

How to Use Moodle and Access Your Courses

Student guide for accessing training through the W&M Global website and Learning Hub.

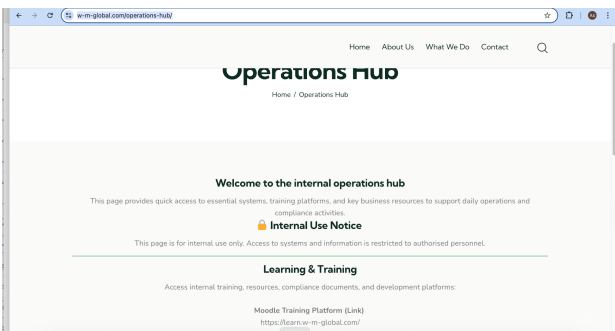
Before you begin

Please have your **username** and **password** ready. You will need to log in first before you can view or start your allocated course.

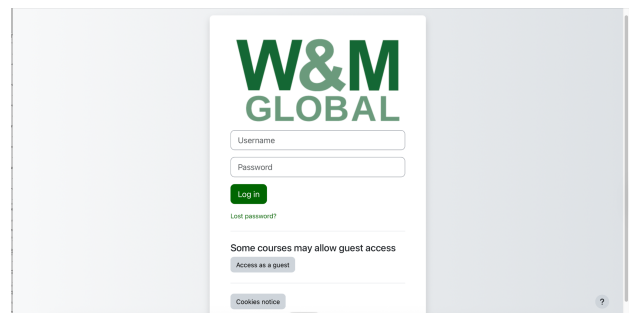
Website https://w-m-global.com/	Operations Hub https://w-m-global.com/operations-hub/	Learning platform Moodle Training Platform
---	--	--

Step-by-step access

- 1 **Go to the website**
Open <https://w-m-global.com/> in your web browser.
- 2 **Open the Operations Hub**
Scroll to the bottom menu and click the **Operations Hub** tab. This will take you to the internal operations page.
- 3 **Open Training and Development**
On the Operations Hub page, select the **Training and Development** link to open the Moodle Learning Hub.
- 4 **Log in**
Enter your assigned **username** and **password**, then click **Log in**.



Operations Hub page



Moodle log-in page

Finding and completing your courses

5

Find your course

Once logged in, look for your allocated course. You may use the course search if needed.

6

Enrol or start learning

Click **Enrol** if the course has been allocated to you but you are not yet enrolled. If the course already shows as **enrolled**, open it and begin learning.

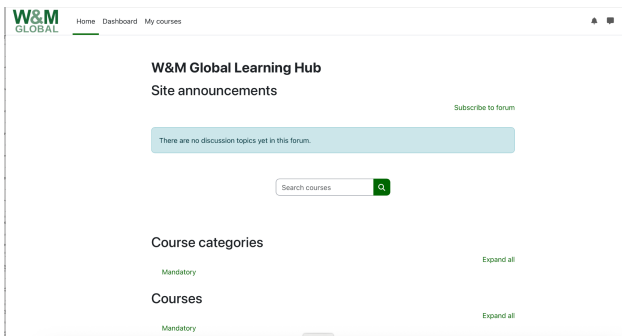
7

Complete the course

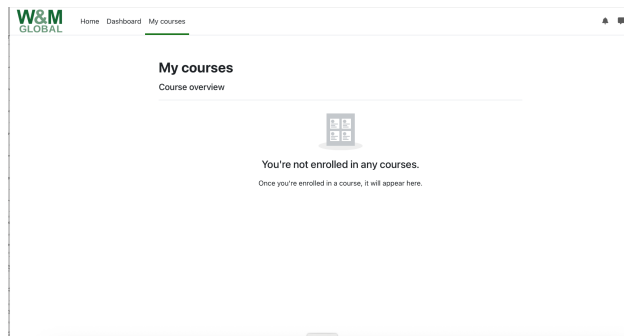
Work through all learning materials and complete the course assessment at the end. Make sure every required section is finished.

Important

If a course is already marked as enrolled, simply open the course and start learning. Please complete all required lessons and the final assessment before closing the course.



Learning Hub home page



My Courses page

Quick help

Issue	What to do
I cannot log in	Check that you are using the correct username and password. If the issue continues, contact your administrator or training manager.
I cannot see my course	Use the search bar first. If the course still does not appear, please ask your manager or administrator to confirm that the course has been allocated to you.
The course says enrolled	Open the course and begin learning. You do not need to enrol again.
How do I complete the training?	Work through all sections in order and complete the final assessment or quiz at the end of the course.

Useful links

Main website	https://w-m-global.com/
Operations Hub	https://w-m-global.com/operations-hub/

Please make sure you log in, open your allocated course, and complete the assessment at the end of the training.

Prepared for W&M Global students