

Basic Information for Comenius University Teachers

Every Comenius University teacher has a right to use Moodle to support the teaching process and to communicate with students..

To access Moodle, you need to use the general Comenius University login and password (the same one used to Access the AIS). If you don't remember your login name and/or password, contact the password manager at your faculty or eventually [CEPIT](#)

If you want to start and open your own space in Moodle, contact the e-learning administrator at moodle(at)moodle.sk The administrator will create a course (or more, if you need them) and grant you administrative rights for the course.

You will then upload materials by yourself, you will control the content and Access for students to the course. You will be responsible for use of Moodle within your course.

Center for Information Technology also offers consultations and training sessions on preparation of online courses and use of Moodle. You can find the list and descriptions of trainings [here](#). Arrange the date and place for your training at the address moodle(at)uniba.sk. The training can be run at your faculty/department, if there are 5 and more people interested in taking it.

For consultation contact the administrator at moodle(at)uniba.sk