



Implemented by



# **Regional Programme Support to Pandemic Prevention in the ECOWAS Region**

***Self-enrolment tutorials to the  
“Emergency Risk Communication”,  
“Coordination & Communication” and  
“One Health in the ECOWAS Region”  
online training packages***

## **Participant’s Guide**

# Table of Contents

<b>1 Moodle eLearning .....</b>	<b>3</b>
1.1 Moodle Learning Management System .....	4
1.2 Sign into IRSP Moodle LMS .....	5
1.3 Create a new account on IRSP Moodle LMS .....	6
1.4 Navigation around Moodle Website .....	7
1.5 Enrol to participate in a course .....	9
1.6 Navigation within a Moodle course .....	12
1.7 Download content for offline use .....	13
1.8 Video Tutorials .....	14

# 1 Moodle eLearning

This training guide has been written for the Moodle eLearning website available at [www.irsp-caq.org](http://www.irsp-caq.org)

These e-Learning courses in Pandemic Prevention are delivered in partnership with [Institut Régional de Santé Publique](#) in Benin. A tip to find our website quickly is to do a google search for 'IRSP' and 'CAQ' and then add a bookmark. (See Diagram below)



Figure 1: An easy way to find our website

## 1.1 Moodle Learning Management System

Moodle software is used by thousands of institutions around the world and has become one of the most popular Learning Management Systems available. Each organization can create a slightly different themed and customised Moodle website to meet their training needs. The software was designed specifically for teachers to upload their own content and online assessments. A Moodle website allows people to read, watch and listen to information and to complete online assessments. Teachers can provide feedback and grades online. There are many features that encourage online collaboration, like discussion forums, chatrooms, and group assignments. The online course can be viewed on a laptop, smartphone or tablet 24 hours a day. Follow this guide to using Moodle on your computer.

(NOTE: You can also install the [Moodle Mobile App](#) so that after downloading, most content, except large videos, will work when there is no Internet connection. The last section offers more information about offline use with the Moodle apps)



Figure 2: You can study anywhere anytime with an online Learning Management System - Moodle

## 1.2 Sign into IRSP Moodle LMS

If a website administrator or teacher has already created your account, and you have been given a password, then you can sign in / login to the Moodle site (See Figure 3). Skip ahead to the next step if you do not have a password yet.

<https://www.irsp-caq.org/login/index.php>

1. Enter your email address as your username
2. Enter the password provided by an administrator
3. Select Log In

You may be taken to your profile page so you can add extra information about yourself.

If you forget your password then use the link to '[Forgotten your username or password?](#)' at the bottom of the sign in form. Remember ... don't let the computer win. You can do this! Just keep trying and reach out for help if you get stuck.



Figure 3: For existing users, please sign in on the IRSP Moodle login page

### 1.3 Create a new account on IRSP Moodle LMS

Anyone can create a new free account on our website here:

<https://www.irsp-caq.org/login/signup.php?>

You must provide all of the information requested (as per Figure 4 below), and then click on the button at the bottom of the page to CREATE A NEW ACCOUNT. Some of this information is hidden from fellow students while other information will be shared. Make a note of the email address and password you selected. You will then receive an email to verify that your new account was created successfully. If you were successful you can now log on to the Moodle Site.



SHORT VIDEO DEMONSTRATION:

Create a new account

<https://www.awesomescreenshot.com/video/167885>

The screenshot shows the IRSP Moodle registration form. At the top left is the IRSP logo (Institut Régional de Santé Publique) and the text 'Général Alfred QUESNÉ'. The form is titled 'New account' and has an 'Expand all' link. It is divided into several sections:

- Choose your username and password:** Includes fields for Username and Password, each with a required field indicator (a small circle with an exclamation mark). To the right of this section is the instruction: 'Step 1: Enter the six required parts on this form'.
- More details:** Includes fields for Email address, Email (again), First name, Surname, City/town, and Country (a dropdown menu). To the right of this section is the instruction: 'Step 2: Check your email address to confirm your new account'.
- Extra Profile Information:** A section with a right-pointing arrow.
- IRSP Office Use (Optional):** A section with a right-pointing arrow.

At the bottom of the form are two buttons: 'Create my new account' (in orange) and 'Cancel' (in grey). Below the buttons is a note: 'There are required fields in this form marked [required field icon]'.

Figure 4: The IRSP Moodle Registration form

## 1.4 Navigation around Moodle Website

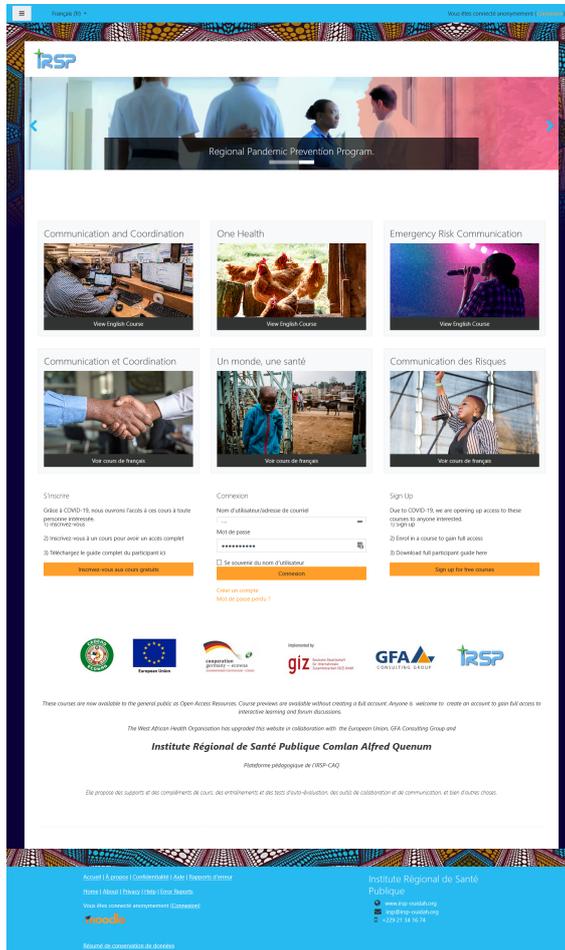


Figure 5: The Home page

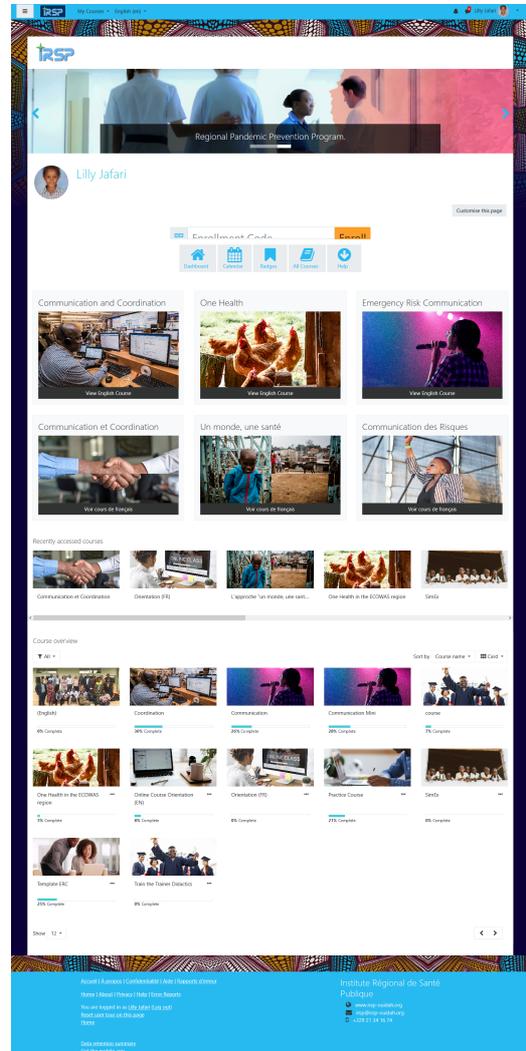


Figure 6: The Dashboard – after you log in

The first page that we see at [www.irsp-caq.org](http://www.irsp-caq.org) is called the IRSP Moodle HOME PAGE (Figure 5). This page has some marketing, sponsor information and links to courses. After you log in you will see a lot more information. We call this page the Moodle Dashboard (Figure 6). It looks different for each person, depending on what you can access.

It is often hard to find the IRSP home page again, especially after a long break from study. So, we suggest that you bookmark it. You can use the keyboard shortcut of Ctrl + D, or, you can select and drag the link to your course to your bookmark toolbar (Ctrl + shift + B to show bookmarks bar).

The first time you visit certain page types in IRSP Moodle you will see a guided tour. The pop-up

windows show you a step-by-step guide to navigate your way around the website. Read each tip and then click on NEXT.

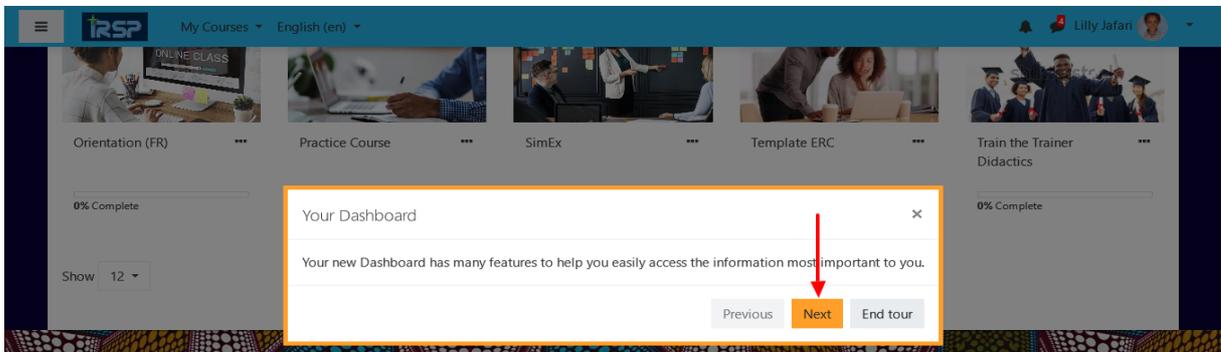


Figure 7: New users are guided by a step by step tour

If you would like to see the tour again you may find a link in the left footer at the bottom of the page to 'reset user tours'(See Figure 8).



Figure 8: How to start the tour again at a later point in time

## 1.5 Enrol to participate in a course

Each Participant in a Moodle website must be given access to one or more courses. The IRSP Home page has links to three free Moodle courses. Select either English or French. Select the course of interest and read the course overview. At the end of the page you can choose to ENROL to join the course.



SHORT VIDEO DEMONSTRATION:

Enrol in a new course with full access

<https://www.awesomescreenshot.com/video/167908>

You can now quickly find your list under the MY COURSES link in the left of the blue top menu bar (See Figure 9). The dropdown list will show the courses that you are enrolled in as a participant. The next drop down link will show quick links to topic within your course.

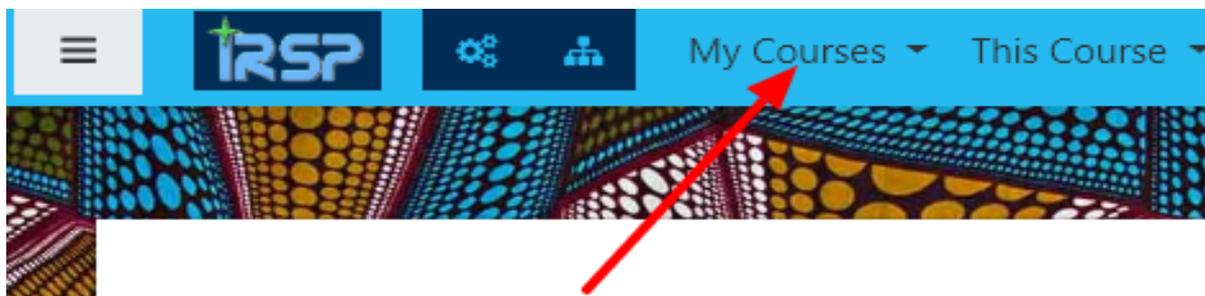


Figure 9: Select to view the drop down list of the courses you can access



SHORT VIDEO DEMONSTRATION:

Logging in and accessing your current courses

<https://www.awesomescreenshot.com/video/167876>

Due to the global pandemic urgent training needs, our IRSP Moodle site is configured to offer limited previews of courses under anonymous 'guest access'. Most courses now allow a limited preview option. To fully participate, you can enrol (and unenrol) yourself from a course by selecting the Course Settings circle icon (as shown in Figure 10).



Figure 10: Select the black circle icon in the top menu bar to enrol in a course and gain full access

Some courses are hidden or have restricted access. If you have been given an access code to another course you can enter the code into the box at the top of the dashboard. Enter the code and click on the ENROLL button. (See Figure 11) You should now see the new course added to the drop-down list under the MY COURSES button.

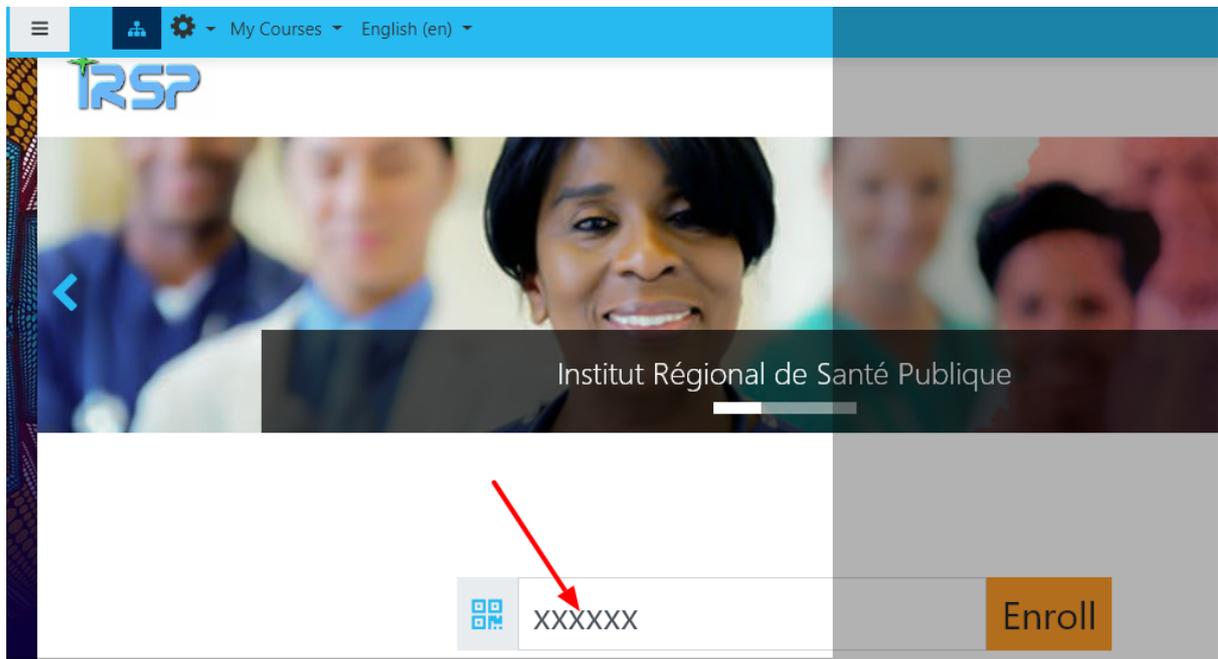


Figure 11: If you have been given a secret code then you can enrol yourself into a course

## 1.6 Navigation within a Moodle course

You can use the yellow buttons at the top of the page to find your way around the Moodle site and your current course (See Figure 12). The first button will take you to the Moodle dashboard – the central point where you can find many courses and important information. The other buttons will change depending on what pages you have visited. In the image below, the third button called 'RISK COMS' will take you back to the Risk Coms course main page.



Figure 12: The main navigation breadcrumbs

In each Module you will find learning activities. After you have finished an activity, look for orange links at the bottom of the content to move on to the next activity (See Figure 13).



Figure 13: Links to the next and previous activity



Navigation within a course

<https://www.awesomescreenshot.com/video/167881>

## 1.7 Download content for offline use

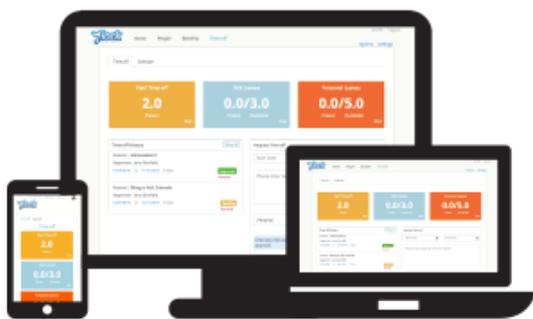


Figure 14: Moodle works on phones and tablets

Most of the content in these Moodle courses can be viewed offline by downloading sections or the entire course using the Moodle app. If you download items, they will take up space on your device and take a long time to download, especially if all students are in a room and trying to do this at exactly the same time. So, we recommend that you download one section at a time, (unless you have super-fast stable Internet connection.) The basic course size for our IRSP

courses (excluding videos) is about 30 MB. Larger files, like the videos cannot be downloaded in the Moodle app. They are on Youtube and your phone may offer a 'Watch Later' feature to view these large videos offline.

For Smart Phones - Download the official Moodle Mobile app from Apple store or Google Play.

### Download for Android:

<https://play.google.com/store/apps/details?id=com.moodle.moodlemobile&hl=en>

### Download for Apple:

<https://itunes.apple.com/us/app/moodle/id633359593?mt=8>

### For Desktop Computers:

You can also use the course offline by downloading Moodle for desktop computers

[https://docs.moodle.org/36/en/Moodle\\_Desktop](https://docs.moodle.org/36/en/Moodle_Desktop)

After you download the phone app or desktop app sign in with your existing username, password and this website [www.irsp-caq.org](http://www.irsp-caq.org) You will see the same courses and content as the normal website but in a simplified layout. You have the option to download the entire course, or sections, for use when there is no Internet. Any content you create will be synchronized the next time you are back online. This includes discussion forums. Firstly, tap on the top right corner icon and turn on the option to download content. Now you should see a small cloud icon to take a copy of files or activities to complete when you have low or no Internet. Read more in this Moodle App Guide:

[https://docs.moodle.org/36/en/Moodle\\_app\\_features](https://docs.moodle.org/36/en/Moodle_app_features)

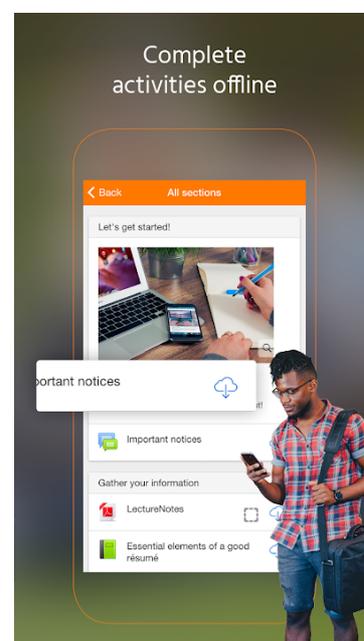


Figure 15: Tap the cloud icon to download one small section at a time

## **1.8 Video Tutorials**

Create a new account

<https://www.awesomescreenshot.com/video/167885>

Logging in and accessing your current courses

<https://www.awesomescreenshot.com/video/167876>

Enrol in a new course with full access

<https://www.awesomescreenshot.com/video/167908>

Navigation within a course

<https://www.awesomescreenshot.com/video/167881>