



## THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA ONLINE EXAMINATIONS- MOODLE/ SAFE EXAM BROWSER (SEB)

Student Guide: Accessing Moodle & CCCJ Course Container

### Quick Reference

<b>Moodle URL</b>	<a href="https://cccj-moodle.cccj.edu.jm/login/index.php">https://cccj-moodle.cccj.edu.jm/login/index.php</a>
<b>Browser Requirement</b>	Google Chrome 80+ or Mozilla Firefox 75+ (latest recommended)

### Section 1: Pre-Settings & Device Requirements


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Before logging into Moodle or opening your course container, ensure your device is properly configured. Failing to complete these steps may prevent pages from loading correctly.

#### 1.1 Supported Browsers

Moodle and the CCCJ course container are fully supported on the following browsers:

- Google Chrome (version 80 or higher) Recommended
- Mozilla Firefox (version 75 or higher)
- Microsoft Edge (Chromium-based, version 80 or higher)
- Safari (version 13 or higher, macOS/iOS only)

 **Note:** *Internet Explorer is NOT supported. If you are using Internet Explorer, you must switch to one of the browsers listed above before proceeding.*

## 1.2 Enable JavaScript

Moodle requires JavaScript to function. To verify it is enabled:

1. Open your browser and click the Settings or Menu icon (usually three dots or lines in the top-right corner).
2. Navigate to Settings > Privacy & Security > Site Settings (Chrome) or Settings > Privacy & Security > Permissions (Firefox).
3. Locate JavaScript and ensure it is set to Allowed.

 **Note:** *If you are unsure whether JavaScript is enabled, visit <https://www.enable-javascript.com/> - the page will tell you instantly.*

## 1.3 Enable Cookies

Cookies must be enabled for your Moodle session to remain active. Without cookies, you will be logged out repeatedly.

4. In Chrome: Go to Settings > Privacy and Security > Cookies and other site data > select Allow all cookies.
5. In Firefox: Go to Settings > Privacy & Security > Browser Privacy > select Standard.

## 1.4 Disable Pop-up Blocker for Moodle


Certain course activities (such as embedded videos and quiz windows) open in pop-up windows. You must allow pop-ups from the CCCJ Moodle site.

6. In Chrome: Go to Settings > Privacy and Security > Site Settings > Pop-ups and redirects.
7. Click Add beside Allowed and enter: moodle-win.azurewebsites.net
8. Repeat for cccj.edu.jm if you use the alternate Moodle link.

## 1.5 Minimum Hardware & Internet Requirements

Ensure your device meets the following minimum specifications:

- RAM: 2 GB or more
- Screen resolution: 1024 x 768 or higher (recommended)
- Internet connection: Stable broadband (1 Mbps or faster recommended)
- Storage: At least 500 MB of free disk space for downloading course materials

 **Note:** *Mobile devices (smartphones and tablets) can access Moodle through a browser, but a laptop or desktop computer is strongly recommended for completing examinations.*

## **1.6 Clear Browser Cache (First-Time & Troubleshooting)**

If you have previously visited the Moodle site and are experiencing display issues, clear your browser cache before proceeding.

- 9.** In Chrome: Press Ctrl + Shift + Delete (Windows) or Cmd + Shift + Delete (Mac).
- 10.** Select Cached images and files and Cookies and other site data.
- 11.** Choose Time range: All time, then click Clear data.

## Section 2: Accessing the CCCJ Moodle Platform

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Follow these steps carefully to log in to your Moodle account for the first time or on any subsequent visit.

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### Open Your Browser

Launch Google Chrome or Mozilla Firefox on your computer or mobile device.

2

### Navigate to the CCCJ Moodle Site

Type the following address into your browser's address bar and press Enter:  
link: <https://cccj-moodle.cccj.edu.jm/login/index.php>

3

### Locate the Login Area

On the Moodle homepage, look for your institution name, typically located on the left side of the screen. Click it to proceed to the login page.

4

### Enter Your Credentials

On the login screen, enter: Username: Your student ID number as provided by your college • Password: The password issued to you by the Student Affairs or IT Department, then click the Log In button.

5

### First-Time Login — Reset Your Password

If this is your first time logging in, you will be prompted to change your password immediately. Choose a strong password that: Is at least 8 characters long • Contains uppercase and lowercase letters • Contains at least one number • Contains at least one special character (e.g. !, @, #)

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### View Your Dashboard

After logging in, you will land on your Moodle Dashboard. This is your personal homepage showing all courses you are enrolled in, upcoming deadlines, and recent activity.

## Section 3: Accessing the CCCJ Course Container

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A course container is a self-contained package within your Moodle course that holds all learning materials, activities, and resources for a specific module or unit. Follow the steps below to locate and open your course container.

**1 Go to Your Course**  
From your Dashboard, locate the course you wish to access under the My Courses or Course Overview section. Click the course name to open it.

**2 Locate the Course Container**  
Once inside the course, scroll down through the course page to find the relevant topic section or module block. Course containers are typically labelled by unit name, week, or topic (e.g. Unit 1: Introduction to Business Administration).

**3 Open the Container**  
Click on the container link or button. Depending on how the examination is set it up, it may open: Directly on the same page (inline)

**4 Navigate Within the Container**  
Inside the container, use the navigation arrows (Next / Previous), the Table of Contents menu, or the activity checklist to move through the material. Complete all required activities before moving to the next section.

**5 Track Your Progress**  
Moodle automatically records your progress. A green tick or completion checkbox will appear next to each activity once it has been completed. Your lecturer can view your progress at any time.

**6 Exit and Return**  
When finished, close the container window or click the course breadcrumb at the top of the page (e.g. Home > My Courses > Course Name) to return to the main course page. Your progress will be saved automatically — you do not need to submit or confirm unless an activity specifically requires it.