



# Student Guide

## Moodle V2 Learning Management System

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## **Introduction**

The objective of this Student Guide is to provide you with simple, clear, step-by-step instructions to assist you in performing the most commonly used features/facilities available to you within your online learning environment. You will soon find that the online learning environment is intuitive to use, and you will discover other features as you progress. However, if you are not one for exploring, the information here will be sufficient.

We recommend you read this Student Guide before you begin. You may find it helpful to login to the system and look at the screens as they are described here. Don't be scared! You cannot do any harm.

This is a generic student guide. Not all of the features may be available to you. For example, if you are a Question Bank user only, you will not have access to a tutorial. However, the vast majority of the functionality described in this guide is available to all users.

As a part of your package we offer e-tutor support. We want you to get the most from your online experience and so should you wish to discuss any aspect of it with us please do not hesitate to contact us at:

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We always welcome feedback and so if there is a function that you feel is missing from this Student Guide please let us know!

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## General Structure

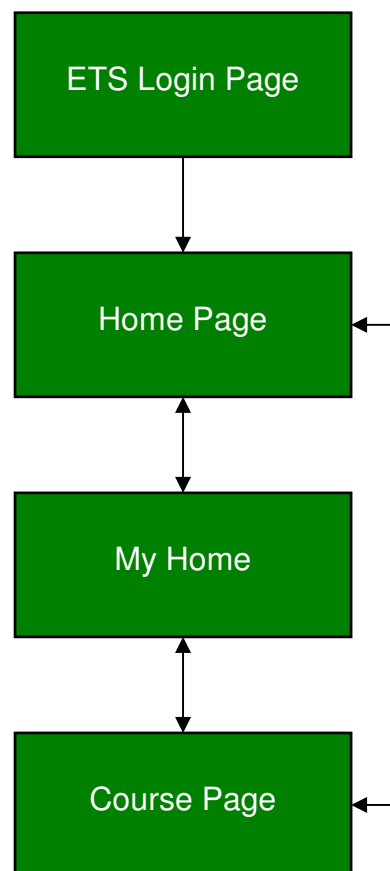
Your online learning management system has a very simple structure:

The system is accessed from the ETS Login Page. The ETS Login Page shows a welcome message from ETS, presents the site news and, if you wish, you can list all courses available on the site. This page gives you the option to login. The 'Login' link is to the top right.

Once you have logged in, the Home Page is usually presented. You can return to the Home Page at any time by clicking the 'Home' link or clicking the 'Home' icon (white house on black banner). The Home Page still shows the ETS welcome message and lists all courses. You can find and then access your course from the course list on the Home Page by clicking on its title, but there is an easier way...

From the Home Page you can move to My Home. My Home lists only the courses to which you are enrolled. As well as listing your courses you can add and display private files here. You can tailor this page – it's yours! To access a course, simply click on its title. You can return to My Home at any point by clicking the 'My Home' link.

When you select a course from the Home Page or from My Home, the Course Page for the selected course is displayed. From here you have access to all features of the course such as tutorials and quizzes.



The Home Page, My Home and Course Pages all have two blocks to the left – Navigation and Administration. As the title suggests, the Navigation block is there to help you navigate around the system. The Administration block allows you to perform administrative tasks such as changing your password, editing your profile, viewing your grades etc.

In both these blocks, the active option (the one you are using) will show in bold. If there is a solid triangle pointing right, the option can be expanded to offer further options. To expand it, just click the right-pointing triangle. If the solid triangle is pointing down, then all associated options are already displayed. To contract the options, click on the down-pointing triangle. In all cases, if you want to select an option just click on it. It is as easy as that!

The Course Page has additional blocks. You can see the latest course-related news in Latest News and you can view and add blogs at site and course level using the Blog Menu. In the Upcoming Events block you can view events that are on the system's calendar, and add entries to the calendar for yourself.

We will look at the key options you have available to you in detail later in this help document, but keeping this structure in mind, and being aware that you can expand and contract the options showing in the blocks, will, for many of you, be all you need to know to successfully use the system.

## **Logging In**

To login:

1. Go to [www.essential-training.co.uk](http://www.essential-training.co.uk).
2. Click the 'Student Login' button.
3. This will take you to <https://secure.webcampus.co.uk/ets/>, the ETS Login Page.
4. Click 'Login' (top right of the screen).
5. Type your Username.
6. Type your Password.
7. Click the 'Login' button.
8. The first time you login you will be prompted to change your password. Simply type in your current password, what you want your new password to be, your new password (again) and then click 'Save changes'.
9. Your password change will be confirmed. Click 'Continue'.
10. Your online profile will be displayed.
11. Click 'My Home'.
12. You will now be at My Home from which you can select to access any of the courses to which you are enrolled.

You can also login to a course directly. To log directly into a course:

1. Go to [www.essential-training.co.uk](http://www.essential-training.co.uk).
2. Click the 'Student Login' button.
3. This will take you to <https://secure.webcampus.co.uk/ets/>, the ETS Login Page.
4. Click 'Courses' in the Navigation block.
5. Select the appropriate course category.
6. Select the course you want to access.
7. Type your Username.
8. Type your Password.
9. Click the 'Login' button.
10. The first time you login you will be prompted to change your password as described above.
11. The Course Page of the selected course will be displayed.
12. If you have accidentally selected a course to which you are not enrolled, you will receive the message 'You can not enroll yourself on this course'. Click 'Continue'.
13. Click 'My Home' and the courses to which you are enrolled will be listed.

Once you are logged in you will see your name in the sentence 'You are logged in as YOUR NAME (Logout)' at the top right (and bottom right) of the page.

## **Logging Out**

Click '(Logout)' in the sentence 'You are logged in as YOUR NAME (Logout)'. This will return you to the ETS Login Page.

## **Your Password**

Your password must be a minimum of 8 characters, a mixture of upper and lowercase, and it must contain at least one number and at least one non-alphanumeric character (e.g. ! ? £). Please do not divulge your password to anyone else but do make a note of it and keep it somewhere safe. If you do forget your password it can be requested automatically from the ETS Login Page or you can contact us to have it reset.

## **Changing Your Password**

You can change your password at any time. To do this:

1. In the Administration block, click 'My profile settings'.
2. Click 'Change password'.
3. Enter your current password, what you want your new password to be, your new password (again), and then click 'Save changes'.
4. You will receive a message of confirmation.
5. Click 'Continue' as prompted.

**Tip:** Clicking 'YOUR NAME' in the sentence 'You are logged in as YOUR NAME (Logout)' will take you to a summary of your profile and expand the 'My profile settings' for you.

## **Accessing a Course**

A full list of all site courses appears on the Home Page. The list of courses to which you are enrolled can be seen at My Home. The abbreviated course names of the courses to which you are enrolled can also be listed in the Navigation block by clicking 'My courses'.

To access a course, just click on it. The selected Course Page will then be displayed.

## **Navigating a Course**

The Course Page lists the course content, instructions for the completion of the course, and is the page from which all course activities are accessed. You can scroll down the Course Page to see its content.

When you scroll down you will see your Course Page divides the course into sections or topics. The course title and a brief introduction are displayed at the top, followed by numbered sections. Typically these sections contain tutorials, assessments/quizzes, course information and tutor information.

If it is your first visit to a course we always recommend you read the information section before you begin. This will explain what is expected of you.

To take any activity just click on it and follow the instructions.

Once you have entered a course, 'Current course' will appear in the Navigation block in between 'My profile' and 'My courses'. You can expand/contract the topics listed under 'Current course' by clicking on the right/down arrow as explained earlier. Any course activity can be selected from the Navigation block by clicking it. This can be quicker than scrolling up and down the Course Page.

The Navigation block is really useful for quickly moving from one part of the system to another. However, when taking some activities, such as a quiz, the Navigation block disappears. To maintain your orientation, keep an eye on the navigational line of text underneath the black banner towards the top of the screen. On most pages you will see a navigational line that indicates where you are. For example, a student on a VTCT course called the AC30407 who is working on the skeletal system and taking the joints self assessment quiz would see this:

**Home > My Courses > VTCT > AC30407 > Skeletal System > Joints SA**

In general terms this is:

**Home > My Courses > COURSE CATEGORY > COURSE NAME > TOPIC > ACTIVITY**

Not only does this navigational line help you to see where you are, but you can click on most of these headings to move back to that point.

**Tip:** Clicking on the COURSE NAME in this navigational line will take you back to the Course Page. This is a handy short-cut.

## **Taking a Tutorial**

Most online products include a tutorial. The tutorials provide you with the information you need to know to pass the assessments/quizzes. To access a tutorial:

1. On the Course Page, scroll down to the section entitled Tutorial(s) or click Tutorial(s) within the 'Current course' options in the Navigation Block.
2. Click on the tutorial you wish to take.
3. The title of the tutorial shows along with a short narrative.
4. Click 'Enter'.
5. If you have already been into the tutorial, you will be asked if you wish to re-enter at the point that you left off. If so, click 'OK'. If you wish to start at the beginning again click 'Cancel'.

The tutorials have an information page, accessed from its Main Menu. It is recommended that you read the Information page on your first visit. Please pay particular attention to the section that explains the rules for answer analysis for open questions presented within the tutorial.

## **Exiting from a Tutorial**

To exit from a tutorial, click 'Exit Activity' just above the tutorial area to the right.

Alternatively, select an option from the Navigation block. This will also exit you from the tutorial.

**IMPORTANT NOTE:** Please ensure you exit from the tutorial in one of the ways described above before you logoff. Logging off with the tutorial open can result in error messages appearing within the tutorial.

The "Exit Yes/No" options built into the tutorials have no function in this environment.



## **Taking an Assessment**

Most products contain assessments. Depending upon the course these may be termed self assessments, essential knowledge evidence assessments or simply quizzes. They all work in fundamentally the same way. The only difference you may encounter is that some assessments may be limited to one attempt. This is always explained to you on the Course Page. To take an assessment:

1. On the Course Page, scroll down to the topic containing the assessment you wish to take, or find the assessment within the 'Current course' options in the Navigation block.
2. Click on the assessment you wish to take.
3. You will be told how many questions will be presented. If there is a limit on how many times the assessment can be attempted it will show.
4. Click the 'Attempt quiz now' button.
5. If the assessment only allows one attempt you will be warned. Click 'OK' to continue or 'Cancel' if you have changed your mind.
6. The questions will all be presented for you to answer.
7. Notice the Quiz Navigation block to the left. This shows how many questions there are and you can use this to monitor which questions you have answered.
8. The Quiz Navigation block also allows you to short-cut to a question by clicking on the appropriate question box.
9. If you wish to highlight a question, you can click 'Flag question' under the question's number.
10. Once you have answered all the questions, or at any other earlier stage, you can review your progress by clicking the 'Next' button that appears after the last question or by clicking the 'Finish attempt' link under the Quiz Navigation block.
11. Clicking 'Next' or 'Finish attempt' updates the Quiz Navigation block. Each question has its own box to depict its status. Questions you have flagged will show a red tip on the top right corner of the box, questions unanswered show a white box, and questions you have answered show a grey box.
12. The 'Summary of attempt' chart in the centre of the screen also depicts your progress.
13. To continue with the assessment, click the 'Return to attempt' button.
14. Once you have reviewed the questions to ensure you have answered them all on the 'Summary of attempt', and when you are happy with all your answers, click the 'Submit all and finish' button to submit the assessment for answer judging.
15. Clicking the 'Submit all and finish' button will generate a warning message advising that you will not be able to change your answers if you continue.
16. If you are not ready to submit the assessment, click the 'Cancel' button and then the 'Return to attempt' button to continue with the assessment.
17. If you are ready to submit the assessment, click the 'Submit all and finish' button to submit your assessment for answer judging.
18. Your score will be shown along with your result for each question.
19. The boxes in the Quiz Navigation block will show green for a correct answer and red for an incorrect answer.
20. When you have finished reviewing your assessment, click 'Finish review'.
21. A summary of all attempts of that assessment will then be shown.
22. You can review any previous attempt by clicking its 'Review' link.
23. If allowed, you can select to 'Re-attempt quiz'. This starts a fresh attempt.
24. Alternatively, leave the assessment using an option on the Navigation block or the navigational line.

## **The Blocks**

The blocks, such as Navigation and Administration, present options available to you from the point you are at in the system. For example, there are fewer options on the ETS Login Page than there are on My Home, where the system knows who you are and what courses you have. There are also course related blocks on the Course Page. You will soon get used to what is available to you from where but, don't worry, you don't have to remember - you just have to look!

Remember that if an option within a block has a solid triangle pointing right, that option can be expanded to offer further options. To expand it, just click the right-pointing triangle. If the solid triangle is pointing down, then all associated options are already displayed. To contract the options, click on the down-pointing triangle. In all cases, if you want to select an option just click on it.

You can also hide all the options within the blocks. If you look to the right of the block's gold header you will see a '-'. If you hover the mouse over this it says 'Hide block'. This will hide all the options within the block. When hidden, the '-' becomes '+' and this is used to 'Show block'.

The hide block function keeps the gold banner on the screen. If you want to remove the block from that area of the screen altogether there is a 'Dock block' function. This shows as a '|' to the right of the Hide/Show icon. Docking a block will move it from its current location and position it as a vertical tab to the left of the screen. You can hover over this tab and all the block's options will be available to you. When the tab is expanded to show its options, there is an 'Undock block' option. This shows as '|'. This will put the block back to its standard location.

Docking a panel effectively increases the width of the display screen by the width of the tab. Depending upon the screen resolution you are working at this may affect how some activities, particularly a tutorial, fit into the visible area of your screen without the need for scrolling.

Let's take a look at the main options that may be available in each block.

### **Navigation Block**

**Home** - Takes you to the Home Page,

**My Home** - Takes you to My Home.

**Site Pages** - Displays site-related options:-

#### **Site Blogs**

Bloggging is a fast, easy and friendly way of communicating with others. It is something we highly recommend you get involved in. The Site Blogs option displays all blogs from the whole site.

To add a new blog, click 'Add new entry' and enter the subject and the text for the blog. If you want to upload a file with your blog, drag the file and drop it in the Attachment area. When you have finished, click the 'Save changes' button.

## **Calendar**

The system has its own calendar. The 'Calendar' option displays it. The calendar shows site events that have been added by the site administrator and course events that have been added by your tutor.

Dates associated with an event will show in a pastel colour. The Events Key will enable you to identify if they are global events (for the whole site), course events (for all candidates on this course), group events (only if groups are set up within a course) or a user event (personal to you).

You can select, using the drop down list, whether to view all calendar entries or just those entered for a specific course.

You can add your own events. Events that you add cannot be seen by anyone else. To add an event from the calendar:

1. Click the 'New Event' button.
2. Type in the name of the event and the description.
3. Enter the duration and whether you want the event to be repeated.
4. Click 'Save changes'.

Clicking on an event shown in a pastel colour will reveal its details. If the event is personal, you can delete it (by clicking the red cross) or edit it (by clicking the pencil icon).

## **Site News**

Site News displays site-specific messages. Should we need to bring something to the attention of all site users the post will be made here. To view a news item in detail, click on its title.

## **My Profile - Displays options relating to YOU:-**

### **View Profile**

Shows the information the system holds for your name, country and city/town, the courses you are enrolled on and the date and time you last accessed the system. When you click 'View Profile' the 'My profile settings' in the Administration block expand.

### **Forum posts**

All courses have a News forum to which your tutor will post course-related news. These posts are shown in the Latest News block on the Course Page. Although you cannot add a news post yourself, you can reply/comment to posts.

### **Posts**

Displays posts that you have made in response to course news items.

### **Discussions**

These are not used on the site.

## **Blogs**

The blog options under My Profile allow you to view blogs that only YOU have made, and allow you to add a blog:-

### **View all of my entries**

As the title implies, this option allows you to view all the blogs you have made.

### **Add a new entry**

You can add a new blog using this option. To add an entry, enter its title, the message you want to blog and, if you wish, drag and drop a file into the Attachment area. Once you have completed your entry, click the 'Save changes' button. Blogs posted from the Navigation block are always posted to the whole site. They are not course-specific. Course-specific blogs can be entered using the Blog Menu block on the Course Page.

## **My private files**

You can upload files to My Home. The 'My private files' option allows you to do this. To add a file click 'Add' and then 'Upload a file'. Alternatively you can simply drag and drop a file that you wish to appear on My Home to the Files area and then click the 'Save changes' button. You can make directories to organize your files using the 'Create folder' link. To edit or delete a file click on it and these options will appear. Files added in this way will appear in the My Private File block at the top right of My Home. When you click on them from there they will download. This is a useful feature if you work in various locations and want to have course-related files readily available.

**My courses** - Displays the list of courses to which you are enrolled. The course codes will be displayed in the Navigation block. The full titles will be shown centre screen. Clicking on a course will open its Course Page. Once a course has been accessed the 'Current course' option will appear in the Navigation block.

**Current course** – When you have accessed a course it will appear under 'Current course'. You can expand its options to display and access its activities. Any course activity can be selected from the Navigation block by clicking it. This can be quicker than scrolling up and down the Course Page.

## **Administration Block**

**My profile settings** – Allow you to review and edit your profile:-

### **Edit profile**

As the title suggests, this is used to edit your system profile. The areas marked with a red asterisk are mandatory and must therefore contain data. If you wish you can complete the Description area with information about yourself. We also like it if you upload a picture of yourself. To upload a picture, click 'User picture', drag/drop a picture to the files area (or use 'Add'). When you have completed editing your profile click the 'Update profile' button.

### **Change password**

When you first logon you are forced to change your password but can change it again whenever you wish. To change your password, enter your current password, what you want your new password to be, your new password (again), and then click 'Save changes'. You will receive a message of confirmation. Click 'Continue' as prompted.

### **Messaging**

For data-protection reasons we do not allow users message one another and so please ignore these settings.

### **Blogs / Preferences**

You can enter here how many blogs you wish to appear on any one page. Enter the number and then click the 'Save changes' button.

**Course administration** – This option appears when you are in a course.

### **Grades**

The grades option shows your highest score in each of the assessments you have taken in the current course. Remember that you can review in full any previous assessment attempt. Simply select the assessment (as if you wanted to take it again). Your previous attempts will be listed and the 'Review' link will open up the assessment for you to show you the questions presented, how you answered and how your responses were judged.

If you are registered to more than one course, when you click 'Grades' you will be offered 2 more options. 'Overview report' lists the courses to which you are enrolled and shows you your current overall score in each. You can click on any of the courses listed to move to its full grade report. 'User report' gives you the full scores for the course in which you are active.

## **Latest News Block (Course Page Only)**

All courses have a News forum to which your tutor will post course-related news. These posts will be listed in the Latest News block. To view the post in detail, click on its title. Although you cannot add a news post yourself, you can reply/comment to posts. To do this, click 'reply' and enter your message. If you wish to upload a document, drag and drop the file to the Attachment area. When you have completed your reply click the 'Post to forum' button. You can view all the entries you have made on the News forum in the Navigation block / My Profile / Forum Post / Posts.

## **Blog Menu Block (Course Page Only)**

The Blog Menu block appears on the Course Page. You can blog at site or course level. There are several options on this menu:-

**View all entries for this course** - This will show all users' blogs for the current course only.

**View my entries for this course** – This will list all the blogs you have made for the current course only.

**Add an entry about this course** – This is used to add a blog for the current course. To add an entry, enter its title, the message you wish to blog and, if you wish, drag and drop a file into the Attachment area. Notice the Associations area. The tick in the box against the course title emphasizes that you are entering a course-specific blog. If you remove the tick the blog will be categorized as a site blog. Once you have completed your entry, click the ‘Save changes’ button.

**View all of my entries** – As the title implies, this option allows you to view all the blogs you have made. This takes you to the same screen as you would access from Navigation block / My Profile / Blogs / View all of my entries.

### **Add a new entry**

You can add a new site blog using this option. This takes you to the same screen as you would access from Navigation block / My Profile / Blogs / Add a new entry. To add an entry, enter its title, the message you want to blog and, if you wish, drag and drop a file into the Attachment area. Once you have completed your entry, click the ‘Save changes’ button.

## **Upcoming Events Block (Course Page Only)**

The Upcoming Events block shows entries in the system calendar. Site (global) events and your own (user) entries will appear in this block irrespective of the course. The appearance of course specific events is determined by the Course Page displayed.

Clicking on any of the events listed will take you to the calendar where more detail about the event is presented. You can access the calendar using the ‘Go to calendar link’. To add a user event click ‘New event’. The calendar is covered in more detail on page 9.

## **Search Forums Block (Course Page Only)**

You can search for key words in forum posts. Enter your keyword(s) in the search area and then click the ‘Go’ button. Any forum posts containing your keyword(s) will be listed.