



What is Moodle?

Moodle is our college's virtual learning environment. It is an space, online, where you can set up courses and add interactive resources, lesson information, homework tasks and flipped learning modules for your learners to access whilst they are attending your course.

Where is Moodle?

As a teacher, you will need to access Moodle via the myday site using your network login, see below. See opposite for learner information.

How do I login?

Go to: <https://ncc.mydaycloud.com/dashboard/staff>

Log in: your username will be made up of your first name.lastname@nelsongroup.ac.uk e.g.: joe.bloggs@nelsongroup.ac.uk
Your password will be your existing network login password
Once you have access to myday, click on the Moodle tile and then choose "Network Login". This will take you directly into the LAL area of the Moodle site.

How do I access my courses on Moodle?

Your courses will then appear under "My Courses" on the left of the screen. Just click on the one you want to see. If you can't see courses that you think you should, please let me know straightaway.

How do I add my resources?

If you are reasonably confident with IT and our previous Moodle site and want to make a start, then take a look at the Moodle for Teachers course. This is located under All courses/LAL Miscellaneous/Moodle for Teachers. Use the enrolment key: Moodle17 to enrol yourself on the course.

What kind of resources can I add?

Moodle is a place for learners to learn. Be as creative as possible and add a good mixture of:

- Quizzes for homework or re-enforcement
- Forums to discuss course topics
- Videos for learners to watch in anticipation of the next session (or to watch then answer questions about)
- A section for learners to add their own work—either to upload homework

documents or to add photographs of creative work they have done in between sessions

- Links to web sites for learners to research as homework or in preparation for the next session
- Use it as a portal to link to other online interactive activities

How do I add my students?

Learners can be manually added to your courses - video

How do my students access Moodle?

<https://mymoodle.nelsongroup.ac.uk/login>

Each learner is allocated a unique numerical code when they enrol on one of our courses, which you can access on the EBS system. The log in details are:

Username: *uniqueEBSnumber@nelsongroup.ac.uk*

Password: changeme

All new learners are given the same initial password. They will be prompted to change this to something more secure the first time they log in. Use this opportunity to start to talk about e-safety with your students. Encourage them to complete the E-safety course (see back page).

Use the "MyCourses" link on the left of the screen.

What if I or my students have problems logging in?

There is a link on the log in page for learners to click if they have forgotten their password/username. They must have an active email address for this to work. Alternatively, please contact one of the team on the email addresses below for assistance.

Need Help?

E-mail Brandon brandon.richards@nelsongroup.ac.uk or Mark mark.rosthorn@nelsongroup.ac.uk



Lancashire
Adult Learning

FREE
Online
E-safety course

moodle

All teachers and learners are encouraged to complete the Staying Safe Online course available on Moodle. You can self-enrol by clicking on the link under FREE Online courses on the home page of Moodle. The enrolment key is Moodle21. There are a number of activities which must be completed for you and your learners to earn the Digital Badge in E-safety.

This includes

- Information about Lancashire Adult Learning's E-safety policy
- How to create a safe password to use online
- How to find information about a range of e-safety issues that will help to keep you, your family and friends safe online

Once you have completed the course you will be awarded a Digital Badge in E-safety.

For more information, or if you need help accessing Moodle and the E-safety course, please contact:

Brandon: brandon.richards@nelsongroup.ac.uk

Mark: mark.rosthorn@nelsongroup.ac.uk



Lancashire
Adult Learning

Information
for
teachers