instructions

1. Log on to Moodle <https://springssoft.com/moodle>

2. Log into your course.

3. Click on your name/image in top right hand corner and

 select Profile.

3. Click Edit Profile

**The actual layout of screen items may vary.**



 In EDIT PROFILE Screen edit your information. First edit your name. The number is associated with your school number. (see below)

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| --- | --- |
| **Sample Data** | **Your actual data** |
| A screenshot of a computer  Description automatically generated |  |
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In this example, the student belongs to Doral Academy High School because of the 4 before the last name in the First Name\* field.

Depending on your school, use the following single digits: 1-3029, 2-6030, 3-7009 and 4-7020

**Make sure that your First name and Surname are configured like the sample.**

**Check that your email is correct.**

**SET City/Town: DORAL2028**

**Note: the DATE is your GRADUATION YEAR. This student in the sample will graduate in 2028**

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 **You MUST select United States.**

**Students NOT from the United States will be automatically deleted. Deleted Students LOSE ALL WORK!**

**Scroll down to OPTIONAL. You will probably need to click the arrow to**

**Show the fields. Fill in ID number, Institution and Department.**

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| A screenshot of a computer  Description automatically generated | **Enter you ID number** |
| **DORAL20## (grad year)** |
| **Enter your period number** |
|  **Enter your phone number** |
| **Enter your mobile phone number** |
|  **Enter your mailing address** |
|  |

1. **Fill in your student ID number**
2. **For Institution use the same entry as you did for City/Town. Ie. DORAL2028**
3. **For DEPARMENT the PERIOD number for you Koski class. If you do not have Mr. Koski in a class, enter 9.**
4. **Enter information for PHONE, Mobile phone and Address.**

**A grade will be assigned when all this information is correctly entered.**