

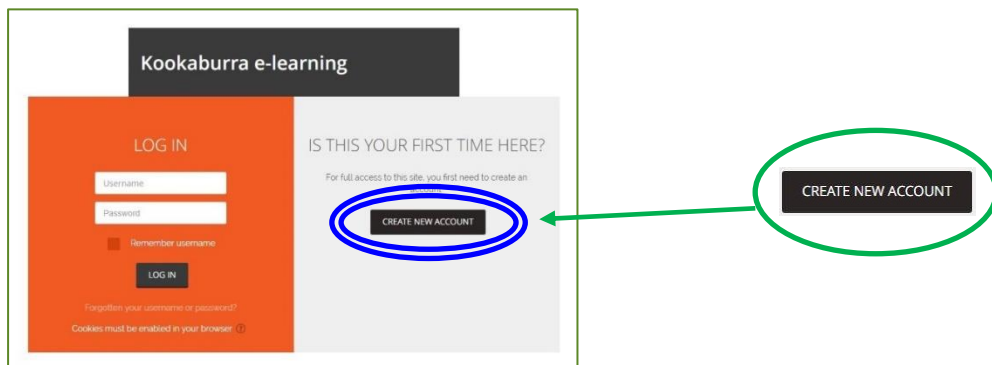
Instructions for Accessing the WANTED e-learning course Promoting Student Belongingness

Please read through these instructions before starting the course and have a printed copy available when you begin.

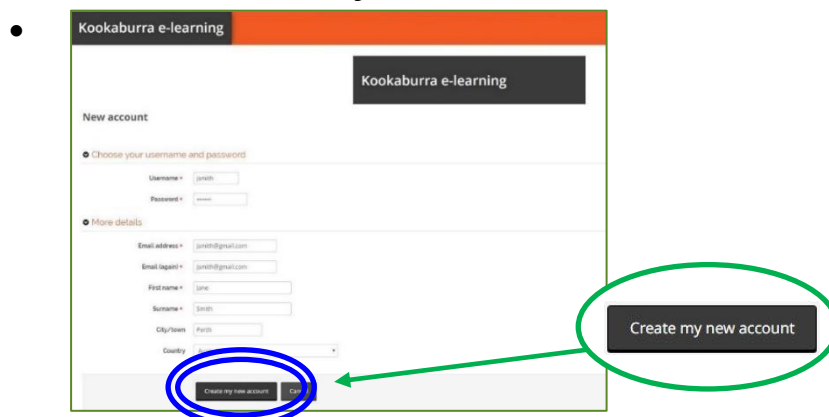
The **WANTED** e-learning package – Promoting Student Belongingness operates under the Moodle Learning Management System and it is recommended that this is run using either Microsoft's Internet Explorer browser on a PC or Safari on Apple. There are known problems between Google Chrome and Moodle, therefore running the package in Chrome is not recommended.

1. Registration and Enrolment

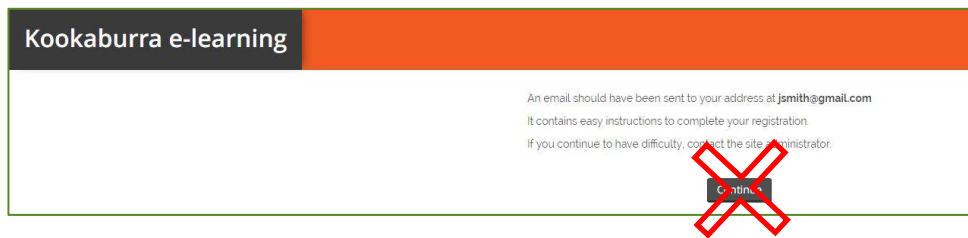
- a. Access the Kookaburra e-learning page on the Moodle website using the link <https://wanted.moodle.school/login/index.php> and select **CREATE NEW ACCOUNT**



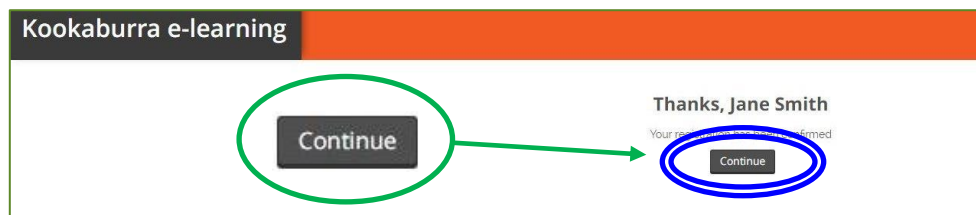
- b. Complete the required registration information:
 - Create (and note down) a **Username** and **Password** (enter your chosen password with care as there is no password confirmation, therefore if you mis-type it you will not be able to access the course)
 - Complete e-mail, name, and location details
 - Select **Create my new account**



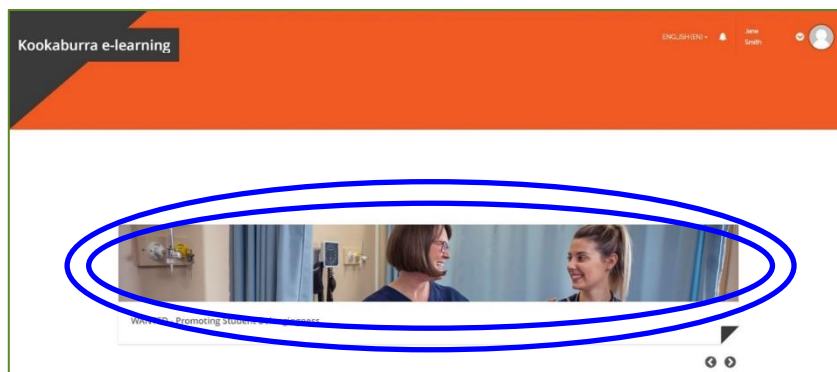
- c) View the message notifying that an e-mail has been sent to you.
DO NOT click **Continue** on this screen, but close the window down now.



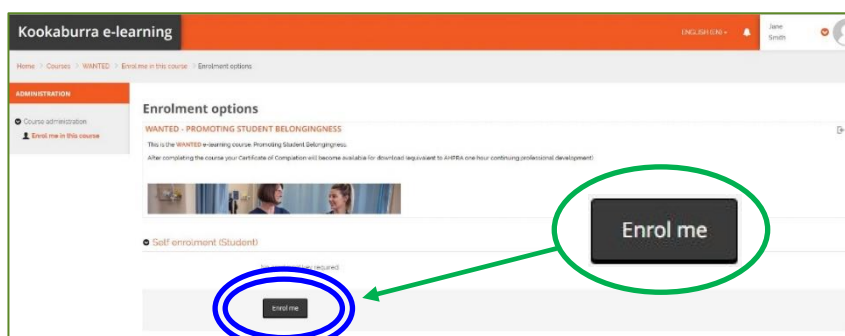
- d) Click on the link in the e-mail you receive confirming your account and you will be presented with an acknowledgement screen - click **Continue**.
NB/ if your computer has been set up with Chrome as the default browser, clicking **Continue** may cause the next screen to open up in Chrome. If this happens close the window down and then close down Chrome. Open Internet Explorer (or Safari on Apple) and open the Moodle website using the link (<https://wanted.moodle.school/login/index.php>). Then log-in using your username and password as in 6.a) below and return here to follow the instructions in 1.e).



- e) On the screen that opens, click the **WANTED** course picture.



- g) Enrol for the course by clicking **Enrol me**

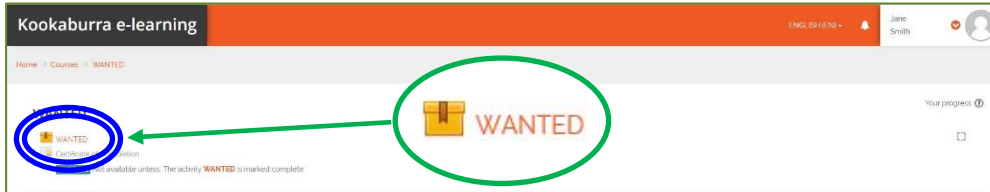


2. Starting the Course

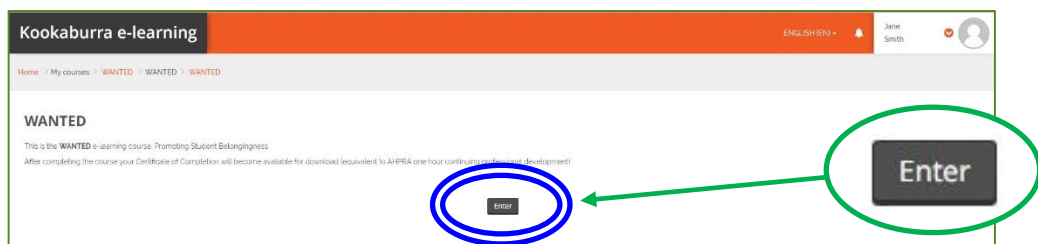
a) This screen shows:

- The **WANTED** course icon
- The **Certificate of Completion** icon (only clickable when the WANTED course has been completed – shown by a tick in the box to the right)

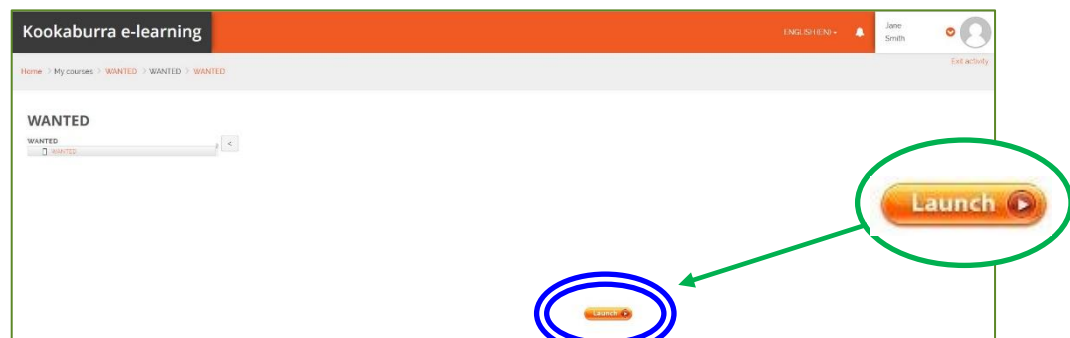
Click the **WANTED** course icon



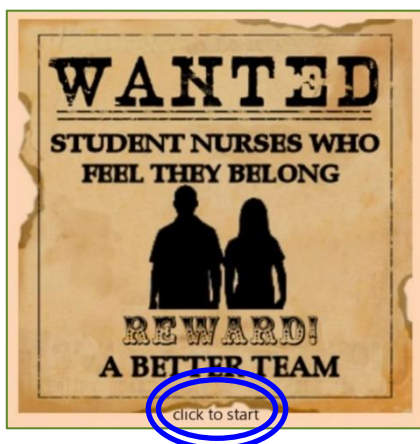
b) Click **Enter**



c) Click **Launch**



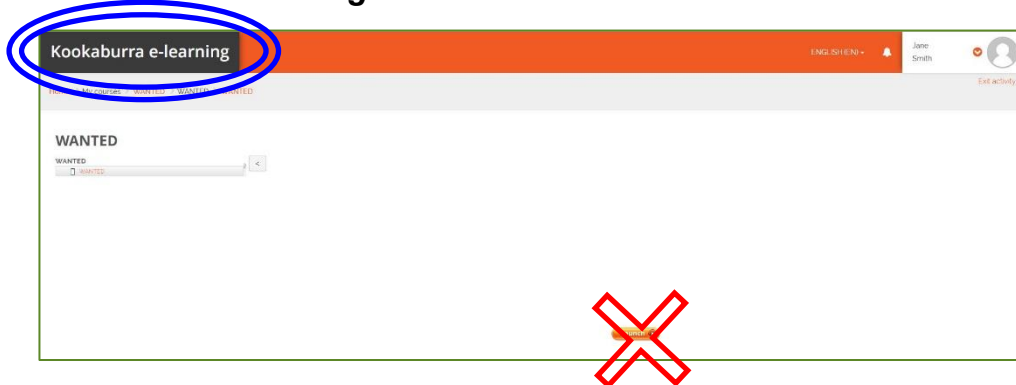
d) Click the poster to start the **WANTED** course



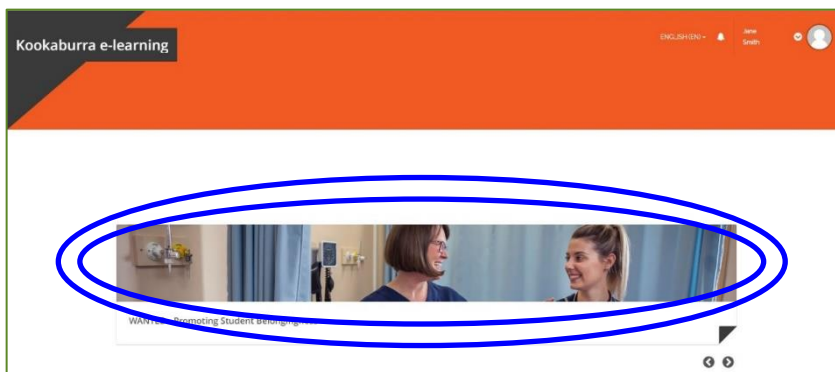
- e) When you access the **Pre-Course Questionnaire** and **Post-Course Questionnaire** and **Resources** from within the course they will open in new windows so that your course is not interrupted. This is useful, particularly for the **Resources** as you can leave the new window open while you proceed.

3. Exiting the course and Producing the Certificate

- a) When you complete the course, you will automatically exit. However, you can voluntarily exit before this (see section 6. on *Continuing* below) but you should always do this by following the instructions within the course.
- DO NOT** exit by simply closing your browser.
- b) When you exit you will be returned to the launch screen. Click the black **Kookaburra e-learning** box. **DO NOT** click **Launch**.

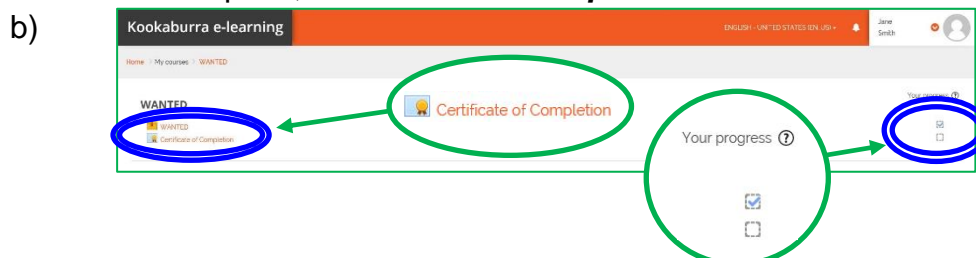


- c) The main **WANTED** screen will then open. Click on the **WANTED** course picture.

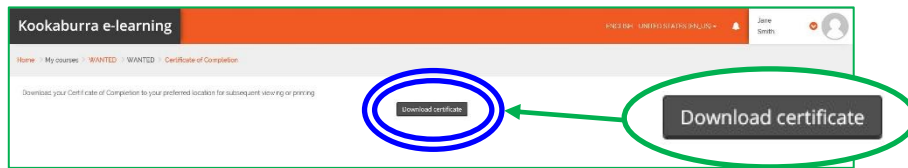


4. Certificate of Completion

- a) When you have successfully completed the course (indicated by a tick in the box to the right of the **WANTED** course icon) you will be able to click on the second option, **Certificate of Completion**.

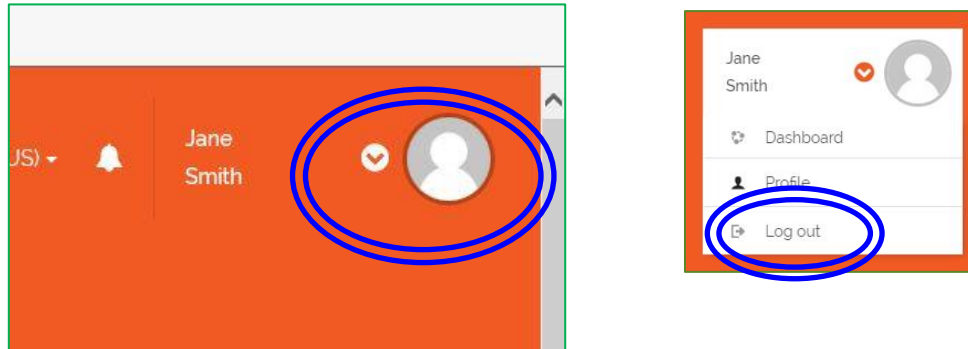


- c) This screen allows you to download your **Certificate of Completion** to a selected location and then view or print it. Click **Download certificate**.



5. Logging Out

If you have finished with the course **Log out** of the Kookaburra e-learning environment by clicking on your identity icon (top right of the window)

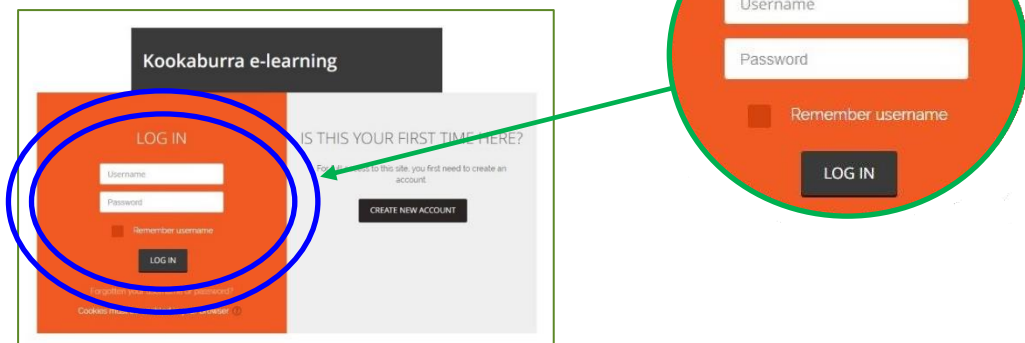


6. Continuing the Course

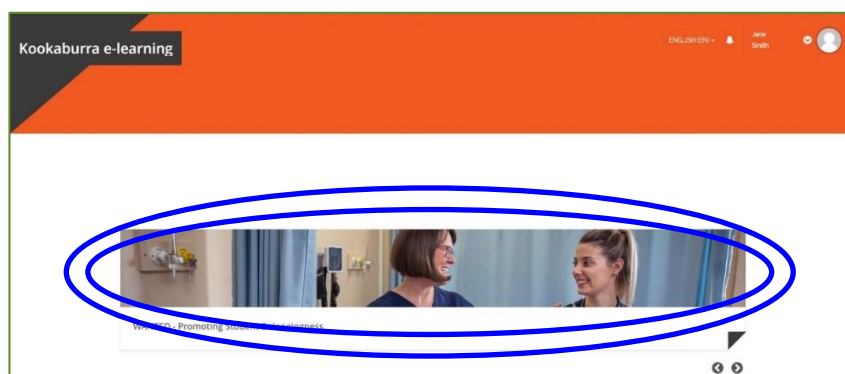
- a) Login again from the link

<https://wanted.moodle.school/login/index.php>

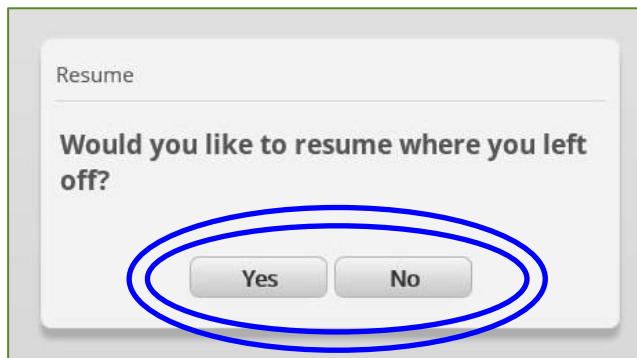
and enter your **Username** and **Password**



- b) Once you are logged-in again, click the **WANTED** course picture to start.



- c) If you are returning to the course and have not previously completed it, you will be presented with the options below:



- d) If you **resume** you will return to the course **Exit Page** from where you can return to the **Home Screen** and navigate to your last previously completed module (which you can 'fast-forward' through) to continue the course. You will not have to redo any previously completed modules. On the Home Screen you can select previously completed modules by clicking on the appropriate box file on the nursing station desk.



- e) If you **do not resume** you will start the course from the beginning again and **the record of previously completed modules will be erased**. In addition, you will require your pre-course questionnaire code to proceed.

7. Reviewing (re-starting) the Course

- a) Once you have completed the course the record of your previously completed modules will be erased. If you return later to review the course or view/print the **Resources** you will have to start the course from the beginning and will therefore require your pre-course questionnaire code to proceed. As soon as you pass the introductory video you will arrive at the Home Screen from where you can access **Resources** without proceeding further should you not wish to do so.
- b) Your **Certificate of Completion** will be ticked as completed but you will be able to download it again if you wish.

