

CCTP MOODLE GUIDE FOR LEARNERS

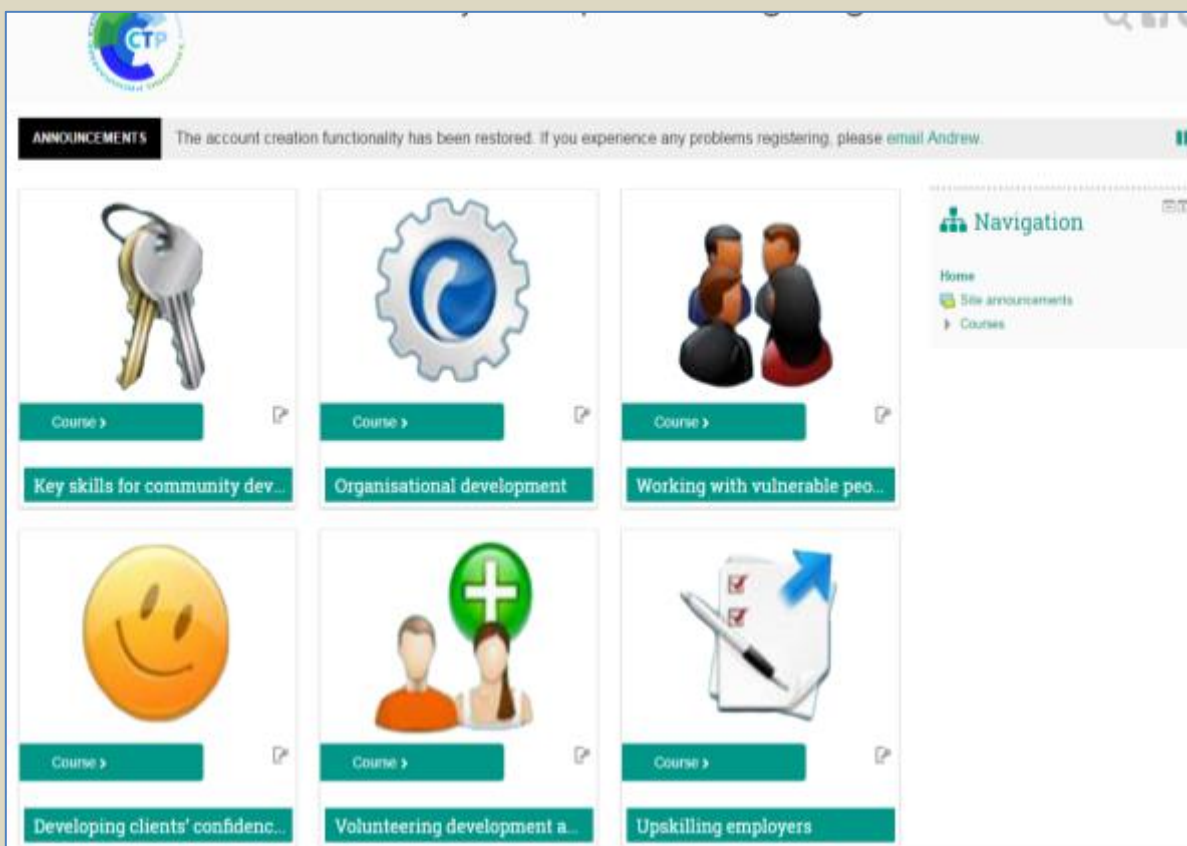
Firstly, welcome to the **Community Champion Training Programme**.

This guide is intended to provide learners with some basic instructions on how to get setup on our Moodle site and how to gain access to the various Modules.

GETTING TO MOODLE

To get to the Moodle, type the following web address into the address bar of your web browser:


<http://www.communitytrainingeu.com/cctp/>

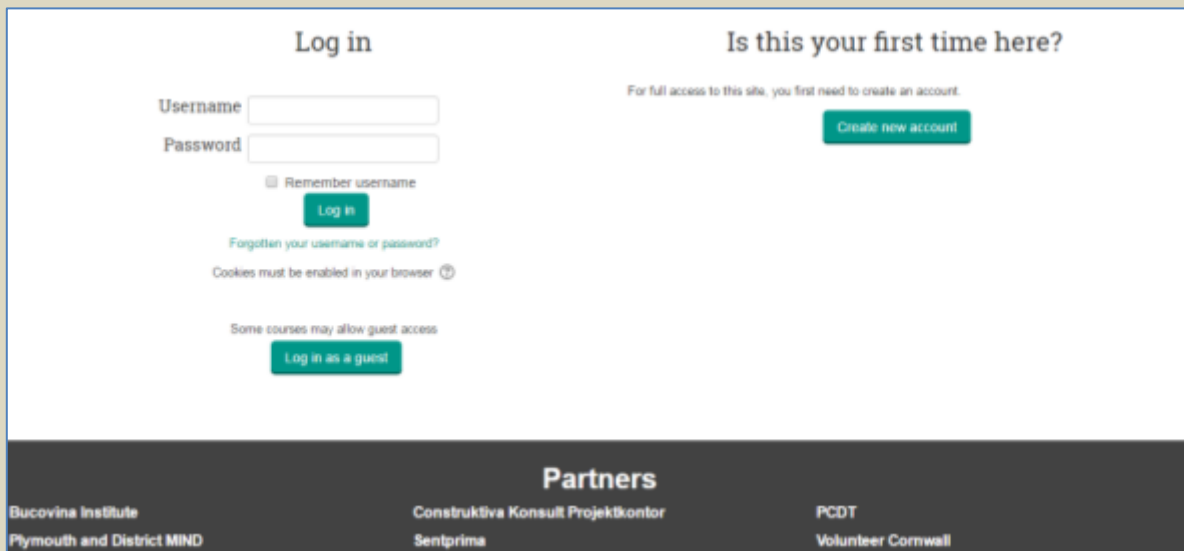


Once the site loads, you should be greeted with a homepage which looks similar to the image above. The images may look a little different depending on your screen size, but otherwise the layout should be the same for all members.

REGISTRATION

Log In

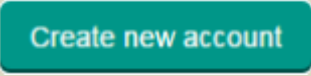
To get started and create an account on our Moodle site, first click on the  button in the top right corner of the page.

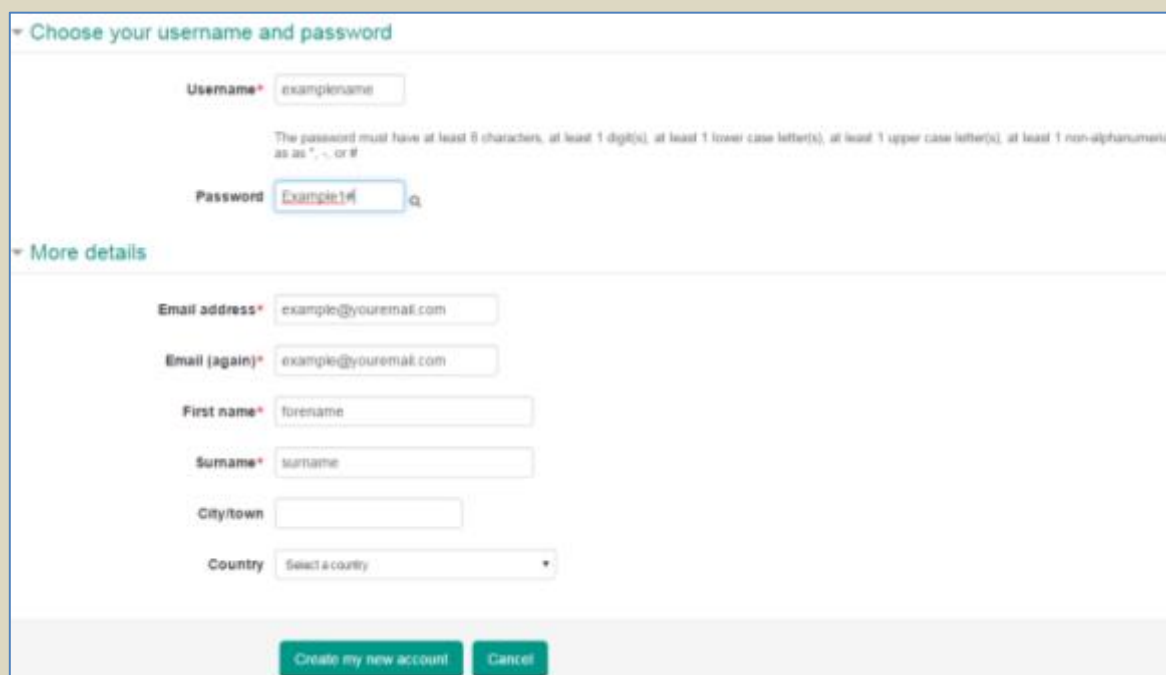


The image shows the Moodle login and registration interface. On the left, under the heading "Log in", there are input fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below these are links for "Forgotten your username or password?", "Cookies must be enabled in your browser", and a "Log in as a guest" button. On the right, under the heading "Is this your first time here?", there is a message "For full access to this site, you first need to create an account" and a "Create new account" button. At the bottom, there is a "Partners" section with logos for Bucovina Institute, Plymouth and District MIND, Konstruktiva Konsult Projektkontor, Sentprima, PCDT, and Volunteer Cornwall.


When you click on the 'Log In' button, you will be taken to a page which presents you with two options. One to enter your username and password (if you have already registered) and another to create a new account.

Create new account

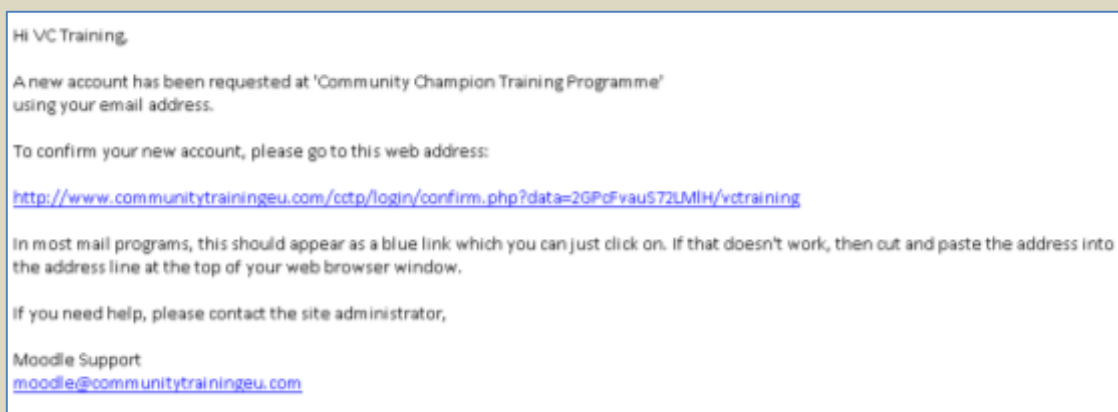
Clicking  will open up a registration form where you will be required to enter some details to gain access, these will include a **username, password, email address and your first and last name.**



The image shows the registration form titled "Choose your username and password". It includes the following fields: "Username*" with the value "examplename", "Password*" with the value "Example1#@" and a visibility toggle icon, "Email address*" with the value "example@youremail.com", "Email (again)*" with the value "example@youremail.com", "First name*" with the value "forename", "Surname*" with the value "surname", "City/town", and "Country" with a dropdown menu showing "Select a country". At the bottom, there are "Create my new account" and "Cancel" buttons.

The password textbox defaults to masking the text but if you want to see what you are typing in that box, you can click on the  icon next to the text box.


When you complete the registration you should receive a confirmation email with a link to activate your account. The email will have the subject of **“Community Champion Training Programme: account confirmation”**.



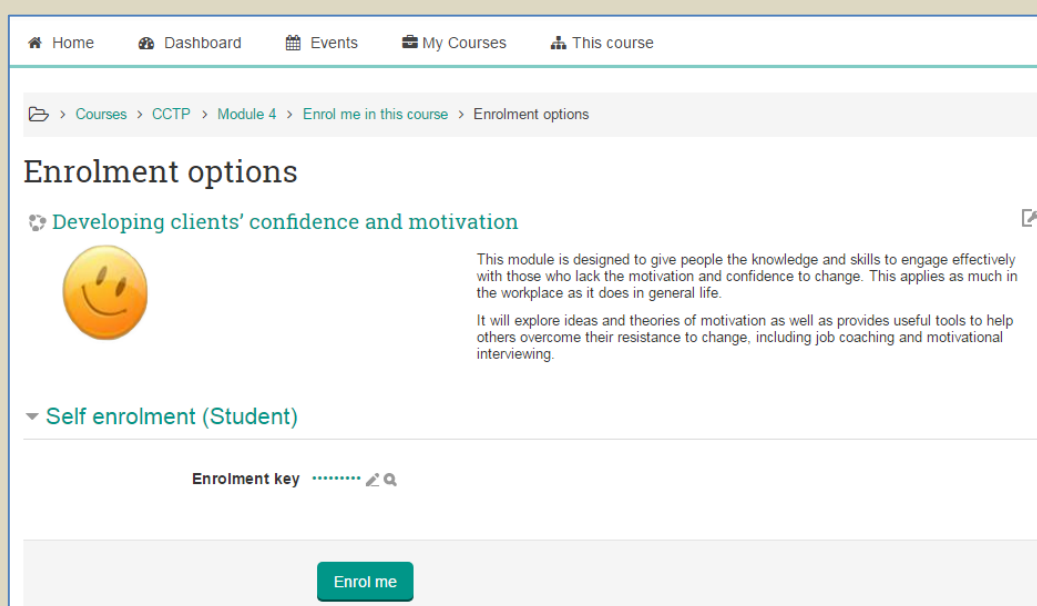
Please note: The confirmation email may get placed in your Junk/Spam folder for your email account, so if you do not see the message in your Inbox it may be found in one of those other folders.

MODULE ENROLMENTS

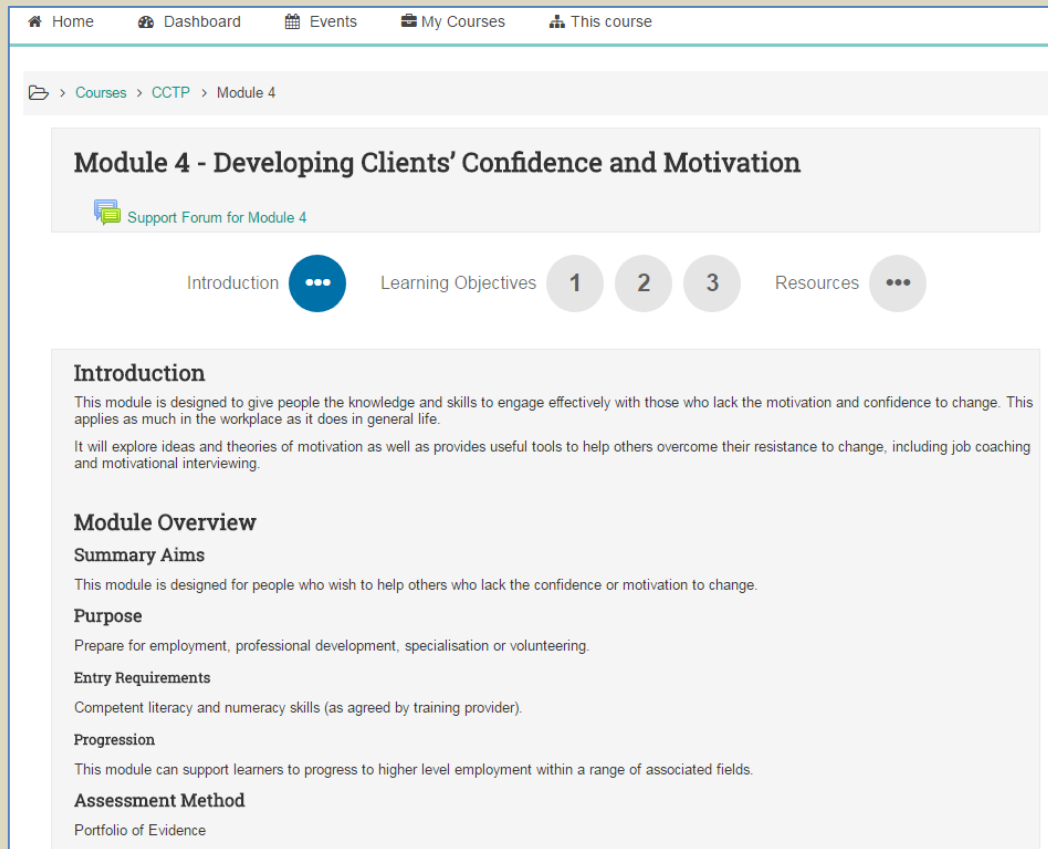
To gain access to the training resources on any of the course modules, you will need to enrol onto your desired module within the site.

The homepage shows a grid with all of the available course modules; from this page you can access each module area of the site by clicking the  buttons.

As an example, when you click on the module titled **“Developing clients’ confidence and motivation”** for the first time, you will be greeted with a page which asks you to enter an enrolment key/password to gain access to the area.



After entering the correct enrolment key and clicking the **Enrol me** button, the page will redirect to the content page for the module where you will see a brief overview of the module as well as buttons to view the learning objectives and available training resources.



The screenshot shows a Moodle course page for 'Module 4 - Developing Clients' Confidence and Motivation'. The page has a navigation bar at the top with links for Home, Dashboard, Events, My Courses, and This course. Below the navigation bar is a breadcrumb trail: Courses > CCTP > Module 4. The main heading is 'Module 4 - Developing Clients' Confidence and Motivation', followed by a 'Support Forum for Module 4' link. A progress bar shows 'Introduction' as the current section, with 'Learning Objectives' (1), '2', and '3' as subsequent sections, and 'Resources' as the final section. The 'Introduction' section contains the following text:

Introduction
This module is designed to give people the knowledge and skills to engage effectively with those who lack the motivation and confidence to change. This applies as much in the workplace as it does in general life.
It will explore ideas and theories of motivation as well as provides useful tools to help others overcome their resistance to change, including job coaching and motivational interviewing.

Module Overview

Summary Aims
This module is designed for people who wish to help others who lack the confidence or motivation to change.

Purpose
Prepare for employment, professional development, specialisation or volunteering.

Entry Requirements
Competent literacy and numeracy skills (as agreed by training provider).

Progression
This module can support learners to progress to higher level employment within a range of associated fields.

Assessment Method
Portfolio of Evidence

If you have any problems with getting access to the CCTP Moodle site or any of the course modules, please get email the team at moodle@communitytrainingeu.com.