



HCUK

Accessing and navigating the Hibernia College Moodle website

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Getting started

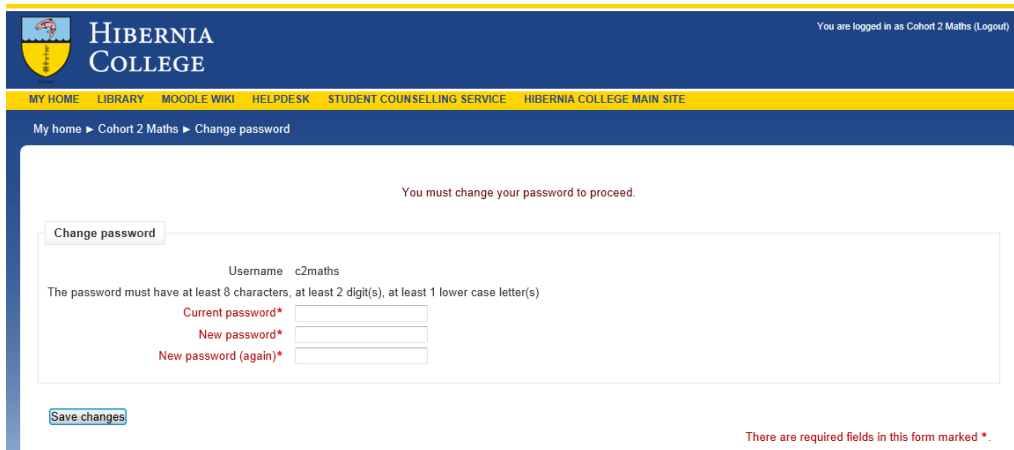
To access Hibernia College's Moodle site, type or copy the address learn.hiberniacollege.com into your web browser



You will be brought to the following login screen, where you should enter the username and password that were e-mailed to you, and then click the Login button:

A screenshot of the Hibernia College Moodle login screen. The header features the Hibernia College logo and the text 'HIBERNIA COLLEGE'. Below the header is a navigation bar with links: 'MY HOME', 'LIBRARY', 'MOODLE WIKI', 'HELPDESK', 'STUDENT COUNSELLING SERVICE', and 'HIBERNIA COLLEGE MAIN SITE'. The main content area is divided into two sections. The left section is titled 'Returning to this web site?' and contains a login form with fields for 'Username' (containing 'student') and 'Password' (containing dots). Below the password field is a 'Login' button and a checkbox labeled 'Remember username'. A link 'Forgotten your username or password?' is at the bottom. The right section is titled 'Is this your first time here?' and contains text about technical support and a link to the 'Helpdesk'. Below this text is a link 'Log in using your account on:' followed by a small icon and the text 'Home - Mahara'. Two red arrows point to the 'Username' and 'Password' fields.

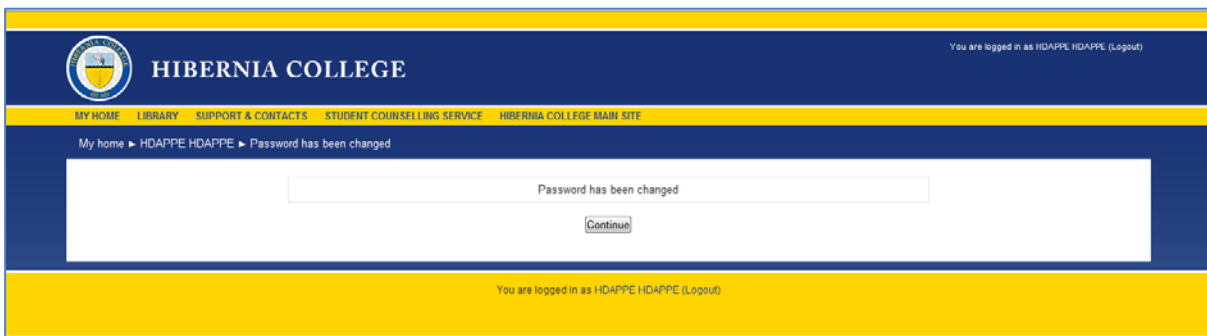
The first time you log in, you will be prompted to change your password:



The screenshot shows the Hibernia College Moodle interface. At the top, the college logo and name are on the left, and the user is logged in as 'Cohort 2 Maths'. A navigation bar contains links: MY HOME, LIBRARY, MOODLE WIKI, HELPDESK, STUDENT COUNSELLING SERVICE, and HIBERNIA COLLEGE MAIN SITE. Below this, a breadcrumb trail reads 'My home > Cohort 2 Maths > Change password'. The main content area has a message: 'You must change your password to proceed.' Below this is a 'Change password' form. The form shows the username 'c2maths' and a password requirement: 'The password must have at least 8 characters, at least 2 digit(s), at least 1 lower case letter(s)'. There are three input fields: 'Current password*', 'New password*', and 'New password (again)*'. A 'Save changes' button is at the bottom left of the form. A red error message at the bottom right states: 'There are required fields in this form marked *.'

Your password should be something secure, but easy to remember. It must contain at least 8 characters, including 2 digits and 1 lower case letter.

Having done this, click the Continue button and you will be taken to the **My home** page:



The screenshot shows the 'My home' page after a successful password change. The top navigation bar is the same. The breadcrumb trail now reads 'My home > HDAPPE HDAPPE > Password has been changed'. The main content area features a message box with the text 'Password has been changed' and a 'Continue' button. At the bottom of the page, a yellow bar indicates the user is logged in as 'HDAPPE HDAPPE'.

My home page and navigation

The My Home page looks like this:

HIBERNIA COLLEGE

You are logged in as Cohort 2 Maths (Logout)

MY HOME LIBRARY MOODLE WIKI HELPDESK STUDENT COUNSELLING SERVICE HIBERNIA COLLEGE MAIN SITE

My home

Navigation

- My home
 - Site home
 - Site pages
 - My profile
 - My courses
 - Courses

Settings

- My profile settings

My private files

No files available

[Manage my private files](#)

Online users

(last 5 minutes)

- Simon Richmond
- Julie West
- Cohort 2 Maths
- Isabel Ashburner

Welcome to the Hibernia College Virtual Learning Environment

To access your programme content, please click the My Courses link in the Navigation pane on the left and select your course from the list.

If you experience any problems, please contact Technical Support on +353 (0)98 28382 or submit a ticket via the [Helpdesk](#).

To access the Hibernia College Library [click here](#).

In order to access some of the course materials, you will need to have certain software installed on your PC. Please click the links below to install:

- [Adobe Reader](#)
- [iTunes](#)
- [Flash Player](#)

Upcoming events

Onsite Induction
Saturday, 29 September, 00:00

[Go to calendar...](#)
[New event...](#)

Calendar

September 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23
					29	30

This page gives you access to your personalised **Calendar**, and allows you to navigate to other areas of the site via the **Navigation** pane on the left side of the page:

Navigation

My home

- Site home
- Site pages
- My profile
- My courses

Note that on the right of the screen you can see Upcoming events in your Calendar, and you can navigate to the Calendar to add your own events or to see individual items in more detail:

Upcoming events

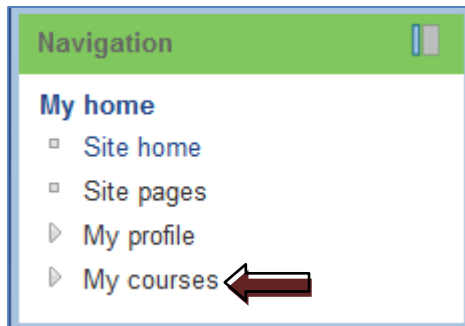
Induction Week
Monday, 23 January, 09:00
» Sunday, 29 January, 23:55

AT & T Trials
Thursday, 26 January

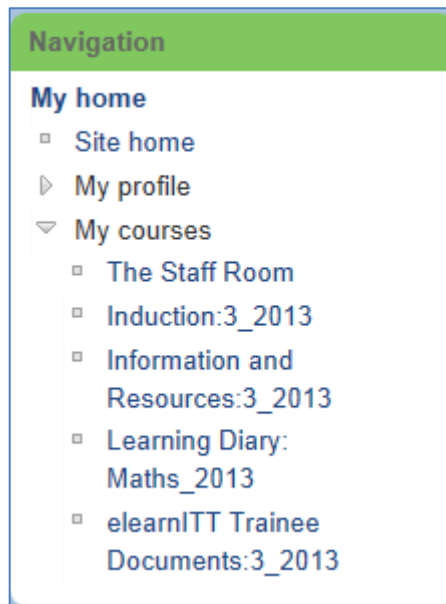
[Go to calendar...](#)
[New event...](#)

Accessing your courses

Any courses that you are enrolled on can be accessed by clicking the **My courses** link:



When you do this, you will see a list appear under the menu – the items vary depending on your personal programme of study, but will look something like the following:



In Moodle the word 'course' is used generically to mean any collection of learning materials and resources – so in this case you will see a few 'courses' listed. The content of each of these areas is described below.

Important note about navigation in Moodle

The first time you click into a 'course' from the menu, the resources within this area will appear as a list of folders, as follows:

The screenshot shows the Moodle interface for Hibernia College. The page title is 'Information & Resources: elearnITT Programme'. The left sidebar contains a 'Navigation' menu with options like 'My home', 'Site home', 'Site pages', 'My profile', 'My courses', and 'Information & Resources: elearnITT 2_2012'. The main content area displays a list of folders: 'Course Contacts', 'Academic Affairs', 'Exams Office', 'Library', 'Technical Support', and 'FAQs'. A red arrow points to the 'Course Contacts' folder, and another red arrow points to the expand/collapse icon (a plus sign) at the top right of the folder list. The bottom of the page has a 'Jump to...' dropdown menu with 'Choose...' selected. The right sidebar shows 'Latest news' and 'Upcoming events'.

To expand the content within all folders, either click on the + sign at the top of the pane. Or, you can view the content of a single folder just by clicking on the name of the folder:

Alternatively, you can use the dropdown menu at the bottom of the screen to select to see the topics in a list, or one by one:

This screenshot shows a zoomed-in view of the folder list from the previous image. The folders listed are 'Academic Affairs', 'Exams Office', 'Technical Support', and 'FAQs'. At the bottom, there is a 'Jump to...' dropdown menu with 'Choose...' selected. A red arrow points to this dropdown menu.

NOTE HOWEVER THAT WHEN YOU GO BACK INTO A 'COURSE', THE VIEW WILL AUTOMATICALLY RETURN TO THE VIEW YOU WERE IN LAST TIME YOU LOOKED AT THIS AREA. SO IF YOU WERE IN A PARTICULAR FOLDER, YOU MAY NOT SEE THE OTHER FOLDERS WITHIN THAT AREA:

The screenshot shows the Hibernia College Moodle interface. The header includes the college logo and navigation links: MY HOME, LIBRARY, MOODLE WIKI, HELPDESK, STUDENT COUNSELLING SERVICE, and HIBERNIA COLLEGE MAIN SITE. The user is logged in as Cohort 2 Maths. The breadcrumb trail shows: My home > My courses > Information & Resources: elearnITT 2_2012. The left sidebar has a 'Navigation' menu with links to My home, Site home, Site pages, My profile, My courses, The Staff Room, Induction 2b_Sept 2012, Information & Resources: elearnITT 2_2012 (with sub-links for Participants, Maths Learning Diary, Maths SK Audit, Maths SKE 1, Maths SKE Resources, QTS Standards, and Individual Training Plan), and Settings. The main content area is titled 'Academic Affairs' and contains sections for Documents (Trainee Handbook, Mathematics Subject Knowledge Audit, Science Subject Knowledge Audit), Calendars & Timetables (Calendar Summary for July and September starters, and Week-by-Week Schedules for Maths and Science), and Induction Info. A 'Jump to...' dropdown menu is at the bottom of the main content area. On the right, the 'Latest news' sidebar lists recent announcements, and the 'Upcoming events' sidebar lists an 'Onsite Induction' event. A red arrow points to a small grey button at the top right of the main content area, and another red arrow points to a 'Topic list' link below it.

IN ORDER TO SEE THE LIST OF FOLDERS YOU NEED TO CLICK ON THE GREY BUTTON NEAR THE TOP RIGHT OF THE CENTRAL AREA OF THE SCREEN, OR CLICK ON TOPIC LIST, AS SHOWN ABOVE. IT CAN BE EASY TO MISS THIS AND WONDER WHERE ALL THE CONTENT HAS GONE SINCE YOU WERE LAST IN HERE!

Key areas of the site

Information & Resources



The Information & Resources area is the area where all main course information sits.

The **Cohort Announcements** area at the top of the page is an area where the Programme Directors, tutors and other staff will post any key communications pertaining to all subject groups on the course. As a student, you are automatically subscribed to this area, so that any posts will be e-mailed to your personal account. Therefore there is no excuse for missing important information!

Discussion Forums is where all the general discussion forums are. You will also find links here to the forum pages for the taught modules that contain discussion tasks.

The **Form Template Library** is where you find the blank word documents for all the forms you need to complete during the programme, including your ITP and Subject Knowledge Audit.

Course Contacts is where you will find the list of all the key Hibernia contacts you may need during the course.

In **Academic Affairs** you will find a copy of the Trainee Handbook. Other documents may be added in here over time.

Onsite Workshops is where will upload all the materials that are presented during your onsites. There is a folder for each one – these will be uploaded after the onsite.

You should also investigate the **Library**, **Technical Support** and **FAQs** folders of course! We will add to these areas over time, so please check in regularly.

Induction

The first week of the course is your Induction programme. Tasks will be released to you in this area each day during the 2 week induction period. These tasks are designed to help familiarise you with the site and the course, so please ensure you work through this area, and access it daily to see the new tasks that will appear.


Induction to SKE & elearn!TT Courses Monday 11th February 2013


Welcome to the Induction area of the course.


The induction period runs from Monday 11th February to Friday 22nd February inclusive.


During this time, you should complete all the tasks outlined in each step below. You should also familiarise yourself with the site in general to be properly prepared when study of the course begins.


If you have any questions or problems, please start by posting in the discussion forums.


 **Step 1**

 **Step 2**

 **Step 3**

 **Step 4**

 **Step 5**

 **Step 6**

Learning Diary

There is a Learning Diary page for each session of study, and after every session you must make an entry to record your thoughts about the content of the session.


To begin with, there is an initial entry on what you want to achieve during the course:


Maths Learning Diary


Your Learning Diary is where you will record your progress and reflect on the development of your subject knowledge. At the end of the course you will be able to look back and see how much you have learnt!


You should write an entry in your Learning Diary after completing EVERY online session. You should reflect on the progress you have made in that session or note any difficulties that you may have had for future discussion with your tutor.


This is a very important part of the course and your Pathway Tutor will monitor your diary to see how well you are engaging with the course. There will be a diary review at the mid-point and the end of each SKE module.

 [Maths Trainee Announcements](#)

 **Induction**

 **Maths SKE Module 1 Sessions**

 **Maths SKE Module 2 Sessions**

 **Maths SKE Module 3 Sessions**

Other Areas

- Trainee Documents – this is where you will upload any forms or documents that are required throughout the programme. ITT trainees will also find your ITP here, and during the programme more will appear.
- The Staff Room – this is an area with resources and forums that is available to ALL trainees on the ITT programme and is intended as an informal area to interact with your fellow trainees both on your own cohort and those before and after you.

More about Moodle?

You can find out more about Moodle functionality (for example, changing your profile settings) in the Moodle Wiki, which you will find a link to in the top toolbar of the site:



Note you can also find links here to the Library, Helpdesk, Student Counselling Service and the main Hibernia College website.