



ICEP LEARNING PLATFORM - QUICK GUIDE

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Logging into ICEP Learning Platform

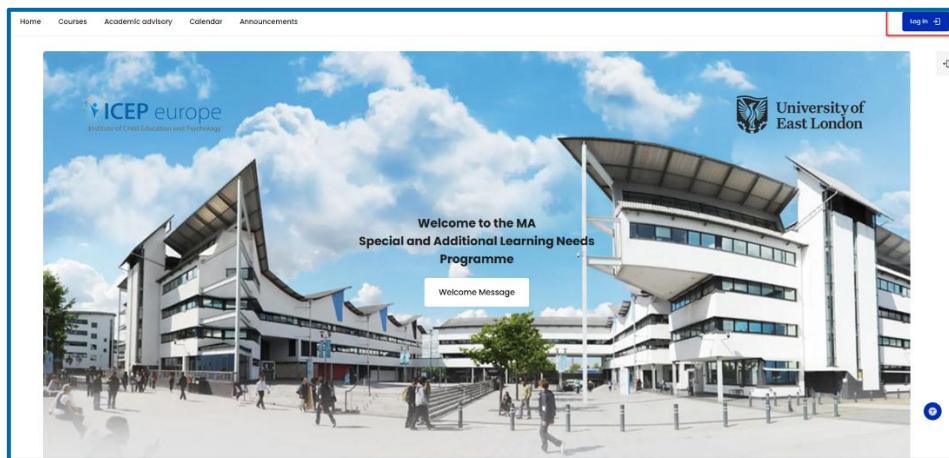
Logging in for the first time?

If you are logging in the ICEP Learning Platform for the first time, follow the steps below:

Step 1: Access the internet and go to the following website address:

<https://uel.icepe.co.uk/>

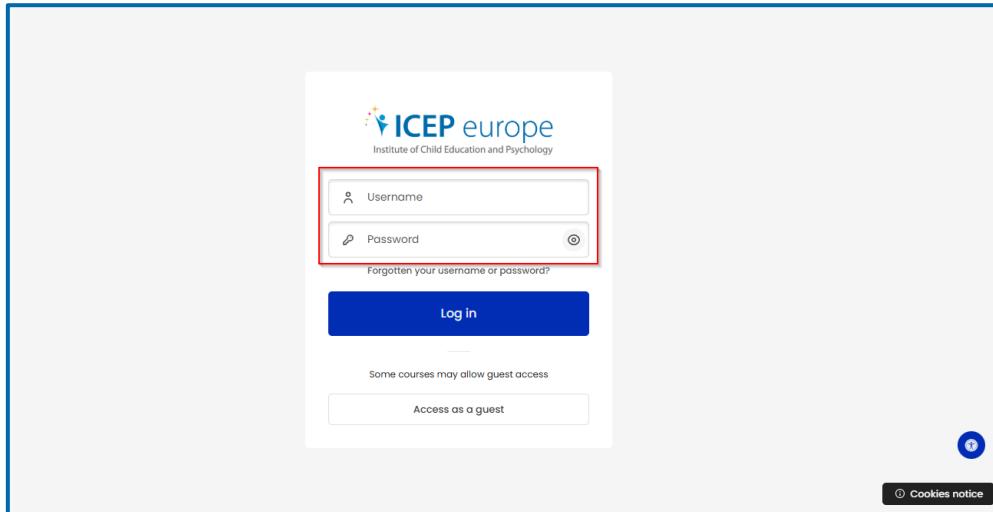
Step 2: On the top right-hand corner of the screen, you will see a button **Log in**
Click on **Login in**.



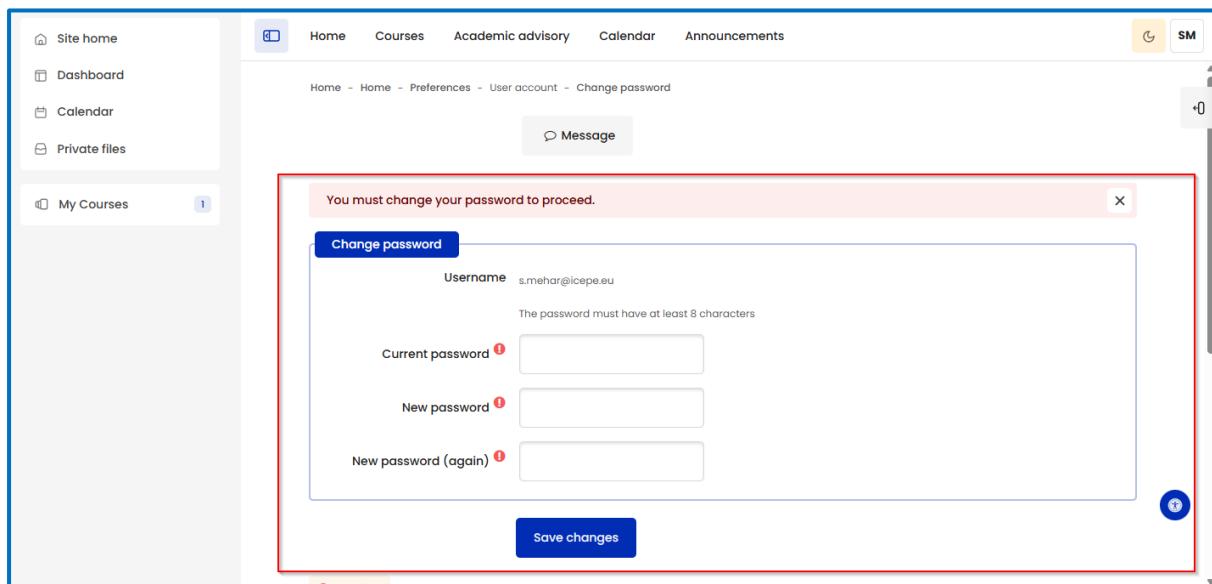
Step 3: Enter the username and password that you received by email from ICEP Europe. Your username will be your email address. Typically, for your first login, your password will be set to **Student@10** (case sensitive).

Please Note

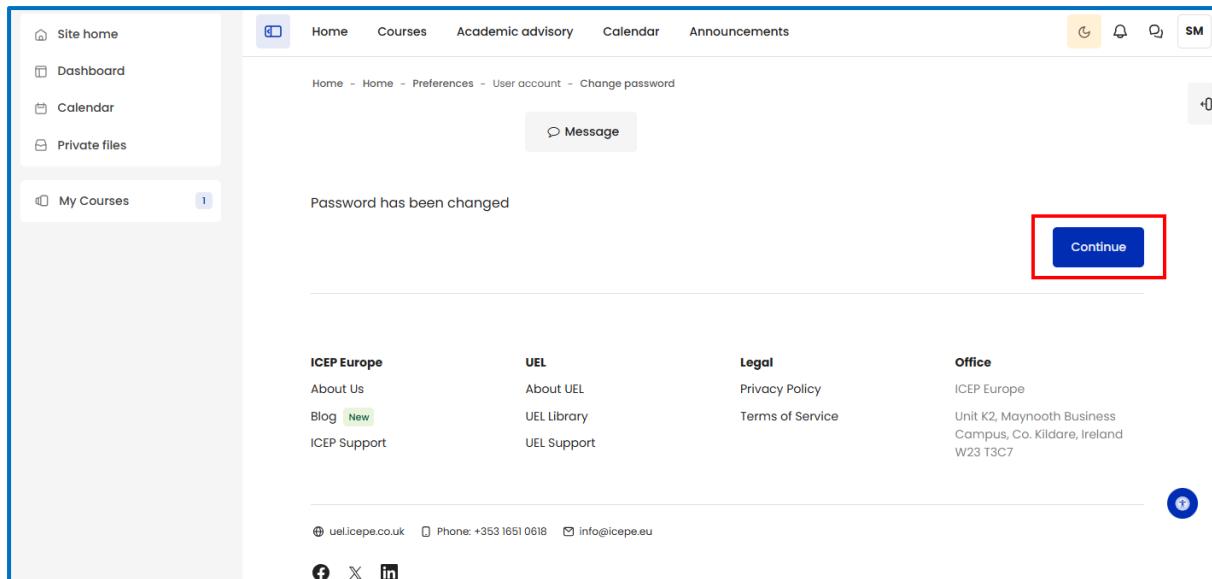
The new password must be a minimum of 8 characters, consisting of, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 nonalphanumeric character(s).



Step 4: Once you log in for the first time, you will be prompted to change this password.



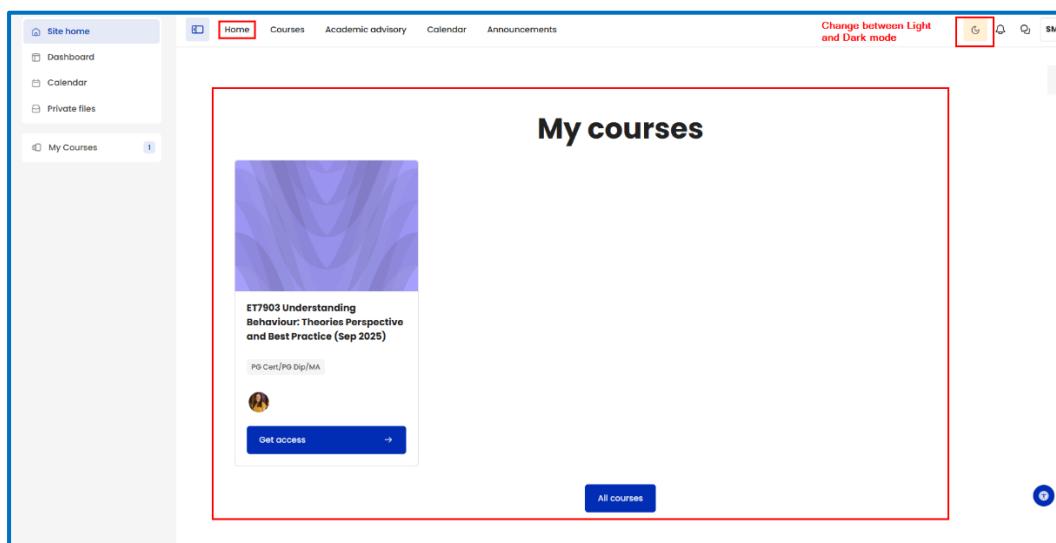
Step 5: Once the password is changed, click **Continue** to proceed.



The screenshot shows a user account change password page. The top navigation bar includes 'Home', 'Courses', 'Academic advisory', 'Calendar', and 'Announcements'. The left sidebar has links for 'Site home', 'Dashboard', 'Calendar', 'Private files', and 'My Courses' (with a '1' notification). The main content area shows a message: 'Password has been changed'. A blue 'Continue' button is highlighted with a red box. At the bottom, there are footer links for 'ICEP Europe' (About Us, Blog, ICEP Support), 'UEL' (About UEL, UEL Library, UEL Support), 'Legal' (Privacy Policy, Terms of Service), and 'Office' (ICEP Europe address). The footer also includes the website 'uel.icepe.eu', a phone number '+353 1651 0618', an email 'info@icepe.eu', and social media links for Facebook, X, and LinkedIn.

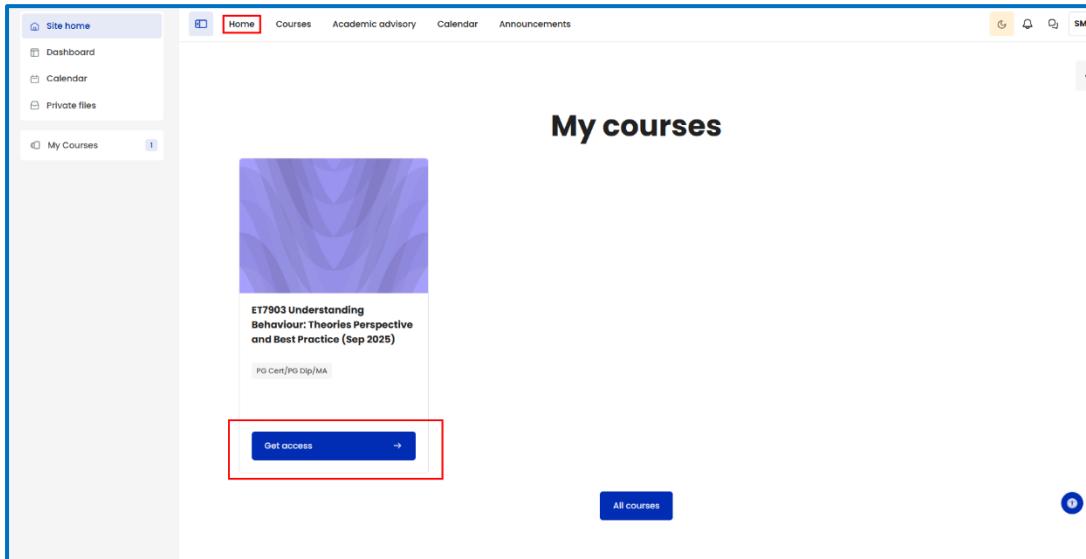
Navigating the Homepage and Finding Course

Step 1: Once you login, you will be brought to the **Home** page. To access your module, click on the **Courses** button. When the term begins, the new module will automatically appear on the homepage in **My Courses** block.



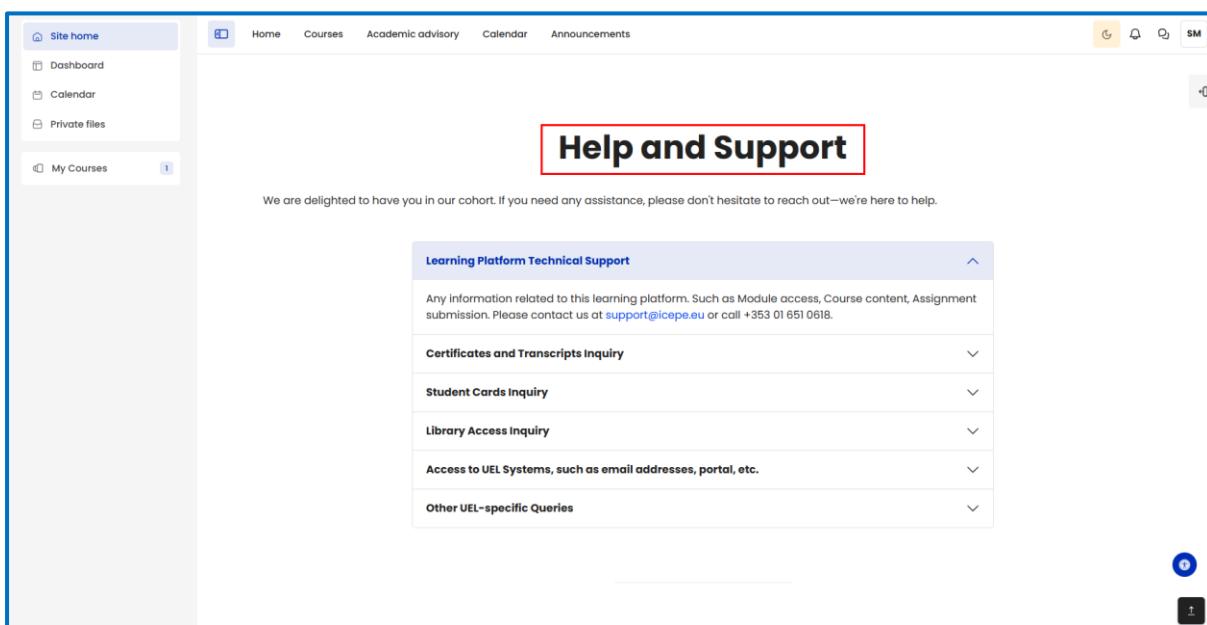
The screenshot shows the ICEP Europe homepage. The top navigation bar has 'Home' (highlighted with a red box), 'Courses', 'Academic advisory', 'Calendar', and 'Announcements'. The left sidebar has 'Site home', 'Dashboard', 'Calendar', 'Private files', and 'My Courses' (with a '1' notification). The main content area features a 'My courses' block with a red border. Inside the block, there is a card for a module: 'ET7903 Understanding Behaviour: Theories Perspective and Best Practice (Sep 2025)' with a 'PG Cert/PG Dip/MA' badge and a 'Get access' button. A blue 'All courses' button is at the bottom of the block. The top right of the page has a 'Change between Light and Dark mode' button (highlighted with a red box) and other site icons.

Step 2: The screen below will appear with your course module title. Click on the module title to or **Get Access** button to open the course material and begin your studies.



The screenshot shows the 'My courses' section of a learning management system. On the left, a sidebar includes links for Site home, Dashboard, Calendar, Private files, and My Courses. The main area is titled 'My courses' and displays a course card for 'ET7903 Understanding Behaviour: Theories Perspective and Best Practice (Sep 2025)'. The card includes a purple decorative image, the course title, and a 'PG Cert/PG Dip/MA' badge. At the bottom of the card, a blue 'Get access' button is highlighted with a red box. Below the card, a blue 'All courses' button is visible. The top navigation bar includes Home, Courses, Academic advisory, Calendar, Announcements, and other icons.

Step 3: You can find accurate information to seek assistance in the **Help and Support** section.

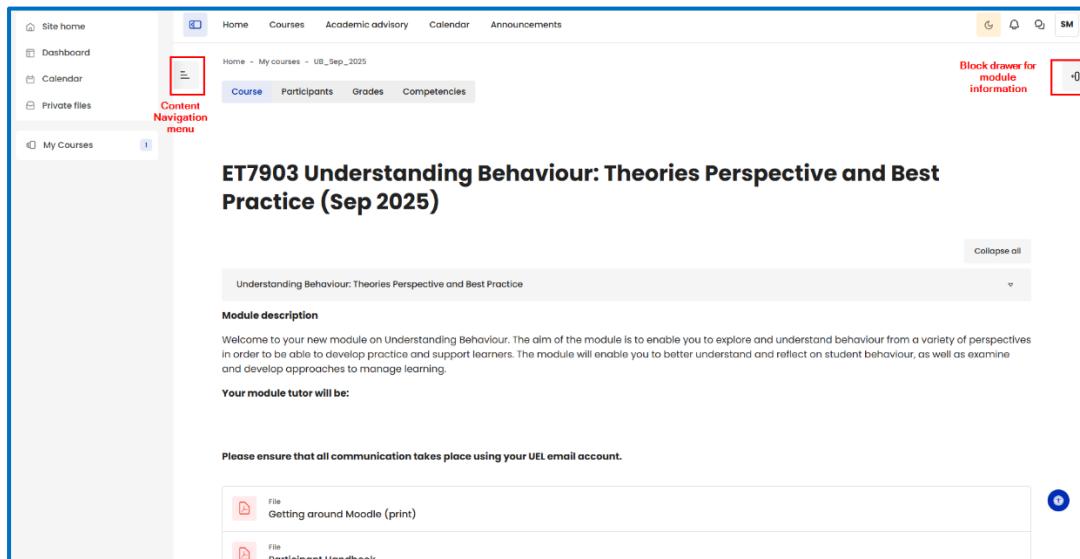


The screenshot shows the 'Help and Support' section of a learning management system. The top navigation bar includes Home, Courses, Academic advisory, Calendar, Announcements, and other icons. The main content area features a large 'Help and Support' heading with a red box around it. Below the heading, a message reads: 'We are delighted to have you in our cohort. If you need any assistance, please don't hesitate to reach out—we're here to help.' A sidebar on the left lists Site home, Dashboard, Calendar, Private files, and My Courses. The main content area contains a 'Learning Platform Technical Support' section with a list of inquiry categories: Certificates and Transcripts Inquiry, Student Cards Inquiry, Library Access Inquiry, Access to UEL Systems, such as email addresses, portal, etc., and Other UEL-specific Queries. Each category has a small downward arrow next to it. The bottom right corner of the page has a small blue circular icon with a white question mark.

Navigating Module Homepage

The module homepage is divided into separate sections. Some of the main sections are illustrated below.

You can click the **Content** menu button on the left to see the course index. You can click the right sidebar **block drawer** button for more module information.

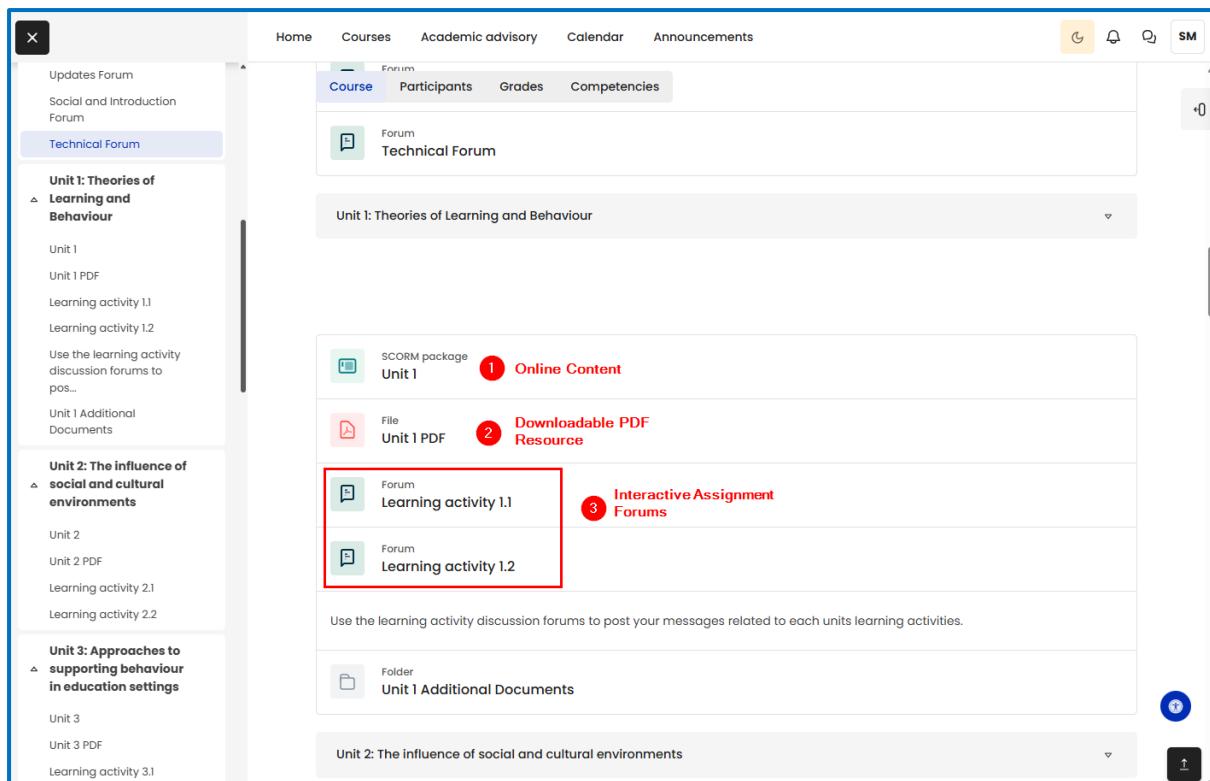


The screenshot shows the Moodle module homepage for ET7903 Understanding Behaviour: Theories Perspective and Best Practice (Sep 2025). The page structure includes:

- Left sidebar:** Content Navigation menu (highlighted with a red box).
- Top navigation:** Site home, Home, Courses, Academic advisory, Calendar, Announcements.
- Page header:** Home > My courses > UB_Sep_2025.
- Page title:** ET7903 Understanding Behaviour: Theories Perspective and Best Practice (Sep 2025).
- Content sections:**
 - Understanding Behaviour: Theories Perspective and Best Practice
 - Module description:** Welcome to your new module on Understanding Behaviour. The aim of the module is to enable you to explore and understand behaviour from a variety of perspectives in order to be able to develop practice and support learners. The module will enable you to better understand and reflect on student behaviour, as well as examine and develop approaches to manage learning.
 - Your module tutor will be:** (Information not visible in screenshot)
 - Please ensure that all communication takes place using your UEL email account.**
- Block drawer (right sidebar):** Block drawer for module information (highlighted with a red box).
- File attachments:**
 - File: Getting around Moodle (print)
 - File: Distance Learning Handbook

Each unit follows the structure below:

- **Online Content:** This version of the content will contain videos and some web links NOT found in the Printable format.
- **Printable/Downloadable Format (PDFs):** If working offline, download this version for future reference. It is also best to print the content from this format.
- **Interactive Assignment Forums:** Upon reading the unit content, you will be required to complete a learning activity and post your answer to the respective forum.



Home Courses Academic advisory Calendar Announcements

Forum Course Participants Grades Competencies

Forum Technical Forum

Unit 1: Theories of Learning and Behaviour

SCORM package Unit 1 ① Online Content

File Unit 1 PDF ② Downloadable PDF Resource

Forum Learning activity 1.1 ③ Interactive Assignment Forums

Forum Learning activity 1.2

Use the learning activity discussion forums to post your messages related to each units learning activities.

Folder Unit 1 Additional Documents

Unit 2: The influence of social and cultural environments

Unit 3: Approaches to supporting behaviour in education settings

Unit 1 Additional Documents

Unit 1 PDF

Learning activity 1.1

Learning activity 1.2

Use the learning activity discussion forums to post your messages related to each units learning activities.

Unit 2 PDF

Learning activity 2.1

Learning activity 2.2

Unit 3 PDF

Learning activity 3.1

Tip

To open these documents, simply click on the titles. Once opened, you will be able to save them to your PC.

Subscribing to Notifications and Setting Preferences

Introduction:

Many students miss important announcements or updates posted in forums or announcement section because they are not subscribed. In this quick guide, you'll learn:

- What forum and announcement notifications are
- How to subscribe to discussion forums and announcement section
- How to manage your notification preferences

What are Forum Notifications:

Discussion Forums and Announcement notifications help you stay informed by sending email alerts when new forum posts or announcements are made.

Forum notifications help you stay informed about:

- Tutor announcements
- Peer replies
- Important course updates

The **Announcements** section is where you can find important, course-wide updates such as:

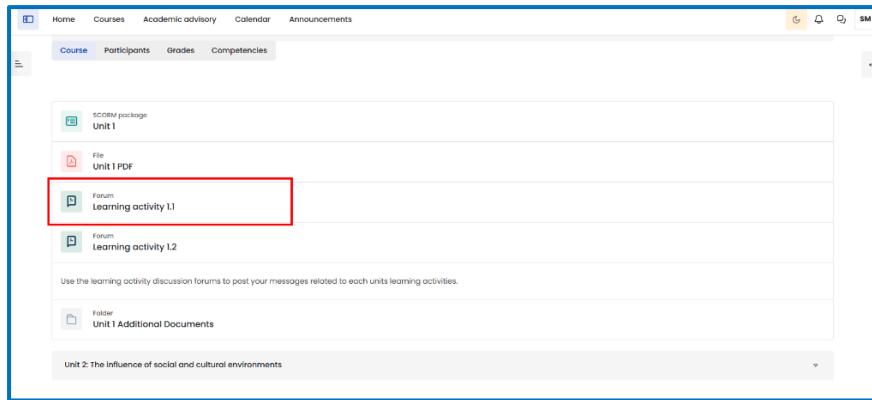
- Assignment reminders, grades, and feedback updates
- Event invitations and important institutional notices
- Any policy updates

By default, you may **not** be subscribed to receive these notifications. To ensure you don't miss important information, you will need to **subscribe to the forum**.

Steps to Subscribe to Forum Notifications

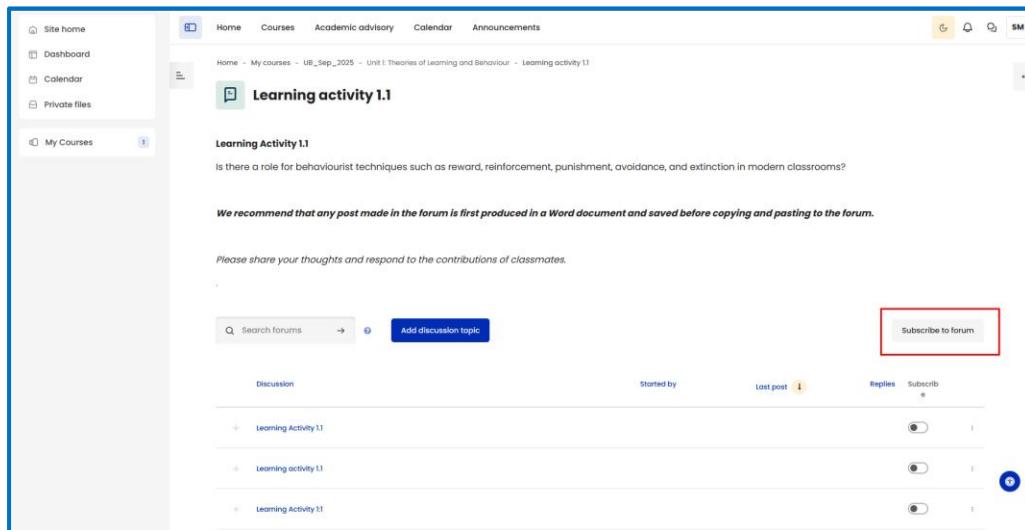
In order to receive the forum post notifications, follow the steps below:

Step 1: Navigate to the forum section in your course (e.g., *Social and Introduction* forum or *Learning Activity Forum*).



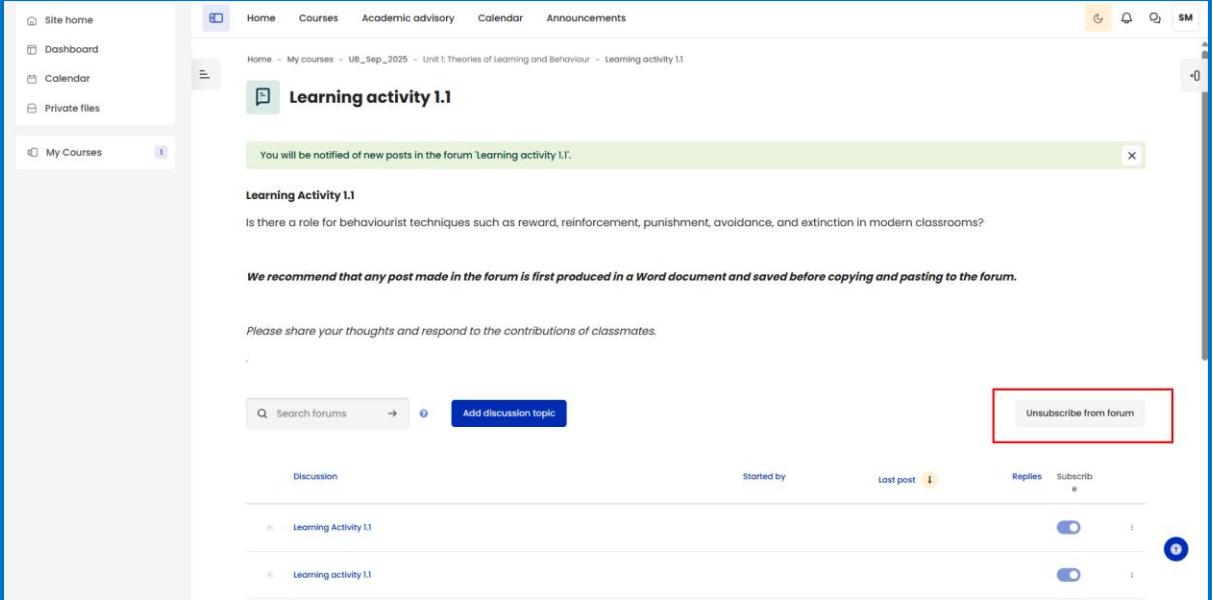
The screenshot shows a course navigation menu with the following items: Home, Courses, Academic advisory, Calendar, Announcements, Course, Participants, Grades, Competencies. Below these, there are several items: 'ECOM package Unit 1', 'File Unit 1 PDF', 'Forum Learning activity 1.1' (which is highlighted with a red box), 'Forum Learning activity 1.2', 'Folder Unit 1 Additional Documents'. A note below says 'Use the learning activity discussion forums to post your messages related to each units learning activities.' At the bottom, it says 'Unit 2: The influence of social and cultural environments'.

Step 2: On the top-right corner, you will notice a **Subscribe to Forum** button. Click on it to subscribe.



The screenshot shows a forum topic page for 'Learning activity 1.1'. The page includes a search bar, an 'Add discussion topic' button, and a 'Subscribe to forum' button (which is highlighted with a red box). Below the buttons, there is a table with columns for 'Discussion', 'Started by', 'Last post', 'Replies', and 'Subscribe'. The table lists three entries: 'Learning Activity 1.1', 'learning activity 1.1', and 'Learning Activity 1.1'. The 'Subscribe' column for the first entry has a checked radio button.

Step 3: Once clicked, you will notice a green bar on the top that you would be notified of the new posts in the forum. Also, the text on the button will change to **Unsubscribe from Forum**. To Unsubscribe at any stage, simply click on it.

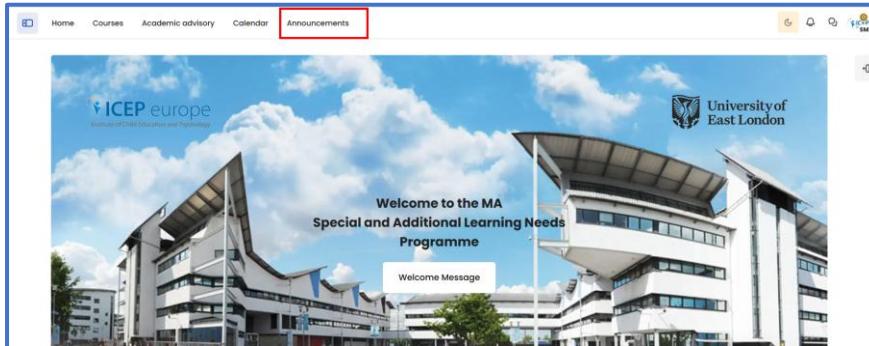


The screenshot shows a Moodle course interface. The left sidebar includes 'Site home', 'Dashboard', 'Calendar', 'Private files', and 'My Courses'. The main navigation bar has links for 'Home', 'Courses', 'Academic advisory', 'Calendar', and 'Announcements'. The breadcrumb navigation shows 'Home > My courses > UB_Sep_2025 > Unit 1: Theories of Learning and Behaviour > Learning activity 1.1'. The main content area is titled 'Learning activity 1.1'. A green notification bar at the top says 'You will be notified of new posts in the forum "learning activity 1.1."'. Below this, a section titled 'Learning Activity 1.1' asks 'Is there a role for behaviourist techniques such as reward, reinforcement, punishment, avoidance, and extinction in modern classrooms?'. A note below says 'We recommend that any post made in the forum is first produced in a Word document and saved before copying and pasting to the forum.' A message encourages users to 'Please share your thoughts and respond to the contributions of classmates.' At the top right of the content area are icons for 'G', 'B', 'Q', and 'SM'. Below the title, there is a search bar 'Search forums' and a 'Add discussion topic' button. A red box highlights the 'Unsubscribe from forum' button. The discussion list shows two entries: 'Learning Activity 1.1' and 'Learning activity 1.1'. Each entry has columns for 'Discussion', 'Started by', 'Last post', 'Replies', and 'Subscribe'. The 'Subscribe' button for the second entry is highlighted with a blue circle.

Steps to Subscribe to Announcement Section

In order to receive the forum post notifications, follow the steps below:

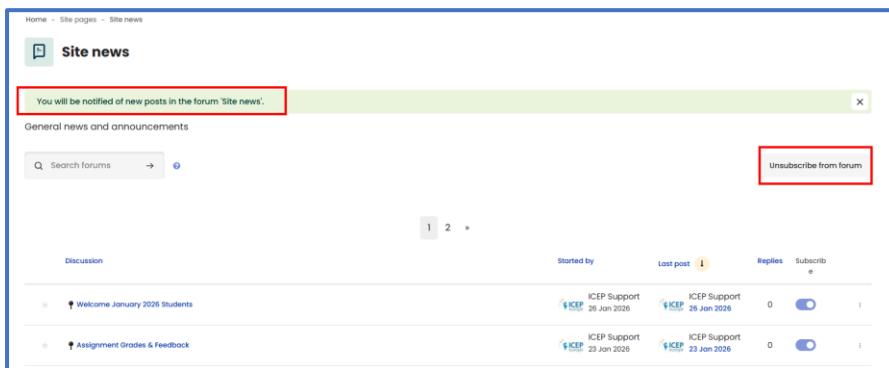
Step 1: Navigate to the **Announcement** section from the top menu bar.



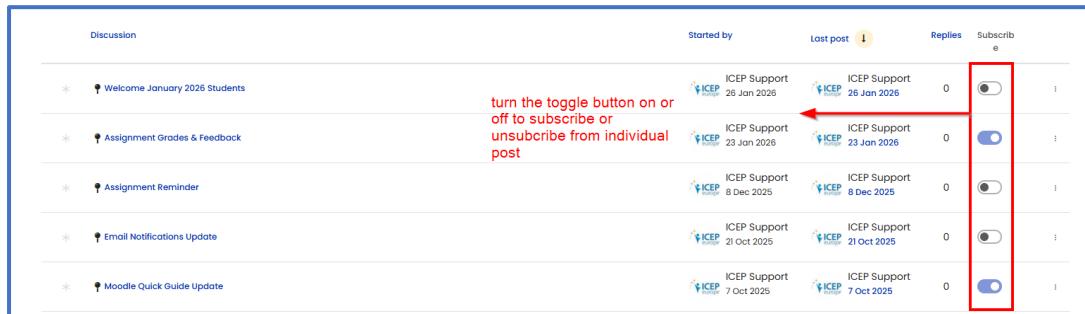
Step 2: On the **Site News** page, look to the top-right corner, you will see a **Subscribe to Forum** button. Click this button to subscribe.



Step 3: Once subscribed, you will notice a green bar on the top indicating that you will receive notifications for new announcement posts. The button text will also change to **Unsubscribe from forum**. To unsubscribe at any time, simply click this button again.



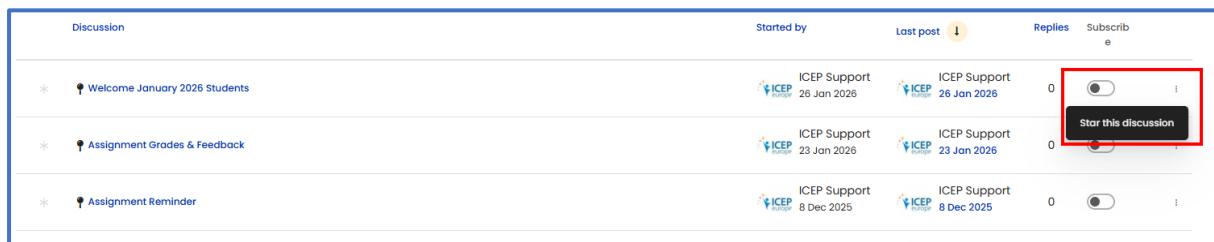
Step 4: By default, subscribing to the forum subscribes you to **all posts** in the Announcements section. If you do not wish to receive notifications for specific posts, use the **toggle switch** next to each post to subscribe or unsubscribe individually.



The screenshot shows a list of forum posts in a table format. The columns are: Discussion, Started by, Last post, Replies, and Subscribe. A red box highlights the 'Subscribe' column, and a red arrow points to the toggle switch for the first post. A red annotation text 'turn the toggle button on or off to subscribe or unsubscribe from individual post' is placed above the first post's toggle switch.

Discussion	Started by	Last post	Replies	Subscribe
* Welcome January 2026 Students	ICEP Support 26 Jan 2026	ICEP Support 26 Jan 2026	0	<input checked="" type="checkbox"/>
* Assignment Grades & Feedback	ICEP Support 23 Jan 2026	ICEP Support 23 Jan 2026	0	<input checked="" type="checkbox"/>
* Assignment Reminder	ICEP Support 8 Dec 2025	ICEP Support 8 Dec 2025	0	<input checked="" type="checkbox"/>
* Email Notifications Update	ICEP Support 21 Oct 2025	ICEP Support 21 Oct 2025	0	<input checked="" type="checkbox"/>
* Moodle Quick Guide Update	ICEP Support 7 Oct 2025	ICEP Support 7 Oct 2025	0	<input checked="" type="checkbox"/>

Step 5: To mark a post important, click on three dots next to the post and select **Star this Discussion**.



The screenshot shows the same list of forum posts as the previous image. A red box highlights the three-dot menu next to the first post, and a red box highlights the 'Star this discussion' button in the dropdown menu.

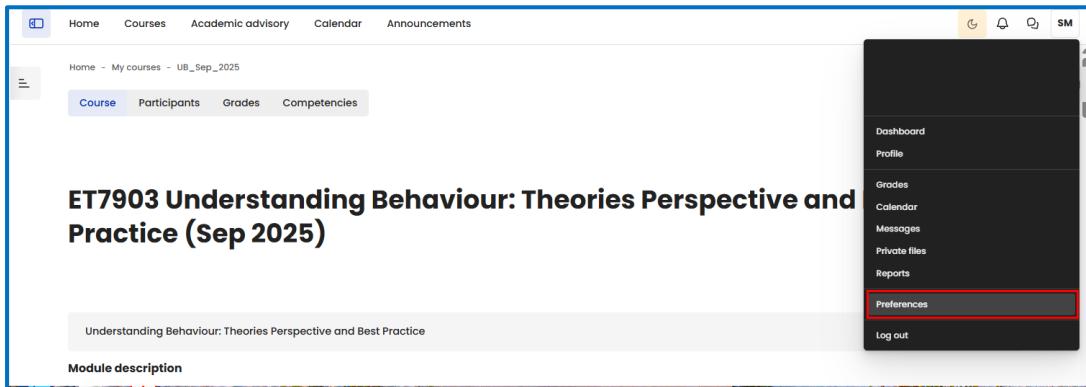
Discussion	Started by	Last post	Replies	Subscribe
* Welcome January 2026 Students	ICEP Support 26 Jan 2026	ICEP Support 26 Jan 2026	0	<input checked="" type="checkbox"/>
* Assignment Grades & Feedback	ICEP Support 23 Jan 2026	ICEP Support 23 Jan 2026	0	<input checked="" type="checkbox"/>
* Assignment Reminder	ICEP Support 8 Dec 2025	ICEP Support 8 Dec 2025	0	<input checked="" type="checkbox"/>

Setting Preferences

From your profile, you can also set notification preferences. This allows you to control how you would get notifications such as either by **email** or **web**.

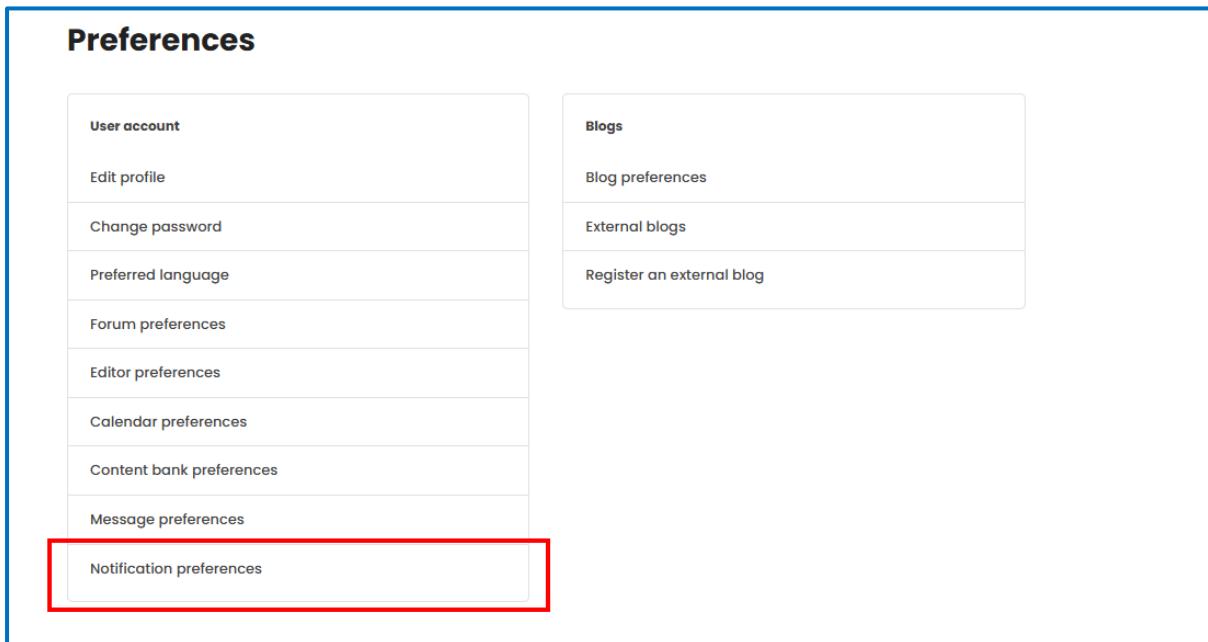
To set these preferences, follow the steps below:

Step 1: Navigate to your profile icon on top-right and click on it. Next, select **Preferences** from the menu.



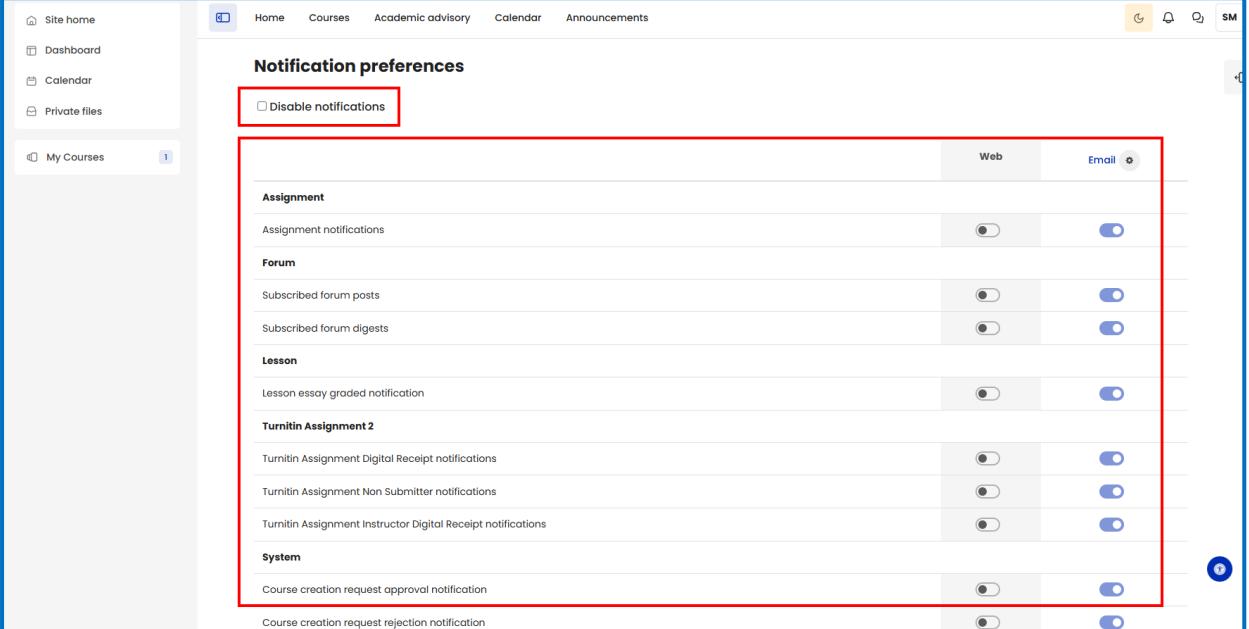
The screenshot shows a course dashboard for 'ET7903 Understanding Behaviour: Theories Perspective and Practice (Sep 2025)'. The dashboard includes tabs for Home, Courses, Academic advisory, Calendar, and Announcements. Below these are Course, Participants, Grades, and Competencies tabs. A sidebar on the right contains links for Dashboard, Profile, Grades, Calendar, Messages, Private files, Reports, and Preferences. The 'Preferences' link is highlighted with a red box.

Step 2: Next, select Notification Preferences from the Preferences page.



The screenshot shows the 'Preferences' page. It is divided into two main sections: 'User account' on the left and 'Blogs' on the right. The 'User account' section contains links for Edit profile, Change password, Preferred language, Forum preferences, Editor preferences, Calendar preferences, Content bank preferences, Message preferences, and Notification preferences. The 'Notification preferences' link is highlighted with a red box. The 'Blogs' section contains links for Blog preferences, External blogs, and Register an external blog.

Step 3: Here you can see a list of activities for which you can set your notification preferences. You can choose to receive updates by **Email**, **Web**, or **both** by toggling the switches accordingly. You can also select **Disable notifications**, if you do not wish to receive any notifications for any of the activities.



Disable notifications

	Web	Email
Assignment		
Assignment notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forum		
Subscribed forum posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribed forum digests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesson		
Lesson essay graded notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turnitin Assignment 2		
Turnitin Assignment Digital Receipt notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turnitin Assignment Non Submitter notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turnitin Assignment Instructor Digital Receipt notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
System		
Course creation request approval notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course creation request rejection notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Using the Accessibility Widget

Introduction

The accessibility widget helps ensure that learners and staff can engage with the platform in an inclusive and user-friendly way. The plugin offers flexible functions that allow users to adjust various appearance and readability related settings across learning Platform, making it easier to navigate the platform and access course materials in ways that best suit individual needs and preferences.

Who can use it?

The accessibility widget is available to all the users of the learning Platform including students, tutors and admins. You need to simply login and access the widget from any section of the learning Platform.

Why is it needed?

Everyone learns and interacts with digital platforms differently. The accessibility widget lets you control the look and feel of the platform by allowing you to enlarge the text, set a background colour or set a dyslexia-friendly font. By using this widget you can:

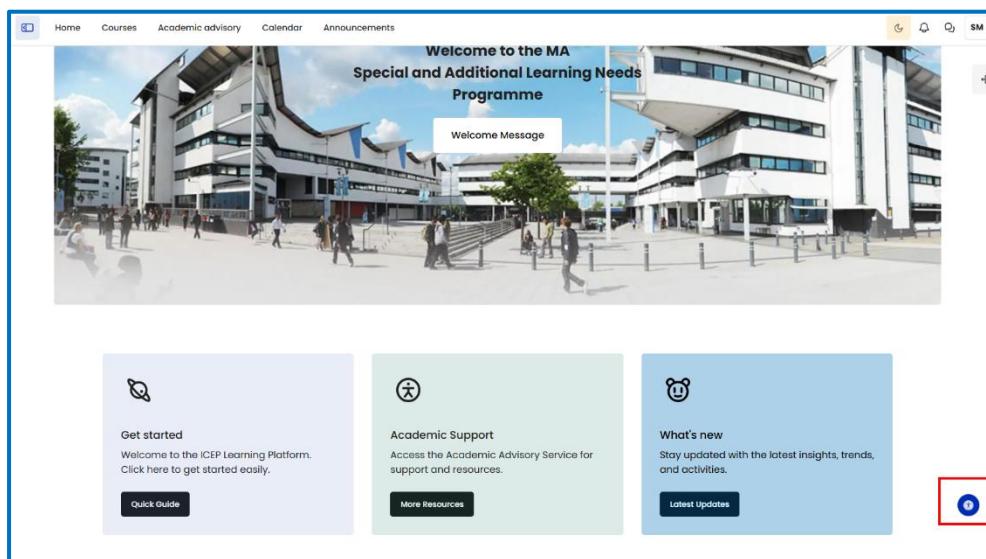
- Personalise the appearance and readability related settings as per your needs.
- Navigate the learning Platform easily
- Create a learning space that meets your accessibility needs and preferences.

How to Find the Accessibility Widget?

The accessibility widget is available for use right from the login page and it is available for each section of the learning Platform. You will notice the accessibility widget at the bottom right corner of the page.

Step-by-Step Guide

Step 1: Login to ICEP Learning Platform. On the bottom right corner, look  for icon.



Step 2: Click on this icon to open the accessibility widget. The widget allows you adjust various settings as per your needs and preferences. With this widget you can adjust the following settings:

- Background colour
- Font kerning
- Image visibility
- Line height
- Text colour
- Font face
- Font size

- Letter spacing
- Link highlight

Accessibility Widget Key Features

Background Colour: This setting lets you set the background colour for your learning Platform page. Once you select a background colour, it will be applied across all the sections in the learning Platform.

1. Open the Accessibility widget and locate the **Background Colour** option.
2. Click the colour box to open the palette.
3. Use the slider or colour picker to choose your desired background colour.
4. To return to the default colour, click **Reset**.

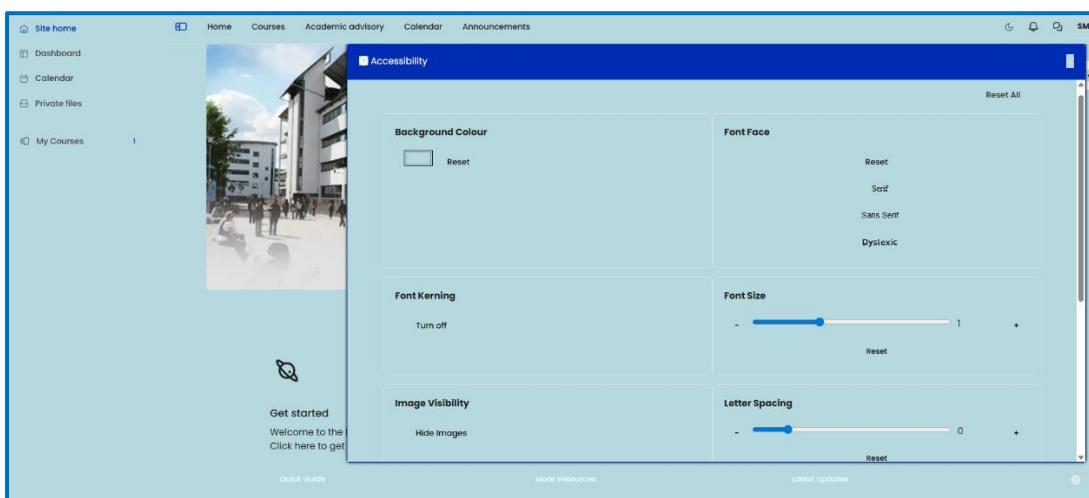
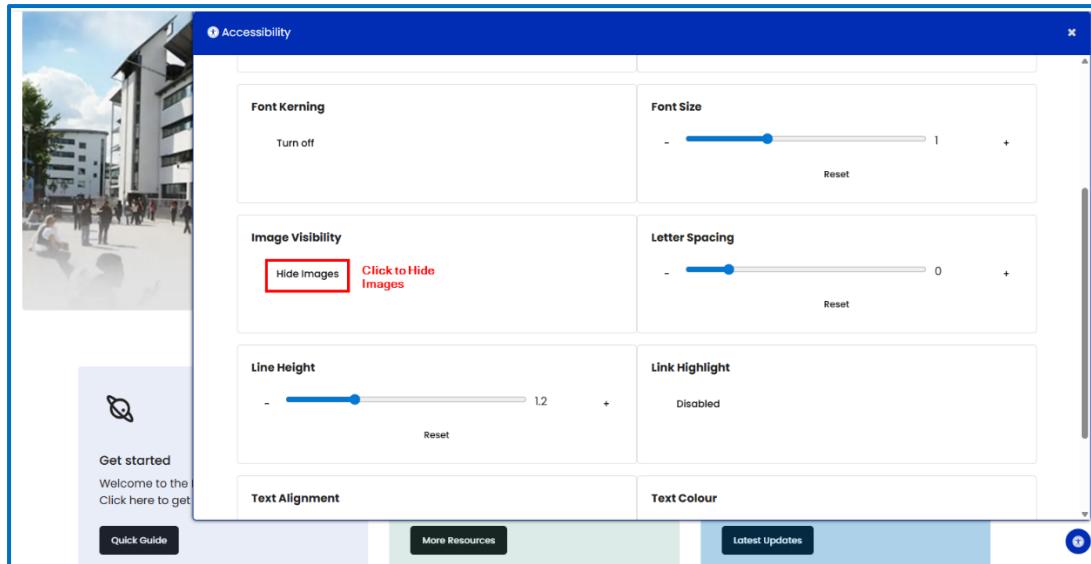
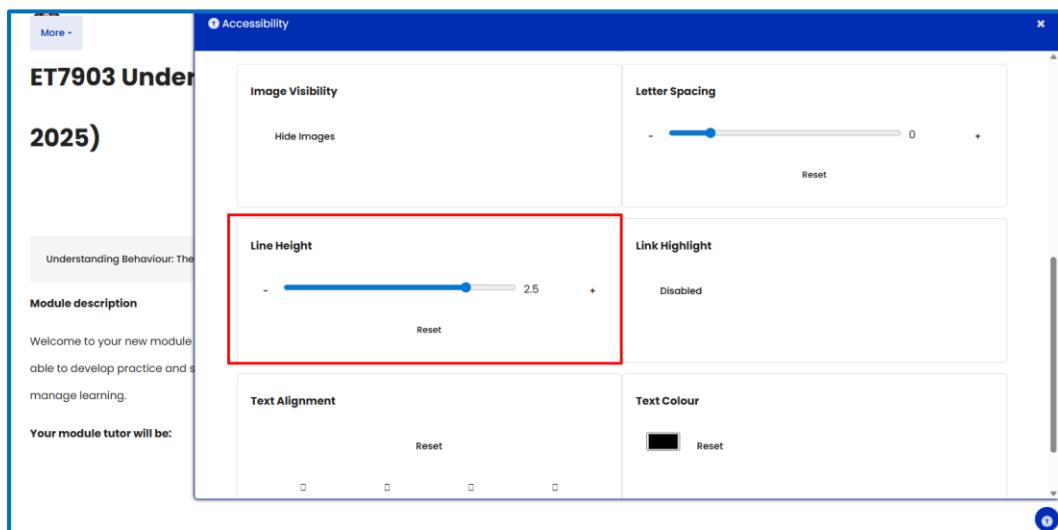


Image Visibility: The Image Visibility setting lets you control whether images are shown or hidden throughout the entire learning platform. To hide all images, simply click the Hide Images button. This can help reduce visual distractions.

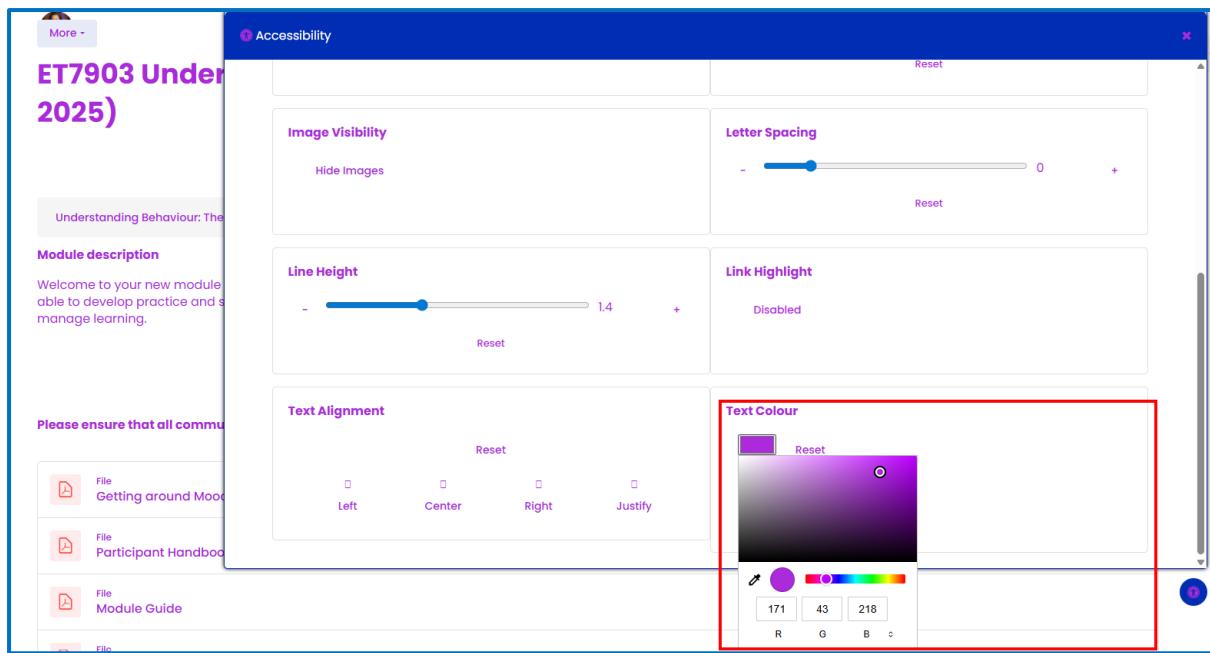


Line Height: This setting allows you to adjust the spacing between lines of text for improved readability. You can move the slider back and forth or click the + and – buttons to increase or decrease the line height. Click the **Reset** button to return to the default line height.

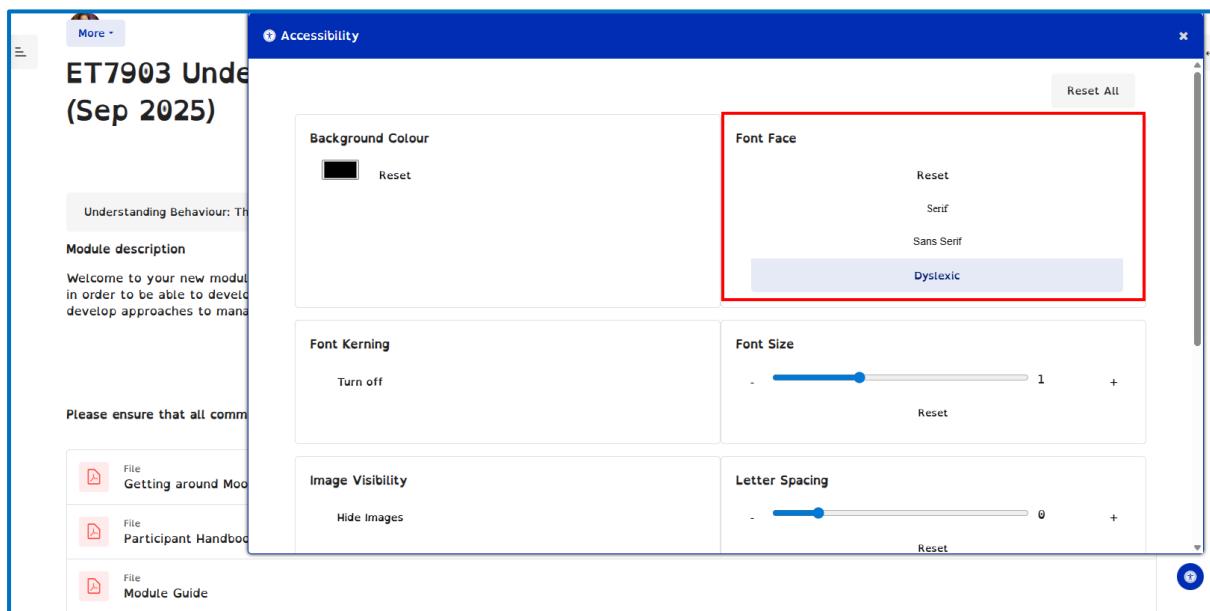


Text Colour: the text colour lets you set the colour of the text across all the pages in learning Platform.

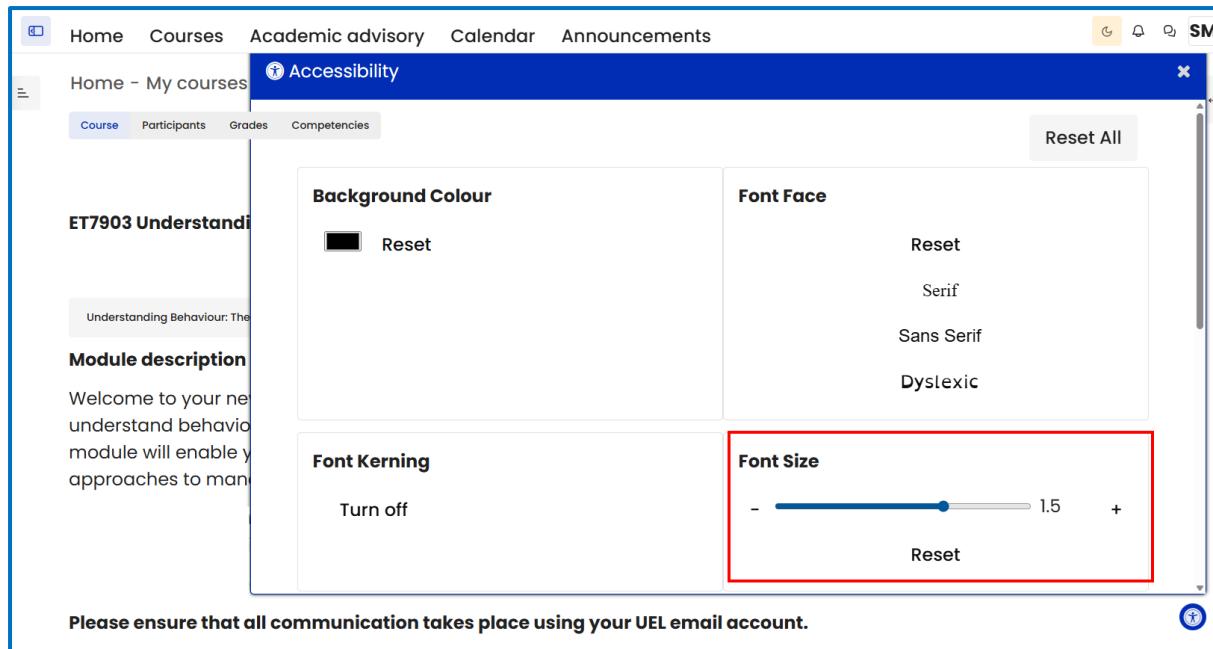
1. Click the colour box to open the palette.
2. Use the slider or colour picker to choose your desired font colour.
3. To return to the default colour, click **Reset**



Font Face: This setting allows you to choose a font style that best suits your reading preferences. Simply select a font from the list under the **Font Face** section. To return to the default font, click the **Reset** button.

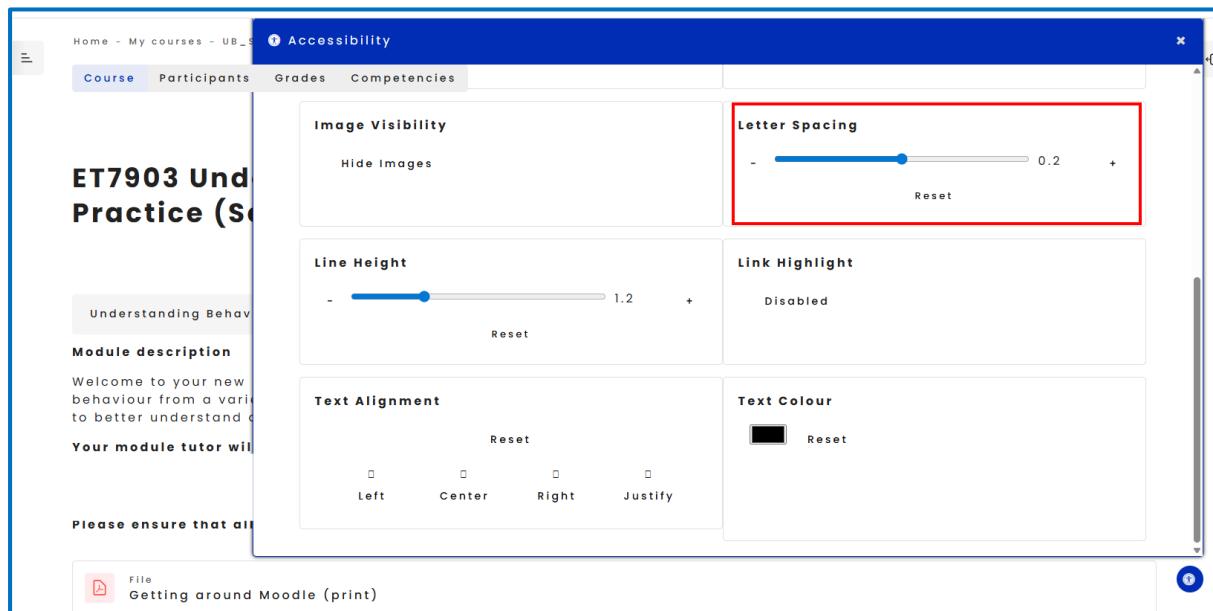


Font Size: This setting allows you to adjust the size of the text for easier reading. You can move the slider forward or backward, or use the + or - buttons to increase or decrease the font size. To restore the default font size, click the **Reset** button.



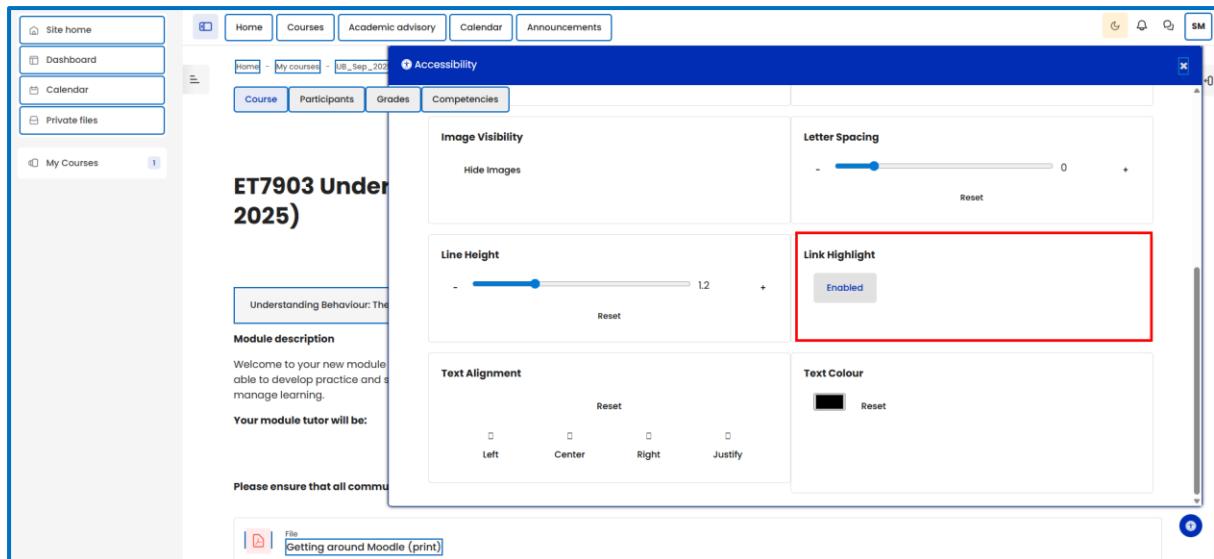
The screenshot shows the Moodle Accessibility settings for the ET7903 module. The 'Font Size' slider is highlighted with a red box. The slider is set to 1.5. There are 'Reset' buttons for the background colour, font face, and font size.

Letter Spacing: This feature allows you to adjust the spacing between letters in the text for improved readability. You can drag the slider forward or backward, or use the + or - buttons to increase or decrease the spacing. To restore the default letter spacing, click the **Reset** button.



The screenshot shows the Moodle Accessibility settings for the ET7903 module. The 'Letter Spacing' slider is highlighted with a red box. The slider is set to 0.2. There are other settings like 'Image Visibility', 'Line Height', 'Text Alignment', 'Link Highlight', and 'Text Colour'.

Link Highlight: This button highlights all links on the learning Platform page for easier visibility. When enabled, links are outlined with a blue frame. Click the button again to disable the highlight.



The screenshot shows the Moodle Accessibility settings page. The course title is ET7903 Under 2025. The 'Link Highlight' setting is highlighted with a red box. The 'Link Highlight' section contains a 'Enabled' button. Other settings include 'Image Visibility' (Hide Images), 'Letter Spacing' (0), 'Line Height' (1.2), 'Text Alignment' (Left, Center, Right, Justify), and 'Text Colour' (black).

Need Help?

If you experience any issues while using the learning platform our Technical Support team is here to help.

You can reach out to us at:

Email: support@icepe.eu