

## BLE FAQs for Students

### How do I gain access to a course?

To locate or search for your courses, on the right hand side menu click on My courses menu, and click on the course code.



If you can't find your courses, please contact SOAS Registry Enquiries [registrar@soas.ac.uk](mailto:registrar@soas.ac.uk)

### Where all the weeks / topics gone?

To reveal the content within a topic click  and to hide again click  icon.

### I cannot see one of the blocks such as administration

If you cannot see one of the blocks when you are viewing the BLE this is because the block has been hidden on the side of the page, please click on [Where is my block?](#) to unhide the block.

### How can I stop all these emails?

E-mails are an essential part of the way Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:

- Edit your profile and change your e-mail settings to digest.
- Unsubscribe from non-essential forums.
- Disable your e-mail address in your profile although this is not recommended and may go against in house rules.

## How can I add a picture on my profile?



To add an image or change your information, click on [How do I access my profile in Moodle and change settings?](#)

## I cannot see the assignment box for upload my assignment.

This is either because:

- The assignment has now closed
- The assignment is not yet open
- You already uploaded something and the settings prevent resubmissions.

## How can I see my marks and comments?

Find the assignment icon  click and select my submissions. To access your marks and comments click on the blue pen icon . For more information please follow the instructions in the following link [Accessing your marks and comments.](#)

## I forgot my password, how can I reset it?

To reset your password, please contact the IT support <[helpdesk@soas.ac.uk](mailto:helpdesk@soas.ac.uk)> or follow the instructions here <http://www.soas.ac.uk/itsupport/studentguide/>

## How can I enable cookies and clear my browser?

Click on [Enabling cookies and clearing web browser's cache, cookies, and history Page](#) to clear your internet browser

For more information, please contact [ble@soas.ac.uk](mailto:ble@soas.ac.uk)