



---

## How to use “Mes cours en ligne” (*My online courses*) (Moodle UT1)

The online educational Platform of University of Toulouse 1 Capitole

---

### Summary

- I. What is « Mes cours en ligne » (Moodle UT1)?
- II. How to access and connect oneself to the platform “Mes cours en ligne” (*My online courses*)?
- III. How to access the courses I am registered to?
- IV. How to register to a new course?
- V. How to translate Moodle UT1 environment into English?

## I. What is “Mes cours en ligne” (Moodle UT1) ?

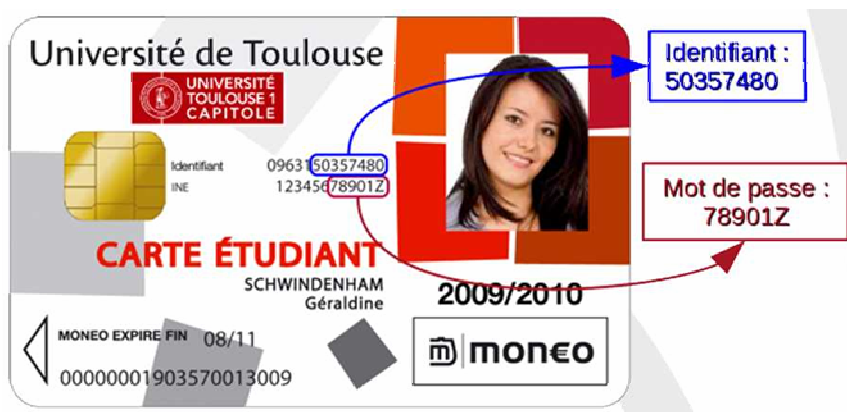
“Mes cours en ligne” (Moodle UT1) is the online educational Platform of University of Toulouse 1 Capitole which is accessible on internet. It allows you:

- To reach the resources put at your disposal by your professors (such as the courses outlines, glossaries, videos, presentations...)
- To have a dialogue with your professors and other persons/students. These discussions can be either live or recorded
- To assess your knowledge in a particular field
- To join group work activities

## II. How to access the platform and to connect yourself to “Mes cours en ligne”?

You can connect yourself anywhere, as long as you have an internet access

1. Go to “**Mon espace (My Space)**” (<http://monespace.univ-tlse1.fr/>)
2. Click on “Connexion “ (upper right corner of the screen)
3. Enter in your “**Sésame UT1**” (login + password) and enter in the information
4. Then, choose the option “To study” “**Etudier**” and click on “**Mes cours en ligne**” (“My online courses”)

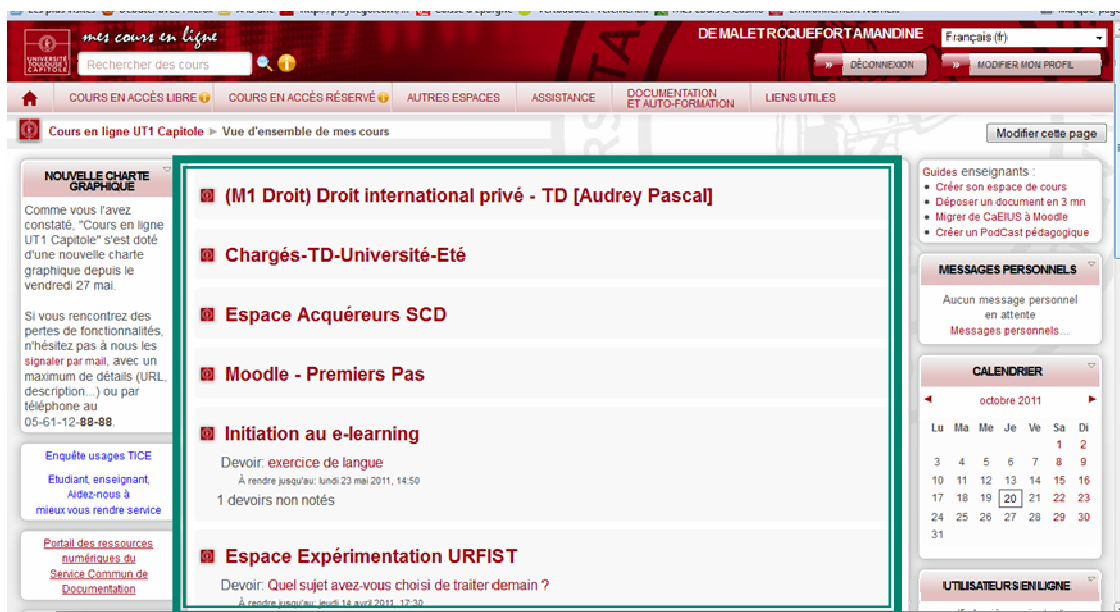


### III. How to access the courses I am registered to?

Some professors have automatically registered you to their online courses.

The list of courses in which you are registered is displayed on the central part of the main window.

Click on the title of the course you want to enter in; go to " the courses virtual space" window.



Other courses are also accessible through self-registration (in that case, you need a password. In other cases, some courses are accessible freely, which means you don't need a specific password of access)...

#### IV. How to register to a new course?

To register yourself to a course, enter in your professor's name and the topic of the course in "Rechercher des cours" (Research field).

Then, press Enter or click on the magnifying glass icon.



A list of possibilities will appear. Click on the title of the course you want to enter in .

*If the course requires a password, write down the password given by your professor. Otherwise, just click on "Oui" (Yes). If you read « Vous êtes sur le point de vous inscrire comme participant à ce cours. Voulez-vous réellement vous y inscrire ? » "You are about to be enrolled as a participant to this course ; do you really want to register to it ?"*

***Be careful! You can register to the courses which are freely accessible or that need a password.***

Your registration is now accepted ! Therefore, the link to this course will be visible from your homepage "Mes cours en ligne" (See Chapter III).

Another method is to navigate in the menus "**Cours en accès libre**" (Free access courses) and "**Cours en accès réservé**" (Reserved access courses) to look for courses to register to.



## V. How to read Moodle UT1 environment in English?

1. Connect yourself to “Mes cours en ligne” Moodle UT1 (See Chapter II)
2. In the window “**Mes cours en ligne**”, click on “**Modifier mon profil**” (Update my profile) on the right hand side of the screen



3. In the drop-down list “**Langue préférée**” Favorite language, choose “English”
4. Click on “**Enregistrer le profil**” (Update my profile) at the bottom of the page. This will not translate everything, only the interface.