Welcome to Moodle

Student Guide to Eastwood Park’s Moodle VLE
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Introduction to Moodle

The website address is https://moodle.eastwoodparktraining.co.uk
This link will take you to our Eastwood Park Moodle login page.

Logging in

Enter the username and password provided by Eastwood Park into the fields on the login screen.

The **username** will be your forename and surname separated by a dot and must be ALL LOWER CASE.

Passwords must:

- Be at least 8 characters long
- Contain at least one digit
- Contain at least one lowercase character
- Contain at least one uppercase character
- Contain at least one non-alphanumeric (e.g. !$%^&*)

If you’ve forgotten your login details, you can click the ‘**Forgotten your username or password?**’ link to request a reset. If you are still unable to log in after trying to reset it yourself, please contact the Eastwood Park Learning Resources Team (see contact details at the end of this document).

After you’ve logged in, you’ll be taken to your Moodle homepage.
The Moodle VLE homepage

Once you’re logged in, you will see the Moodle homepage (below).

1. Home
2. CALENDAR
3. LATEST ANNOUNCEMENTS
4. UPCOMING EVENTS
5. FOLLOW US ON TWITTER
6. Mathematics
7. General Support
8. Library
9. Eastwood Park Training
10. Student's Moodle Guide
11. My courses
12. Eastwood Park’s Moodle VLE
13. For help, please contact us on 02454 262 778
1. ‘Home’ buttons which when clicked will take you back to the original homepage no matter where you are on the site at the time. The Eastwood Park logo under the ‘Home’ button can also direct you back to the homepage when clicked.

2. Your profile picture and name. If you click on it a drop down menu will appear below – this is explained in more detail on page 7.

3. Calendar. Dates with events or deadlines will be highlighted on the calendar and a list will appear below. Further details can be shown if you click on the dates.

4. Latest News provides general information and updates for students and tutors.

5. Upcoming Events informs students of upcoming activities and submission deadlines.

6. Six ‘Quick Access’ buttons provide quick access to the key areas without having to use the navigation panel. This one takes you to the FdSc in Hospital Engineering.

7. Quick access button to Mathematics resources to support the Engineering Science modules.

8. Quick access button to the General Support page. This is where information for students including help with assessments, contact details and policies.

9. Quick access button to the Library page, with links to University library resources.


11. Your Courses are displayed below the quick access buttons. You will only see ones that you are enrolled on.

12. Eastwood Park’s twitter feed.

13. Contact number for support with Moodle VLE.
Getting Started

Your Moodle Profile

You will find your name in the top right hand corner in blue text. If you click on your name, you will be presented with a drop down menu where you can choose to view your dashboard, profile, grades, messages or preferences. This drop down menu also gives you an option to log out of Moodle.

Profile

From the drop down menu, click on ‘Profile’. Under ‘User account’ there’s an ‘Edit profile’ button. When clicked, it will take you to another page where you can edit your details, add in a description about yourself and a user picture and also add in any other details about yourself such as your interests or additional names.

We encourage all students to upload a user picture, as this will help you to recognise fellow students while working in your workplace or when using discussion forums.

Once you have finished editing, click the ‘Update profile’ button, which can be found at the bottom of the page.

Grades

Once enrolled on a course, you will be able to track your grades and progress through the course.

Messages

Moodle users on the same course can use Messages which is an instant messaging tool to allow students and tutors to contact each other directly with queries. Courses will also have their own forums for general discussions concerning course work.
Preferences

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<tr>
<th>User account</th>
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<td>Edit profile</td>
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<td>Change password</td>
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<td>Preferred language</td>
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<td>Message preferences</td>
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<td>Notification preferences</td>
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More settings to personalise your account can be found under Preferences. We advise that you only edit the following titles under 'User account': *Edit profile, Change password, Forum preferences* and *Messaging*. 
Help with using this site

Finding your way around

Navigating the website
There are two simple ways to find content in this site:

Site 'breadcrumbs'
Breadcrumbs are located below the Eastwood Park logo in the top-right corner of the website. The first Breadcrumb is always 'Home'. As you navigate through the site levels/pages, a new 'breadcrumb' appears to the right of the previous one, as shown below, you can click on any 'breadcrumb' to link to that page.

Dashboard: Shows any outstanding assignments that need attention

Calendar: Shows your assignments and study weekends

Private Files: You can upload working documents & files that only you can see

Your courses: You can click a course name to access the course
Degree Course Structure on Moodle

Your course is structured as shown below.

- Your course handbook can be downloaded here
- The course year plan for your cohort can be found here
- Residential weekend plans for all cohorts
- Course Announcements will be posted here
- Click on any Module Summary Block to open the module

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Personal Progress Portfolio (ELEC40713)

It is important to ensure that you have the personal and professional skills required to succeed academically and professionally. This module facilitates the development of personal key skills required for academic success and the development of professional skills required in the workplace.

You will be encouraged and supported in the creation of a portfolio to record aspects of your academic and personal skills.

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Health & Safety and Infection Control in Hospitals (BIOL40666)

The module is based around the format of the HEMSA Safety Solutions health and safety training and the NEBOSH national general certificate core elements as they pertain to the healthcare estates environment. The module will comprise a full day health and safety introduction at the beginning. Students will be provided with an interactive course book and will be
Degree Module Structure on Moodle

All modules are structured the same way on Moodle.

You can navigate between modules using the navigation bar on the left or the links at the top and bottom of the module content.

Current Module being displayed is shown in bold

Click any module from the list to jump to it

Home

General Module information

University Library access to your module reading list

Module learning resources

A place to upload your work on module activities for feedback

Formal Assignments (module assessments)

Jump to previous module

Pick any module from the dropdown list

Jump to next module
Calendar

You will notice that your Moodle calendar on the right hand side of the homepage may have some dates highlighted in different colours.

The colours are organised like so:
- Red = Course assignment events
- Yellow = Course cohort events
- Green = General events (residential weekends)

The events shown will be relevant for you.

Your assignment due dates will be highlighted in your calendar in red. If you hover over the date which is highlighted, a small box will appear above the date showing you what is happening on this date.

Hover over a date to see a summary of the event.

Clicking on a date will take you to another screen, giving you more information on activities for that date (see below).
In this example, clicking on the assignment name will open the assignment page where you will see a summary of under **Submission Status**: due date (event date), the time remaining to that due date, submission and grading statuses, and the ‘Add submission’ button (arrowed).

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**Formal assignments**

**Submissions**

Clicking on a module assignment link, in your calendar or under the module content, will take you to the submissions screen for that assignment (as shown above). Each formal assignment for a module will have its own link.

The submission sheet will be prefilled for you but you must sign it (either typed or a scanned signature is acceptable). Add the sheet as the first page of your assignment file before uploading (this is a University requirement).
When you have completed the task and are ready to submit it you must add a signed submission sheet as the first page of your document and save it as a single PDF document. A partly pre-filled submission sheet is provided for you with the assignment.

Click the ‘Add submission’ button to upload your completed assignment PDF.

The assignment must be submitted by the due date (five to midnight on a Sunday). Information on deadlines and penalties for non-submission or late submissions is given in the next section.

Deadlines and penalties

Deadlines

The calendar you see on your Moodle homepage highlights the dates of module release and assignment deadlines. You can also find these dates in Moodle in each module and in the upload area too. All dates and times will be specified in each module – module activities have different deadline dates and times.

Penalties

It is your responsibility to ensure that you submit assignments on time and in the appropriate format.

What happens if I submit my work late?

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will be treated as a non-submission and 0% will be recorded for that component and you will only be allowed a referral in that element(s) of the module at the discretion of the appropriate board.

The only exceptions to these rules apply where a valid claim for extenuating circumstances can be made. For further details you should read the Procedures for Making a Claim for Extenuating Circumstances on Moodle.

If you have a learning support agreement which identifies dyslexia as requiring additional support, make your course leader/module leader aware of this so that you can make a request to the Faculty for ‘yellow stickers’, to attach to your work, to signal to the tutor that the assignment needs to be marked on content and understanding and not penalised for grammar, spelling or punctuation errors.

Similarly, if your learning support statement specifies that you can negotiate the submission dates of your assessments then please ensure that you have agreement for a new submission date from Lisa Slevin and your tutor in advance of the original deadline.
Module Activities

Within in each module there is a study book with learning material and activities to complete.

Learning Materials

- Library Resources
- HS & IC Slides 2017
- HS & IC Module Study Book
- HS & IC Activity Workbook
- Upload your updated HS & IC workbook (activities) here

In the example above there is a powerpoint presentation, a study book and an activity workbook.

There is also a Moodle assignment activity (icon of a hand holding a document). This is where you can upload work that you have done for tutors to give you feedback. These assignments are not graded/marked and will not contribute to your final grade.

Your module tutor will introduce you to these resources at an induction session during a study weekend. The tutor will explain how to use these resources and when to upload work for feedback.

It is up to you whether you use these resources, however, the activities are designed to build up the knowledge and information that you will need in order to complete the tasks that you will have to complete and submit in your formal assignment.

If you submit your work on studybook/workbook activities the module tutor will receive a notification. They will review your work and give you feedback. When the feedback is added to Moodle you will receive a notification.
Mathematics

The mathematics quick link takes students to resources to support the FdSc Hospital Engineering Engineering Science modules. You will only have access to this if you are enrolled on that course.

General Support

The General Support page can be access from a quick link button on the Moodle homepage.

You will find general support information for students on this page, including:

- **Moodle Help** – Help with using Moodle
- **Assessment Help** – Help on assignments
- **Staff contact details** – Contact details for Eastwood Park staff and tutors
- **Students Voice** – The Student’s Voice forum
- **Student Representatives** – information on becoming a student representative
- **Key policies** – Information on key policies
Library

The Library page can be access from a quick link button on the Moodle homepage.

You will find information relating accessing Staffordshire University’s library resources on this page, including physical books, ebooks and academic papers:

- **Using the Library** – A SU library help page tailored to Eastwood Park students
- **SU Help for off-campus users** – Help for distance learning students
- **Forwarding SU email** – Tips on forwarding any SU emails to your personal or work email address.