

CPD MOODLE QUICK GUIDE



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Welcome

Welcome to this Online CPD course with ICEP Europe. The student guide provides information regarding accessing the online learning materials, activities and support.

- Technical requirements
- Logging into the Online learning system (Moodle)
- Getting around Moodle
- Subscribing to Forum Posts
- Using the Accessibility Widget

Technical requirements

To participate in the programme, you need:

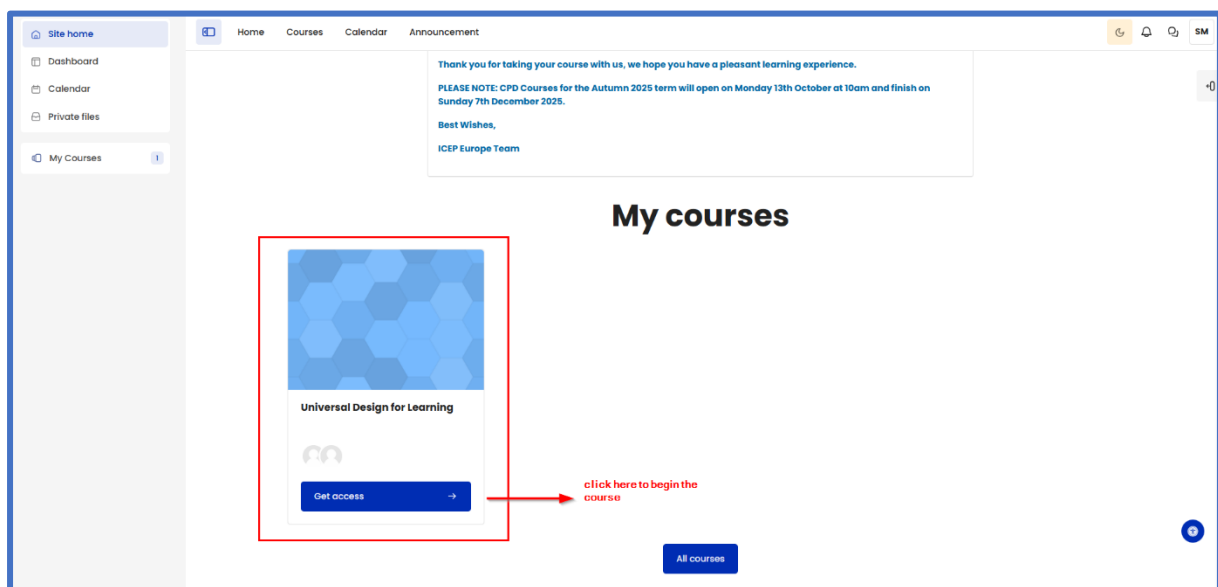
- Regular access to a PC or Mac capable of running standard MS Office software (or equivalent) for producing word-processed documents, spreadsheets and presentations.
- Your PC must be capable of running the required plug-ins for the Virtual Learning Environment (Adobe Flash player, Adobe PDF Viewer, Apple QuickTime, Adobe Reader [<https://get.adobe.com/uk/reader/>]).
- Reliable internet access; at least a 56K modem connection, but broadband is highly recommended.
- For each module that you take, you will be expected to spend approximately 3-6 hours online per week, participating in discussions and accessing resources.
- The latest version of your chosen Internet browser (Firefox and Chrome are recommended.)
- A valid and reliable email address
- Access to a printer is recommended

Logging into Moodle and Accessing Course

Step 1: After successfully registering for the course, you will receive an email at your registered email address. This email will include the login URL (<https://students.icepe.eu/>) to your Student Portal along with your login details.

Step 2: Once logged into your Student Portal, you can access the learning environment directly and begin your course.

Step 3: Once you landed on the homepage, simply scroll down to the **"My Course"** Section. Or access "My Course" section from the left sidebar. From here, you can directly access your courses with ease. Click on the **Get access** to access the course material and begin your studies.



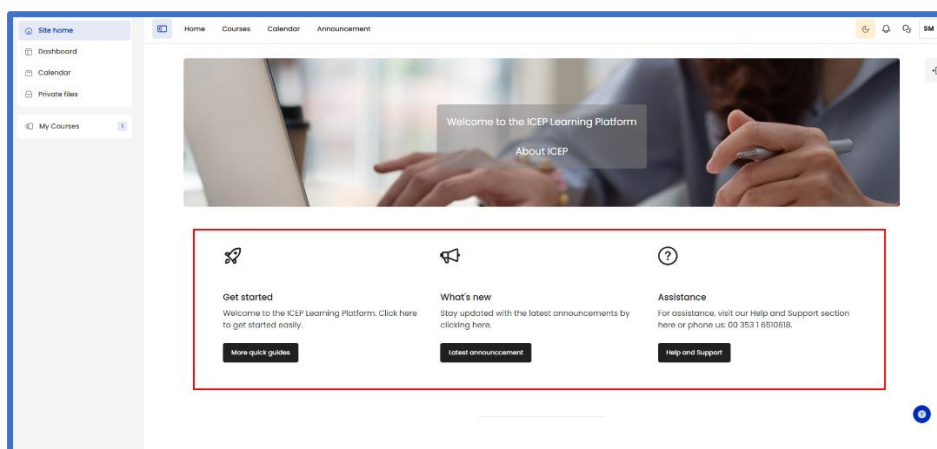
Getting Around Moodle

When you first land on the home page, you'll see three blocks below the welcome banner

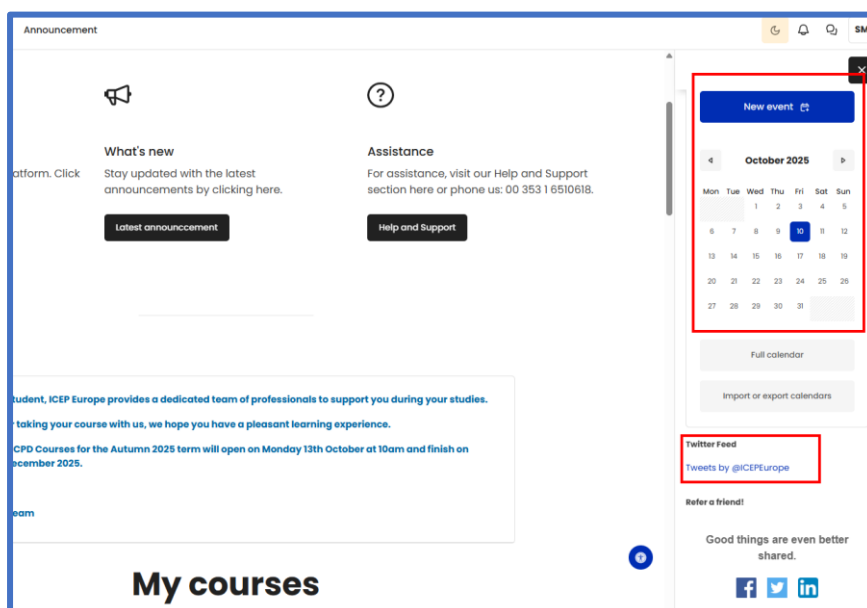
Get Started provides a **Guidebook** to help you become familiar with the learning platform and its features.

What's new block connects to the **Announcements** section, keeping you informed about the latest updates and news.

Assistance section guides you to the contact details for the **ICEP Europe Support Team** and links to the platform's **Help and Support** section.



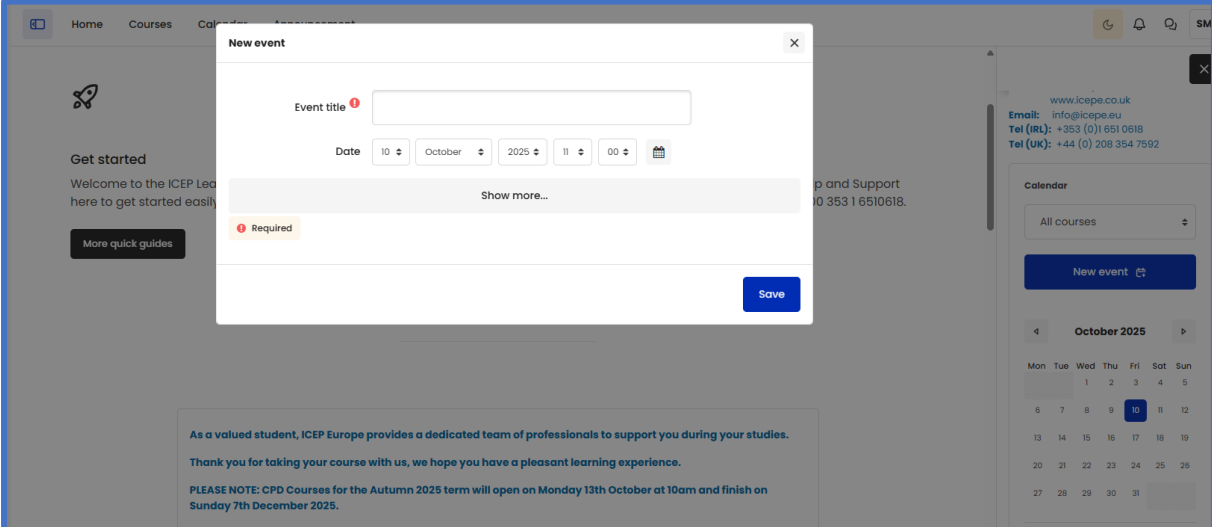
You can find a sidebar button on the right side of the homepage. When you open it, you'll see your login information, **ICEP Europe** contact information, a **Calendar**, **Twitter** section and **Announcement** section.



Organizing Your Study Tasks

You can access **Calendar** section from both right sidebar and the menu bar at the top of the page. This section allows you to set your own schedule and reminders to help manage your tasks effectively.

To add an event to the calendar, simply click **New Event** button and enter the **Event title** and **Date** in the **New Event** window.



New event

Event title *

Date: 10 / October / 2025 / 11 / 00

Show more...

Required

Save

As a valued student, ICEP Europe provides a dedicated team of professionals to support you during your studies.
 Thank you for taking your course with us, we hope you have a pleasant learning experience.
 PLEASE NOTE: CPD Courses for the Autumn 2025 term will open on Monday 13th October at 10am and finish on Sunday 7th December 2025.

Calendar

All courses

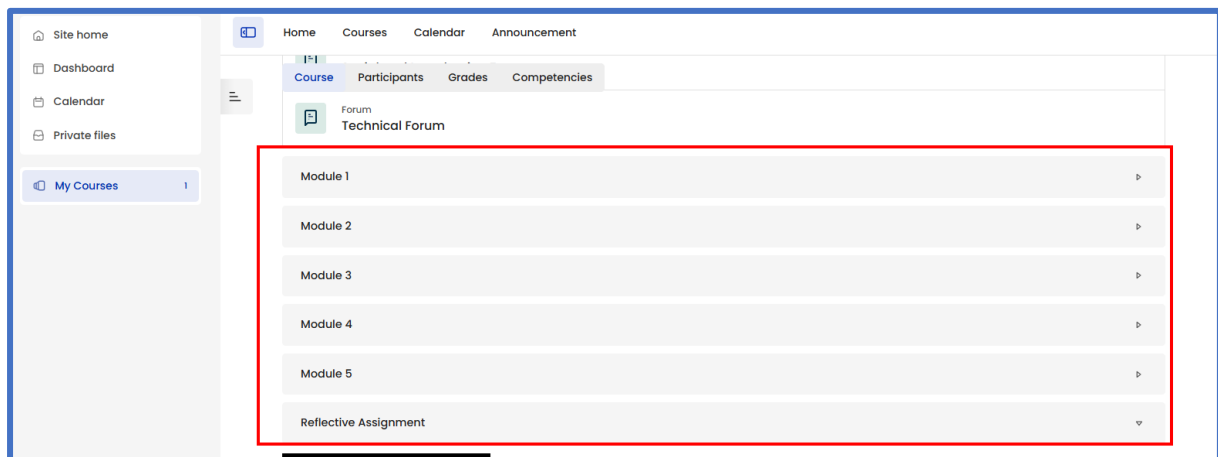
New event

October 2025

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		

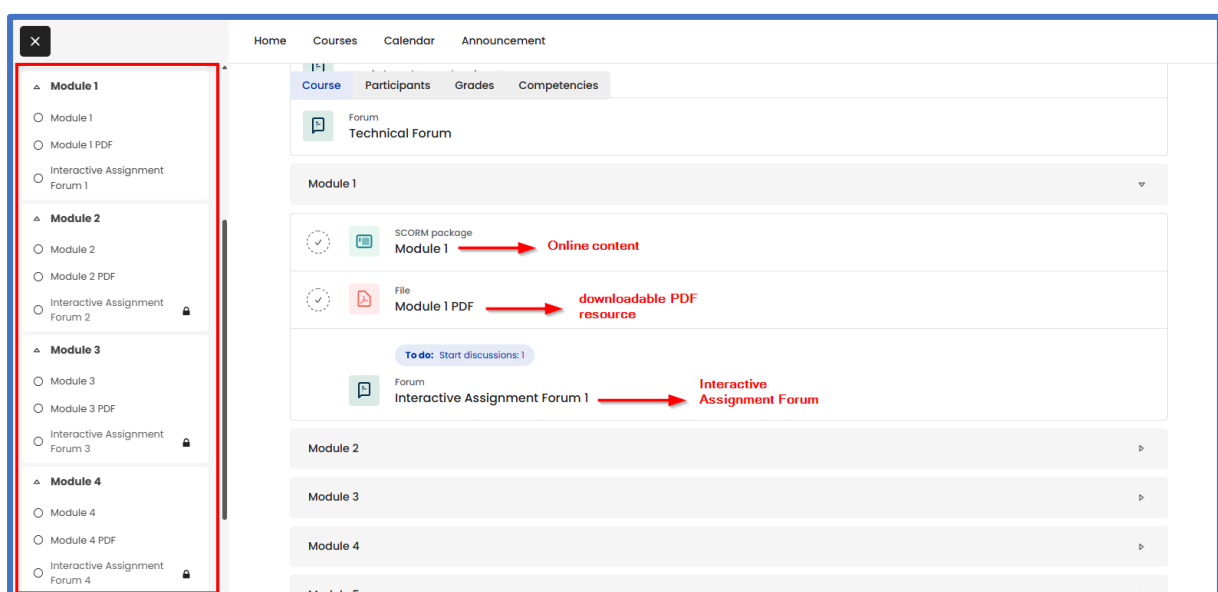
Navigating the Course Content

The module home page is divided into several columns. The **main** course content is located in the **centre** column and divided into 5 modules of study. (You can click the left side icon to open the course index).

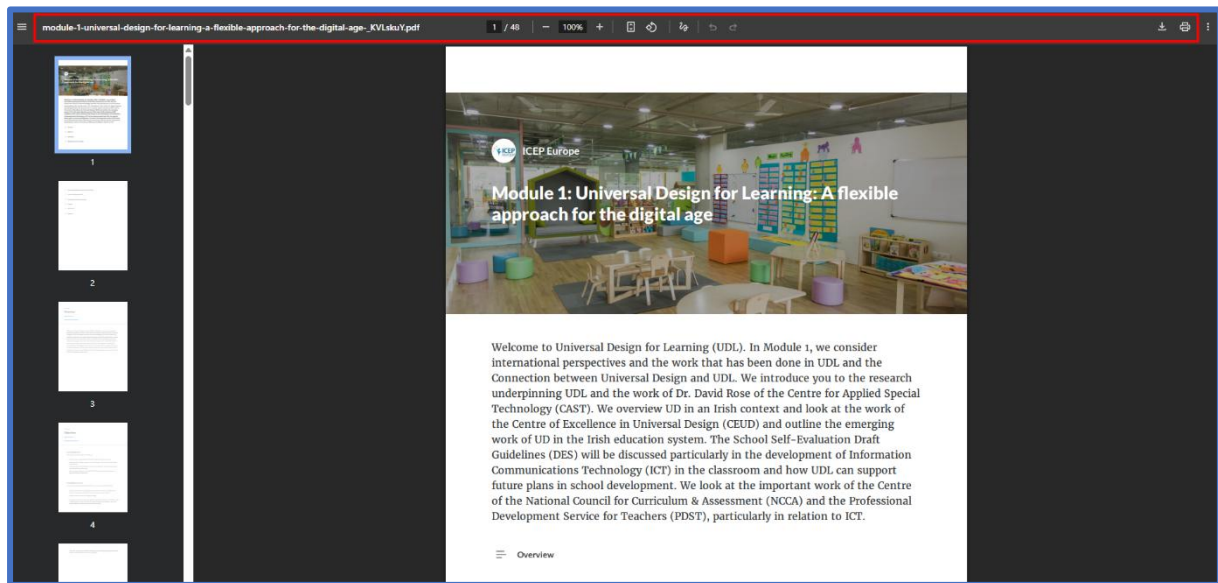


Each of these modules consists of **Online content (Module SCORM Package)**, a **Module PDF file**, an **Interactive Assignment Forum**.

The module SCORM Package presents interactive e-learning content. After studying each module, you will be required to answer the questions in the **Interactive Assignment Forum**.



You can click the module PDF file to view it online, download it or print it.



Tip

Download Adobe Reader, if necessary, by clicking on the following link [<https://get.adobe.com/uk/reader/>] in order to view PDF documents online or using an e- reader.

Guide to Discussion and Assignment Forums

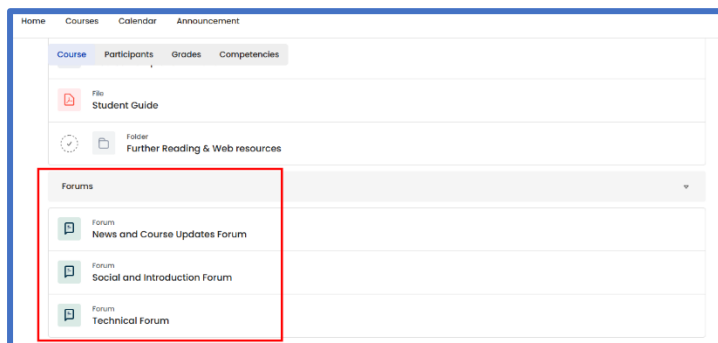
Discussion Forums:

Forums are used for engaging in discussions with your peers and tutor. There are three discussion forums provided in the learning platform:

Social and Introduction Forum is for introducing yourself and having relevant social discussions.

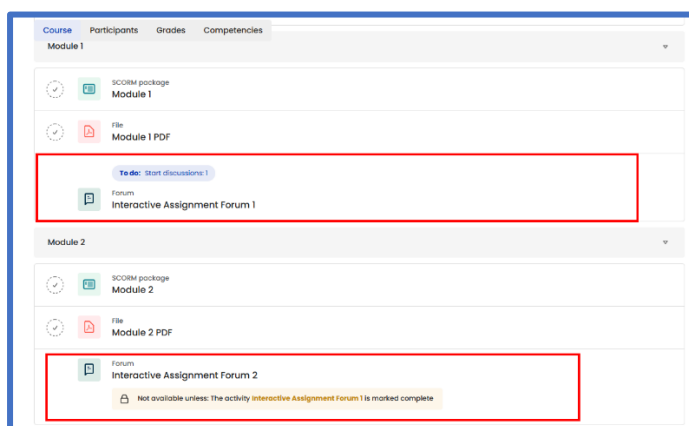
News and Updates Forum is used to notify everyone of any important changes to course material, dates and relevant course content related items.

Technical Forum is for making postings regarding needing technical support.

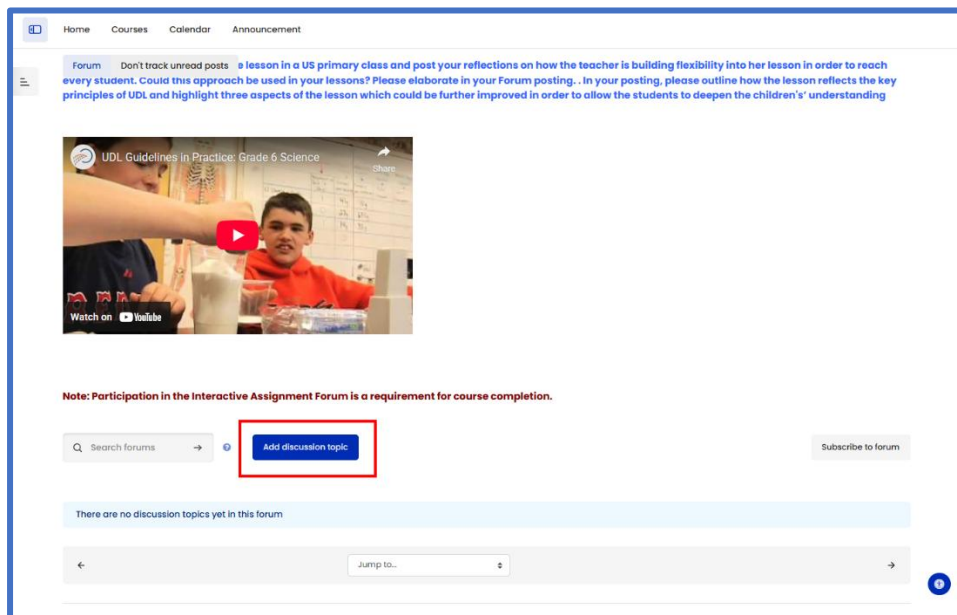


Assignment Forums

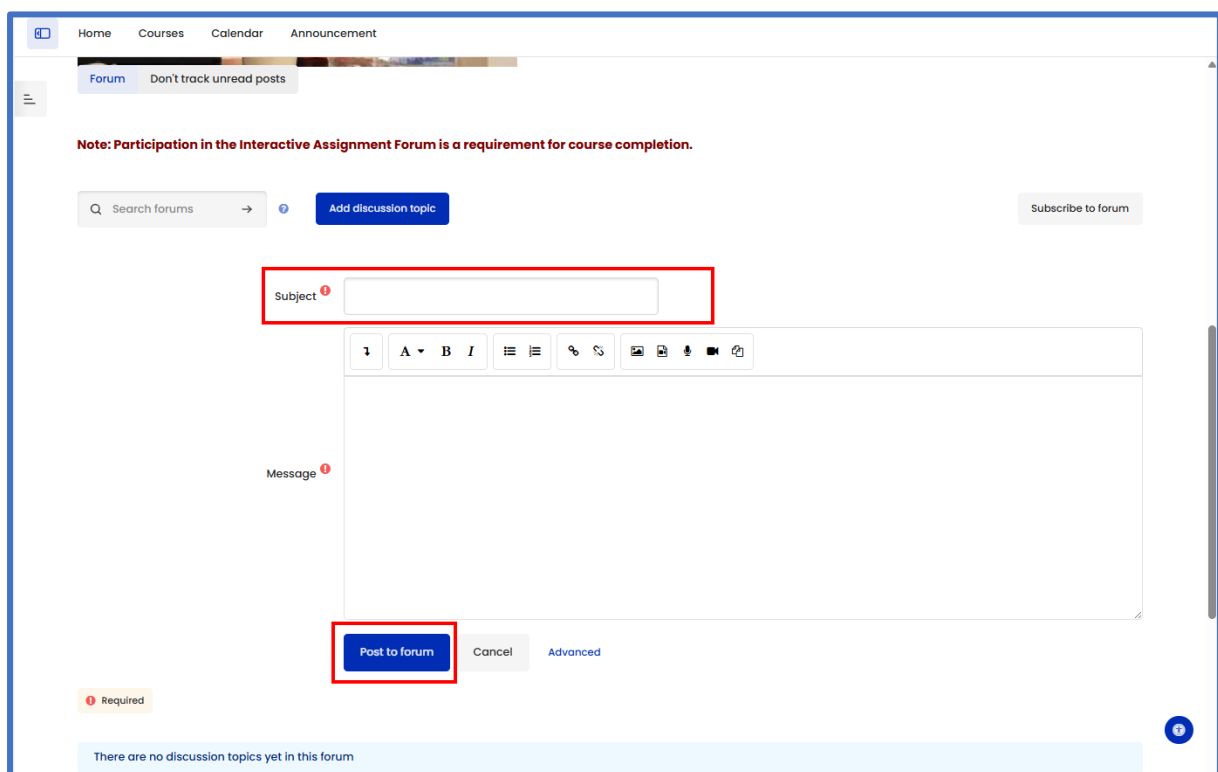
Each of the 5 modules contains an **Interactive Assignment Forum**. This is a discussion board area where postings are made considering the assignment topic that has been given. Click on the **Interactive Assignment Forum** link to view the assignment topic.



To make a posting, click the **Add a new discussion** topic button to start a new topic. The **Discussion** topic box appears.



Enter a **Subject** and **Message** using the text boxes and click the **Post to Forum** button to post your discussion response.

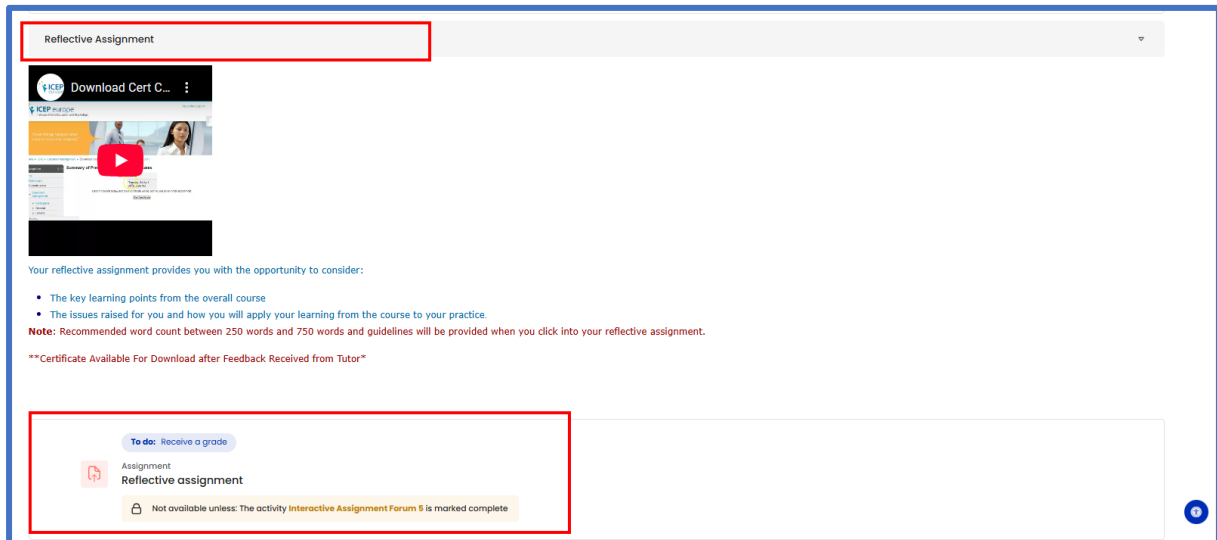


The posting appears. You may also respond to the postings of your colleagues on the course with your own thoughts, views and critical reflections.

<div> <input type="text" value="Search forums"/> <input type="button" value="Add discussion topic"/> <input type="button" value="Subscribe to forum"/> </div>					
Discussion	Started by	Last post	Replies	Subscribe	
* Module 2: Learning Activity 1.2			4	<input checked="" type="checkbox"/>	
* Module 1: Learning activity 1.1			2	<input checked="" type="checkbox"/>	
* Module 1: Learning Activity 1.2			3	<input checked="" type="checkbox"/>	
* Module 1: Learning Activity 1.1			2	<input checked="" type="checkbox"/>	
* Learning Activity 1.2			1	<input checked="" type="checkbox"/>	

Submitting Reflective Assignment

To access the **Reflective Assignment**, click on the link located near the bottom of the centre column on the course main page.



Reflective Assignment

Download Cert C...

Your reflective assignment provides you with the opportunity to consider:

- The key learning points from the overall course
- The issues raised for you and how you will apply your learning from the course to your practice.

Note: Recommended word count between 250 words and 750 words and guidelines will be provided when you click into your reflective assignment.

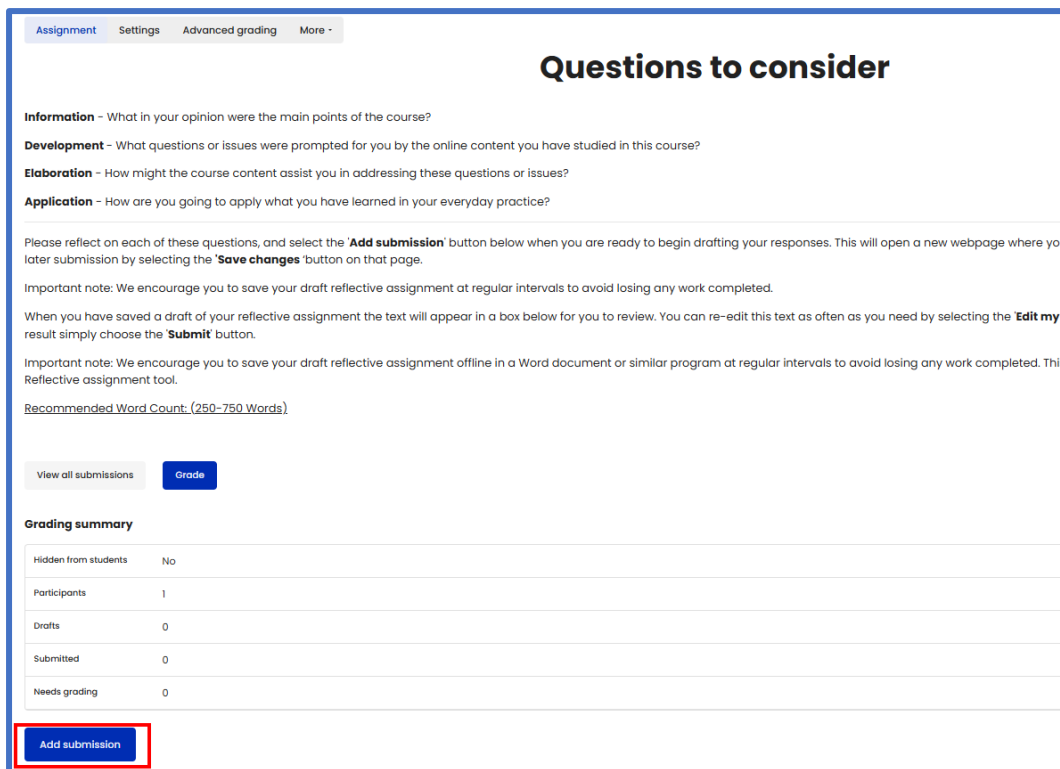
****Certificate Available For Download after Feedback Received from Tutor***

To do: Receive a grade

Assignment
Reflective assignment

Not available unless: The activity **Interactive Assignment Forum 5** is marked complete

The instructions screen appears.



Assignment Settings Advanced grading More -

Questions to consider

Information - What in your opinion were the main points of the course?

Development - What questions or issues were prompted for you by the online content you have studied in this course?

Elaboration - How might the course content assist you in addressing these questions or issues?

Application - How are you going to apply what you have learned in your everyday practice?

Please reflect on each of these questions, and select the **'Add submission'** button below when you are ready to begin drafting your responses. This will open a new webpage where you can later submission by selecting the **'Save changes'** button on that page.

Important note: We encourage you to save your draft reflective assignment at regular intervals to avoid losing any work completed.

When you have saved a draft of your reflective assignment the text will appear in a box below for you to review. You can re-edit this text as often as you need by selecting the **'Edit my submission'** button. Once you are ready to submit your final result simply choose the **'Submit'** button.

Important note: We encourage you to save your draft reflective assignment offline in a Word document or similar program at regular intervals to avoid losing any work completed. This is a Reflective assignment tool.

Recommended Word Count: (250-750 Words)

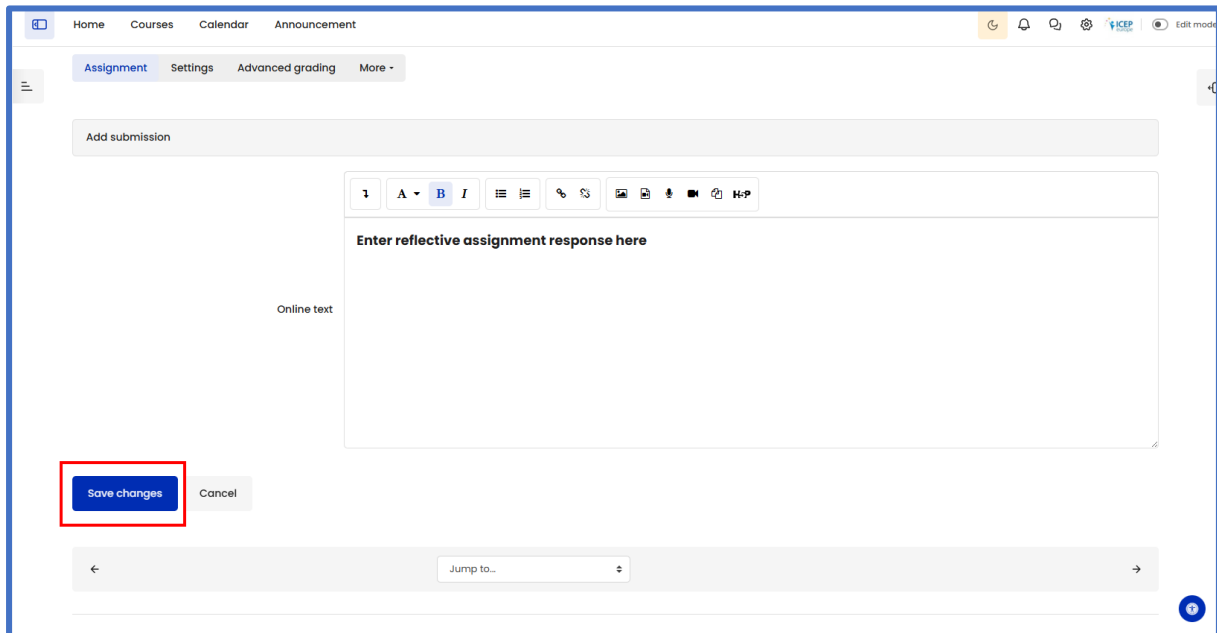
View all submissions Grade

Grading summary

Hidden from students	No
Participants	1
Drafts	0
Submitted	0
Needs grading	0

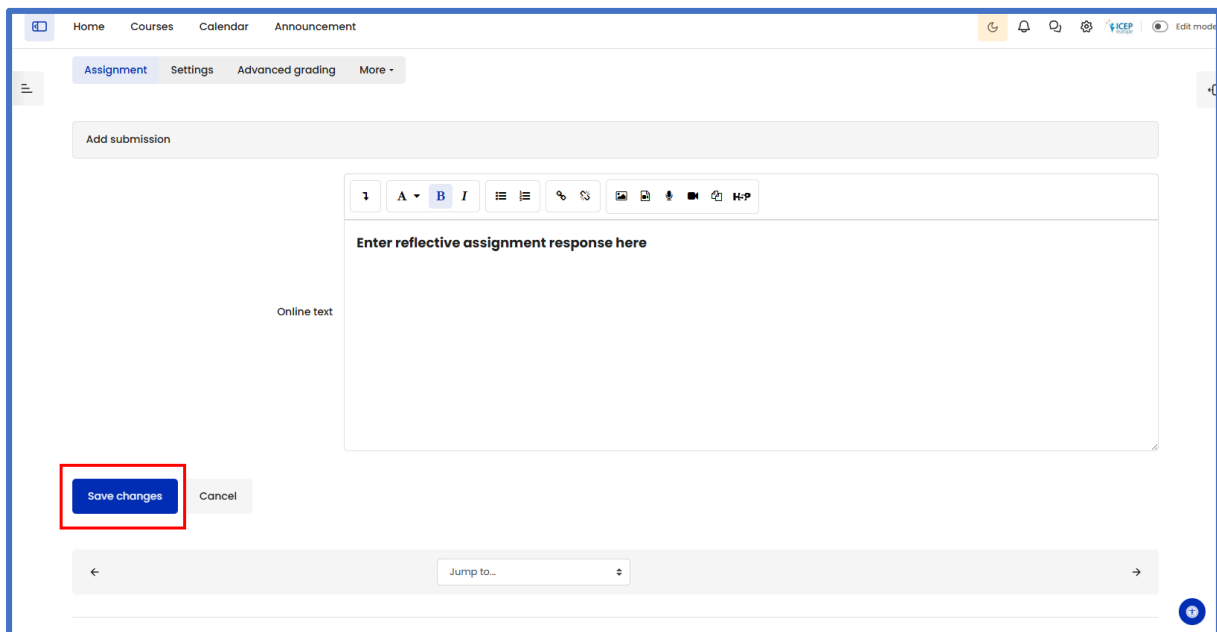
Add submission

After reading the instructions, click the **Add submission** button to begin. Enter the reflection by typing or copying and pasting from another document.



The screenshot shows the ICEP assignment submission interface. At the top, there are navigation tabs: Home, Courses, Calendar, and Announcement. Below these, there are sub-tabs: Assignment, Settings, Advanced grading, and More. The main area is titled 'Add submission'. It features a text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, image, video, and other functions. The text area is labeled 'Enter reflective assignment response here'. Below the text area, there are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. At the bottom, there is a 'Jump to...' dropdown menu and a 'Jump to' button.

Click the **Save changes** button.



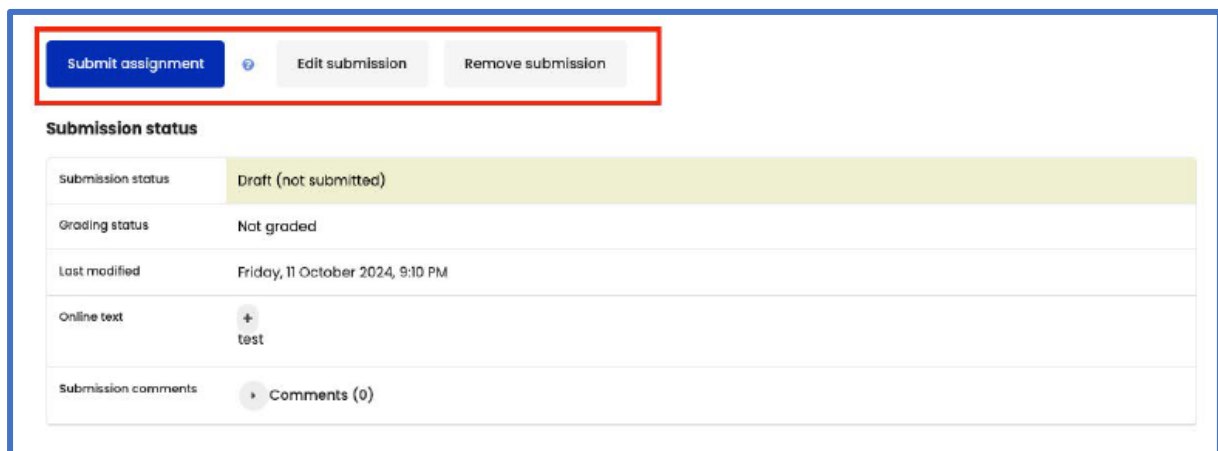
This screenshot is identical to the one above, showing the ICEP assignment submission interface. The 'Save changes' button is highlighted with a red box. The interface includes navigation tabs, sub-tabs, a text editor, and a 'Jump to...' dropdown menu.

Tip

It is suggested that you save a draft in a Word document or similar program at regular intervals.

After you **Save Changes**, the Submission status appears. If you wish to Edit your submission, click **Edit Submission** button to make changes in your reflective assignment before submitting it for final grading. If you wish to delete your submission, click **Remove submission** to delete it.

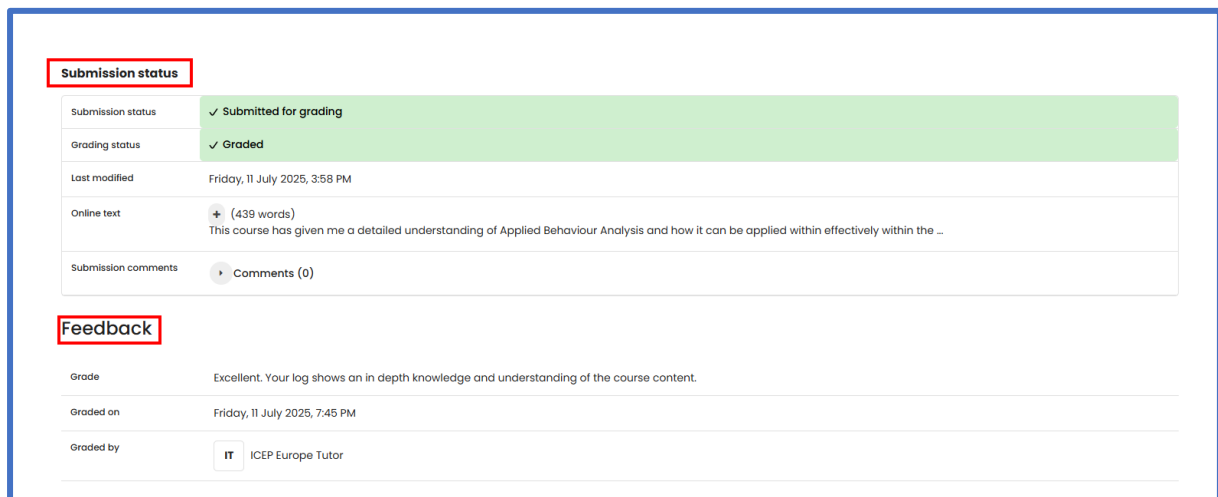
If you have finalized your assignment and it is ready for final submission, click **Submit assignment** for grading. Once the assignment is submitted, you cannot alter it.



The screenshot shows a user interface for submission management. At the top, there are three buttons: 'Submit assignment' (highlighted with a red box), 'Edit submission', and 'Remove submission'. Below these buttons is a section titled 'Submission status' containing a table with the following details:

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 11 October 2024, 9:10 PM
Online text	+ test
Submission comments	» Comments (0)

After grading, click on the 'Reflective Assignment' link to view **Submission status** and **Feedback**.



The screenshot shows the 'Submission status' and 'Feedback' sections. The 'Submission status' section (highlighted with a red box) shows the following details:

Submission status	✓ Submitted for grading
Grading status	✓ Graded
Last modified	Friday, 11 July 2025, 3:58 PM
Online text	+ (439 words) This course has given me a detailed understanding of Applied Behaviour Analysis and how it can be applied within effectively within the ...
Submission comments	» Comments (0)

Below this is the 'Feedback' section (also highlighted with a red box), which contains the following details:

Grade	Excellent. Your log shows an in depth knowledge and understanding of the course content.
Graded on	Friday, 11 July 2025, 7:45 PM
Graded by	IT ICEP Europe Tutor

Course Evaluation Survey

In addition to the criteria outlined above, we request submitting the online course **Evaluation Survey** located at the very end of your course home page. This helps us improve the quality of our courses and students' learning experiences.

Evaluation Survey

When you have completed this module, please let us know of your experience studying with us. We value your feedback and we'll be able to make improvements based on your responses.

This survey is anonymous. [Click here to take survey.](#)

Important Note

Submission of the evaluation survey is mandatory to earn EPV days during the summer term.

Forum Notifications and Preferences

Introduction:

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

- What forum notifications are
- How to subscribe to a forum
- How to manage your notification preferences

What are Forum Notifications

Forum notifications let you receive emails when new posts are made in a discussion forum. This is especially useful for staying informed about:

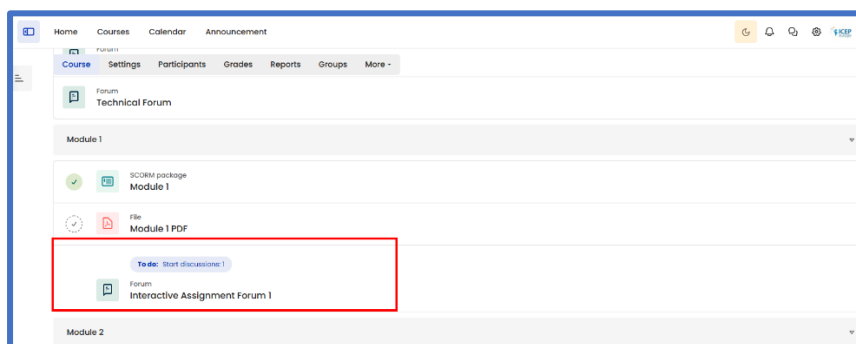
- Tutor announcements
- Peer replies
- Important course updates

But by default, you may not be subscribed to all forums – so you need to Subscribe to the forum.

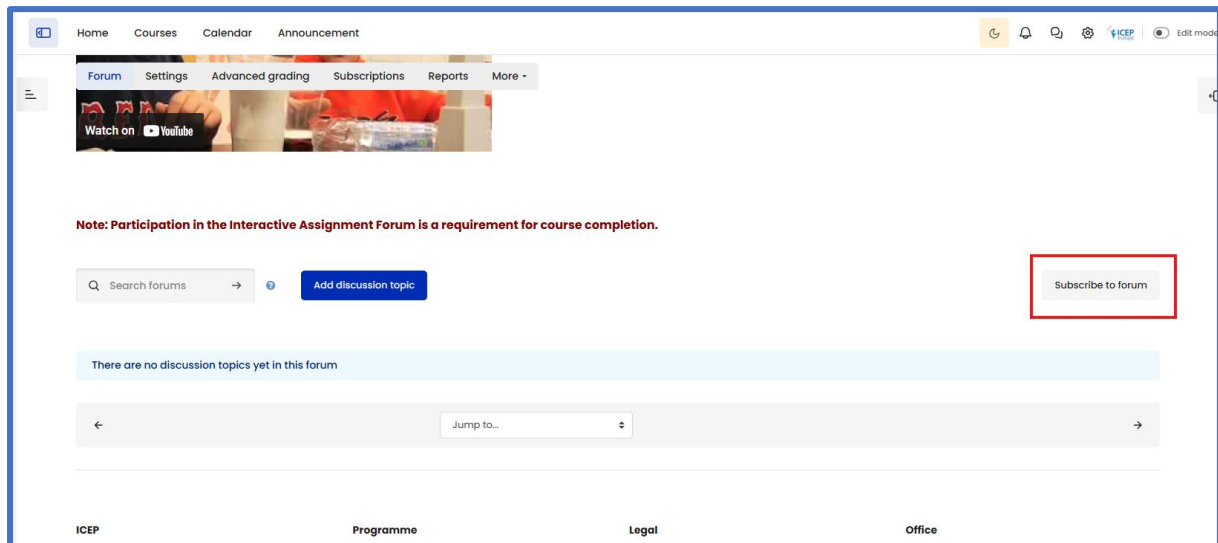
Steps to Subscribe to Forum

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

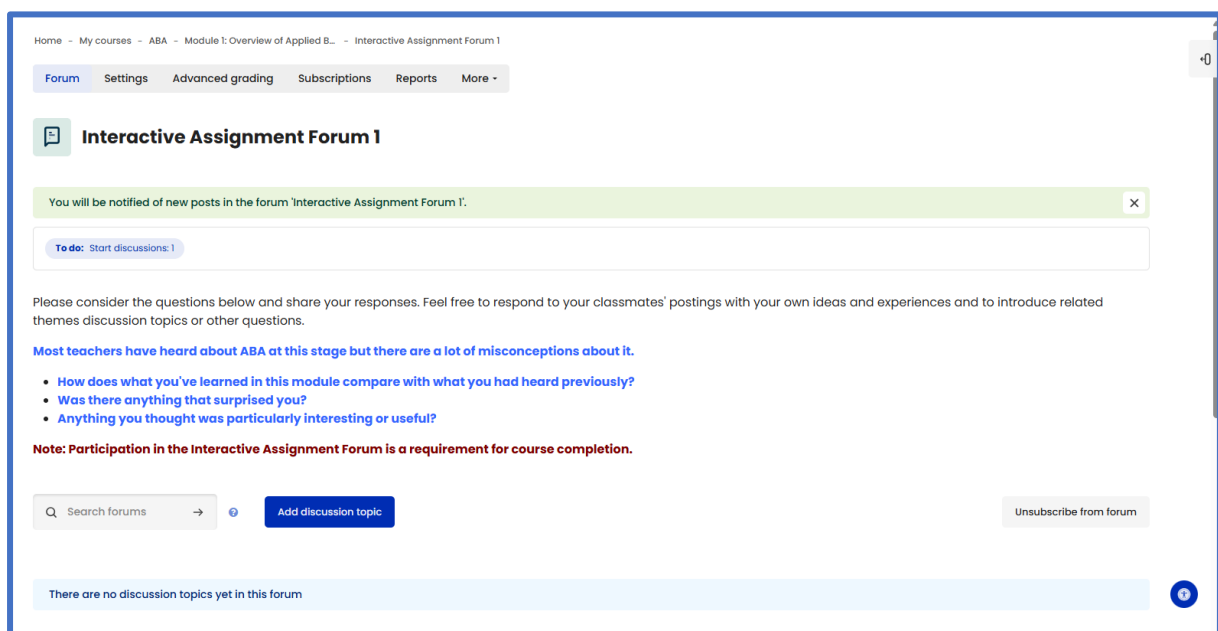
Step 1: Navigate to the forum in your Moodle course (e.g., Social and Introduction forum or Learning Activity Forum).



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



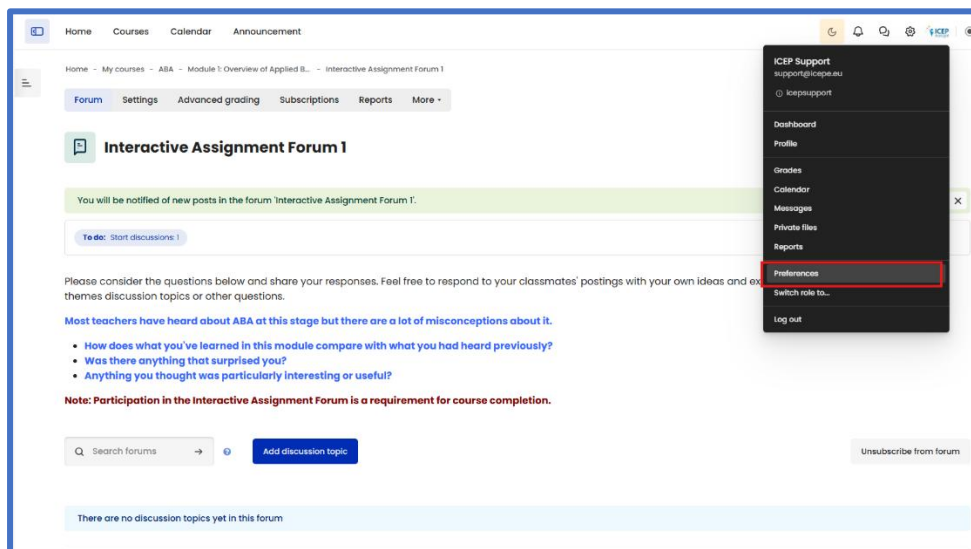
Step 3: Once clicked, you will notice a green bar on the top that you would be notified of the new posts in the forum. Also, the text on the button will change to Unsubscribe from Forum. To Unsubscribe at any stage, simply click on it.



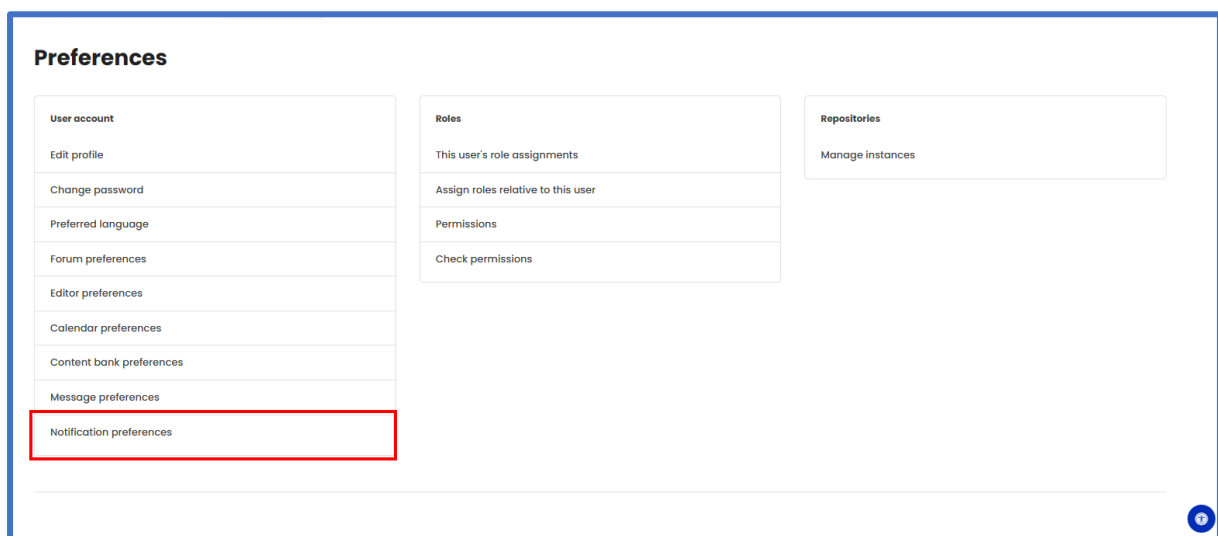
Setting Preferences

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:

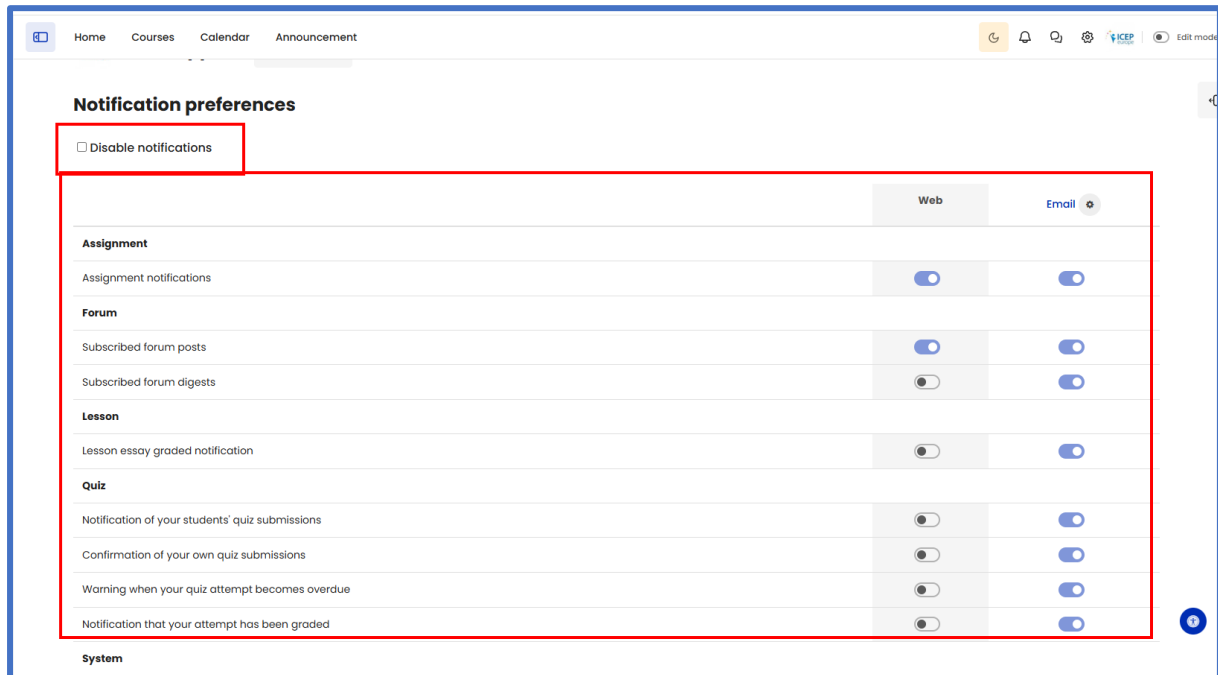
Step 1: Navigate to your profile icon on top-right and click on it. Next, select **Preferences** from the menu.



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



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.



Notification preferences

☐ Disable notifications

	Web	Email
Assignment		
Assignment notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forum		
Subscribed forum posts	<input checked="" 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"/>
Quiz		
Notification of your students' quiz submissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confirmation of your own quiz submissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warning when your quiz attempt becomes overdue	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notification that your attempt has been graded	<input type="checkbox"/>	<input checked="" type="checkbox"/>

System

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 Moodle, 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 Moodle including students, tutors and admins. You need to simply login and access the widget from any section of the Moodle.

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:

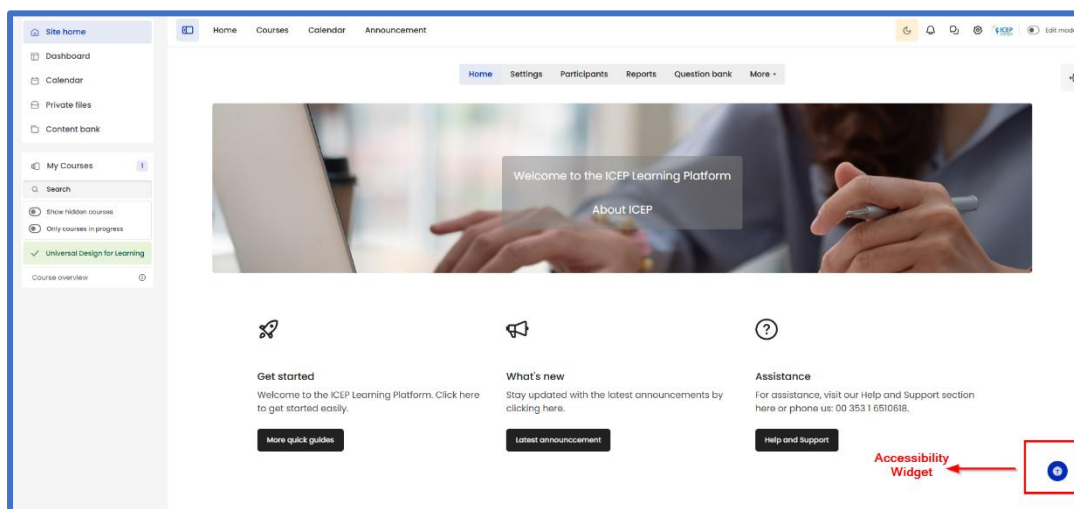
- Personalise the appearance and readability related settings as per your needs.
- Navigate the Moodle easily
- Create a learning space that meets your accessibility needs and preferences.

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 Moodle. You will notice the accessibility widget at the bottom right corner of the page.

Step-by-Step Guide

Step 1: Login to your Moodle account. 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 Moodle page. Once you select a background colour, it will be applied across all the sections in the Moodle.

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**.

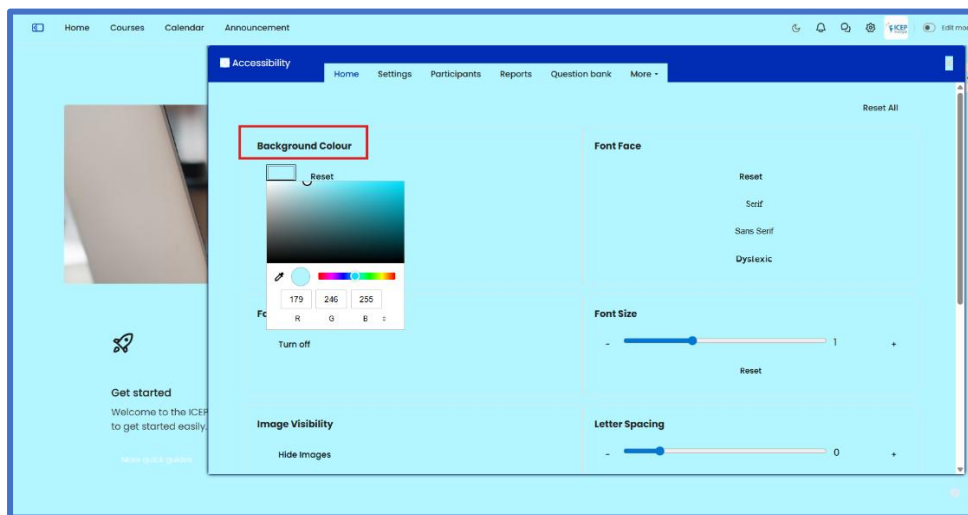
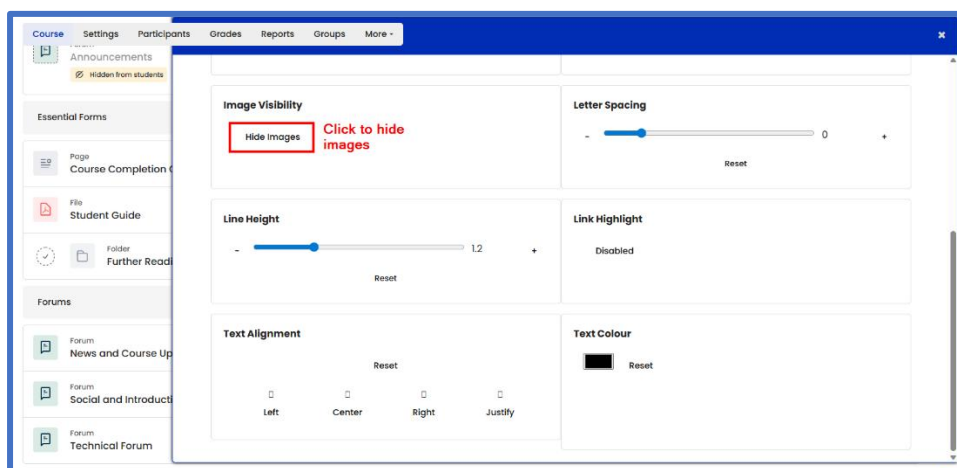
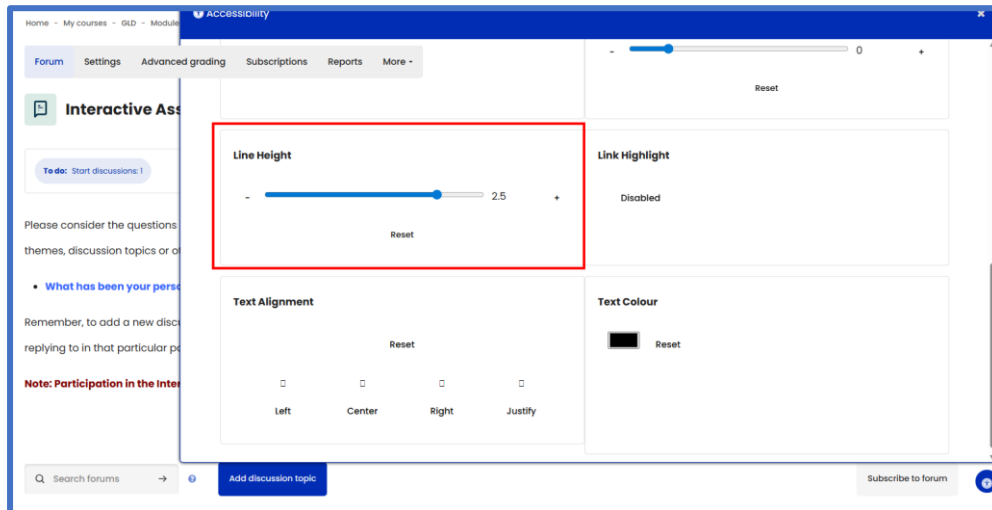


Image Visibility: The Image Visibility setting lets you control whether images are shown or hidden throughout the entire learning platform. To hide all images, simply click the Hide Images button. This can help reduce visual distractions.

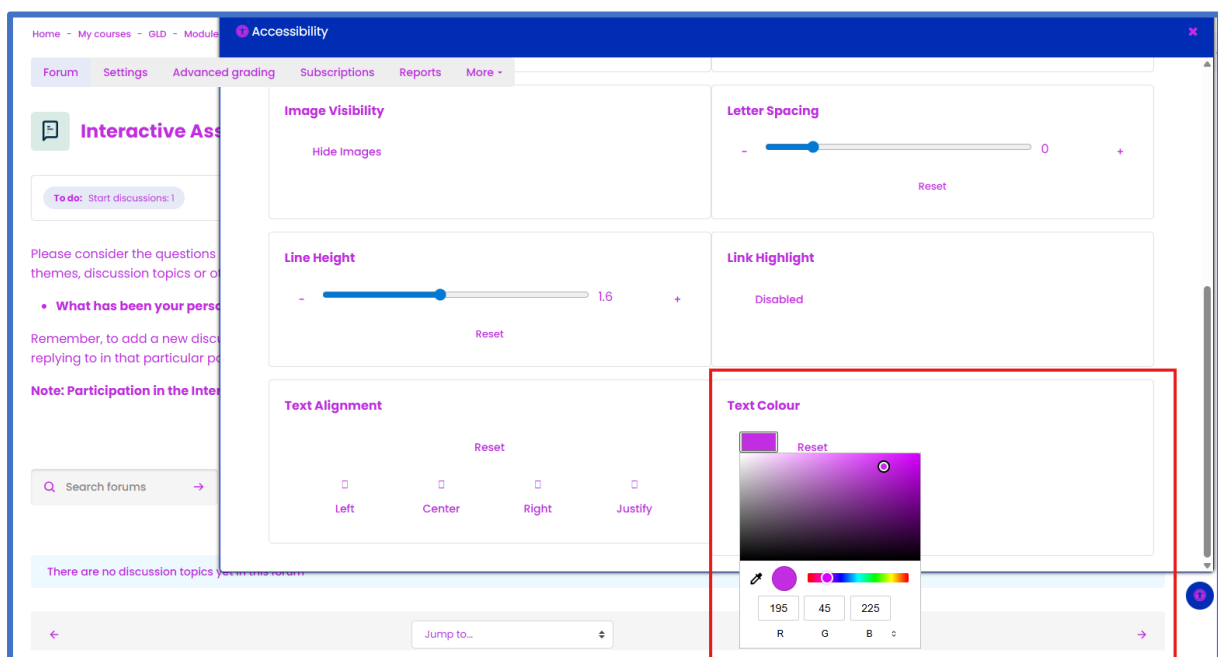


Line Height: This setting allows you to adjust the spacing between lines of text in Moodle for improved readability. You can move the slider back and forth or click the + and – buttons to increase or decrease the line height. Click the **Reset** button to return to the default line height.

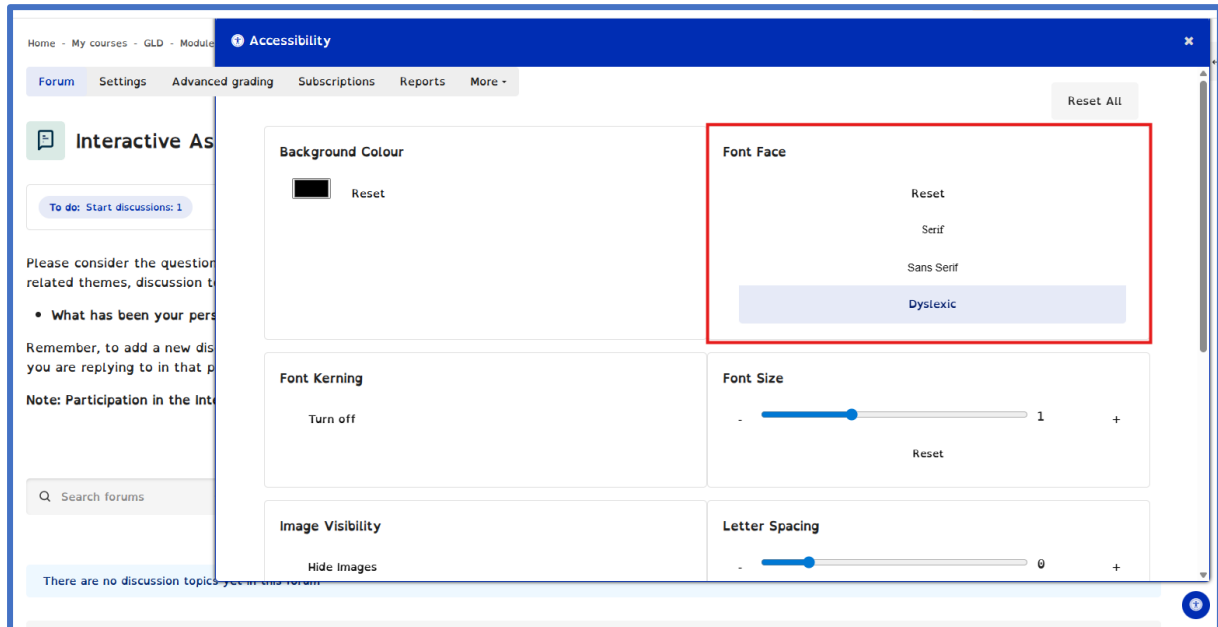


Text Colour: the text colour lets you set the colour of the text across all the pages in Moodle.

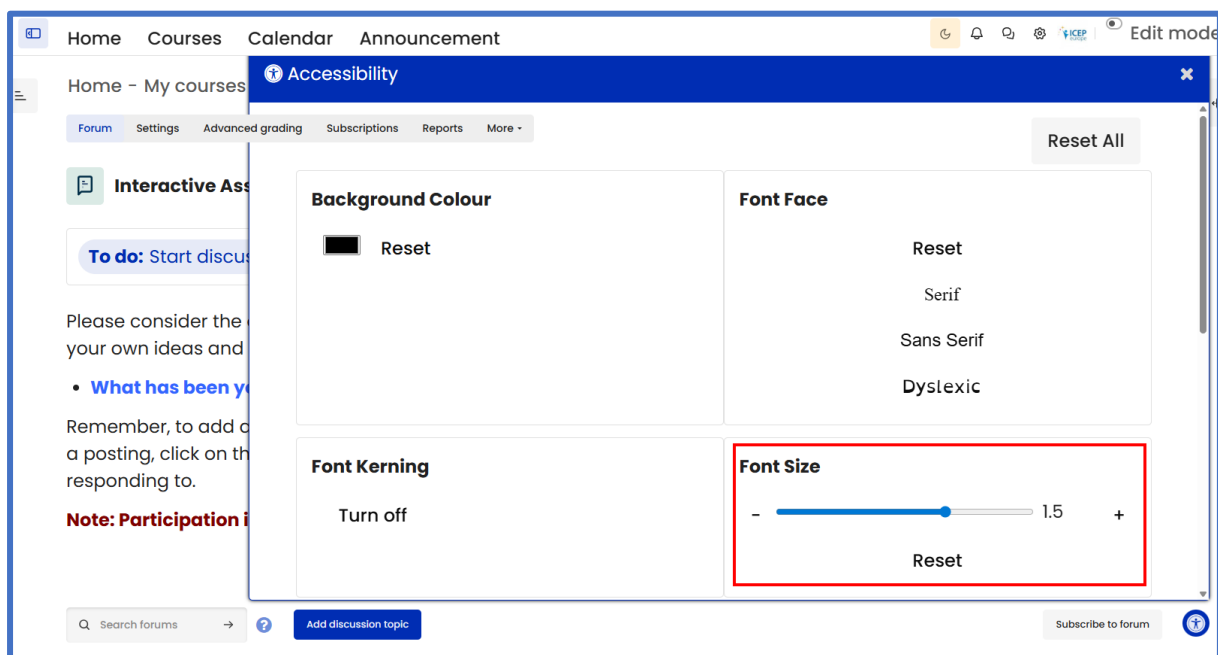
1. Click the colour box to open the palette.
2. Use the slider or colour picker to choose your desired font colour.
3. To return to the default colour, click **Reset**



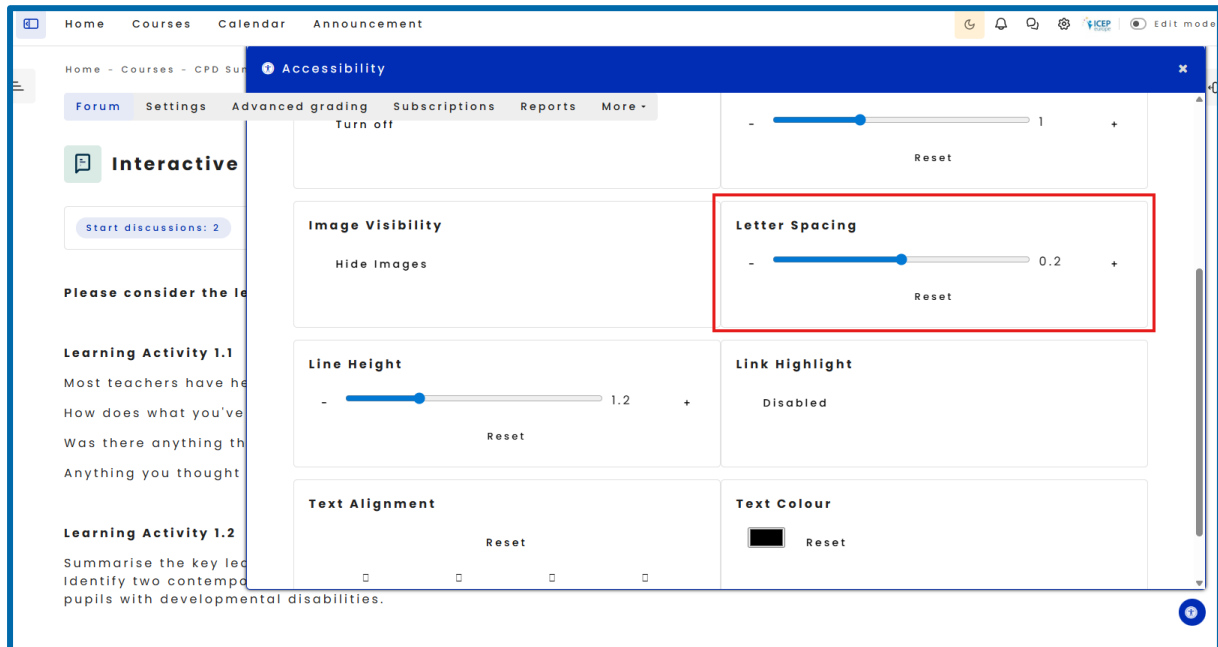
Font Face: This setting allows you to choose a font style that best suits your reading preferences. Simply select a font from the list under the **Font Face** section. To return to the default font, click the **Reset** button.



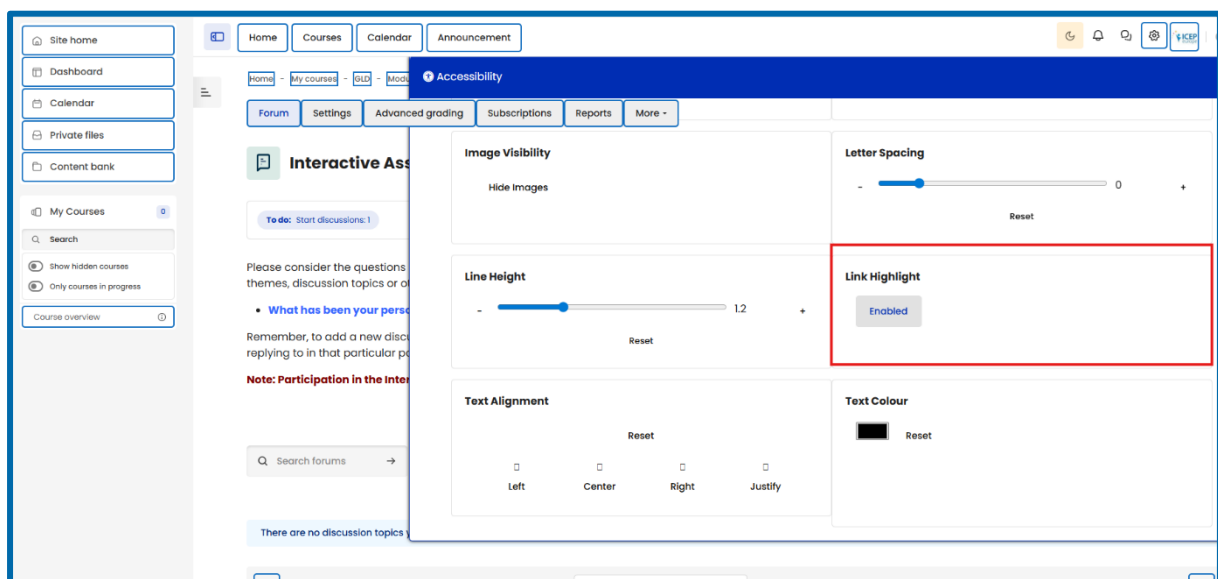
Font Size: This setting allows you to adjust the size of the text on Moodle for easier reading. You can move the slider forward or backward, or use the + or – buttons to increase or decrease the font size. To restore the default font size, click the **Reset** button.



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.



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



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