



Alternative Care | Uganda

# STUDENT MANUAL

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## *About this Guide*

This guide was prepared by the Department of Distance Education & Instructional Technology at Black River Technical College in order to provide students with an overview of Moodle. This guide assumes students have basic familiarity with a computer, such as using a mouse, navigating operating systems, and using a web browser. This guide is designed for using Moodle (Version 3. x) on a desktop or laptop, but you can also use the Moodle mobile app. For more information, see the *Moodle Mobile App* section (page 12).

## System Requirement

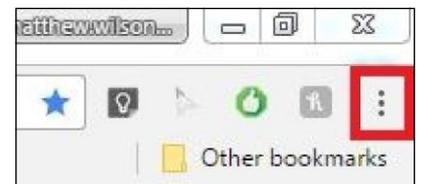
Generally, the only requirement is a computer with Internet access and a web browser. However, not all features are supported in older web browsers, so we suggest using the latest Firefox, Chrome, or Safari or Internet Explorer 10+. We highly recommend Firefox or Chrome as the BRTC Moodle site has been optimized for use with it. Some courses may require additional plugins and software such as Flash, QuickTime, or Acrobat Reader. Most classes require word processing software such as Microsoft Word. Each course syllabus should list specific software requirements.

## Pop-up Blockers

Pop-up blockers should be disabled in order to display Moodle content correctly.

### Chrome

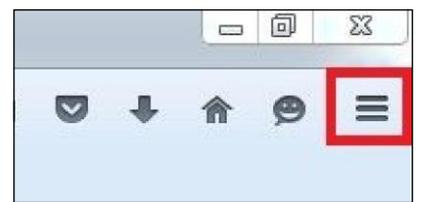
In the top right of your screen, click the Customize icon and then *Settings*. Scroll to the bottom and click the “*Show advanced settings...*” link. Under the *Privacy* heading, click *Content settings*. Scroll down to the *Pop-ups* heading and click *Manage exceptions*. In the box that says “[\*.]example.com”, type [\*.]moodle.blackrivertech.org. Then click *Done* twice. Close the tab.



**Chrome Customize Icon**

### Firefox

In the top right of your screen, click the Firefox menu, then *Options*. Click the *Content* on the menu on the left. Under *Pop-ups*, click *Exceptions*. In the address bar, type https://moodle.blackrivertech.org, then click *Allow* and then *Save Changes*.



**Firefox Menu Button**

### Internet Explorer (IE)

Close the tab.

In the top right of your screen, click the *Tools* menu and then *Internet options*. Now, click the *Privacy* tab. Next, under the *Pop-up* blocker heading, click *Settings*. In the address bar, type https://moodle.blackrivertech.org and click *Add*. Click *Close* and then *OK*.



**IE Tools**

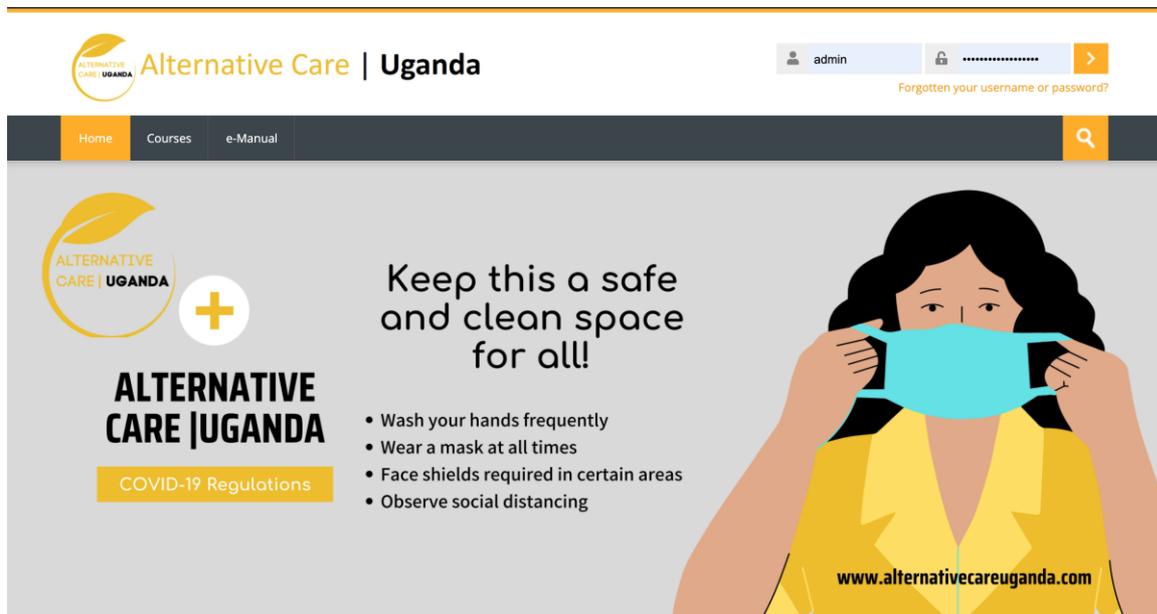
### Safari (Apple Computers)

Open Safari, and hit the command key and , simultaneously. This brings up Safari’s menu. Click *Security*. Untick the box that says *Block pop-up* windows.



**Safari Security Tab**

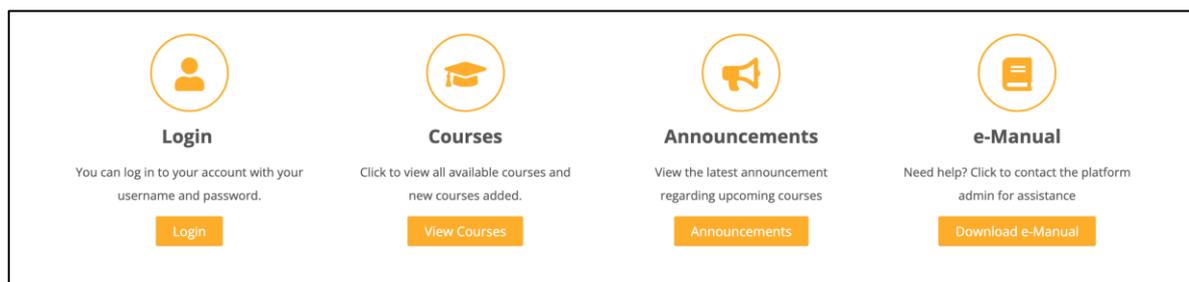
Site homepage



The Header: The site homepage consists of a header, with in the header there is a login form where admin, teacher, student and guest can login to the system.

The Navigation menu: The navigation menu consists of links that is connected to different part of the site, and they are Front page, Courses, Contact and Support.

The Slider: the slider basically showcases advertisement and other promotional materials.



Contain on the home page are other easy access navigation block options that you can use to access the login page, Courses, Announcement, and support.

Login: is similar to the login in the header and when it is been click, it takes to you to the login form to login to Moodle.

Courses: Is also similar to the courses link on the navigation menu and when it is click, it takes you to the available courses on the platform.

Announcement: The announcement button link user to the platform announcements.

Support: the support link or button link the user to the technical support team or the platform admin if you are facing any problems with login, course enrollment, accessing courses, password reset and etc.

### Things to consider before you start learning online:

- Stay Organized**  
 Before the start of the course, make sure you read the e-manual and have good internet access.
- Develop a Working Plan**  
 Develop a working plan at your convenience which will contain work schedule, and fun.
- Create Your own Workspace**  
 Set up a nice learning space dedicated learning routine without any distractions.
- Course Participation**  
 Make sure to participate in activities and forums, and respond to all questions asked by your course tutor.
- Communicate With your Course Attendees**  
 Always contact your course attendees or classmate for collaboration and better understanding.
- Watch Our For Deadlines**  
 Make sure to watch out for activities and assessment deadlines while taking your course. Deadline are important because the system doesn't compromise.

This block above contained on the homepage provides information and tips on what to consider before taking course(s) on the platform.



## Download the Moodle app

**You can access your course on iPhone or Android**

The Moodle app is built specifically for mobile learning - it is easy and flexible to use. Click on the links below to download the mobile app :

**Android APP:** [Click to download Android App](#)

**iOS APP:** [Click to download IOS APP](#)

The home page also consists of a block which provide the user an easy way to download the Moodle mobile app via play store and App store.

#### Calendar

MARCH 2022

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

#### Useful Links

- [Support](#)
- [Courses](#)
- [Announcements](#)
- [Site E-Manual Download](#)

#### Contact Address

Address: Address goes here

Phone: +122345679

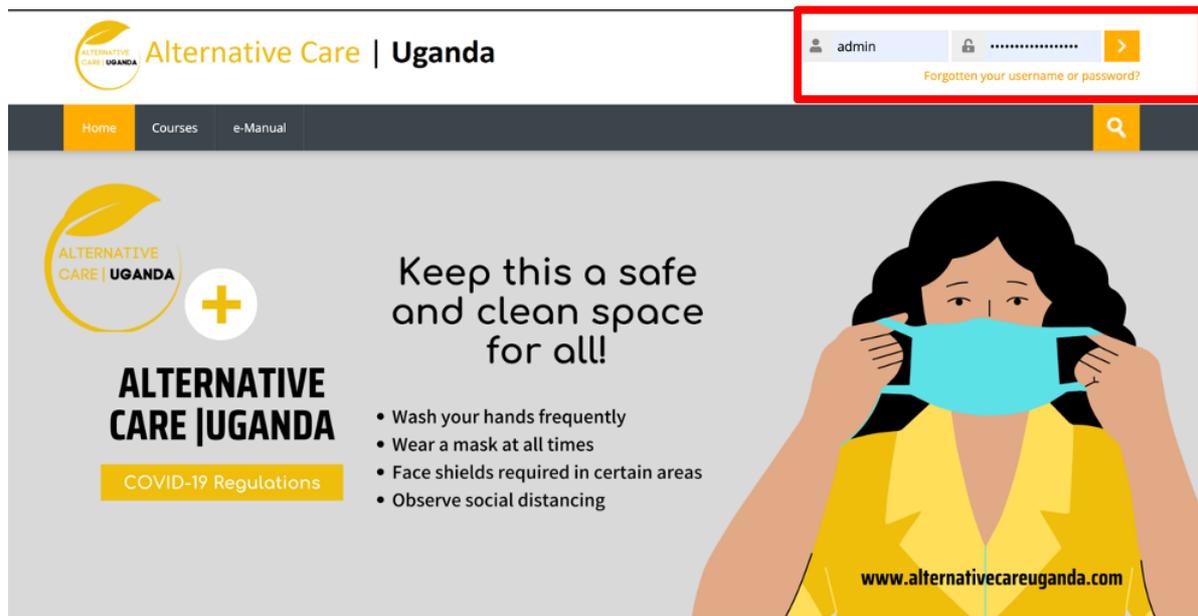
E-mail: [example@gmail.com](mailto:example@gmail.com)

Website: [www.example.com](http://www.example.com)

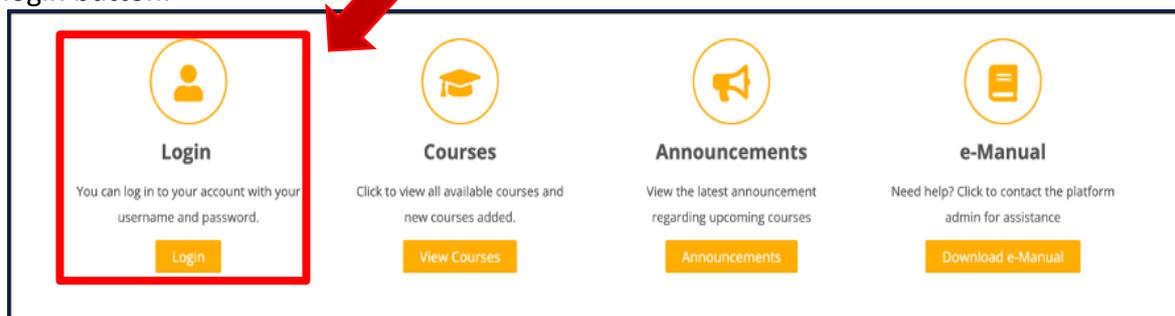
Lastly, the homepage consists of a footer area divided into three blocks, the platform calendar, some useful easy access links and the contact addresses.

## Logging in

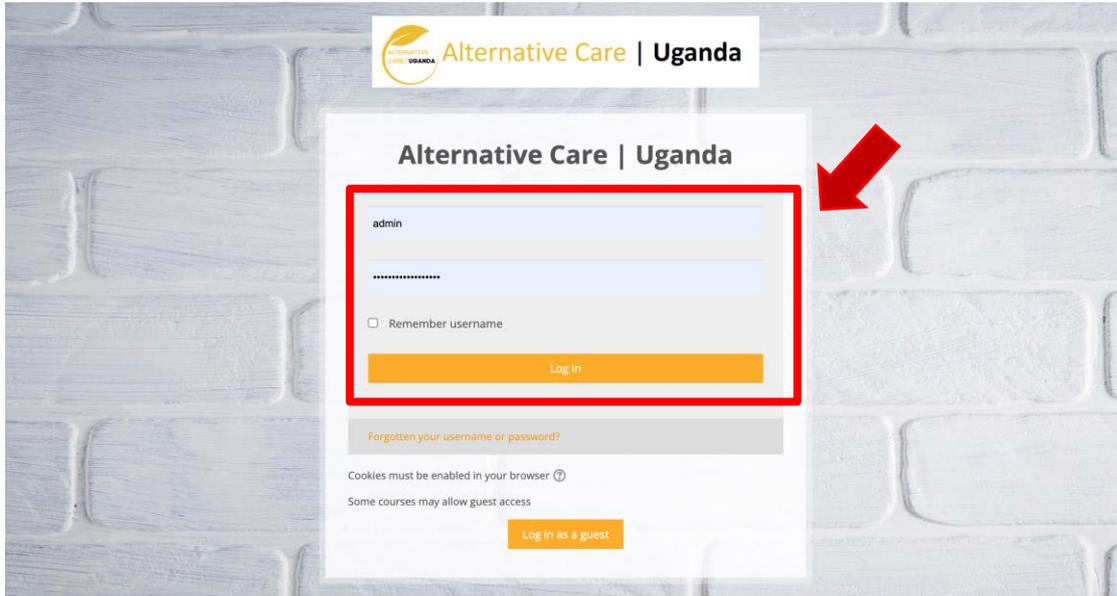
To log in to Moodle, open a web browser and type <https://www.fhl.etamec.org> in the address bar. In the top right corner input your username and password, and click *the right arrow to login..*



Alternately you can access the login page from the block under the slider by clicking the login button.



After clicking *Log in*, you will be taken to the login page. Input your username and password and click login.



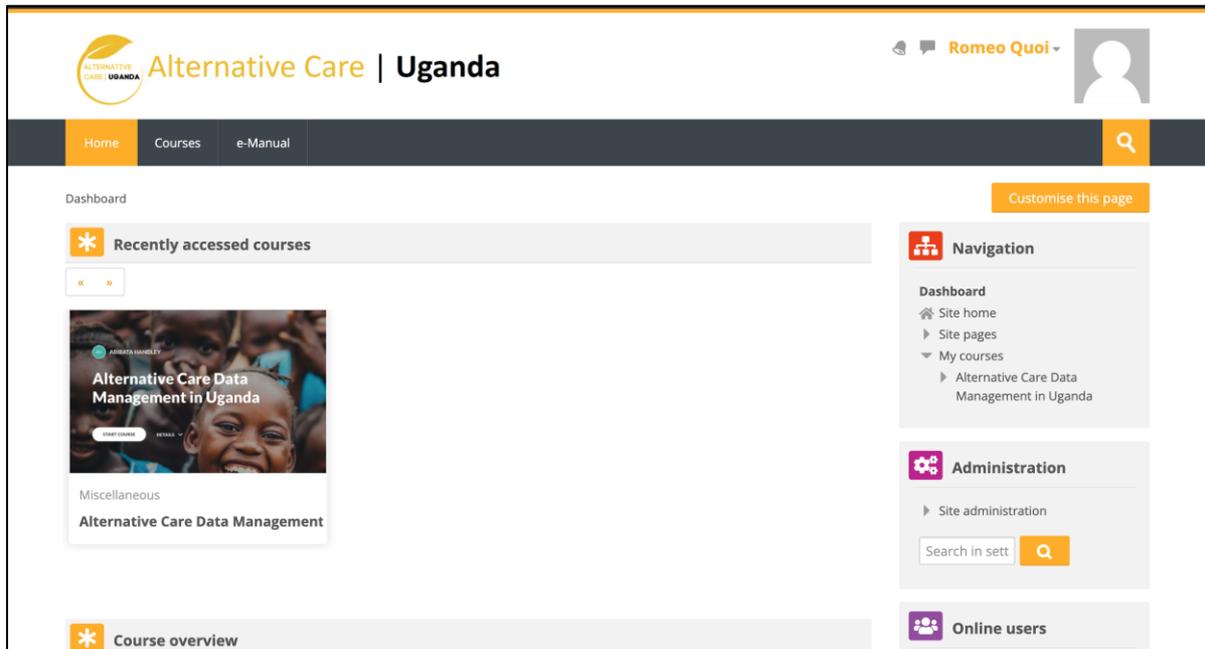
You can also log in to Moodle on your mobile device. See the *Moodle Mobile App* section (page 12) for more information.

## Dashboard

Once you log in, you will see the Moodle dashboard.

### Course Overview Block

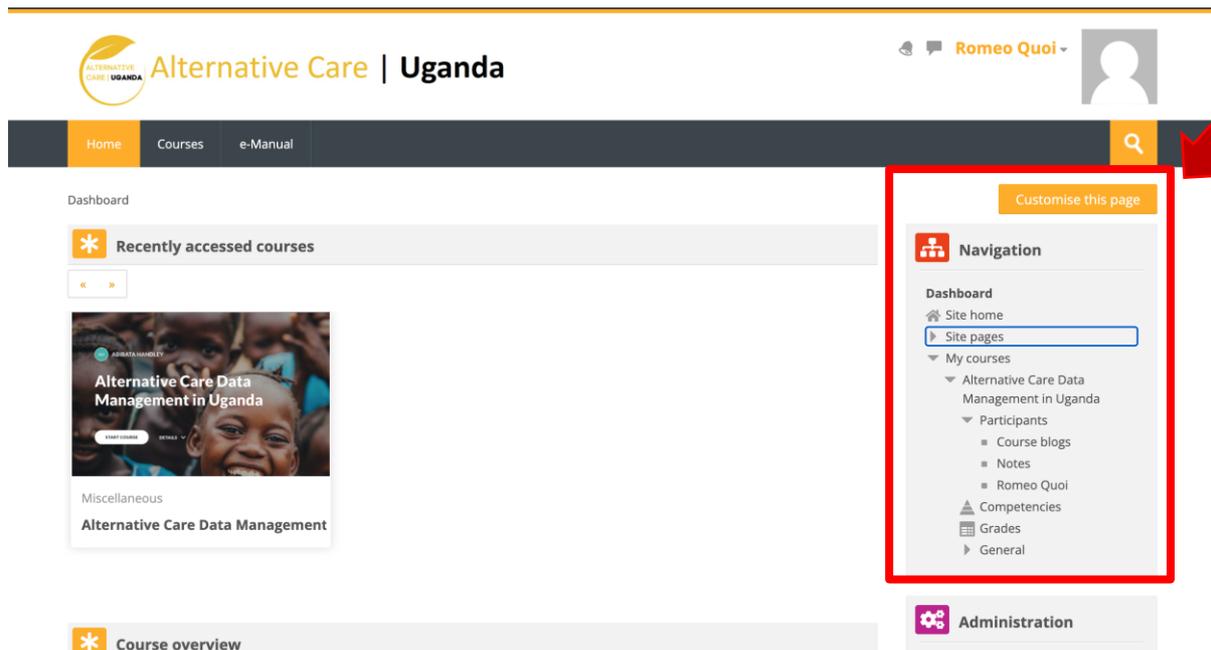
By default, the *Timeline* displays upcoming assignments from all classes. To access your courses, click *Courses*. Here, you will see all courses that are in progress, as well as future and past courses. It is important to actually access your course by clicking on the course title and entering into the course view, rather than just clicking on assignments in the *Timeline*.



**Note:** Various blocks can be added above or below the **Course Overview Block**. See more about adding blocks on page 4 under *Customizing Your Dashboard*.

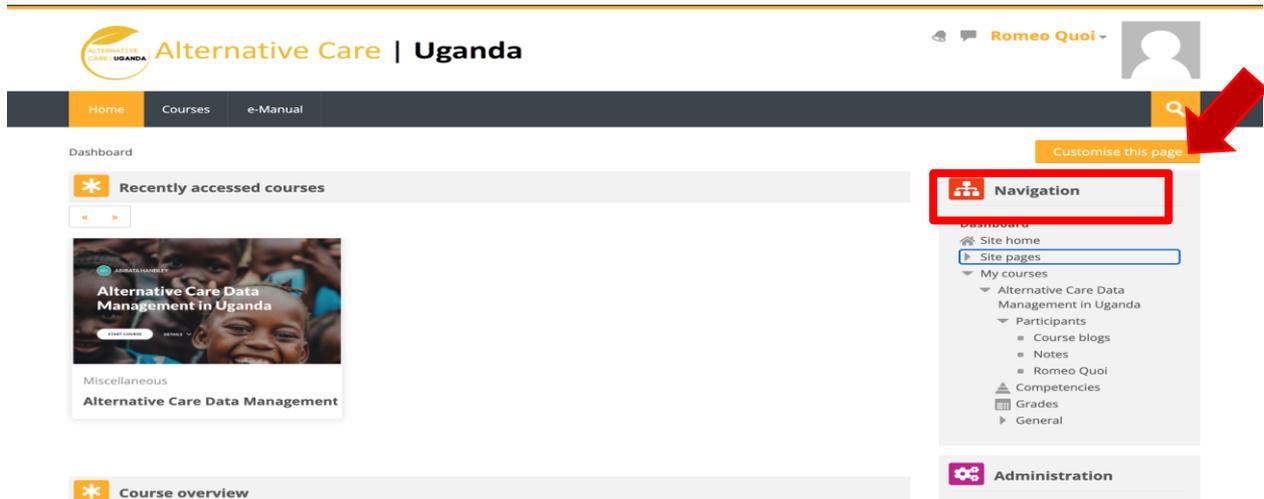
## Navigation

This dashboard navigation can be collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under *My courses*). When you are inside a course, this drawer provides quick links to all grades, participants, general and other sections within the course. The user can show or hide this drawer by clicking the right arrow button behind the section name within the navigation block.



## Customizing Your Dashboard

Your dashboard can be customized by clicking *Customize this page* in the top right corner. This will allow you to add or edit blocks or delete some of the blocks you do not want displayed. In addition, you can re-arrange blocks by dragging the crosshair icon.



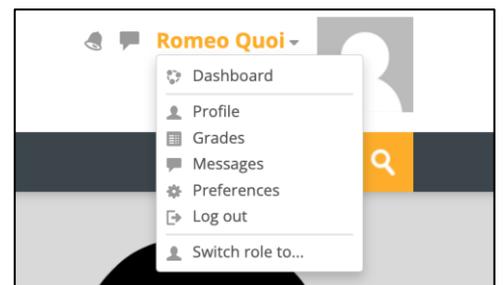
If you wish to add a block, show the **Navigation Drawer** (see page 2). At the bottom of the **Navigation block**, click *Add a block*. Here, a selection of blocks can be added to your dashboard page. Once a block has been added, it can be configured using the gear icon.



Once you are done, click *Stop customizing this page* in the top right corner.

## Editing your profile

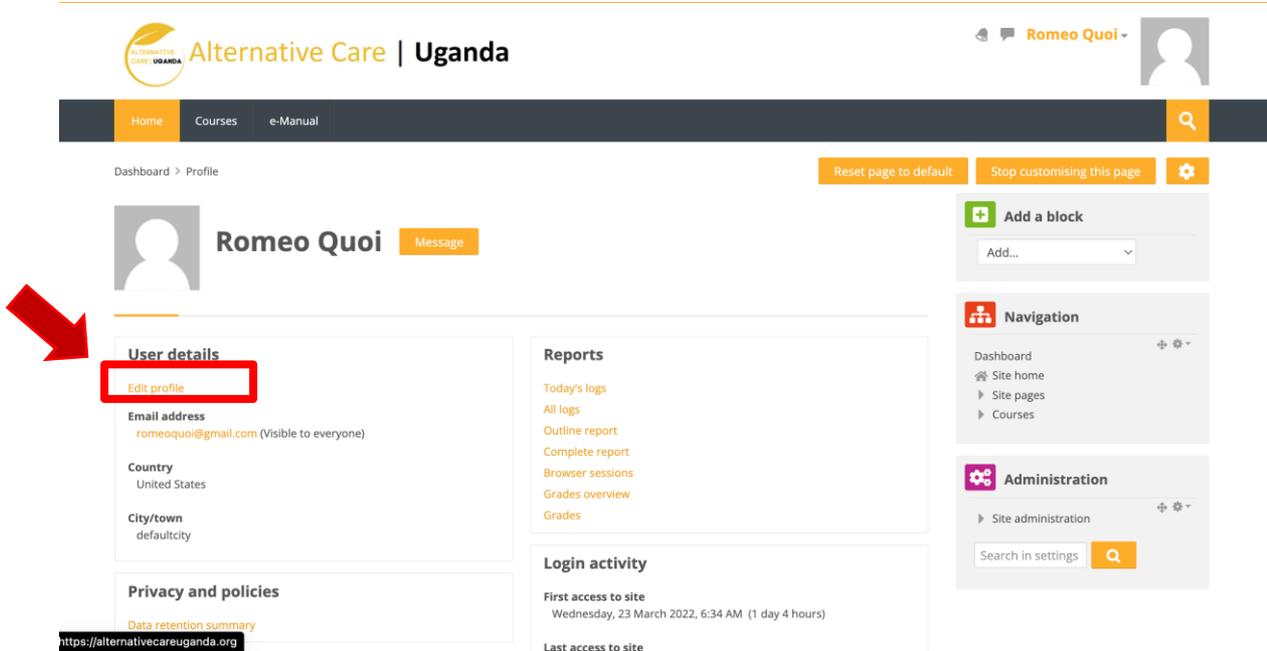
Your profile is your identity on Moodle. All HFL Moodle users can see it, including your instructors. Your profile also contains email information. To view your profile, click your name in the top right corner, then click *Profile*.



On the next page, click the *gear* in the top right corner. This brings up a menu with several preference options. It is recommended that you explore the preferences below.

**Edit Profile** - Among other settings, you can add/change your picture. Find the *User Picture* heading. As you upload a picture, please keep the picture small, about 100x100 pixels and 500kb or less in size. Moodle accepts either PNG or JPG format. Again, remember that this profile is accessible to all members of the Black River Technical College Moodle community, and your teachers will see this picture. Please keep your

image tasteful and only use an image of yourself. The same caution is applicable to your description.



The screenshot shows the user profile page for Romeo Quoi. The 'User details' section includes an 'Edit profile' link, which is highlighted with a red box and a red arrow. Other sections include 'Reports', 'Login activity', 'Privacy and policies', 'Add a block', 'Navigation', and 'Administration'.

### Forum preferences

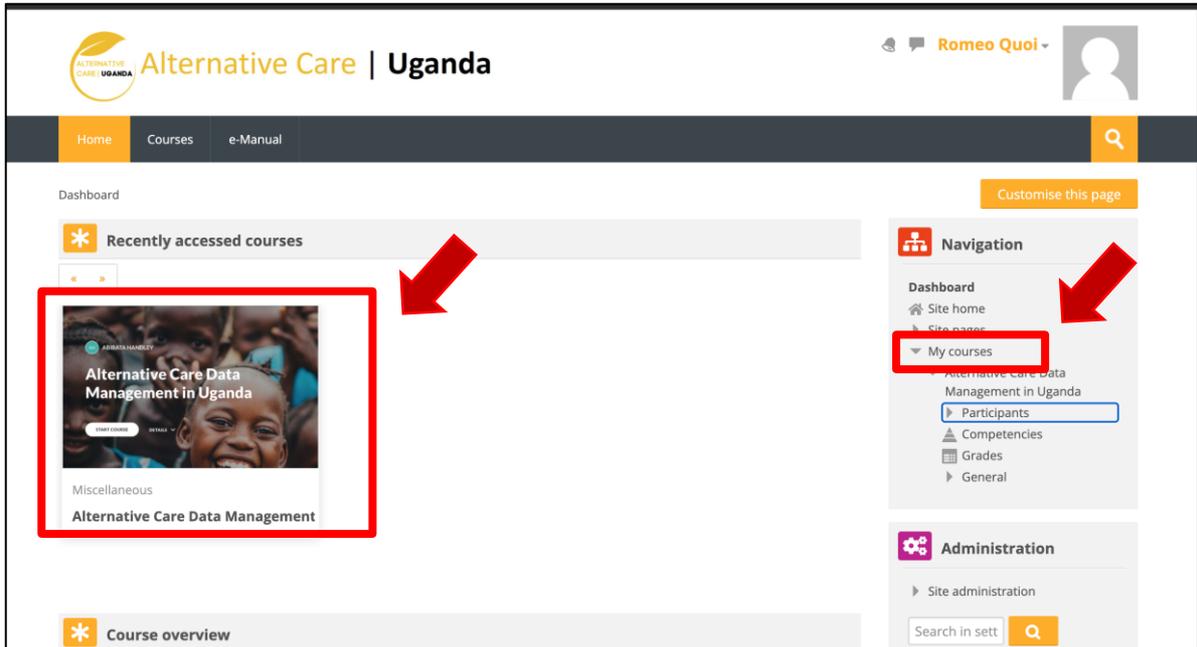
- *Email digest type*: Limit your emails by selecting *Subjects*.
- *Forum auto-subscribe*: If you select *Yes*, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting *No* will limit the number of emails you receive.
- If you enable *Forum tracking*, new forum posts will be highlighted for you.

### Accessing and navigating Courses

To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview Block** (see page 2), click **Courses**. This will display a list of all courses in which you are enrolled. Click on the course you would like to access.

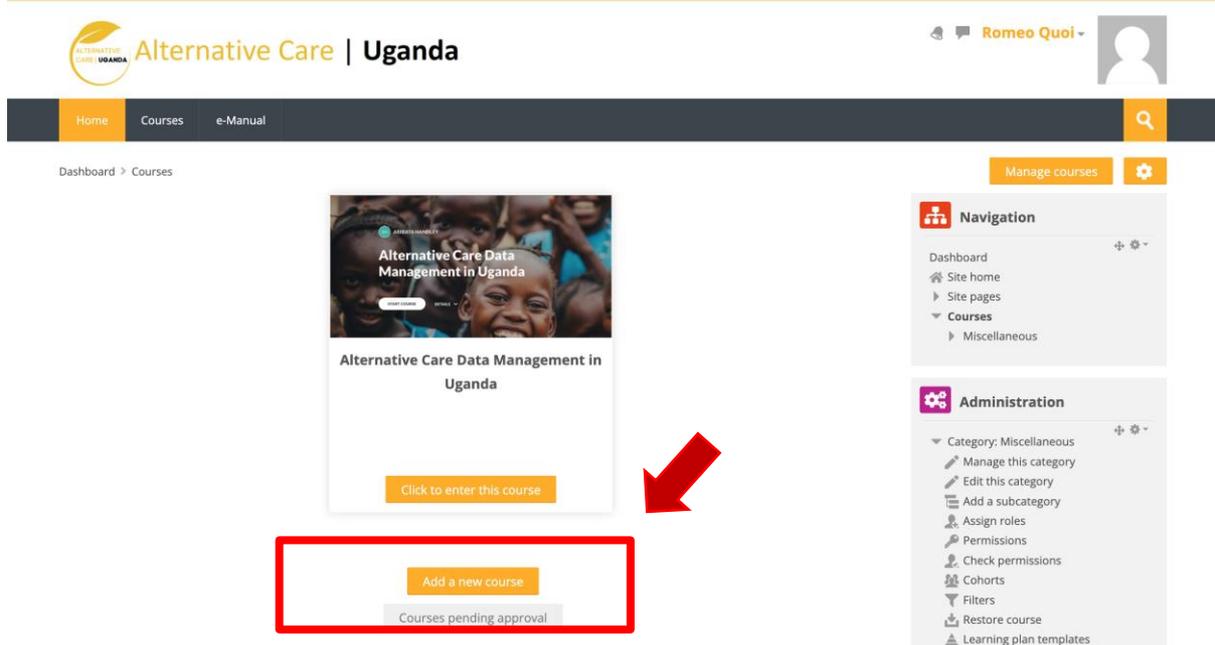
The below screenshot will take you through a step by step guide toward navigating your course.

Step 1: Course page after user login: To enter the course, click on the course card or click the course name in the navigation area.



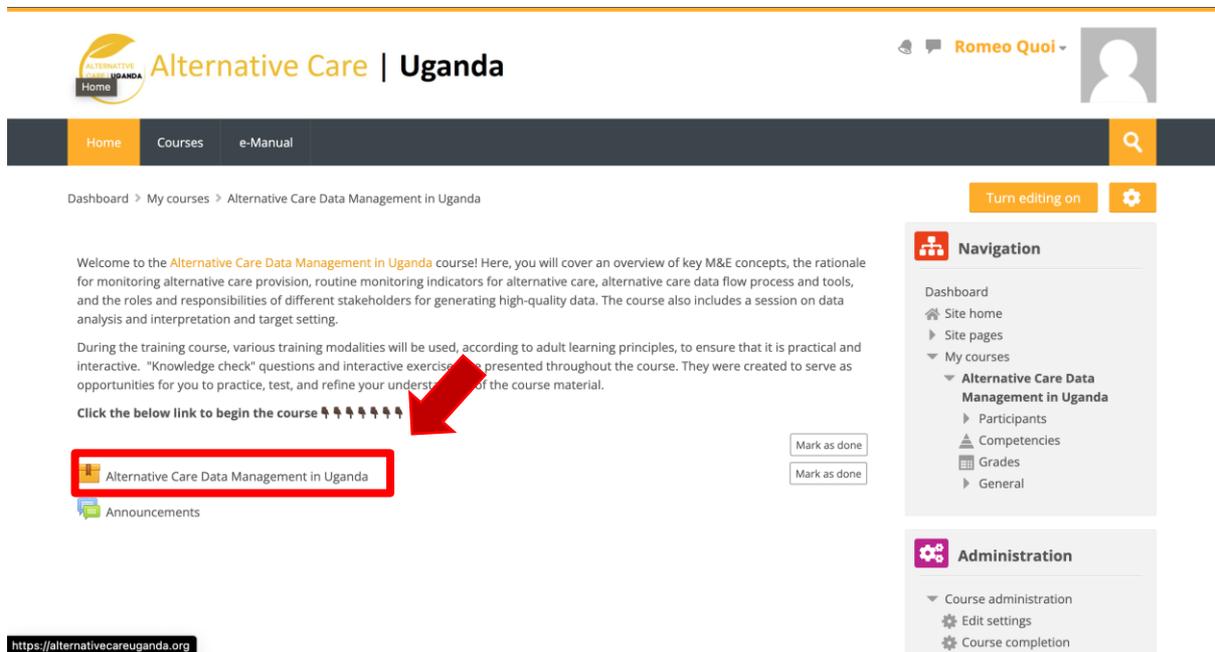
The screenshot shows the user interface of the Alternative Care Uganda platform. At the top, the logo and name 'Alternative Care | Uganda' are displayed. The user is logged in as 'Romeo Quoi'. The main navigation bar includes 'Home', 'Courses', and 'e-Manual'. The dashboard features a 'Recently accessed courses' section with a card for 'Alternative Care Data Management in Uganda'. A red box highlights this card, and a red arrow points to it. On the right, a 'Navigation' sidebar is visible, with a red box around the 'My courses' dropdown menu and another red arrow pointing to it. Below the navigation sidebar is an 'Administration' section with a search bar.

Step 2: After you are logged in click on “click enter the course button” to go to the course



The screenshot shows the dashboard for the course 'Alternative Care Data Management in Uganda'. At the top, there is a navigation bar with 'Home', 'Courses', and 'e-Manual' tabs. A search icon is on the right. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Courses'. A 'Manage courses' button with a gear icon is in the top right. The main content area features a course card with a photo of children and the title 'Alternative Care Data Management in Uganda'. Below the card is a button that says 'Click to enter this course'. Below that is a button 'Add a new course' which is highlighted with a red box. Underneath is a grey button 'Courses pending approval'. A red arrow points from the 'Add a new course' button towards the right. On the right side, there are two panels: 'Navigation' and 'Administration'. The 'Navigation' panel includes links for 'Dashboard', 'Site home', 'Site pages', 'Courses', and 'Miscellaneous'. The 'Administration' panel includes options like 'Manage this category', 'Edit this category', 'Add a subcategory', 'Assign roles', 'Permissions', 'Check permissions', 'Cohorts', 'Filters', 'Restore course', and 'Learning plan templates'.

Step 3: After you enter the course click the course name to access the course module.



The screenshot shows the course page for 'Alternative Care Data Management in Uganda'. The breadcrumb trail is 'Dashboard > My courses > Alternative Care Data Management in Uganda'. The page title is 'Alternative Care | Uganda'. The main content area contains a welcome message: 'Welcome to the Alternative Care Data Management in Uganda course! Here, you will cover an overview of key M&E concepts, the rationale for monitoring alternative care provision, routine monitoring indicators for alternative care, alternative care data flow process and tools, and the roles and responsibilities of different stakeholders for generating high-quality data. The course also includes a session on data analysis and interpretation and target setting. During the training course, various training modalities will be used, according to adult learning principles, to ensure that it is practical and interactive. "Knowledge check" questions and interactive exercises are presented throughout the course. They were created to serve as opportunities for you to practice, test, and refine your understanding of the course material. Click the below link to begin the course'. Below this text is a red arrow pointing to a button 'Alternative Care Data Management in Uganda' which is highlighted with a red box. To the right of this button are two 'Mark as done' buttons. Below the button is an 'Announcements' section. At the bottom left, there is a URL: 'https://alternativecareuganda.org'. On the right side, there are two panels: 'Navigation' and 'Administration'. The 'Navigation' panel includes links for 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'Alternative Care Data Management in Uganda'. Under 'Alternative Care Data Management in Uganda', there are links for 'Participants', 'Competencies', 'Grades', and 'General'. The 'Administration' panel includes options for 'Course administration', 'Edit settings', and 'Course completion'. A 'Turn editing on' button with a gear icon is at the top right of the right-hand panels.

Step 4: click the enter button to enter the course

**Info** Reports

Welcome to the Alternative Care Data Management in Uganda course! Here, you will cover an overview of key M&E concepts, rationale for monitoring alternative care provision, routine monitoring indicators for alternative care, alternative care data flow process and tools, and the roles and responsibilities of different stakeholders for generating high-quality data. The course also includes a session on data analysis and interpretation and target setting.

During the training course, various training modalities will be used, according to adult learning principles, to ensure that it is practical and interactive. "Knowledge check" questions and interactive exercises are presented throughout the course. They were created to serve as opportunities for you to practice, test, and refine your understanding of the course material.

Number of attempts allowed: Unlimited  
 Number of attempts you have made: 1  
 Grade for attempt 1: 0%  
 Grading method: Highest attempt  
 Grade reported: 0%

Delete all SCORM attempts

Mode:  Preview  Normal

↓

Jump to...

Announcements ▶

Site pages

My courses

- Alternative Care Data Management in Uganda
  - Participants
  - Competencies
  - Grades
  - General
    - Alternative Care Data Management in Uganda**
    - Announcements

**Administration**

- SCORM package administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Competency breakdown
  - Logs
  - Backup
  - Restore
- Course administration
- Site administration

↑

Step 5: you can scroll through to access the various topic, you can also click on the left drawer to view various topic under the course. User can click the left arrow with the blue button to collapse the course topic navigation.



## Alternative Care | Uganda



Home Courses e-Manual
🔍

Dashboard > My courses > Alternative Care Data Management in Uganda > General > Alternative Care Data Management in Uganda

Exit activity ⚙️

### Alternative Care Data Management in Uganda

Alternative Care Data Management in Uganda

Alternative Care Data

Lesson 1 - Course Overview

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Lesson 2 of 17

## Course Objectives



**Navigation**

- Dashboard
- Site home
- Site pages
- My courses
  - Alternative Care Data Management in Uganda
    - Participants
    - Competencies
    - Grades
    - General
      - Alternative Care Data Management in Uganda**
      - Announcements

**Administration**

## Alternative Care Data Management in Uganda



Lesson 1 - Course Overview



Lesson 2 of 17

## Course Objectives



### Course Name and Breadcrumbs

Once you are in the course, the course name appears in bold. Breadcrumb links appear just under the course name (see figure above). Breadcrumbs display the pages you have passed through to get to your current location. More breadcrumb links are added as you navigate farther into the course.

Dashboard > My courses > **Financial Marketing Skills**

After you enter your course, the **Navigation Block** now displays the hierarchical navigation for the course.

☰
Navigation

- Dashboard
- 🏠 Site home
- ▶ Site pages
- ▼ My courses
  - ▼ Alternative Care Data Management in Uganda
    - ▶ Participants
    - ▶ Competencies
    - ▶ Grades
    - ▼ General
      - Alternative Care Data Management in Uganda
      - ▶ Announcements

- The course name is in bold.
- *Participants* displays the course roster.
- By clicking *Grades*, your course grades are displayed.
- The *folder icons* represent topics/weeks in the course. This can save you scrolling time by jumping straight to a topic/week.



Alternative Care Data Management in Uganda

## Alternative Care | Uganda

🔊 🗨️ Romeo Quoi ▼


Home
Courses
e-Manual

🔍

Dashboard ▶ My courses ▶ Alternative Care Data Management in Uganda

Welcome to the Alternative Care Data Management in Uganda course! Here, you will cover an overview of key M&E concepts, the rationale for monitoring alternative care provision, routine monitoring indicators for alternative care, alternative care data flow process and tools, and the roles and responsibilities of different stakeholders for generating high-quality data. The course also includes a session on data analysis and interpretation and target setting.

During the training course, various training modalities will be used according to adult learning principles, to ensure that it is practical and interactive. "Knowledge check" questions and interactive exercises are presented throughout the course. They were created to serve as opportunities for you to practice, test, and refine your understanding of the course material.

Click the below link to begin the course 🗨️🗨️🗨️🗨️🗨️🗨️

📁
Alternative Care Data Management in Uganda

🗨️ Announcements

☰
Navigation

- Dashboard
- 🏠 Site home
- ▶ Site pages
- ▼ My courses
  - ▼ Alternative Care Data Management in Uganda
    - ▶ Participants
    - ▶ Competencies
    - ▶ Grades
    - ▶ General

## Forum

Most instructors use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your instructor has a forum in the course, the link on the main page will look similar to this:

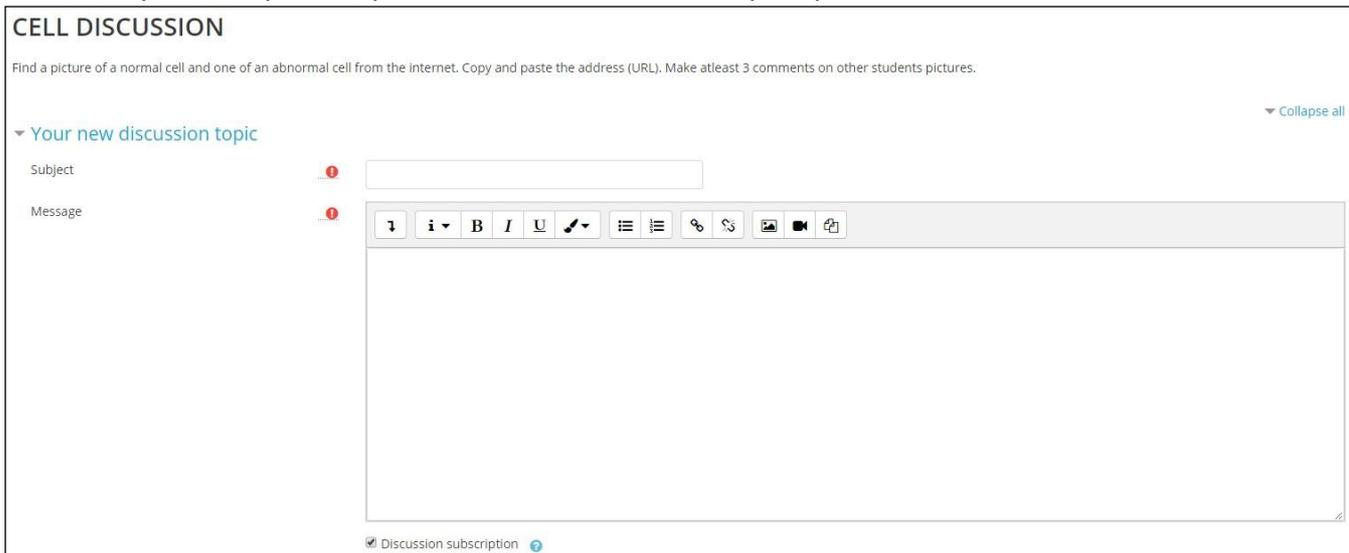


Discussion for Topic 1

**Note:** It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

### Adding a New Thread

1. Click the link to the forum.
2. Click *Add a new discussion topic* at the top of the list of threads.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page. Note: If you leave this page without hitting *Post to forum*, the post will not be saved.
6. After you have posted, you have one minute to edit your post.



CELL DISCUSSION

Find a picture of a normal cell and one of an abnormal cell from the internet. Copy and paste the address (URL). Make atleast 3 comments on other students pictures.

▼ Your new discussion topic

Subject

Message

Discussion subscription

### Sample Forum

Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the *Discussion Subscription* box (under the *Message* box) ticked. If you do not want to receive emails about new posts to this forum, untick the *Discussion Subscription* box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

### Replying to a Thread

1. Click the name of the thread in the forum.
2. Reply to a post by clicking the *Reply* link at the bottom right of the post.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.

- When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

Some instructors use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the instructor, you may only be able to see posts made by members of your own group.

### Submitting your assignment

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:



Once you click on the assignment link, you will see a screen that looks similar to this:

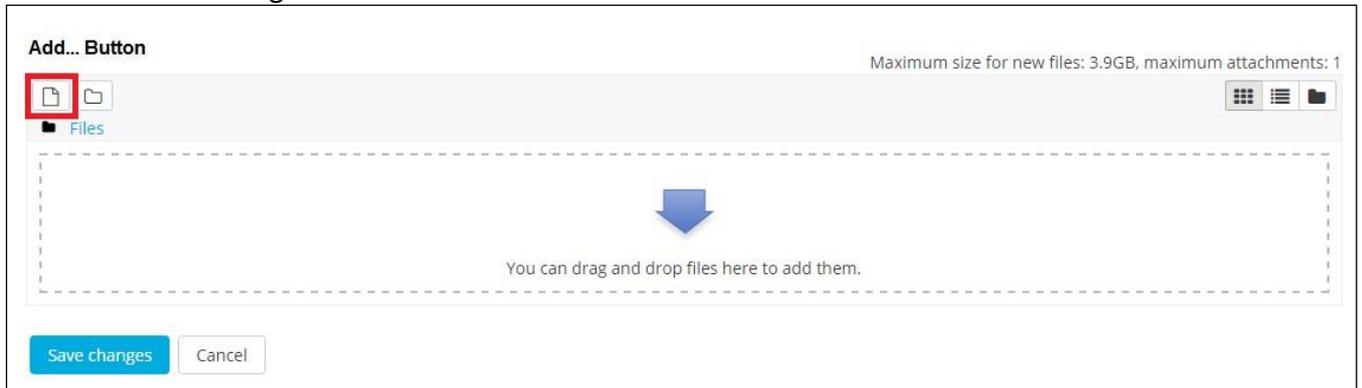
| Reaction Paper                                  |  |
|---|--|
| <b>Submission status</b>                        |  |
| Submission status                               | No attempt   |
| Grading status                                  | Not graded   |
| Due date  | Thursday, 29 June 2017, 12:00 AM   |
| Time remaining                                  | 6 days 15 hours  |
| Last modified                                   | -  |
| Submission comments                             |  Comments (0) |
| <input type="button" value="Add submission"/>   |  |
| <a href="#">Make changes to your submission</a> |  |

**Assignment Submission Status Screen**

## *Assignments (continued)*

### Uploading Files

Click *Add submission* at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.



### Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *You can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.
2. Click the *Add...* button (see red box in figure above) . Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer's file system. Click open. Lastly, click *Upload this file*.

You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *Save changes*.



The file has been uploaded. Once you hit *Save changes*, the file will be submitted for grading.

## Quizzes

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:



When you click your quiz or exam link, you will see this page:



**Initial Quiz Screen**

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

**Note:** The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click *Attempt quiz now*. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

### Grades

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the *Grades* link in the **Navigation Drawer** (see page 5).

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- *Grade item* - the name of the assignment, quiz, forum, etc.
- *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- *Grade* - the number of points you received for this grade item.
- *Range* - the range of points (minimum and maximum points) available for this grade item.
- *Percentage* - this is the number of points you earned divided by the number of points available.
- *Feedback* - what the instructor wants you to know about this grade item.
- *Contribution to course total* - the total points earned for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).

| Grade item   | Calculated weight   | Grade  | Range | Percentage | Feedback             | Contribution to course total |
|--|---------------------|--------|-------|------------|----------------------|------------------------------|
| <b>Test Course</b>   |                     |        |       |            |                      |                              |
| <input type="checkbox"/> quiz 1 in-class   | 28.57 %             | 42.00  | 0-40  | 105.00 %   |                      | 30.00 %                      |
|  test         | 71.43 %             | 75.00  | 0-100 | 75.00 %    | <a href="#">test</a> | 53.57 %                      |
|  Test Lesson  | 0.00 %<br>( Empty ) | -      | 0-100 | -          |                      | 0.00 %                       |
|  Course total | -                   | 117.00 | 0-140 | 83.57 %    |                      | -                            |

**Course Grade Screen**

## Moodle App

Moodle is also available for your smart device. The app is called **Moodle Mobile** and is available for Android and iOS devices. Once you have installed and opened the app, you will see this screen:



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