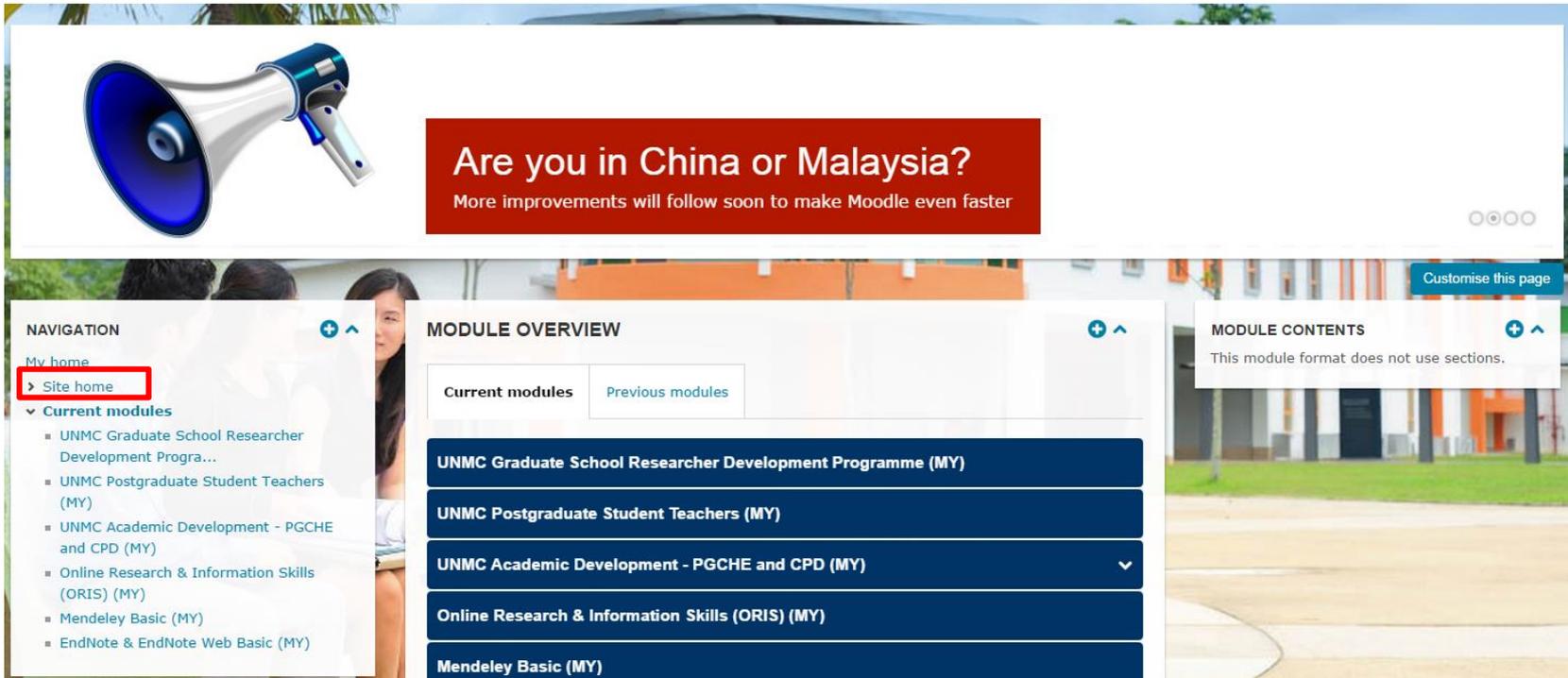


# 1. Subscribing to UNMC Postgraduate Student Teachers' (MY)

- i. Log into <https://moodle.nottingham.ac.uk/login/index.php>
- ii. Click on '**Site Home**' (on Navigation pane)

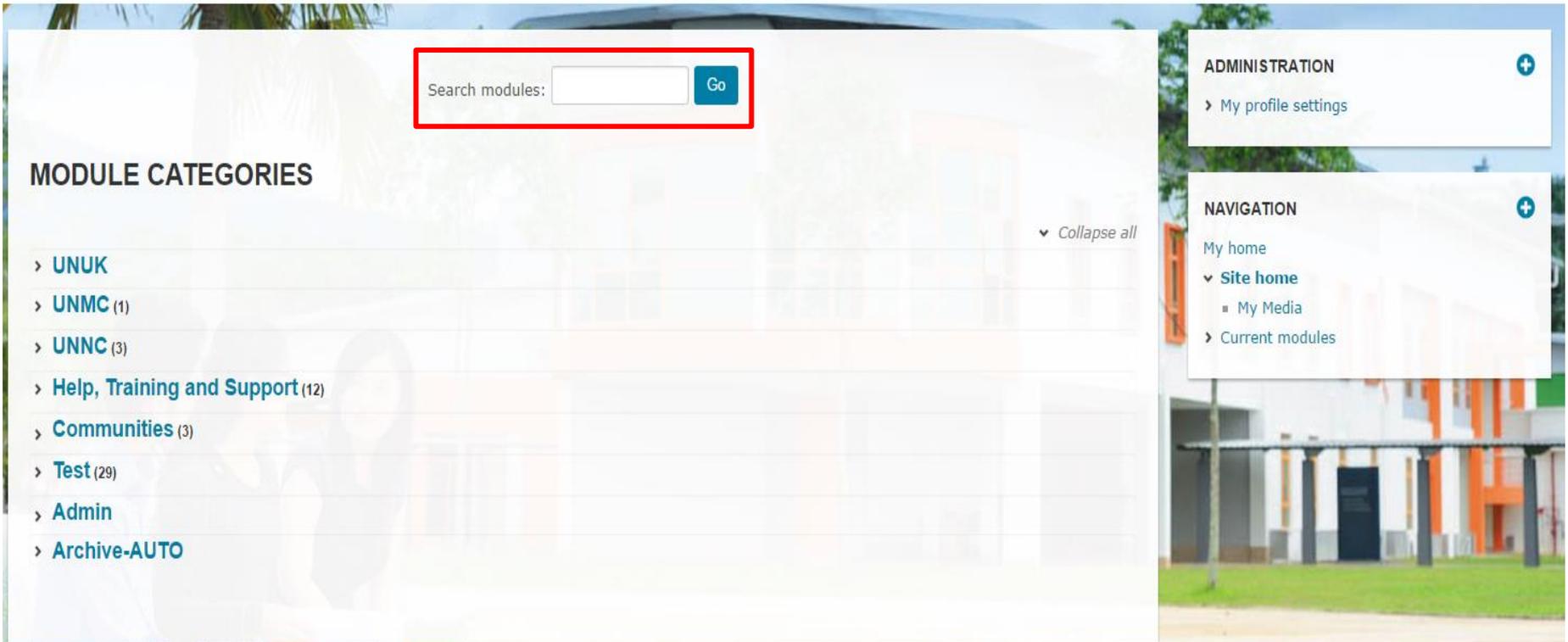
 **Moodle.Nottingham**  
ONLINE LEARNING AT THE UNIVERSITY OF NOTTINGHAM

 The University of  
Nottingham  
UNITED KINGDOM · CHINA · MALAYSIA



The screenshot displays the Moodle LMS interface. At the top, there is a banner with a megaphone icon and the text: "Are you in China or Malaysia? More improvements will follow soon to make Moodle even faster". Below the banner, the navigation pane on the left shows "My home" and "Site home" (highlighted with a red box). Under "Current modules", several modules are listed, including "UNMC Postgraduate Student Teachers (MY)". The main content area shows the "MODULE OVERVIEW" for the selected module, listing "Current modules" and "Previous modules". The "Current modules" list includes "UNMC Graduate School Researcher Development Programme (MY)", "UNMC Postgraduate Student Teachers (MY)", "UNMC Academic Development - PGCHE and CPD (MY)", "Online Research & Information Skills (ORIS) (MY)", "Mendeley Basic (MY)", and "EndNote & EndNote Web Basic (MY)". A "MODULE CONTENTS" panel on the right indicates that the module format does not use sections. A "Customise this page" button is visible in the top right corner of the interface.

- iii. Key in **'UNMC Postgraduate Student Teachers'** at the Search Modules section. Then, click **'Go'**. Once the **'UNMC Postgraduate Student Teachers'** page is shown, click on the **'Participate in this module'** button, at the bottom of the page.



Search modules:  [Go](#)

### MODULE CATEGORIES

[UNUK](#)

[UNMC](#) (1)

[UNNC](#) (3)

[Help, Training and Support](#) (12)

[Communities](#) (3)

[Test](#) (29)

[Admin](#)

[Archive-AUTO](#)

[ADMINISTRATION](#) +

- [My profile settings](#)

[NAVIGATION](#) +

- [My home](#)
- [Site home](#)
  - [My Media](#)
- [Current modules](#)

## 2. How to sign up for a training?

i. Click on the training you wish to sign up for. For example, 'Understanding how to use Endnote'.

Online Research & Information Skills (ORIS) (UNMC Library course)	This is an online resource. Face to face session are also offered by staff.
Project Managing your Research	This is a moderated online course.
Understanding your Research Degree	This is a self-study online course.
Planning Research and Time Management	This course will support the development management and enable students to plan development more efficiently.
Understanding how to use Endnote	Support and inform students on how to create and use Endnote, a bibliography manager for their literature reviews as well as integrate with Microsoft Word.

ii. Click on **'Sign me up for this slot'** for the session you wish to attend.

**Course Title: Understanding how to use Endnote**

**Course Duration: 2 hours**

**Day, Date and Time: Wednesday, 8th October 2014, 2 pm - 4 pm**

**Location: GD 14 (Library Computer Room 3)**

**Convenor: IS Library**

 26 places available in total (3 taken, 23 free)

**Currently signed up**

[Sign me up for this slot](#)

iii. If you wish to withdraw from the session you have signed up for, click on the **'Remove me from this slot'** button.

**Course Title: Understanding how to use Endnote**

**Course Duration: 2 hours**

**Day, Date and Time: Monday, 8th December 2014, 2 pm - 4 pm**

**Location: GD 14 (Library Computer Room 3)**

**Convenor: IS Library**

 26 places available in total (1 taken, 25 free)

**Currently signed up**

You,

[Remove me from this slot](#)

If you have any concern, please email...

1. PST :

[graduateschool@nottingham.edu.my](mailto:graduateschool@nottingham.edu.my)