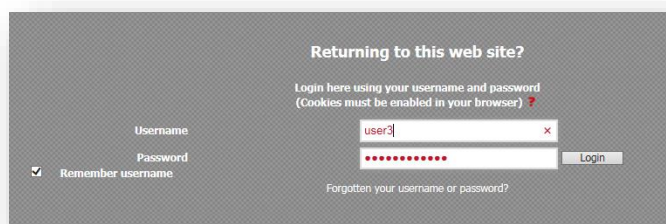


ASSA Online Learning Platform

We are using Moodle as our online learning platform to manage the various ASSA courses and course material.

Below is some **practical notes, guidance and tips** for you to manage your way through Moodle and make the most of the functionality this platform provides.

Moodle System Log-on and password:



After successful registration for your course you will receive a username and default password.

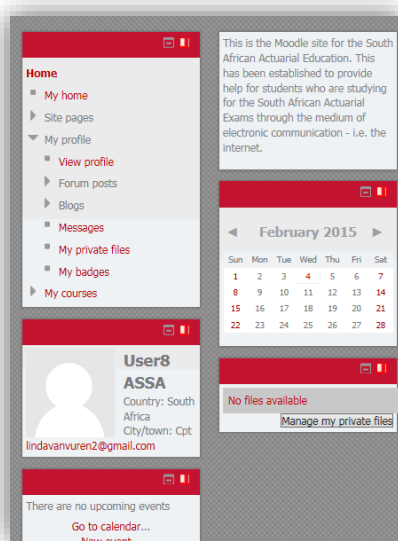
Sign-on with this information and then **change your password!**

Each student is responsible for the safe keeping of his or her password.

Rules for setting up your new password:

- Must be a minimum of 8 characters
- Must contain at least 1 uppercase letter
- Must contain at least 1 symbol (eg. %; &; @; etc)

Some basic functions:



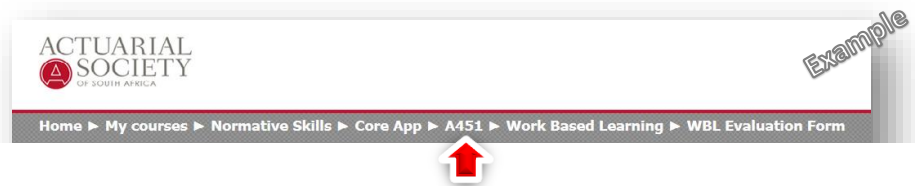
Your Moodle profile is created at registration with the information that was provided to ASSA.

In Moodle you can store your working documents or notes under MY PRIVATE FILES. These files can only be viewed by yourself.

You can also add your own calendar reminders by clicking on the name of month (e.g. February 2015) in the calendar block. A larger calendar view will then open and allow you to manage your own calendar.

The MESSAGE function will allow you to send instant messages and share ideas with fellow course students.

Navigation through Moodle:

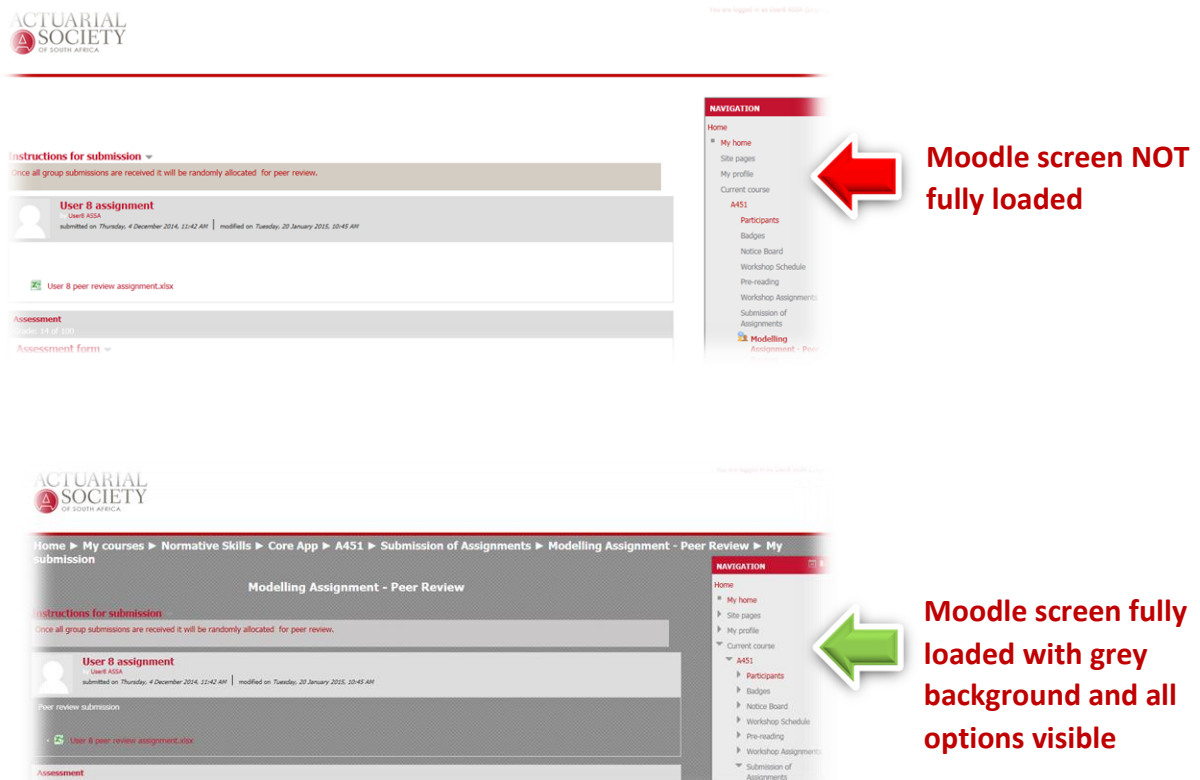


While you can in most cases use your web browser's back button to navigate to the previous page, we encourage you to **use the Moodle navigation path on top of the screen to navigate** between the Moodle screens and menu options.

You can 'go back' or navigate to any menu option where your mouse/ cursor indicate you can do so. (Some of the menu paths will not allow you to navigate to the option, in most cases you can go to the menu option just before that one)

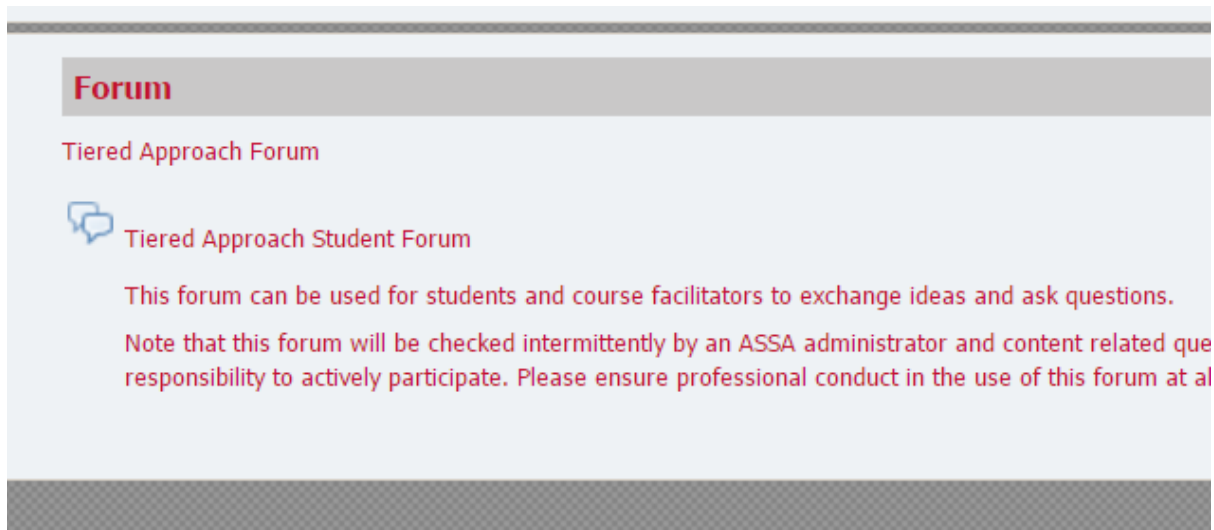
System response times and speed:

NB! The Moodle system may sometimes experience large volumes and can be a bit slow... We ask you to please bear with us and **wait until the grey background has fully loaded** on a screen before you continue with you work. If the screen loads only partially all the options and instructions may not be visible.



Forums

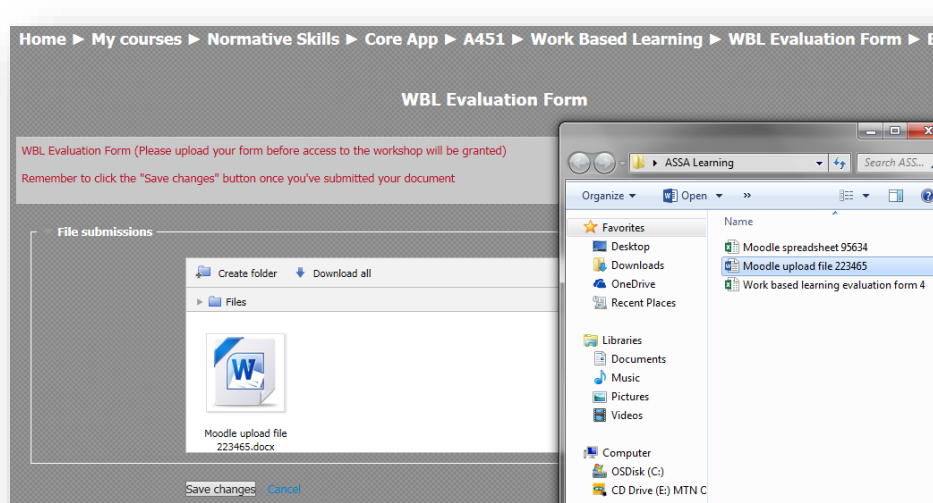
A form was created for your use. Note that this forum will be checked intermittently by an ASSA administrator and content related questions directed to Course Leaders. We encourage students to use forums and to take responsibility to actively participate. Please ensure professional conduct in the use of this forum at all times.



Uploading work for review/Submit your assignments:

Each student will be held responsible for the successful uploading of assignments, work based learning documentation, etc. that is required by your course.

NB! Ensure that you click on the **Save changes** button after you've selected the file to upload. If the file is not saved it will not be reviewed or marked.



You can choose a file selecting the +Add option or by dragging and dropping the file into the upload box.

Then click **Save changes**

You will see the below screens – when you click on the them it will give you access to submit your work



You will see the below screens – when you click on the them it will give you access to submit your work

