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This document is to visually assist students/ learners with using our online learning platform, Moodle.

www.mycccollege.org

This document covers the following topics in detail:

| |
|---|
| **Signing up** |
| **Signing in** |
| **Finding a course** |
| **Starting a course** |
| **Completing assignments** |
| **Submitting assignments** |
| **Completing a quiz** |
| **Checking your grades** |
| **Certificates** |

For more information, please visit www.londoncactuscollege.com/elearning

Contact Admin if there is anything you don't fully understand.

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Signing up

Signing up is simple and can be done manually. Head to http://www.mycccollege.org/ and select 'Create an Account'.
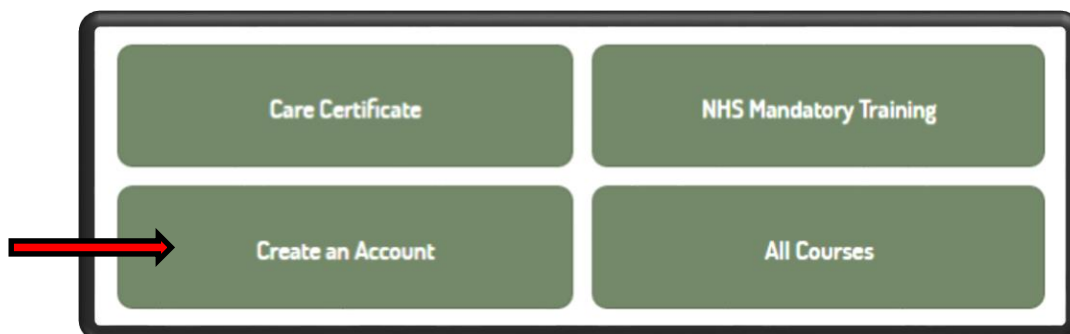
Fill in all the boxes (including the drop menus market below!) with the relevant information, take extra care in ensuring anything with a (*) isn't left blank!

An alternative way to sign up is through accessing a course without prior logging in!

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Signing in

Signing in with your pre-made account details can be achieved using many different methods throughout the Moodle site.

1. **From the homepage** – This box is readily available on the right hand side.

Tip:
Forgotten your password?
Click 'Lost password!
Can't remember your username? No problem!
Use your email address!

2. **From *any* page** – This bar is permanently positioned at the very top of your browser, no matter where you are within Moodle - simply click 'Log in'.
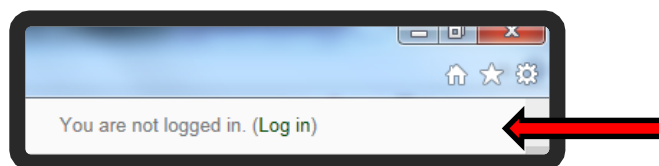
3. **From a course** – When you attempt to access a course without already being logged in, you will be promoted to do so before being permitted to continue.

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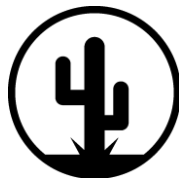
Finding a course

Finding courses can be achieved in a couple of different ways; the first is simplest – using the box on the homepage, click 'All Courses' **(STEP 1)** and follow the course you intend to take **(STEP 2)**.

Care Certificate	NHS Mandatory Training
Create an Account	All Courses

STEP 1

Search courses: [_____] Go

▼ Collapse all

▸ Sample Courses
▸ Initial Assessment
▸ Assessors Award
▸ Business Administration
▸ Care Certificate
▸ Customer Service
▸ End of Life Care

STEP 2
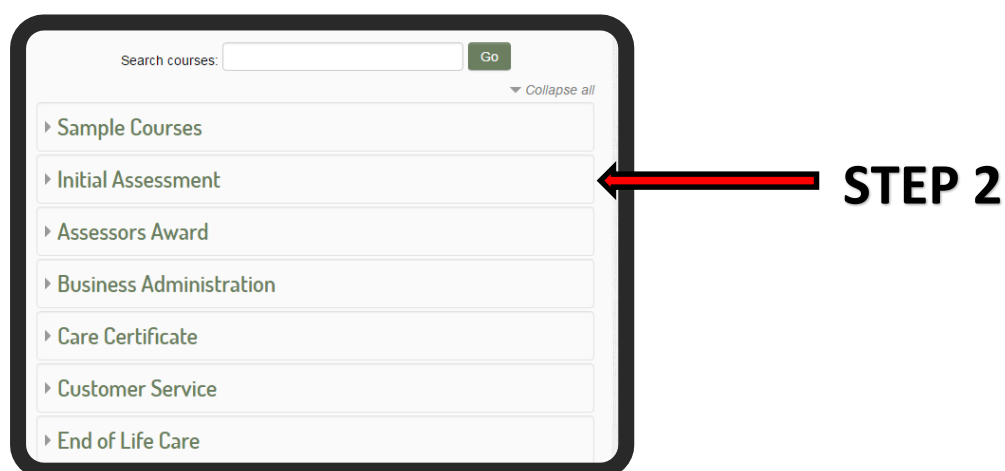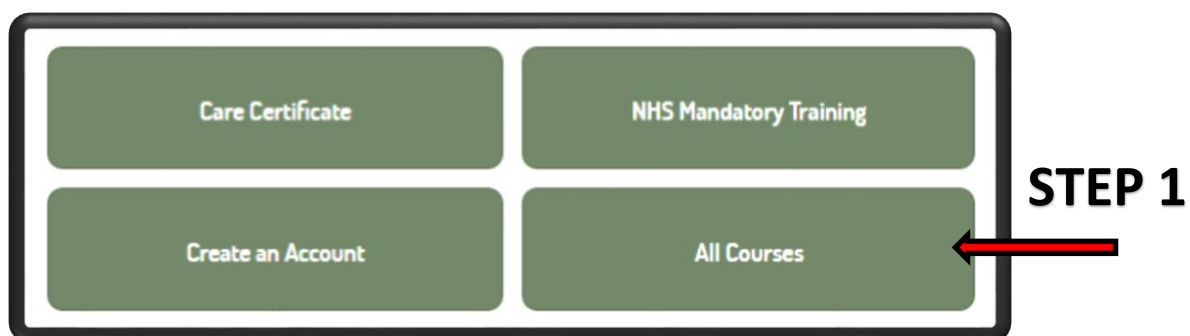
Note: This will likely change as more courses get added.

If you know the name of the course you are looking for, you can type it into the search box provided on most pages throughout Moodle.

Search courses: [_____] Go

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Accessing a course

There are a variety of ways to access courses ranging from enrolment keys to one-off payments. If you are undertaking a class-based course (or if your course costs are being covered externally) it is likely you will be issued an enrolment key. After you have selected your course **(STEP 1)** will be presented with enrolment options.

STEP 1

STEP 2

*Tip: If you are issued an Enrolment Key, input it here and ignore **STEP 2**.*

- If you already have a PayPal account, choose 'Pay with my PayPal account'.
- If you don't have PayPal, choose 'Pay with a debit or credit card'.

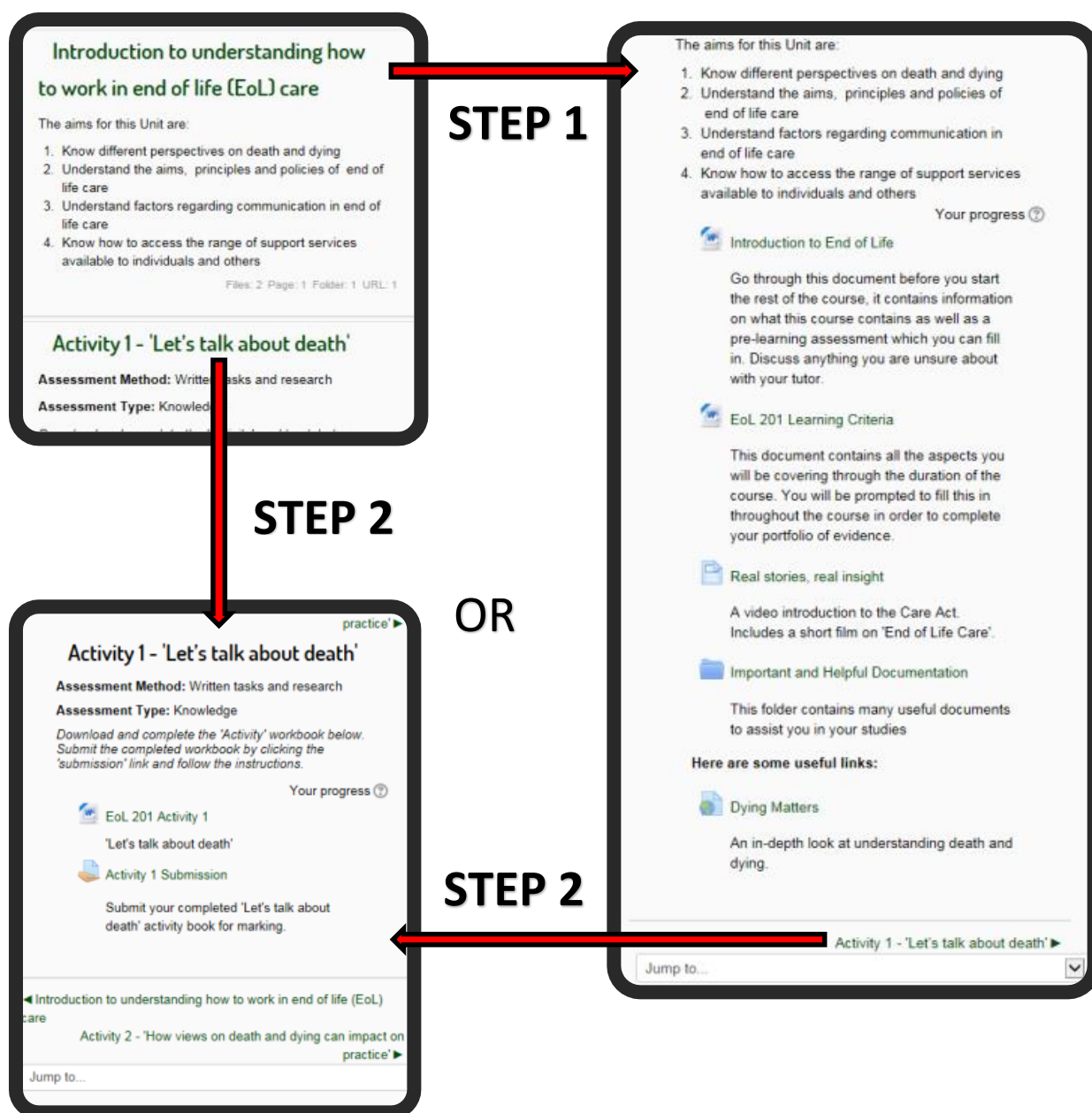## London Cactus College

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Starting a course

Starting from the Introduction to each course/ unit **(STEP 1)**, work your way through all the documentation within each section; downloading and reading and completing the activities provided (if applicable). Once this is complete, you can proceed with the rest of the course using either of the methods below **(STEP 2)**.

STEP 1

Introduction to understanding how to work in end of life (EoL) care

The aims for this Unit are:

1. Know different perspectives on death and dying
2. Understand the aims, principles and policies of end of life care
3. Understand factors regarding communication in end of life care
4. Know how to access the range of support services available to individuals and others

Files: 2 Page: 1 Folder: 1 URL: 1

Activity 1 - 'Let's talk about death'

Assessment Method: Written tasks and research

Assessment Type: Knowledge

STEP 2

The aims for this Unit are:

1. Know different perspectives on death and dying
2. Understand the aims, principles and policies of end of life care
3. Understand factors regarding communication in end of life care
4. Know how to access the range of support services available to individuals and others

Your progress ⑦

Introduction to End of Life

Go through this document before you start the rest of the course, it contains information on what this course contains as well as a pre-learning assessment which you can fill in. Discuss anything you are unsure about with your tutor.

EoL 201 Learning Criteria

This document contains all the aspects you will be covering through the duration of the course. You will be prompted to fill this in throughout the course in order to complete your portfolio of evidence.

Real stories, real insight

A video introduction to the Care Act. Includes a short film on 'End of Life Care'.

Important and Helpful Documentation

This folder contains many useful documents to assist you in your studies

Here are some useful links:

Dying Matters

An in-depth look at understanding death and dying.

Activity 1 - 'Let's talk about death' ▶

Jump to...

OR

STEP 2

practice' ▶

Activity 1 - 'Let's talk about death'

Assessment Method: Written tasks and research

Assessment Type: Knowledge

Download and complete the 'Activity' workbook below. Submit the completed workbook by clicking the 'submission' link and follow the instructions.

Your progress ⑦

EoL 201 Activity 1

'Let's talk about death'

Activity 1 Submission

Submit your completed 'Let's talk about death' activity book for marking.

◀ Introduction to understanding how to work in end of life (EoL) care

Activity 2 - 'How views on death and dying can impact on practice' ▶
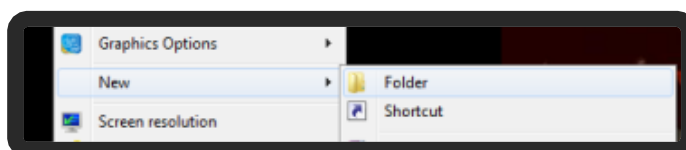
Jump to...

Completing assignments

When you click on an activity it may ask if you would like to open it or save it. Choose 'save' and ensure you save it somewhere that you can find later. A good example would be to create a new folder on your desktop named 'Care Certificate' if this happens to be the course you are undertaking.

Tip*: Do this by right-clicking on your desktop:*

Once you have opened & saved an activity, open it from where you saved it and answer any questions within the document. Some courses will have a workbook, these contain important information to assist you with the activity book – it is recommended you save these in the same folder!

When you have completed your assignment, make sure to save it!

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Submitting assignments

When you have finished an activity book, you can submit it digitally using the 'Activity Submission' button beneath the Activity you have completed. Selecting this will give you the opportunity to 'Add Submission' **(STEP 1)**.

STEP 1

Submission status

| Submission status | No attempt |
| Grading status | Not graded |

Add submission

Make changes to your submissi

Activity 1 – 'Let's talk about death'

Assessment Method: Written tasks and research
Assessment Type: Knowledge

Download and complete the 'Activity' workbook below. Submit the completed workbook by clicking the 'submission' link and follow the instructions.

Your progre

EoL 201 Activity 1
'Let's talk about death'

Activity 1 Submission

Submit your completed 'Let's talk about death' activity book for marking.

STEP 2

File submissions
Maximum size for new files: 250MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Save changes   Cancel

STEP 3

Recent files	
Upload a file	
URL downloader	
Private files	
Wikimedia	Attachment	Browse...

After clicking this, you will be presented with a box in which you can add your completed file **(STEP 2)**. There are **two** ways to achieve this:
1. Click the blue arrow and select 'Upload a file' from the new menu **(STEP 3)**.
2. Simply drag-and-drop the completed file onto the blue arrow **(STEP 2)**.

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Completing a quiz

Some courses will require you to complete a quiz (test). Undertaking these tests is simple and usually means grading is instant, depending on the content. In some courses, completion of a quiz will trigger the unlock a certificate which you can retrieve. Select the quiz you wish to undertake **(STEP 1)** and select 'Attempt quiz now' **(STEP 2)** to get started.

Test:

☑ SOVA & SOCA Level 2 : Quiz

Certificate: You do not need this if you are undertaking the *entire* course, only if you are undertaking a smaller selection of Units.

🏅 SOVA & SOCA (L2) Refresher Certificate

Not available unless:
- You achieve a required score in **SOVA & SOCA Level 2 : Quiz**
- The activity **End of course questionnaire** is marked complete

STEP 1

Grading method: Highest grade

Attempt quiz now

QUIZ NAVIGATION

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

10

Finish attempt ...

Question 1
Not yet answered
Marked out of 1.00
🚩 Flag question

Which of
Select on
○ a. Fli
○ b. St

STEP 2

Tip: Take note of the information displayed under the certificate (if applicable) as it specifies what you need to accomplish in order to unlock it ("Not available unless…").

| 5 | Finished | 10.00 | Review | Congratulations, you have passed the test. |

Submitted Wednesday, 22 July 2015, 11:11 PM

Highest grade: 10.00 / 10.00.

Overall feedback

Congratulations, you have passed the test.

Re-attempt quiz

Once a quiz is completed you may be able to review your results (depending on the course) in order to see what you got right and wrong. Some quizzes may allow you to attempt them multiple times in order to reach the grade you require.

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Checking your grades

After you have completed every part/ unit/ section within your chosen course, you're done!
It is now up to your assessor to mark the work (excluding most quizzes).

When you have submitted a piece of work, you will be presented with a 'Submission Status' screen. You can access this any time from the relevant 'Activity Submission' link you used to submit the work originally.

The status will update once an assessor has graded it (see below).

Activity 1 - 'Let's talk about death'

Assessment Method: Written tasks and research

Assessment Type: Knowledge

Download and complete the 'Activity' workbook below. Submit the completed workbook by clicking the 'submission' link and follow the instructions.

Your progress ⓘ

📄 EoL 201 Activity 1

'Let's talk about death'

📤 Activity 1 Submission

Submit your completed 'Let's talk about death' activity book for marking.

Submission status

Submission status	Submitted for grading
Grading status	Graded
Last modified	Thursday, 30 April 2015, 8:40 AM
File submissions	📄 EoL 201 Activity 1.docx
Submission comments	▸ Comments (0)

Edit submission

Make changes to your submission

Feedback

Grade	Very good

You can see an overview of all your submissions/ grades by using one of the methods below:

1

ADMINISTRATION
▾ Course administration
  ▦ Grades
▸ My profile settings

☑ Handling violence, aggression & complaints Quiz		-	0–10
☑ Handling Medication : Quiz		-	0–10
☑ Food Hygiene : Quiz		-	0–10
☑ Fire Safety : Quiz		-	0–10

2

COURSE COMPLETION STATUS

Status: *Not yet started*

All criteria below are required:

Required criteria	Status
Activity completion	0 of 21

More details

Required — All criteria below are required			
Criteria	Requirement	Status	Complete
SOVA & SOCA Level 2 : Quiz	Achieving grade	No	
SOVA SOCA (L3) Module 1 : Quiz	Achieving grade	No	
SOVA SOCA (L3) Module 2 : Quiz	Achieving grade	No	
SOVA SOCA (L3) Module 3 : Quiz	Achieving grade	No	
SOVA SOCA (L3) Module 4 : Quiz	Achieving grade	No	
RIDDOR : Quiz	Achieving grade	No	
Manual Handling : Quiz	Achieving grade	No	

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Certificates

Certificates will be issued to you upon successful and satisfactory completion of a course. It will be issued by your tutor/ assessor in most cases and can be delivered in different ways depending on the circumstances – email, post, or physically awarded to you on the premises.

Some courses may take longer than others to process (especially the certificates from external awarding bodies), but if you feel it has been too long please feel free to contact your tutor/ assessor to request an update.

Contact Admin if you have any further issues.

Additional support

Interactive videos have been created to answer our most frequently asked questions. You can find these on our website:

www.londoncactuscollege.com/videos

Alternatively, you can contact us using any of the methods below:

Email us:
londoncactus@mycccollege.org

Call us:
+44 (0)208 381 1838

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