



MOODLE QUICK GUIDE

Table of Contents

Logging into Moodle	2
Navigating the Homepage and Finding Course	4
Navigating Module Homepage	6
Forum Notifications and Preferences	8
Using the Accessibility Widget	12
How to Find the Accessibility Widget?	13
Need Help?	18

Logging into Moodle

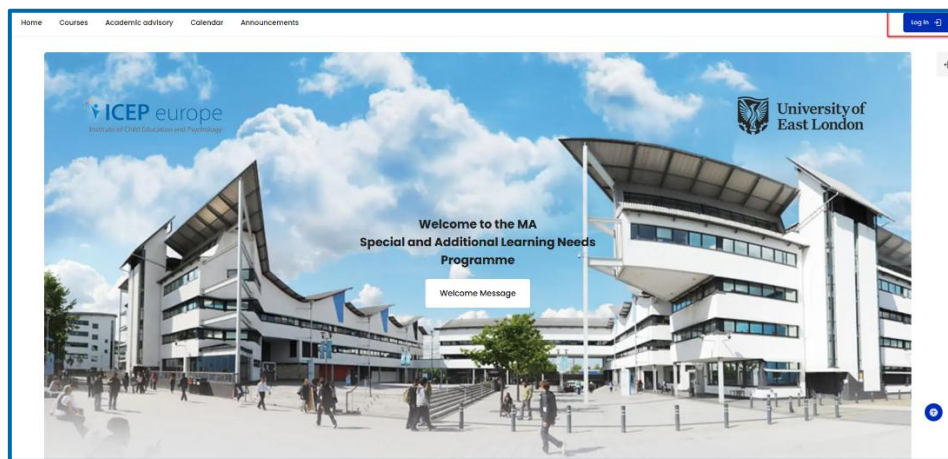
Logging in for the first time?

If you are logging in the Moodle for the first time, follow the steps below:

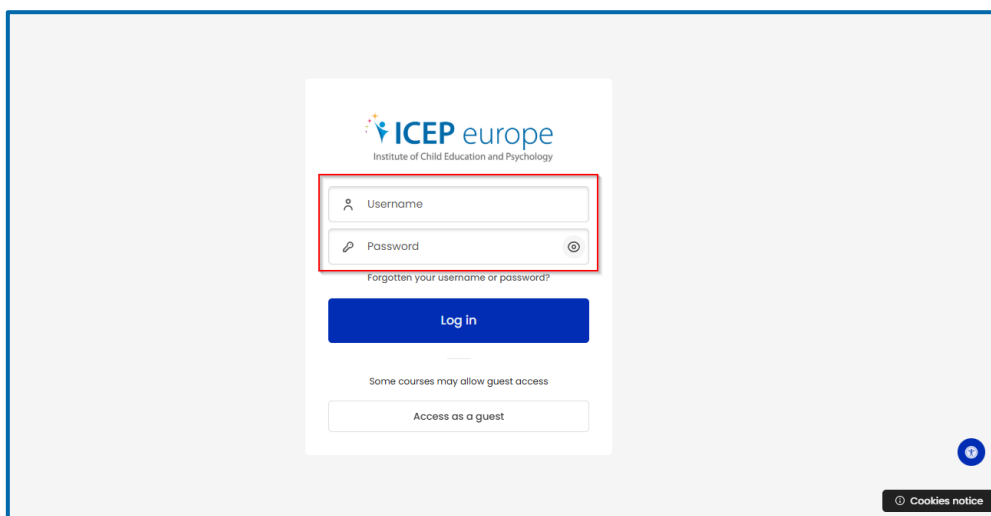
Step 1: Access the internet and go to the following website address:

<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).

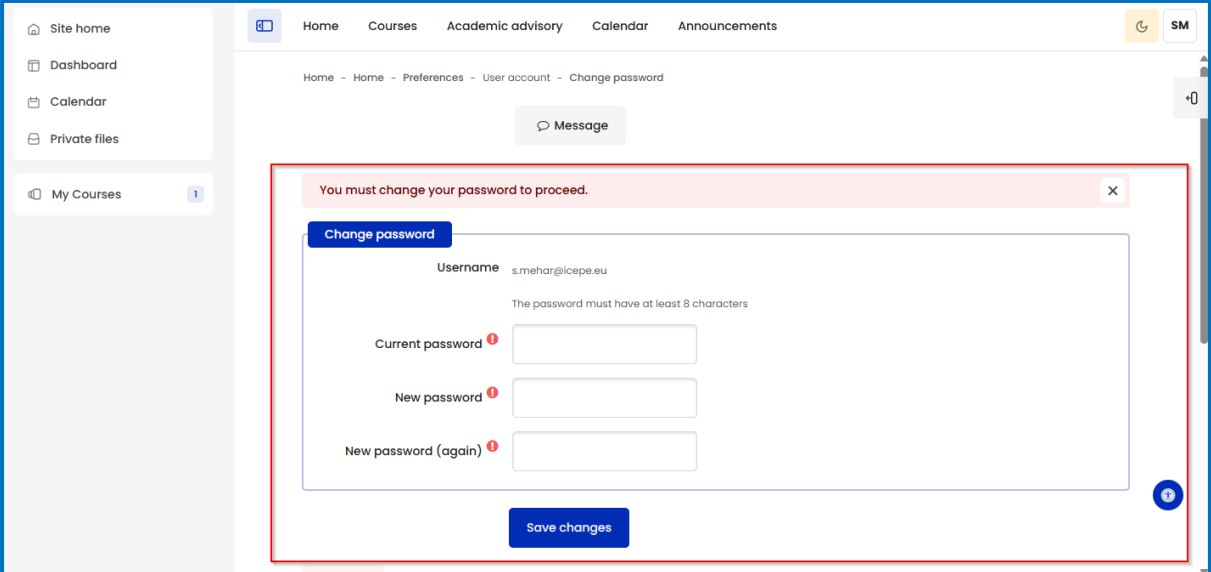


A screenshot of the login form. The form is titled 'ICEP europe Institute of Child Education and Psychology'. It contains two input fields: 'Username' and 'Password'. The 'Password' field has a red box around it. Below the input fields is a link that says 'Forgotten your username or password?'. There is a blue 'Log in' button. Below the button, there is a link that says 'Some courses may allow guest access' and a button that says 'Access as a guest'. A 'Cookies notice' button is visible in the bottom right corner.

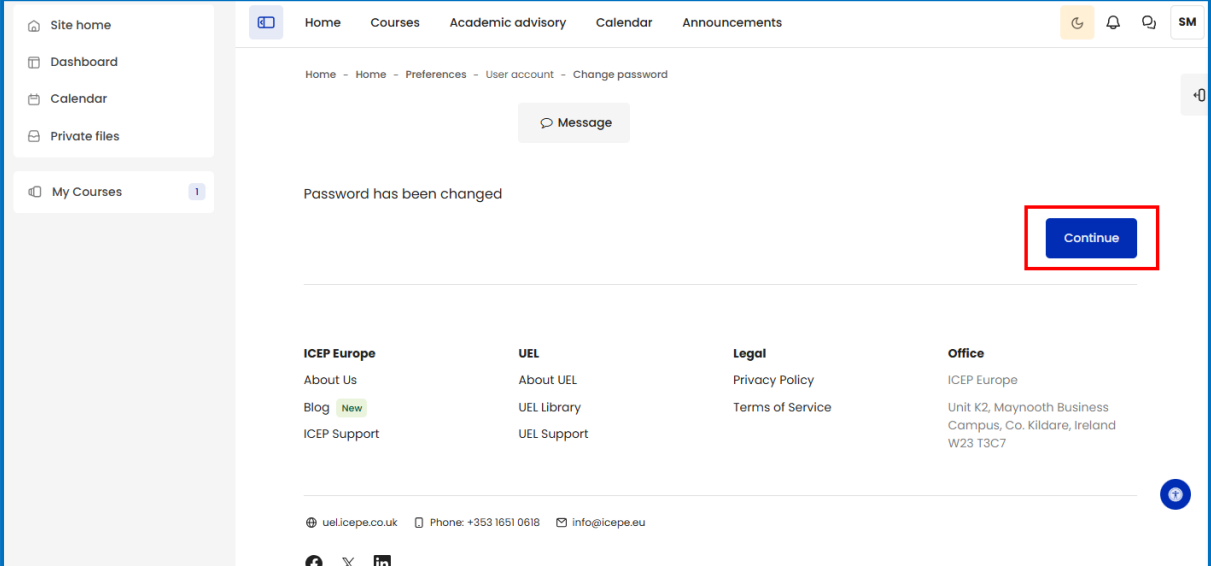
Step 4: Once you log in for the first time, you will be prompted to change this password.

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).

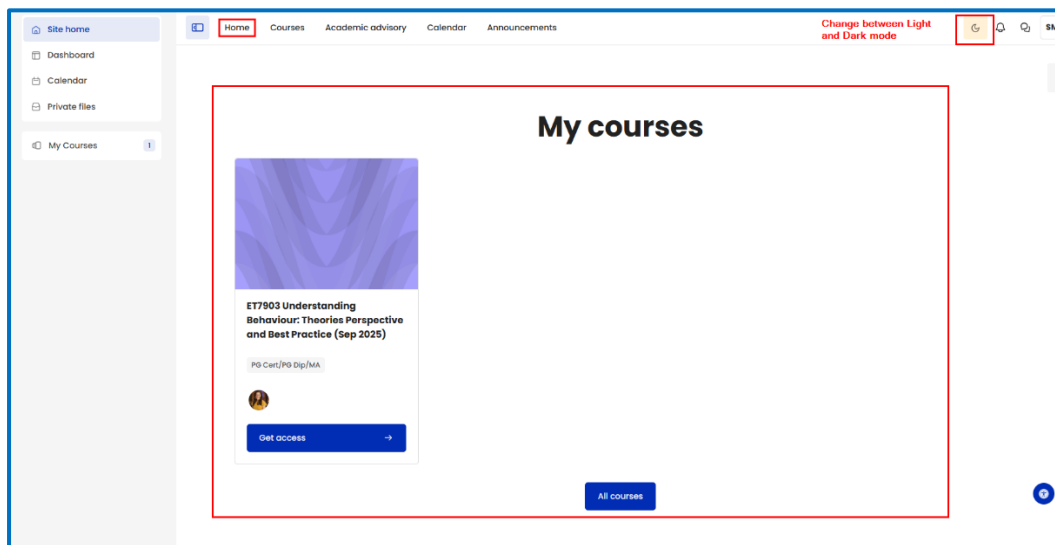


Step 5: Once the password is changed, click **Continue** to proceed.

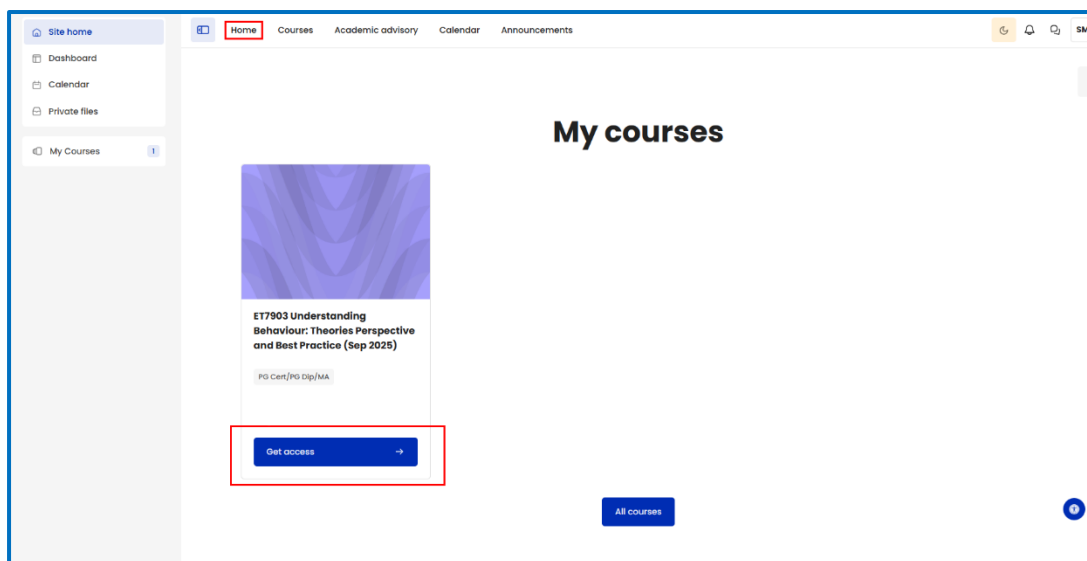


Navigating the Homepage and Finding Course

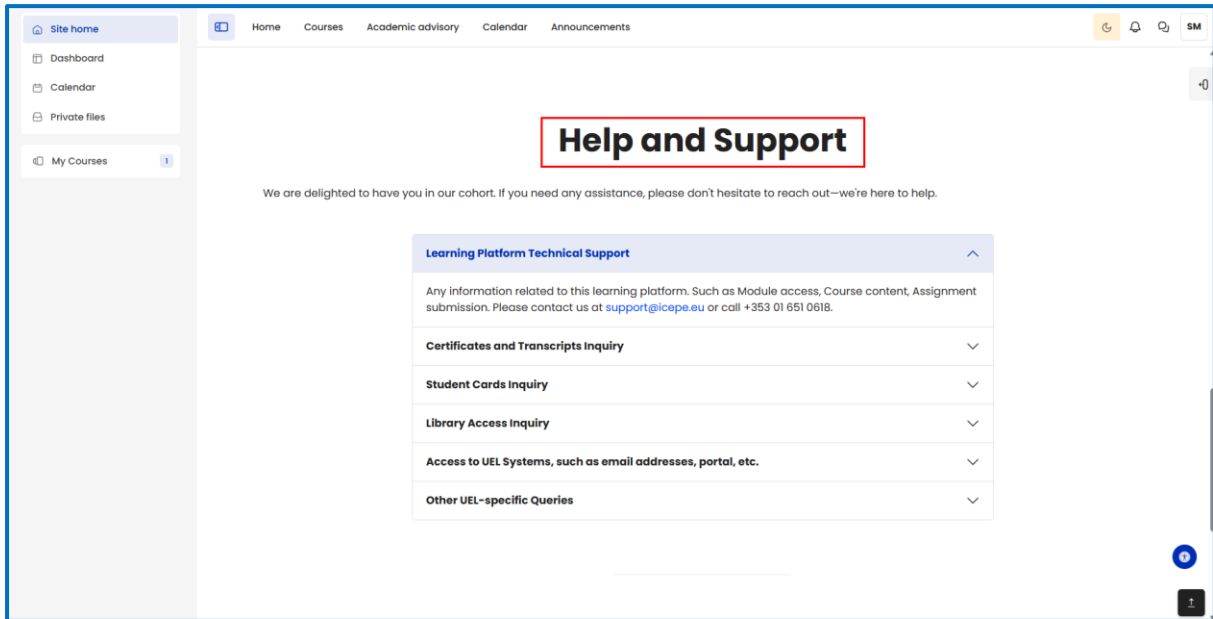
Step 1: Once you login, you will be brought to the **Home** page. To access your module, click on the **Courses** button. When the term begins, the new module will automatically appear on the homepage in **My Courses** block.



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.



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



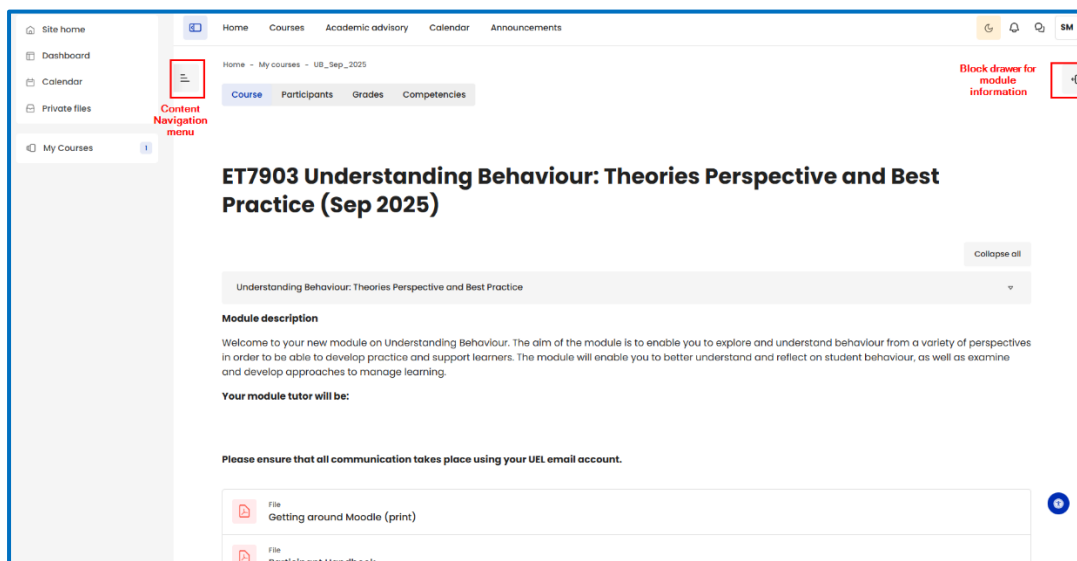
The screenshot shows the 'Help and Support' section of the ICEP Europe Learning Platform. The page has a blue header with navigation links: Home, Courses, Academic advisory, Calendar, and Announcements. A left sidebar contains links to Site home, Dashboard, Calendar, Private files, and My Courses. The main content area features a large 'Help and Support' heading in a red-bordered box, followed by a welcome message. Below this is a table of support topics:

Learning Platform Technical Support
Any information related to this learning platform. Such as Module access, Course content, Assignment submission. Please contact us at support@icepe.eu or call +353 01 651 0618.
Certificates and Transcripts Inquiry
Student Cards Inquiry
Library Access Inquiry
Access to UEL Systems, such as email addresses, portal, etc.
Other UEL-specific Queries

Navigating Module Homepage

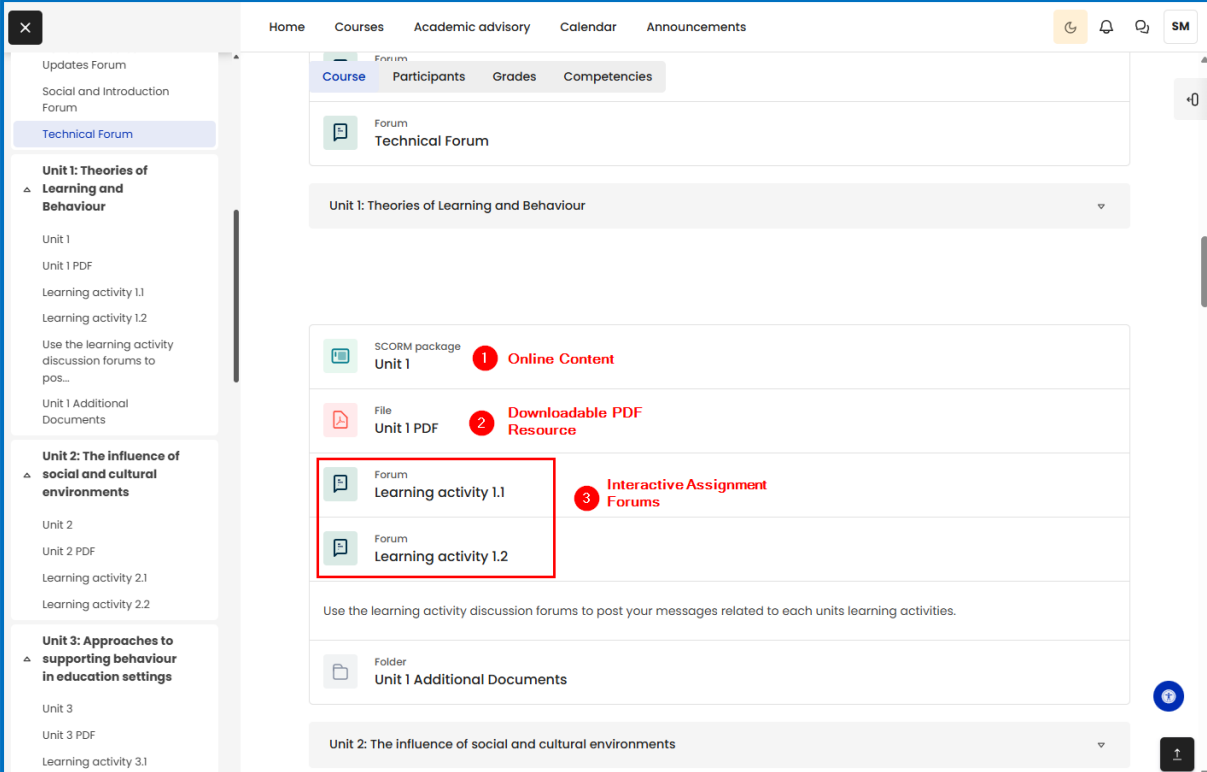
The module homepage is divided into separate sections. Some of the main sections are illustrated below.

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.



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.



The screenshot displays the LMS interface for a course. The top navigation bar includes links for Home, Courses, Academic advisory, Calendar, and Announcements. The left sidebar shows a list of units and forums, with 'Unit 1: Theories of Learning and Behaviour' selected. The main content area shows a list of resources for Unit 1, including a SCORM package, a PDF, and two forums. The forums are highlighted with a red box and labeled as 'Interactive Assignment Forums'. Below the forums, there is a section for 'Unit 1 Additional Documents' and a section for 'Unit 2: The influence of social and cultural environments'.

Tip

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

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:

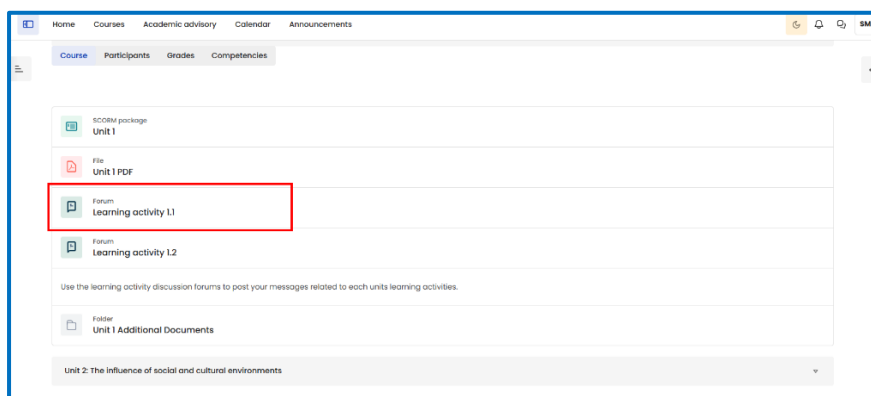
- Tutor announcements
- Peer replies
- Important course updates

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

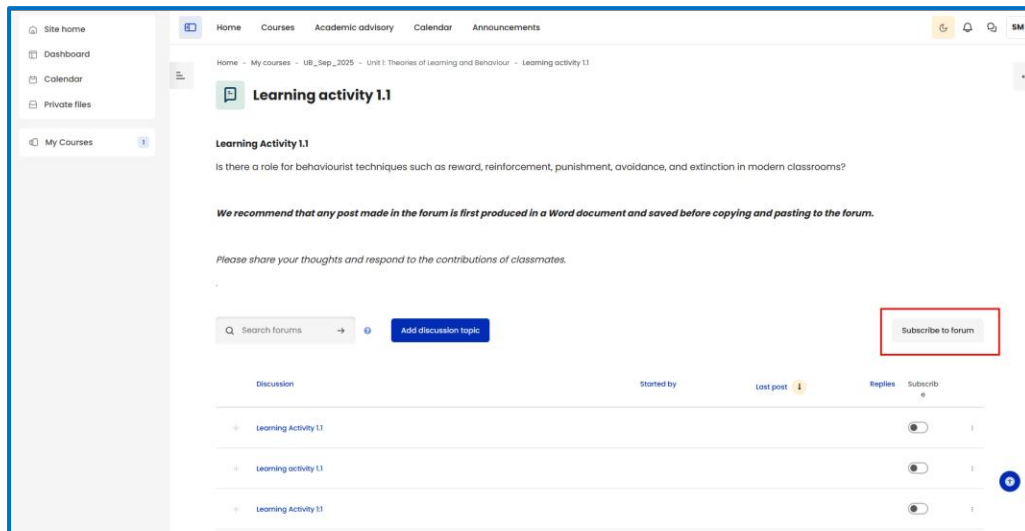
Steps to Subscribe to Forum

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

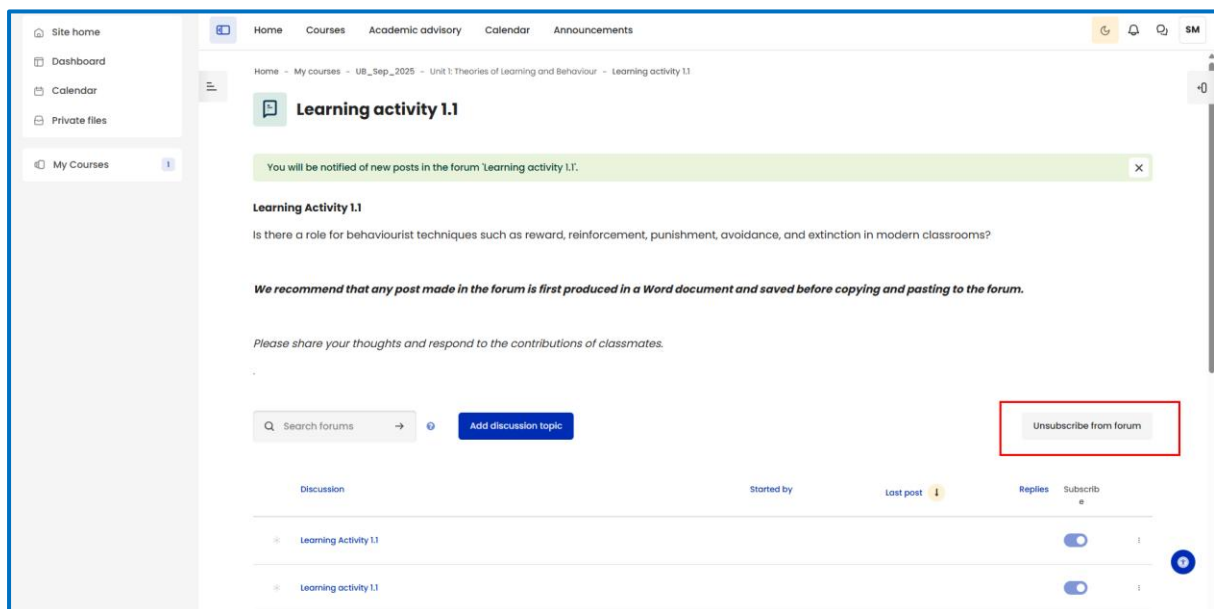
Step 1: Navigate to the forum in your Moodle course (e.g., *Social and Introduction* forum or *Learning Activity* Forum).



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.

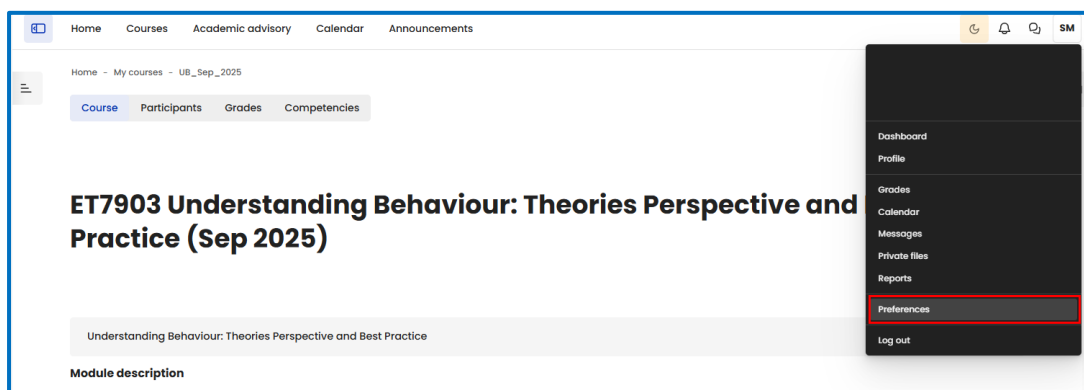


Setting Preferences

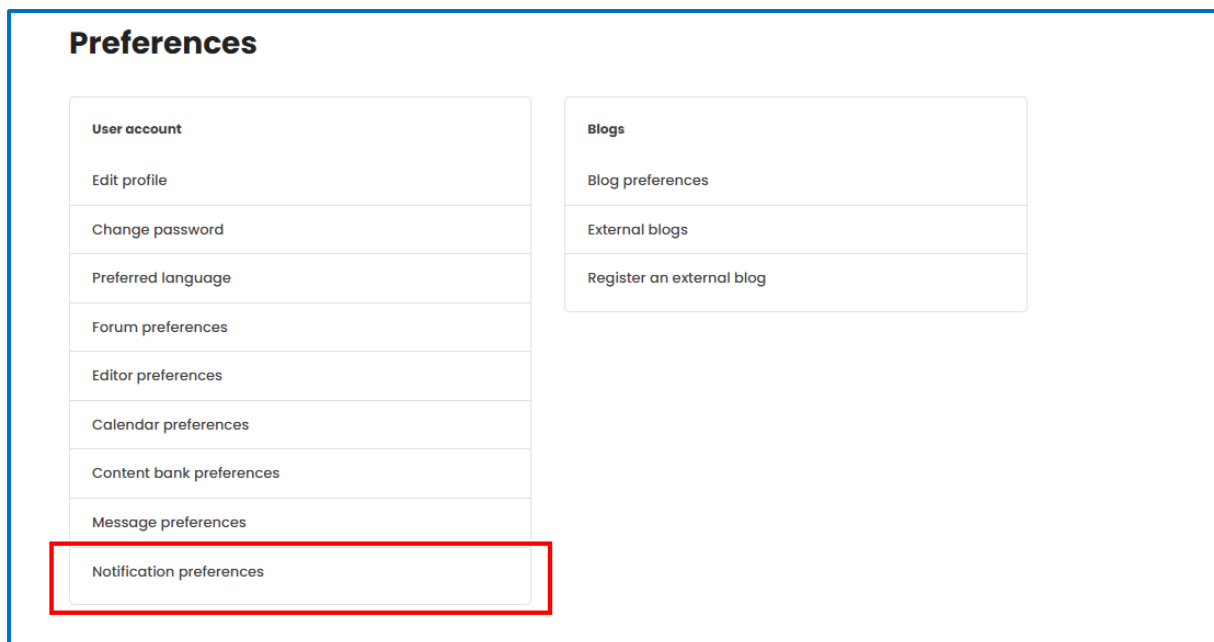
From your profile, you can also set notification preferences. This allows you to control how you would get notifications such as either by **email** or **web**.

To set these preferences, follow the steps below:

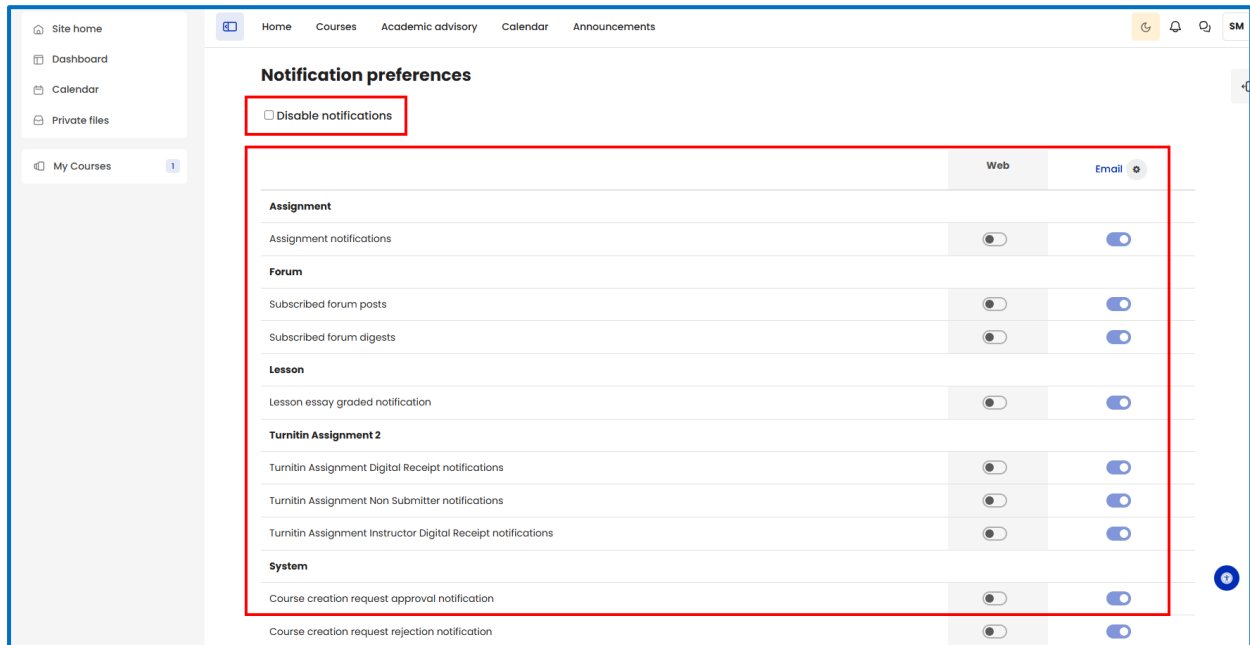
Step 1: Navigate to your profile icon on top-right and click on it. Next, select **Preferences** from the menu.



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	☐	☒
Forum		
Subscribed forum posts	☐	☒
Subscribed forum digests	☐	☒
Lesson		
Lesson essay graded notification	☐	☒
Turnitin Assignment 2		
Turnitin Assignment Digital Receipt notifications	☐	☒
Turnitin Assignment Non Submitter notifications	☐	☒
Turnitin Assignment Instructor Digital Receipt notifications	☐	☒
System		
Course creation request approval notification	☐	☒
Course creation request rejection notification	☐	☒

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:

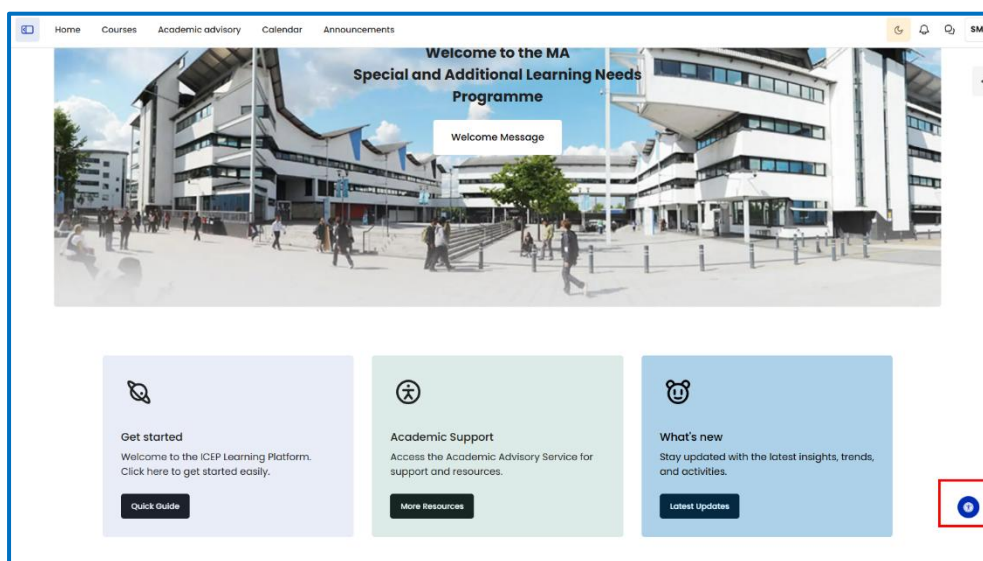
- Personalise the appearance and readability related settings as per your needs.
- Navigate the Moodle easily
- Create a learning space that meets your accessibility needs and preferences.

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**.

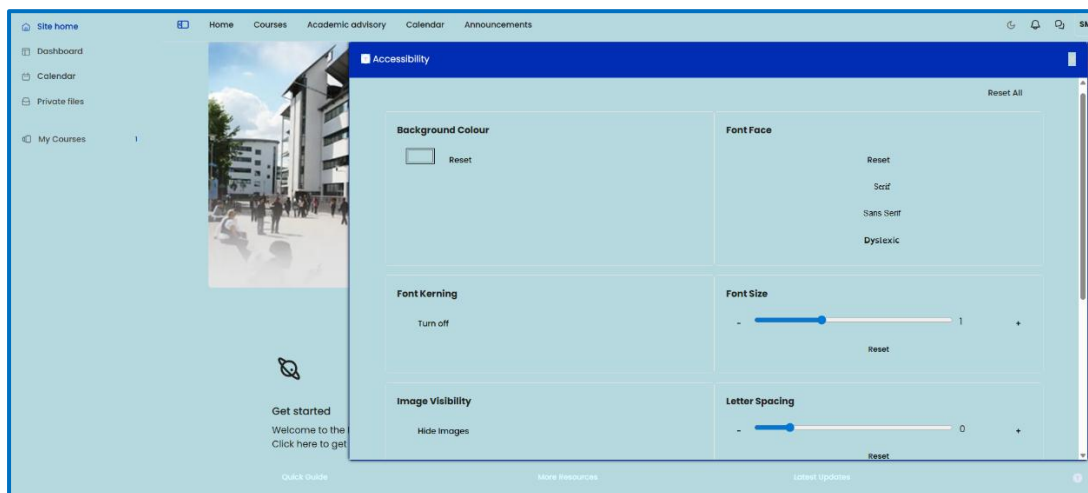
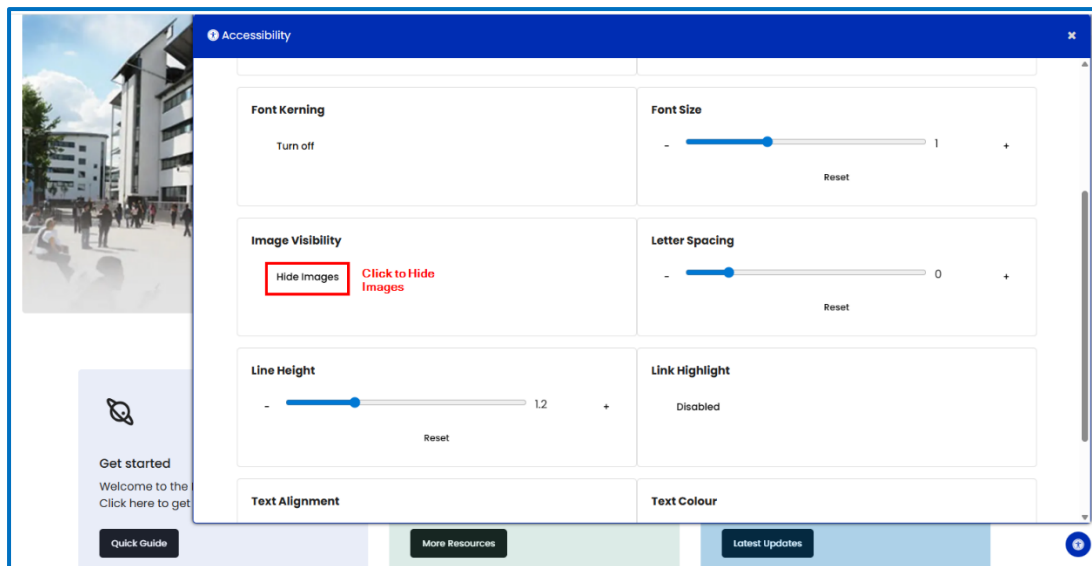
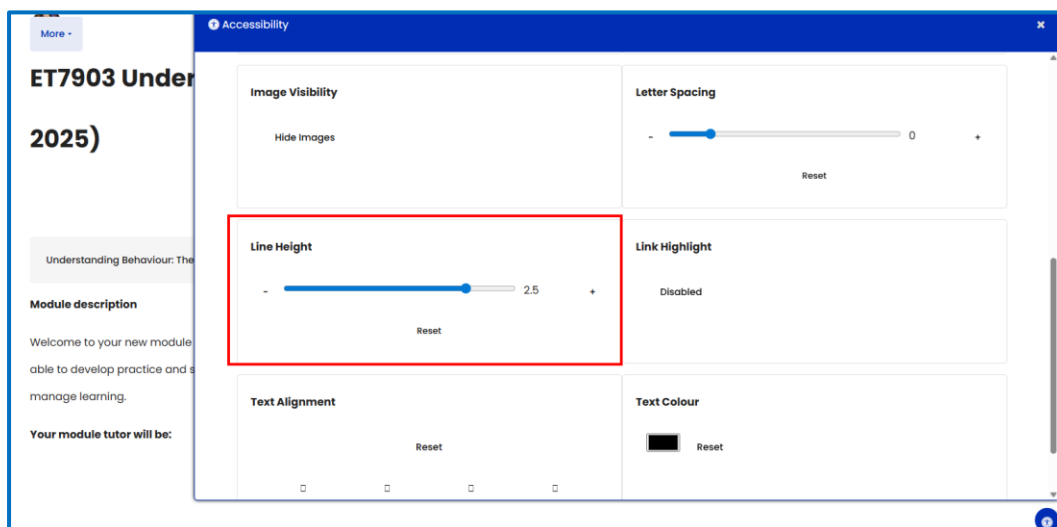


Image Visibility: The Image Visibility setting lets you control whether images are shown or hidden throughout the entire learning platform. To hide all images, simply click the Hide Images button. This can help reduce visual distractions.

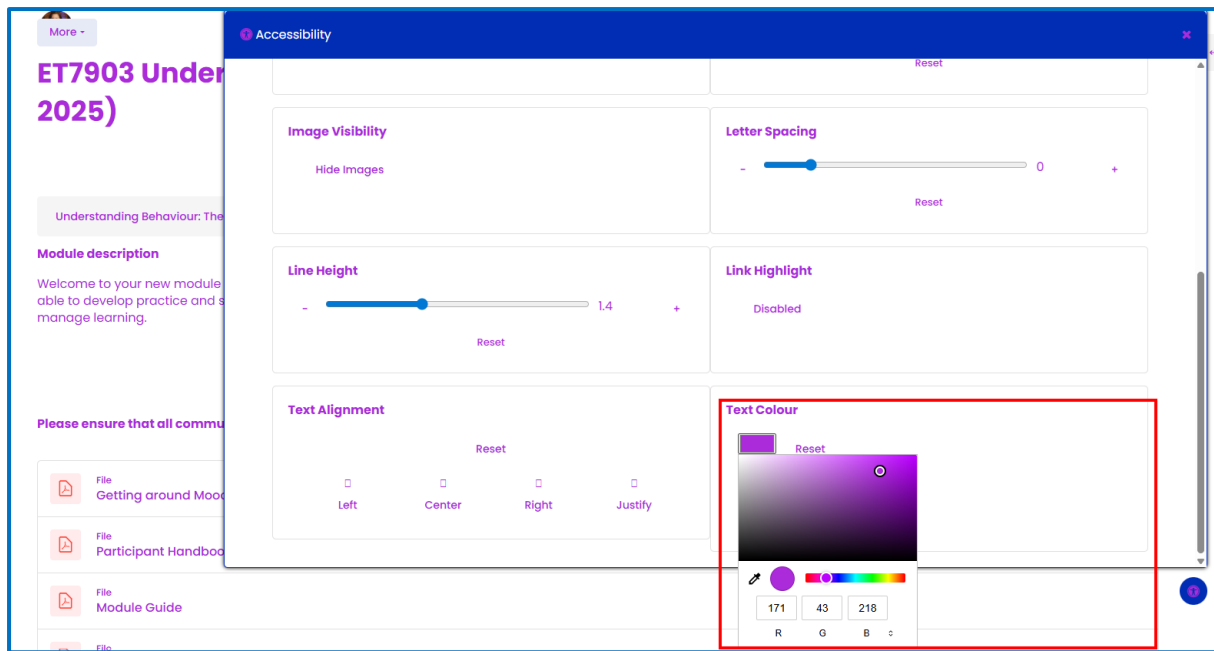


Line Height: This setting allows you to adjust the spacing between lines of text in Moodle for improved readability. You can move the slider back and forth or click the + and – buttons to increase or decrease the line height. Click the **Reset** button to return to the default line height.

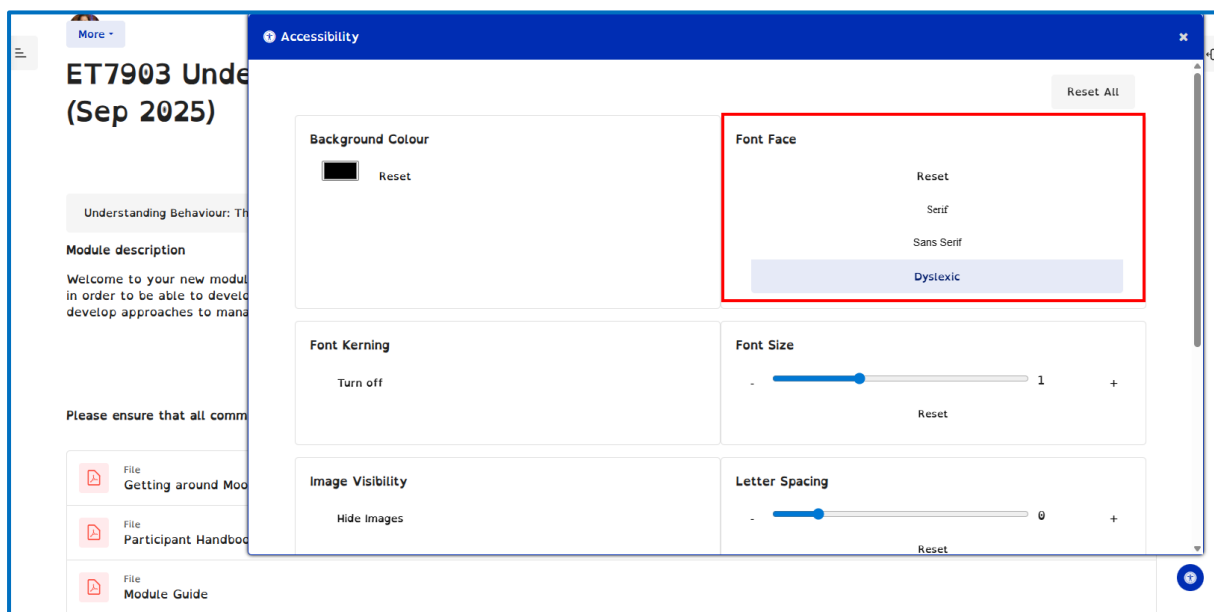


Text Colour: the text colour lets you set the colour of the text across all the pages in Moodle.

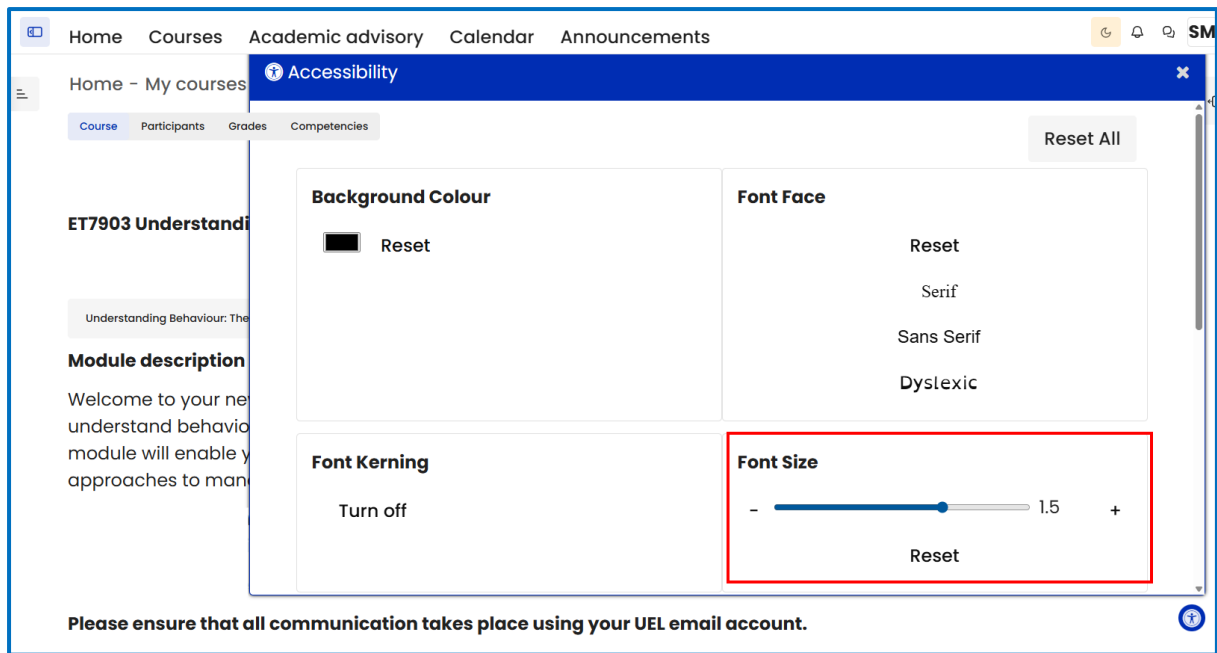
1. Click the colour box to open the palette.
2. Use the slider or colour picker to choose your desired font colour.
3. To return to the default colour, click **Reset**



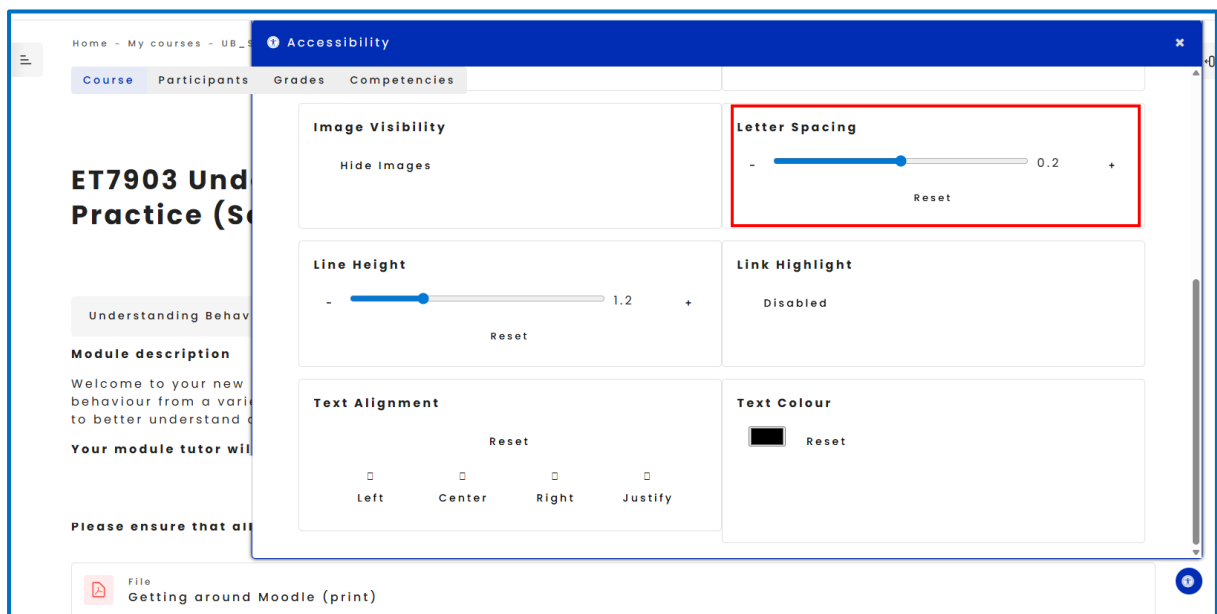
Font Face: This setting allows you to choose a font style that best suits your reading preferences. Simply select a font from the list under the **Font Face** section. To return to the default font, click the **Reset** button.



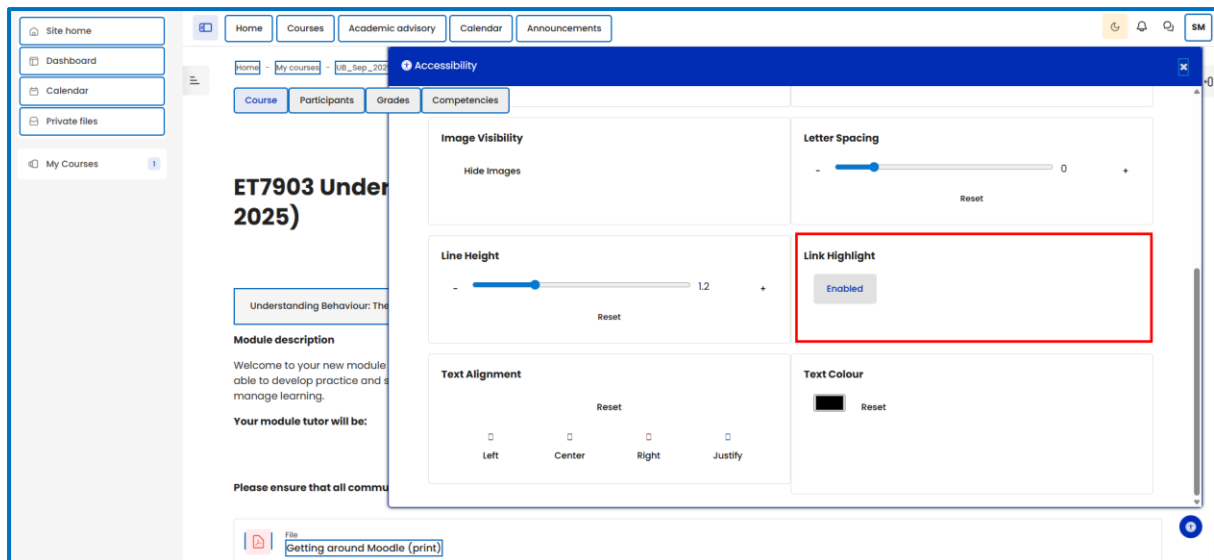
Font Size: This setting allows you to adjust the size of the text on Moodle for easier reading. You can move the slider forward or backward, or use the + or – buttons to increase or decrease the font size. To restore the default font size, click the **Reset** button.



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