



TRAINING THAT DEVELOPS
REAL CAPABILITY

Moodle Student Guide

REV 5

Last updated 26th August

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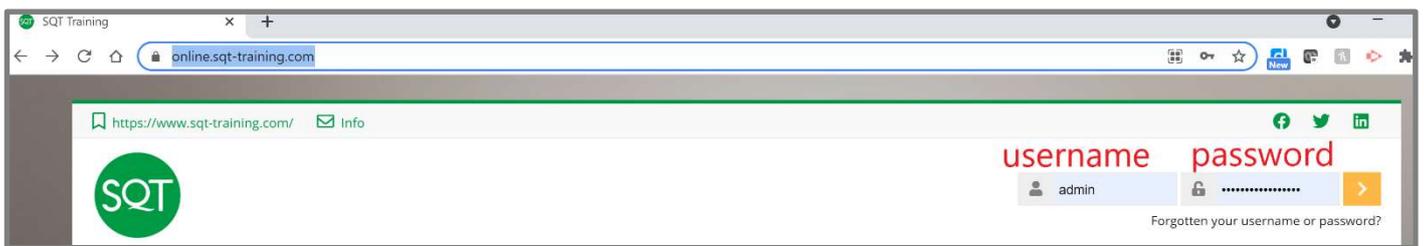
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Moodle at SQT

Moodle is a Virtual Learning Environment (VLE) which is used by colleges, universities and training providers world-wide. This is a web based application which is a safe and secure environment where students can access learning materials and communicate with their tutor and in some cases other students. SQT administration staff are responsible for setting up student access to relevant courses.

How to Login

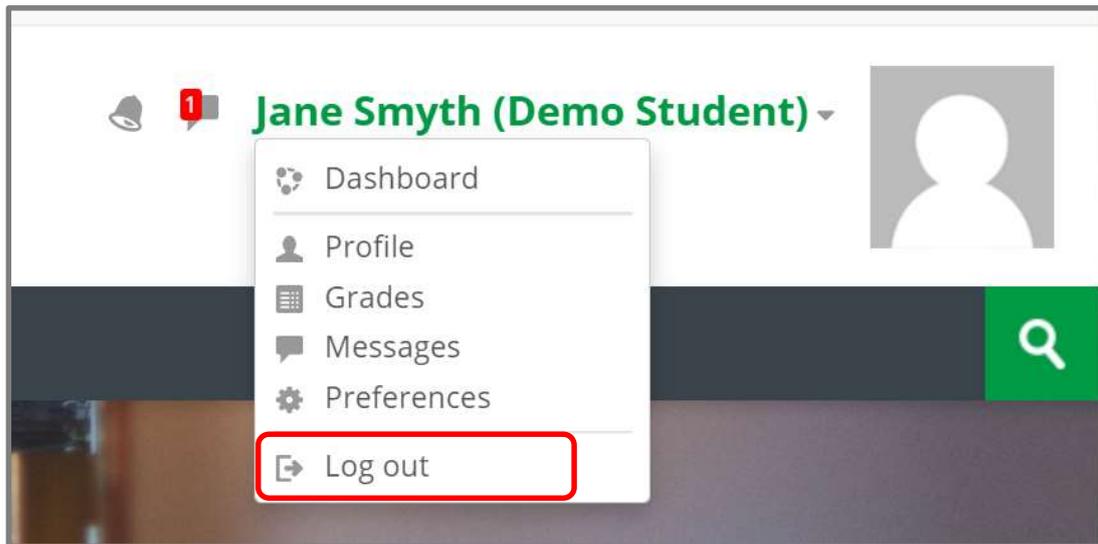
- Open a web browser such as Google Chrome (recommended) and type the following address in the address bar: **online.sqt-training.com**
- The **login** details are required at the top right corner of the screen you will be asked to type your username and password.



NOTE: Your username is the email address which was supplied to SQT (all letters are lowercase). You will be supplied with a generic password in advance of course commencement, when you first login you will be forced to change this password to something you will remember. **Please note that passwords must be at least 8 characters in length, contain at least one digit, one lower and uppercase letter and one alphanumeric character.**

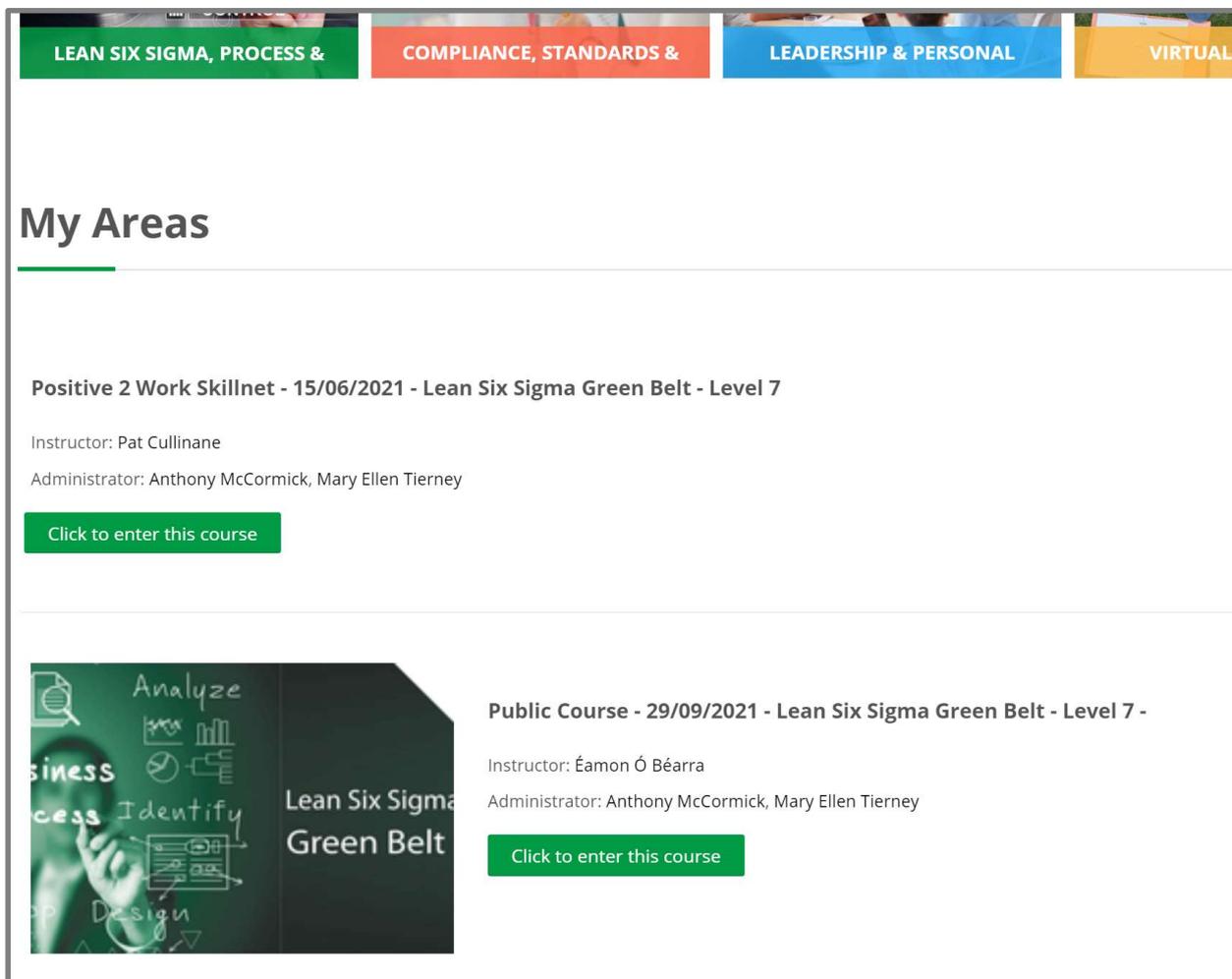
Logging Out

- Once you have successfully logged into Moodle your name will appear at the top right hand corner.
- You can **Logout** of the system from here also.



Navigation in Moodle

- When you successfully login to Moodle, the list of courses which you are enrolled on are available on the main section of the screen.



The screenshot shows the 'My Areas' section of a Moodle user interface. At the top, there are four navigation tabs: 'LEAN SIX SIGMA, PROCESS &' (green), 'COMPLIANCE, STANDARDS &' (red), 'LEADERSHIP & PERSONAL' (blue), and 'VIRTUAL' (orange). Below the tabs, the heading 'My Areas' is displayed. The first course listed is 'Positive 2 Work Skillnet - 15/06/2021 - Lean Six Sigma Green Belt - Level 7'. Its instructor is Pat Cullinane and administrators are Anthony McCormick and Mary Ellen Tierney. A green button labeled 'Click to enter this course' is positioned below the course details. The second course is 'Public Course - 29/09/2021 - Lean Six Sigma Green Belt - Level 7 -'. Its instructor is Éamon Ó Béarra and administrators are Anthony McCormick and Mary Ellen Tierney. A green button labeled 'Click to enter this course' is also present below this course. To the left of the second course is a thumbnail image featuring a hand pointing at a whiteboard with business process terms like 'Analyze', 'Identify', and 'Design'.

- The example above shows two enrolled courses
- Simply click on the course you would like to enter.



Side Menu

A Collapsible Side menu is displayed on the left side of the page. It provides the following options:

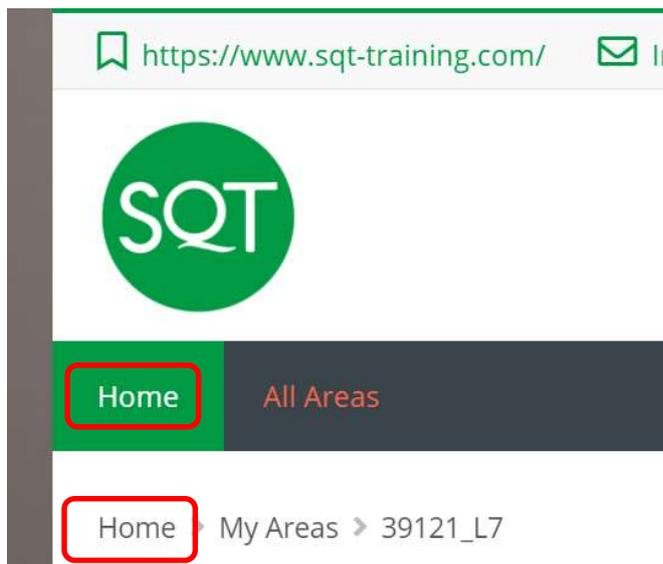


← 1. Hide Menu/ Show Menu

Breadcrumb Menu

Home > My Areas > 39121_L7

- The breadcrumb menu is at the top of each course page. This menu shows your position in the course (e.g. **Home → My Areas > 39121_L7**).
- You can use these breadcrumbs to return to earlier pages.
- Clicking on the **course name** will always take you back to the **course home page**.
- Clicking on the home icon will take you back to the **SQT Moodle home page** which displays a list of courses you are enrolled on.

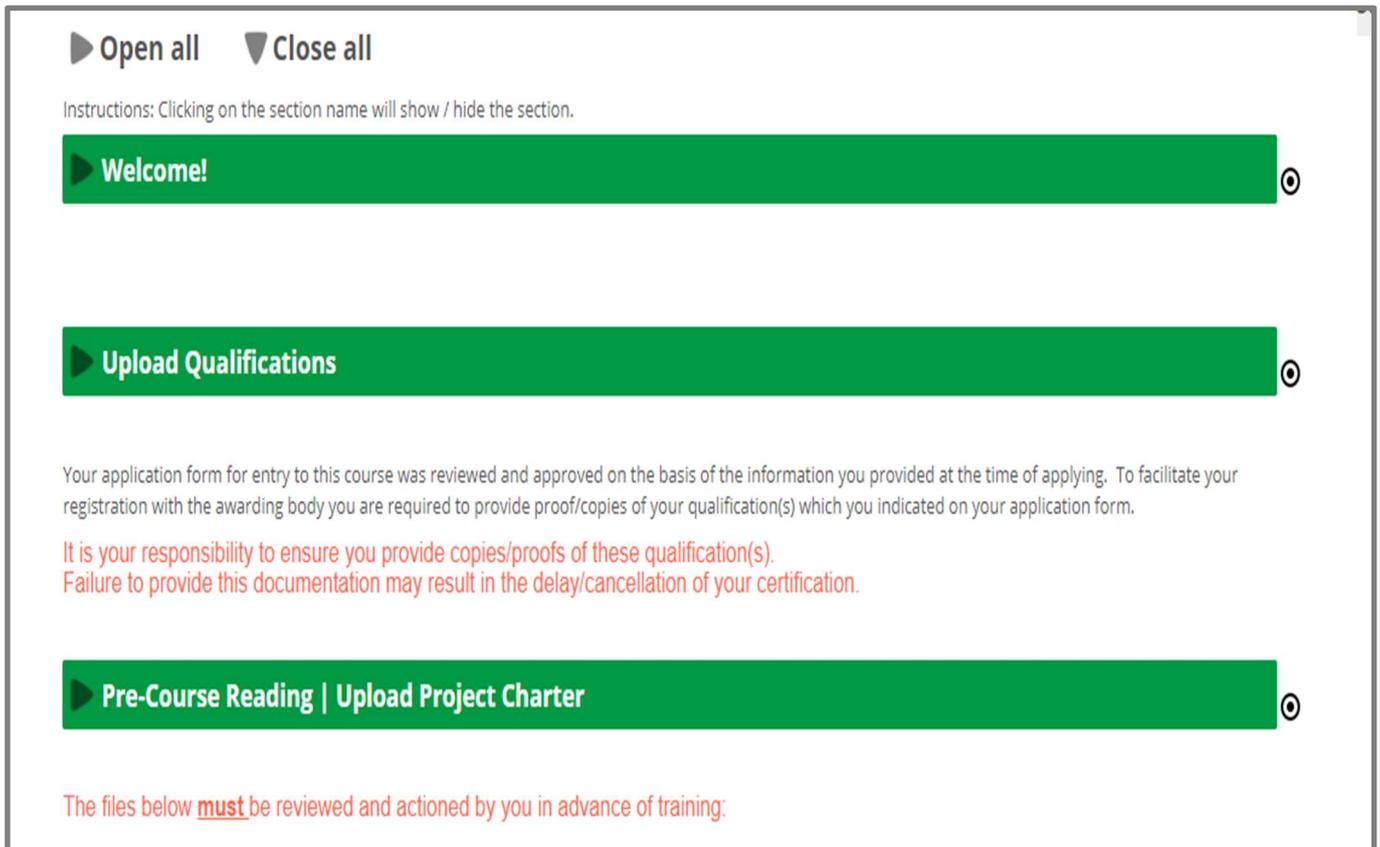


Course Layout

SQT Courses have been set up as one of two formats:

- Collapsed Topics Layout or
- Grid Layout

Collapsed Topics Layout



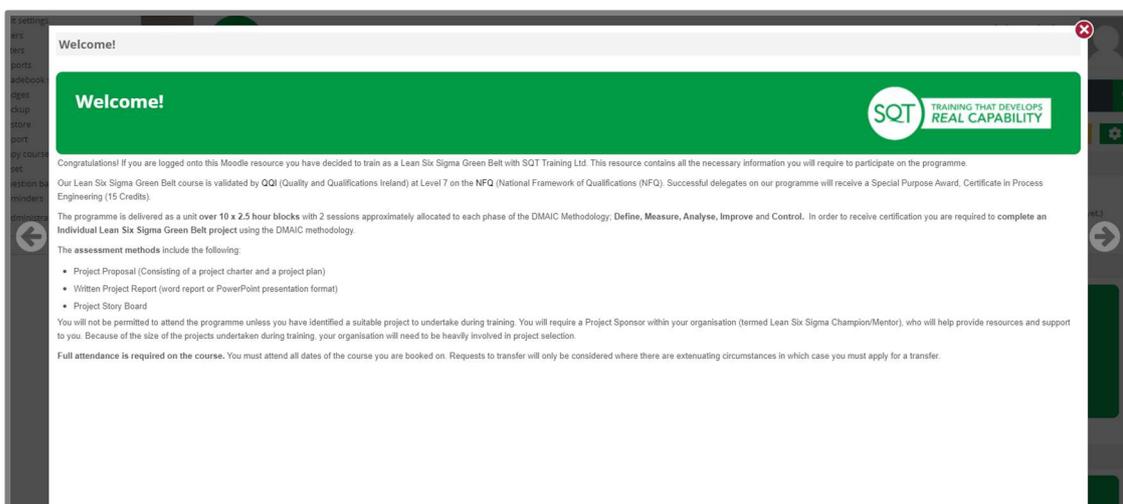
The screenshot shows a course interface with a header containing two buttons: 'Open all' (with a right-pointing triangle) and 'Close all' (with a downward-pointing triangle). Below the header is an instruction: 'Instructions: Clicking on the section name will show / hide the section.' The main content area features three green horizontal bars, each representing a collapsed section. The first bar is labeled 'Welcome!' and has a right-pointing triangle on the left and a circular icon with a right-pointing arrow on the right. The second bar is labeled 'Upload Qualifications' and has similar controls. Below this bar is a paragraph of text: 'Your application form for entry to this course was reviewed and approved on the basis of the information you provided at the time of applying. To facilitate your registration with the awarding body you are required to provide proof/copies of your qualification(s) which you indicated on your application form.' This is followed by a red warning: 'It is your responsibility to ensure you provide copies/proofs of these qualification(s). Failure to provide this documentation may result in the delay/cancellation of your certification.' The third green bar is labeled 'Pre-Course Reading | Upload Project Charter' and also has a right-pointing triangle on the left and a circular icon with a right-pointing arrow on the right. At the bottom of the screenshot, there is another red warning: 'The files below must be reviewed and actioned by you in advance of training:'.

- Collapsed Topics can be collapsed **individually** by clicking on the arrow in the green area or **all at once** using the Open all Button. Similarly, Collapsed Topics can be closed in the same way.

Grid Layout



- Click on the relevant Grid to access the content



- The content appears in a Pop-up pane, which only displays the content pertinent to the Section selected. The user can scroll up and down to read/access all the documents.
- To return to the Course Homepage you can select the red X  in the top right-hand corner of the pane.

- Alternatively, the user can navigate forward or backwards to other Sections using the arrows positioned on the



left



and right of the pane.

Accessing Resources

The **course topics** contain all the **resources/materials** available for your course. **Small icons next to resources and activities indicate the type of resource / activity.**

What do the ICONS Symbolise?

Below is an explanation of some of the icons you may see in your course(s). As each course is different, you may not see all of the icons described below. Some of the icons below are application files (i.e. Adobe PDF, Microsoft Word etc.) and will require you to have the relevant software application installed on your computer.

	Adobe PDF (Portable Document Format) file - this file can be opened with Adobe Acrobat software - free for download: http://get.adobe.com/reader/
	A Microsoft Word document - you can open this using your word processor
	A Microsoft Excel document -you can open this using MS Excel
	Microsoft PowerPoint - slideshows containing lecture content
	Folder – contains individual files
	Assignment activity submission link
	Page – contains text and sometimes links to external websites
	Book - you can print entire handbooks from Moodle or individual chapters by accessing the options to the left of the screen. Handbooks are also easy to navigate using table of contents which opens to the left of the screen
	Web links - links to useful web sites provided by your Tutor
	Discussion forum activity

Opening / Viewing Resources

- To open your resources simply click on the name of the resource you want to open. This can be a folder, a document, a video etc. Presuming you have the appropriate software installed on your computer, you can view the file. If you do not have the appropriate software you may need to download it onto your machine.
- Depending on the file and its anticipated use, some files will force a file download before it can be opened; this is typical for files such as working documents and templates etc. The example below displays a number of PDF documents and a folder entitled 'Reference Material'.

Working Course Documents

Working Course Documents



These are the files you will need to begin documenting your project on during and after training.
Please save these files to your laptop in advance of the course for easy access during and after the training.

Project Charter

As part of the course you are required to submit a pre and post course Project Charter. The Sample Project Charter files here can be used as a template for your post project Charter (choose from Manufacturing or Service template). You will also find a 'Team/Project Charter' in SigmaXL which you can use if you wish.

 Sample Project Charter - Service (word version)

 Sample Project Charter - Manufacturing (word version)

Blank Project Charter Templates

 Project Charter - Manufacturing (Blank Template)

 Project Charter - Service (Blank Template)

Project Plan

 - DMAIC PROJECT PLAN (GB) Rev 2

Project Report

 DMAIC Project Report Template (GB) Rev 5

Project Storyboard

 Storyboard

The Sample Project Storyboard file above can be used as a template for your Project Storyboard.

The Calendar Function

The calendar function displays events such as assignment due dates for assessments which are due to be submitted within Moodle.

Events are scheduled in various ways - the main types are:

- **Course events** - (e.g. assignment deadlines), which are scheduled within the course and visible to everyone enrolled on that course. Assignment deadlines created within a course will automatically appear in your calendar.
- **User events** - these are created by yourself and are only visible by you.
- **Global events** - these are visible by everyone who logs into Moodle. These may be used for example if there is a planned system downtime or to indicate closure of SQT office due to public holidays etc.

Messaging Function

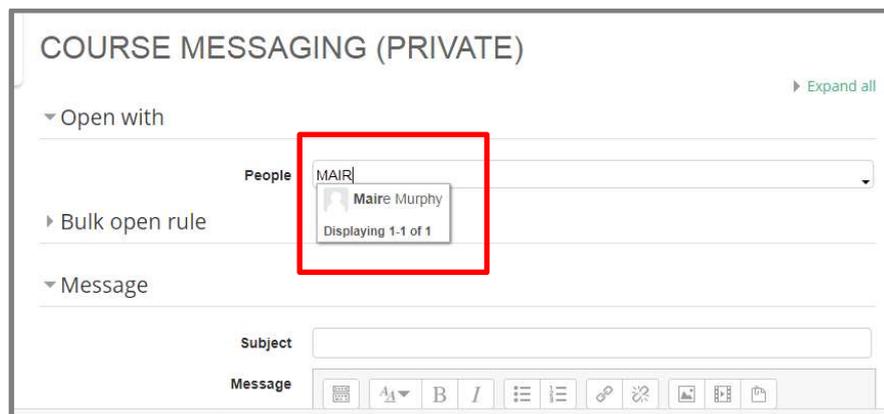
This feature is located as a link at the top of the course called "Course Messaging".



The function allows for private communication between a Tutor and learner. This can be used to contact your Tutor(s) and or the Course Manager at SQT about any queries or problems you may have.

Creating a Message / Conversation

1. Click the 'Create' button to open a new conversation.
2. Choose the person you would like to have a conversation with by typing their name in the 'People' text box.



3. Add a Subject, Message and attachment if required and press "**Send**".
4. The recipient will receive copy of the message to their email within 30 minutes of sending.

Replying to a Message / Conversation

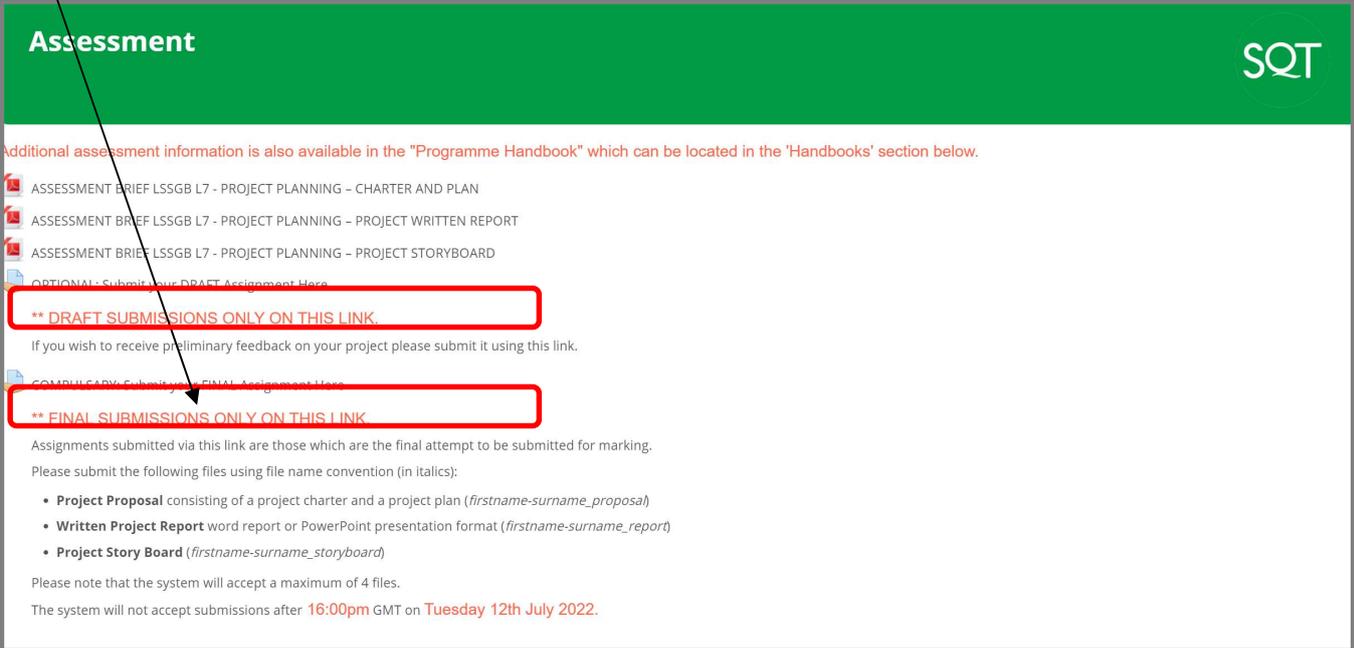
When a conversation is open the Reply text box and attachment option is displayed below the last post. It is possible to save a draft before sending - drafts are displayed in the Drafts tab in the conversation list.

Assignments

Submitting an Assignment

To submit an assignment in Moodle, please follow the steps below:

1. Select the relevant Assessment toggle button
2. Click the relevant assignment submission link. Please ensure that you select the correct one as some courses have separate links for DRAFT and FINAL assessments!



The screenshot shows a Moodle assessment page with a green header containing the word "Assessment" and the SQT logo. Below the header, there is a list of assessment briefs and two submission links. The first link is highlighted with a red box and labeled as the draft submission link. The second link is also highlighted with a red box and labeled as the final submission link. A black arrow points from the second step of the instructions to the final submission link.

Assessment SQT

Additional assessment information is also available in the "Programme Handbook" which can be located in the 'Handbooks' section below.

- ASSESSMENT BRIEF LSSGB L7 - PROJECT PLANNING – CHARTER AND PLAN
- ASSESSMENT BRIEF LSSGB L7 - PROJECT PLANNING – PROJECT WRITTEN REPORT
- ASSESSMENT BRIEF LSSGB L7 - PROJECT PLANNING – PROJECT STORYBOARD
- OPTIONAL: Submit your DRAFT Assignment Here
- ** DRAFT SUBMISSIONS ONLY ON THIS LINK.**
- If you wish to receive preliminary feedback on your project please submit it using this link.
- COMPULSORY: Submit your FINAL Assignment Here
- ** FINAL SUBMISSIONS ONLY ON THIS LINK.**

Assignments submitted via this link are those which are the final attempt to be submitted for marking.
Please submit the following files using file name convention (in italics):

- **Project Proposal** consisting of a project charter and a project plan (*firstname-surname_proposal*)
- **Written Project Report** word report or PowerPoint presentation format (*firstname-surname_report*)
- **Project Story Board** (*firstname-surname_storyboard*)

Please note that the system will accept a maximum of 4 files.
The system will not accept submissions after **16:00pm GMT on Tuesday 12th July 2022.**

3. Upload a file (or more than one file if required)

a. Click on **Add Submission**

OPTIONAL: Submit your DRAFT Assignment Here

**** DRAFT SUBMISSIONS ONLY ON THIS LINK.**

If you wish to receive preliminary feedback on your project please submit it using this link.

Submission status

Attempt number	This is attempt 1 (25 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 19 June 2022, 1:00 AM
Time remaining	296 days 8 hours
Last modified	-

Submission comments ▶ Comments (0)

Add submission

You have not made a submission yet.

Home > My Areas > 39121_L7 > Assessment > OPTIONAL: Submit your DRAFT Assignment Here > Edit submission

OPTIONAL: Submit your DRAFT Assignment Here

**** DRAFT SUBMISSIONS ONLY ON THIS LINK.**

If you wish to receive preliminary feedback on your project please submit it using this link.

I confirm that I have read and understand SQT's plagiarism policy. This assignment is my own work, except where I have acknowledged the use of the works of other people. **i**

File submissions Maximum file size: 512MB, maximum number of files: 4

Add **Upload a file** **Remove**

Files

Upload

You can drag and drop files here to add them.

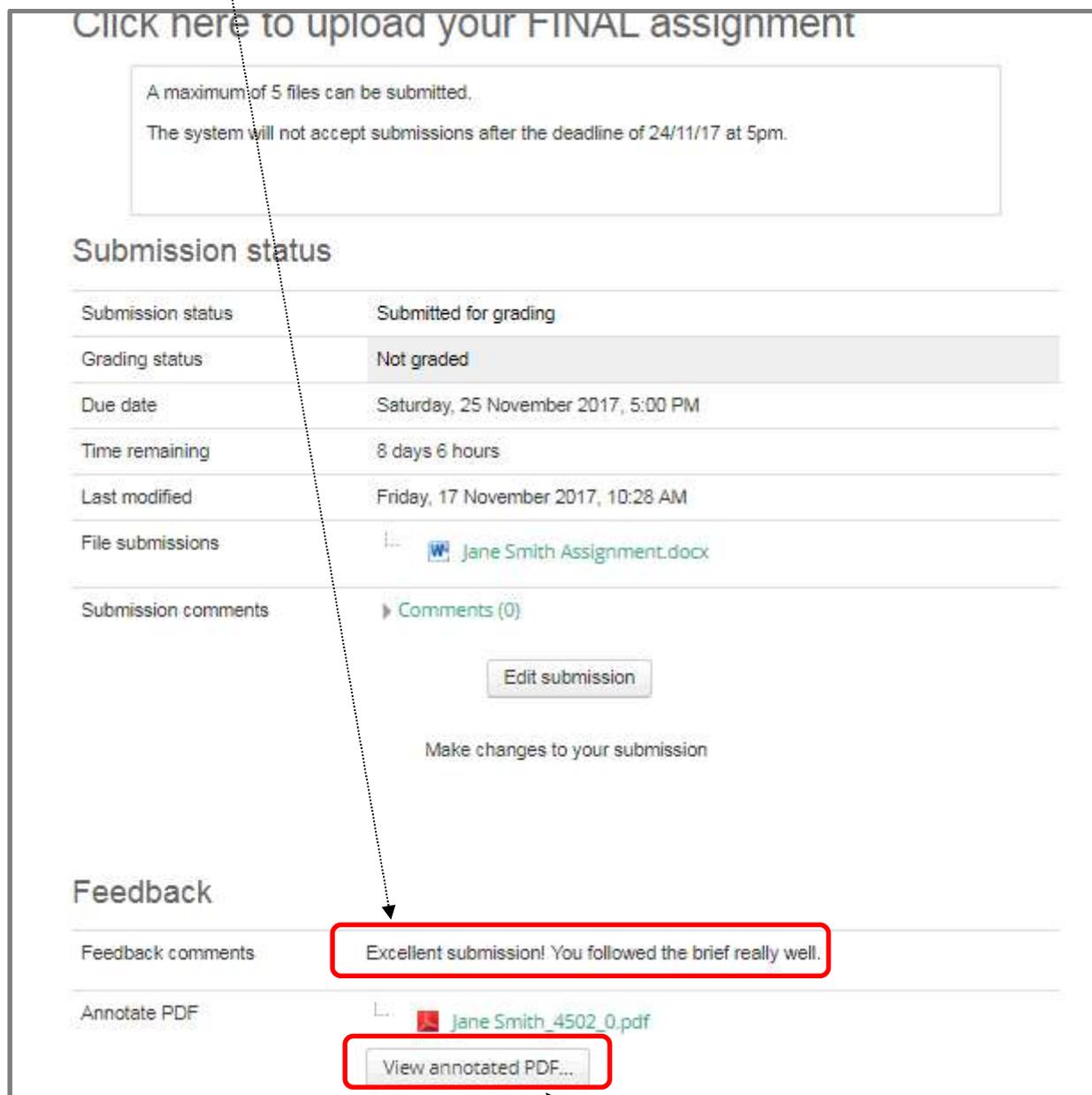
Save changes **Cancel**

There are required fields in this form marked **i**.

- a. **Drag and drop** the file into the box, OR Click **“Add”** > **Upload a file** > Choose the file on your computer and click the **“Upload this file”** button.
- b. **Click the tick box to confirm that you accept SQT’s plagiarism policy.**
- c. **Click “Save Changes”**

Viewing Tutor Feedback for Draft Assignments

If your Tutor has provided feedback, you will receive an email notification about this which will contain a link to access the feedback. Feedback comments are also accessible from the grades administration block on the left hand side of the screen.



The screenshot displays a submission interface. At the top, a link says "Click here to upload your FINAL assignment". Below this, a box contains instructions: "A maximum of 5 files can be submitted." and "The system will not accept submissions after the deadline of 24/11/17 at 5pm." The "Submission status" section shows a table with the following details:

Submission status	Submitted for grading
Grading status	Not graded
Due date	Saturday, 25 November 2017, 5:00 PM
Time remaining	8 days 6 hours
Last modified	Friday, 17 November 2017, 10:28 AM
File submissions	Jane Smith Assignment.docx
Submission comments	Comments (0)

Below the table is an "Edit submission" button and the text "Make changes to your submission". The "Feedback" section shows a comment: "Excellent submission! You followed the brief really well." Below the feedback, there is an "Annotate PDF" section showing a file named "Jane Smith_4502_0.pdf" and a button labeled "View annotated PDF...".

If the Tutor has annotated your assignment, the annotated document can be accessed below the feedback.

IMPORTANT: Please note that grade will always be set to 0 as official grades will not be made available until approved by relevant SQT examination boards.