

# STARFLEET Academy- Moodle

## How to take a course

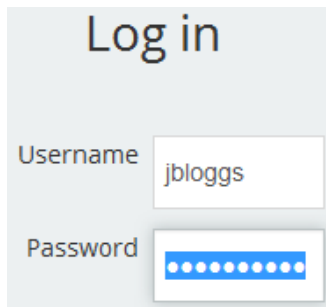
1. Go to <http://main.sfiacademy.org>
2. Click on **Academy (Moodle) Courses – Click Here**



3. Click on **Log In** (top right-hand side)

You are not logged in. ([Log in](#))

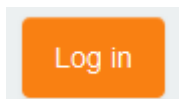
4. Enter your **username and password**



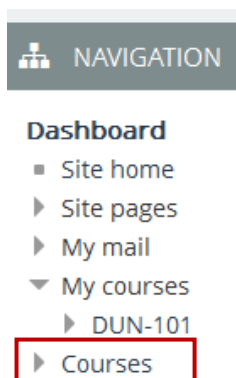
**NOTE:** If you don't have a username and password, refer to the Appendix A of this document for steps to create a new student account.

**NOTE:** If you have forgotten your username or password, click on the 'Forgotten your username or password?' link under the Log in button and refer to the Appendix B of this document for steps to recover/reset this information.

5. Click **Log in**



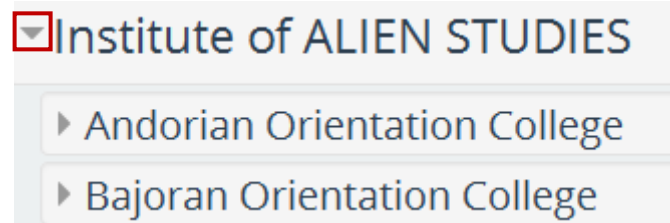
6. From the 'Navigation' menu on the left, click **Courses**



7. Navigate to the Institute you are interested taking courses

**NOTE:** If you want to see what colleges are in each Institute, click the arrow beside the Institute name in the middle of the screen.

Click the arrow beside the Institute name again and it will hide the college listing



8. Click on the **College name** to open it

▶ College of Intelligence in Movies

9. The College page opens
10. Read the college description for any important notes
11. Scroll down the list and click on the **exam** you wish to take

**NOTE:** Any exam specific details or pre-requisites should be listed in the exam description from the college page



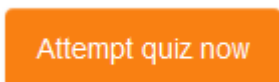
12. An Enrolment options screen will now appear for the exam you clicked on
13. Click **Enrol me**



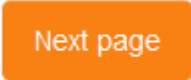
14. For **Email Only Exams**:
  - a. Click on the **COURSE REQUEST** page link
  - b. The COURSE REQUEST page will open
  - c. Follow the instructions on this page to email the College Director
15. For **Online exams** (which is the preferred method (unless it is not available for a specific exam))
  - a. Click on the **Course Code** beside an icon with a 'tick' on it on the main page



16. Click **Attempt quiz now**



- 17. Attempt the online exam by reading the questions and making the appropriate answer responses for each question
- 18. Click **Next page** to progress through each exam question in turn



**NOTE:** You can also jump back and forwards between exam questions by clicking the exam number in the top left-hand corner of the Quiz screen



- 19. A completed question will show with a half filled square



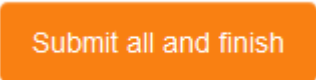
- 20. Once you have completed the exam, click **Finish attempt...**



- 21. If you wish to go back and change your answers, click **Return to attempt**



- 22. To submit your exam answers for completion, click **Submit all and finish**



- 23. Click **Submit all and finish** at the 'Confirmation screen'



Once you submit, you will no longer be able to change your answers for this attempt.




24. A summary page of your results will appear with your grade and a list of the questions and answers
25. Scroll to the bottom
26. Click **Finish review**

[Finish review](#)

27. You should be returned back to the main exam page, if not click on **first course code** from the breadcrumbs

[Dashboard](#) ▶ [Institute of INTELLIGENCE AND ESPIONAGE](#) ▶ [College of Intelligence in Movies](#) ▶ [CIM 101](#) ▶ [General](#) ▶ [CIM 101](#)

28. You should now see and be able to click on the course certificate link
29. Click the **course certificate** to open it

 [CIM 101 Certificate](#)

30. Click **Download certificate**

[Download certificate](#)

31. At the pop up window choose where you would like to save the certificate on your computer

## Appendix A – Creating a Student Account

1. Go to <http://main.sfiacademy.org>
2. Click on **Academy (Moodle) Courses – Click Here**

[Academy Moodle Login](#)  
[Academy \(Moodle\) Courses - Click Here](#)

3. From the Log in screen, click **Create new account**

[Create new account](#)

4. Enter in the requested information.

**NOTE:** Only items marked with a \* are mandatory, the others are optional

5. Click Create my new account

[Create my new account](#)

**NOTE:** Your application will be reviewed within 24 hours to verify the information provided with the member records located in the STARFLEET Database. Once this has been completed, a Moodle Admin will grant you access.

**IMPORTANT NOTE:** Once your application has been approved, you are required to update your profile and enter your SCC number in the 'ID Number' field.

## Appendix B – Recovering/Resetting your Password

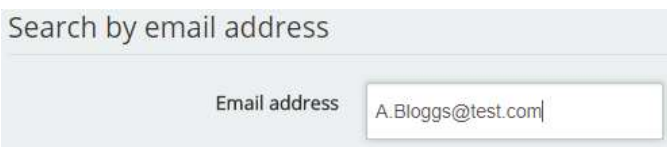
1. Go to <http://main.sfiacademy.org>
2. Click on **Academy (Moodle) Courses – Click Here**



3. From the Log in screen, click **Forgotten your username or password?**

A screenshot of a link that reads 'Forgotten your username or password?' in a dark gray font on a light gray background.

4. Enter in your **email address** (that you used at sign-up) in the **Search by email address** section

A screenshot of a search form. The title of the form is 'Search by email address'. Below the title, there is a label 'Email address' and a text input field containing the email address 'A.Bloggs@test.com'.

5. Click **Search**



6. You will be taken to the next screen advising “If you supplied a correct username or email address then an email should have been sent to you”
7. You will receive an email from SFA Electronic Services Team (noreply(at)sfiacademy.org). This email confirms your username and a URL link that you will need to click on to reset your password
8. At the Moodle reset password screen, enter in your new password (and the confirmation password) and save the change
9. Your new password will now be in effect. Refer back to the steps at the very start of this document – ‘How to take a course’ to continue with login

**NOTE:** Do not reply to or email noreply(at)sfiacademy.org as the email account is not managed and any email going to it is automatically deleted. Login issues should be directed to either sfa.webmaster(at)gmail.com or betazoid(at)mosquitomet.