Enrolling & Taking a Languages Diagnostic Test

> > How do I enrol on a Cass Language course on "Moodle" and/or take the diagnostic test?

Login to “Moodle” (the university virtual learning environment) moodle.city.ac.uk. Sign in using your City University username and password.

Type ‘UG Cass’ in the search courses box.

Click on **UG Cass Language Courses Diagnostic Tests (2017/18)**

(Or go to http://moodle.city.ac.uk/course/view.php?id=25994. You will be taken to the Moodle log in page. Sign in using your City University username and password.)

The enrolment key is: **casslang**

Type this in the box and click **enrol me in this course**
Click on the language you would like to take and complete the form and the test (if appropriate). You need to fill the form if you want to enroll in the course of your choice and this includes those interested in taking a beginner course. In this case you only need to fill the form and not continue on to complete the diagnostic test (instructions are provided at the end of the enrolment form).

> > How do I finish the enrolment form and test?

If you are a complete beginner:
1. After completing the enrolment form, please return to the top of the screen and click on 'Finish attempt', which is on the left-hand side.
2. Next, scroll to the end of the page and select 'Submit all and finish'. A confirmation box will pop up, please select 'Submit all and finish'.
3. Finally, select ‘Finish’ review, which is on the left-hand side.

If you have any knowledge of the language:
1. After completing the diagnostic test, you will be directed to a new page, please scroll to the end and select ‘Submit all and finish’.
2. A confirmation box will pop up, please select ‘Submit all and finish’.
3. Finally, select ‘Finish’ review, which is on the left-hand side.

> > Frequently asked questions

Where do I find my City University username and password?
You were emailed your City username and password when you completed online registration. You can login to your email and retrieve it there.

What if I am a beginner in my chosen language?
If you are a beginner please follow the steps above and fill out the form for your language. You will not need to take the test.

How will I know which group I am in/time of my class etc?
You will be contacted by email by noon on Friday, 6th October with details of your level of competence, classroom number and timetable for the course in languages. The courses commence in the week starting 9th October 2017.