

Creating a free Moodlecloud and uploading the Hearing Assistance Course

For aged care providers or individuals who do not have a Moodle compatible Learning Management System (LMS) or Moodlecloud but who wish to provide the hearing assistance training module to staff online.

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The Moodle "Hearing Assistance to Aged Care" training module can be hosted on your own free MoodleCloud or a Learning Management System if your organisation has one.

With your free MoodleCloud you can invite up to 50 users to undertake the "Hearing Assistance to Aged Care" training module. Once a user has finish the module their access to your MoodleCloud can be removed to make room for a new user. You will be able to monitor the progress of current users through an administrator portal.

1. Sign Up for a free MoodleCloud account

1. Visit the webpage at: <https://moodle.com/cloud/free> .
2. Click on the "Get your Moodle for free" button.
3. Click on the "Sign up" button for the "Moodle for Free" option.
4. Click on the "Create New Account" button.

STEP ONE: ENTER YOUR DETAILS

Enter:

- First and last name
- Email address and then reconfirm your email
- Mobile phone number and select your time zone
- Your organisation (please type in your name if you do not belong to an organisation)
- Your type of organisation (select "other" if you are not a teacher)
- Street name, city, state & postcode
- Role (type in "Administrator" if you do not belong to an organisation)
- Read the "Terms of Service" and "Privacy Policy" and then confirm you have done so by clicking on the small confirmation button.
- Click on the small confirmation button if you wish to receive MoodleCloud news, tips and updates.
- Click on the "I am not a robot" button and wait for the confirmation green tick and then select next.

STEP 2: SELECT A NAME FOR YOUR SITE

You will need to give your MoodleCloud a name and a place to live on the web. Your MoodleCloud's name doubles as your website address. Example: If you name it mytrainingcourses your Moodle's free site name will be mytrainingcourses.moodlecloud.com

Choose wisely as your site name and hosting location cannot be changed later.

- Type in your site name.
- Select that you wish your site to be hosted in Australia or the country nearest to you.

STEP 3: VERIFY WHO YOU ARE

A temporary verification code (6 numbers) will be sent as a text message, to the mobile phone number you entered in step 1.

- Type this number into the cell box and select next

STEP 4: CREATE A PASSWORD

You will need to create a password to login to your MoodleCloud. Type in a password with at least 5 characters and then retype to confirm.

STEP 5: YOU NOW HAVE A FREE MOODLECLOUD

Write down the address of your cloud www.your site'sname.moodlecloud.com and password somewhere secure.

STEP 6: VISIT YOUR CLOUD

Go to your MoodleCloud by entering in your Cloud's address e.g. www.yoursite'sname.moodlecloud.com

In the login page:

- Type in the username - admin.
- Type in your password.

2. Upload the Hearing Assistance course to your free training Moodlecloud

STEP 1: VISIT THE DEAFNESS FORUM AUSTRALIA (DFA) WEBSITE

Visit the Deafness Forum Australian website and request a copy of the Hearing Assistance course to be emailed to you.

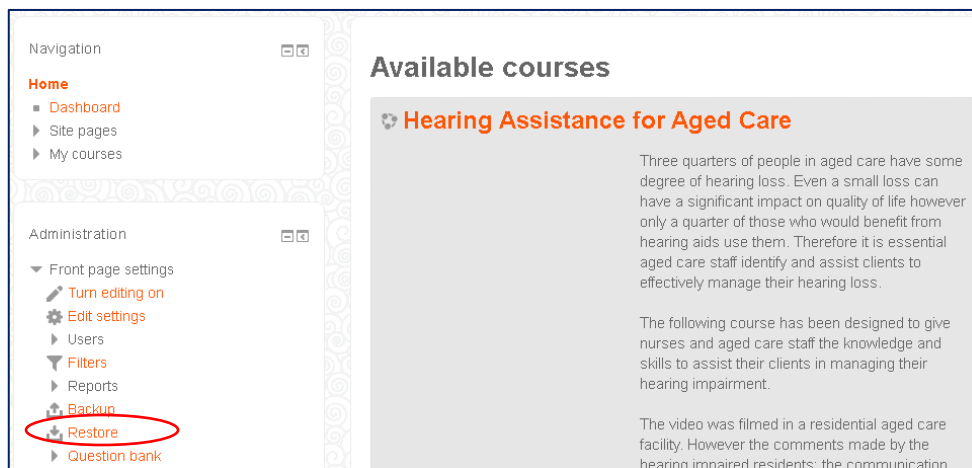
STEP 2: REQUEST COPY OF THE COURSE FROM DFA

Once you have received the email download the attached file to a safe place on your computer.

STEP 3: OPEN YOUR FREE MOODLECLOUD (see STEP 6 above)

STEP 4: CLICK ON “RESTORE”

Go to the “Home Page” and click on “Administration” and then “Restore” on the navigation bar on the left side of the computer screen.

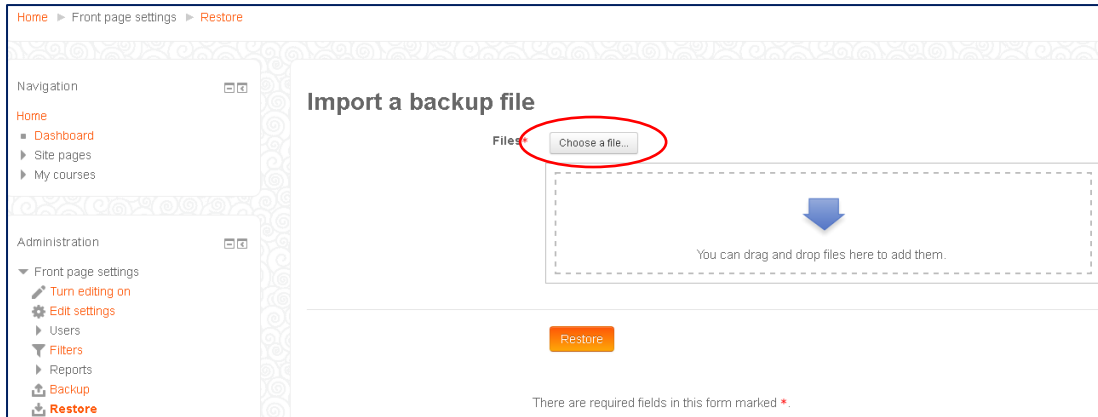


STEP 5: IMPORT THE FILE SENT FROM DFA

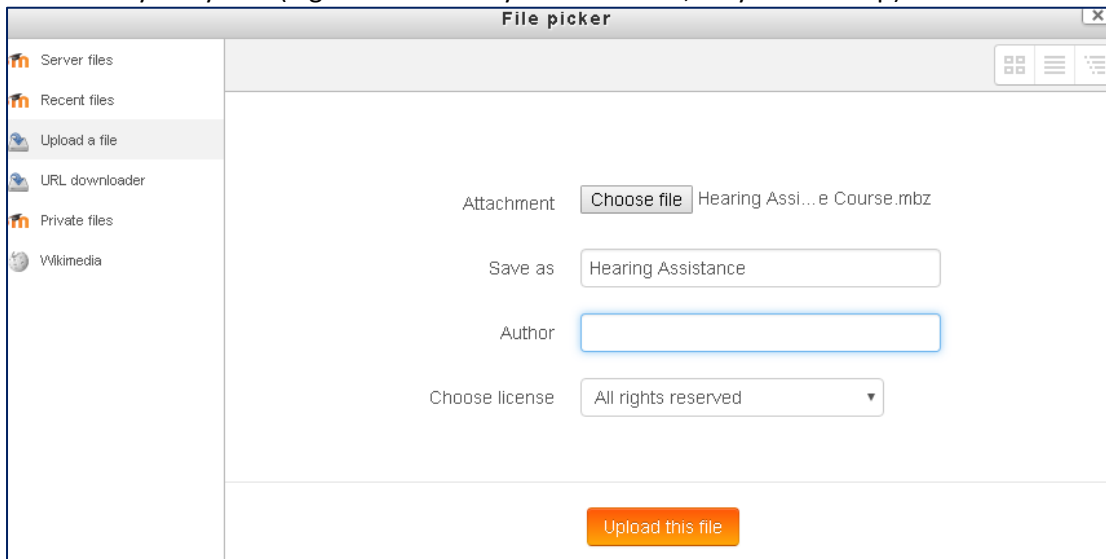
There are two possible ways to import the file.

Method 1:

Click on “Choose a file” button.

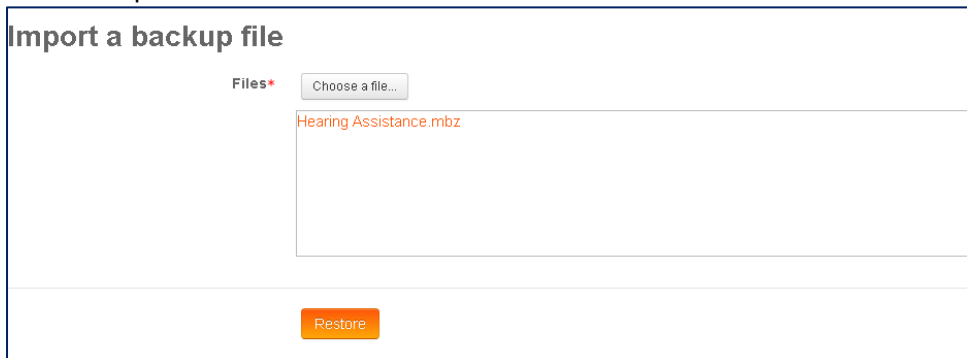


Click on “Choose file” again and navigate to where you have stored the “Hearing Assistance Course” file sent to you by DFA (e.g. in a folder on your hard drive, on your desktop).



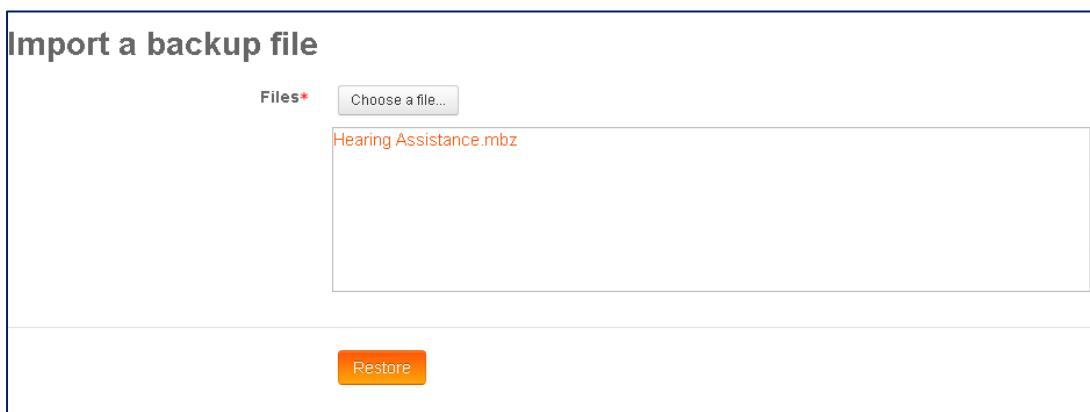
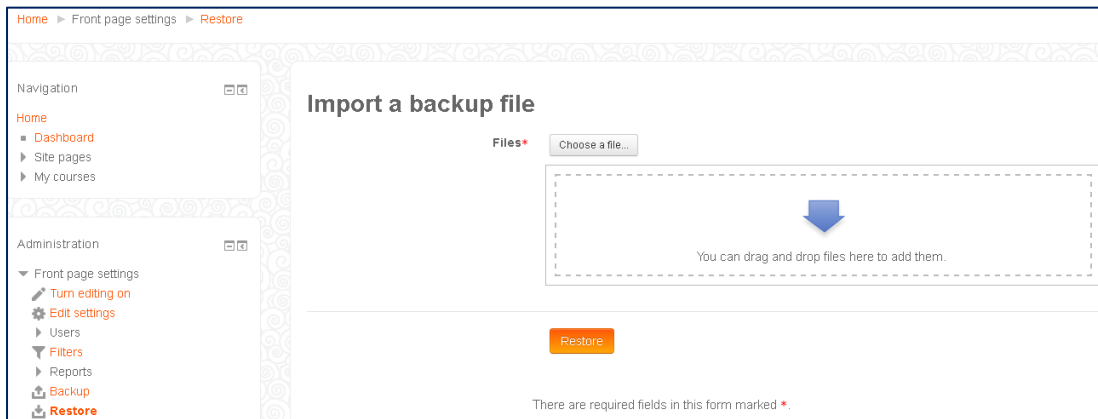
Type in name box “Hearing Assistance”.

Click on “Upload this file”.



Click on “Restore”.

Method 2: Drag the file from your desktop or where it is stored on your computer and drop into the box.



Click on “Restore”.

STEP 6: CONFIRM THE COURSE YOU WISH TO UPLOAD

The confirmation settings have been preselected so scroll down to the bottom of the “Confirm” page and select “Continue”.

STEP 7: CHOOSE DESTINATION FOR THE COURSE

Choose as a new course by selecting the “Miscellaneous” name button and clicking on the “Continue” button directly below.

STEP 8: RESTORE SETTINGS

The restore settings have been preselected so scroll to the bottom of the page and click on “Next”.

STEP 9: SELECT SCHEMA

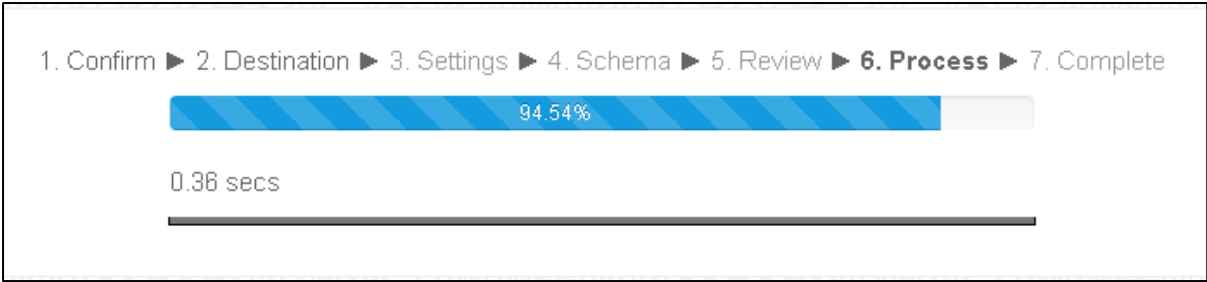
The schema settings have been preselected so scroll to the bottom of the page and click on “Next”.

STEP10: REVIEW

The review settings have been confirmed so scroll to the bottom of the page and click on “Perform Restore”.

The uploading of the course may take a few minutes.

Click on the “Continue” button that will appear once 100% of the course has been downloaded.



STEP 11: CONFIRM UPLOAD

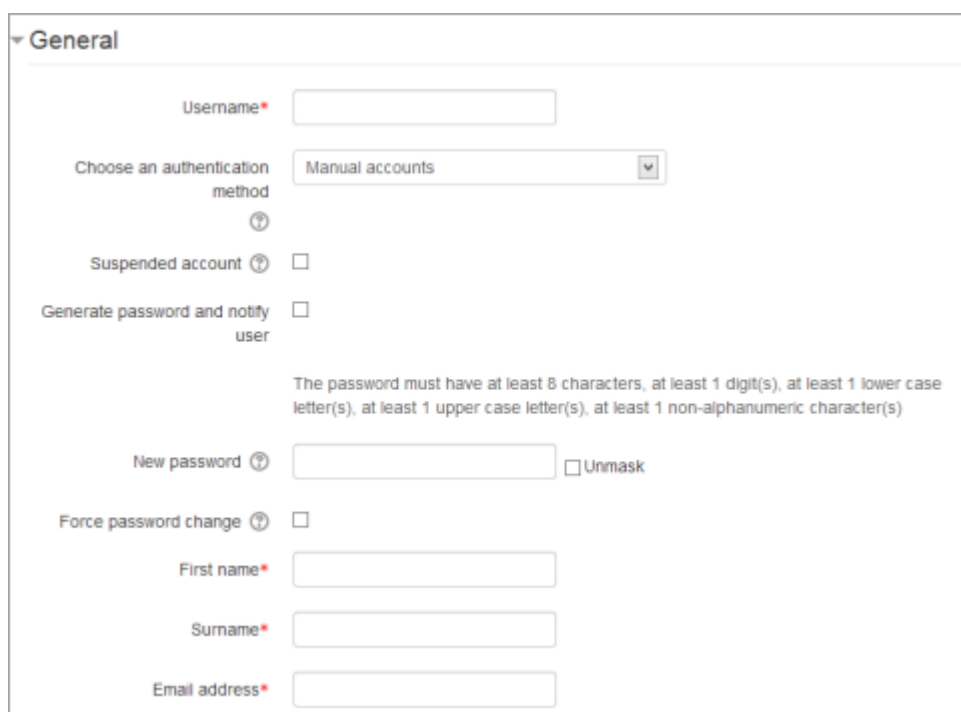
You should now be able to see your course uploaded on your free Moodlecloud when you click on the “Courses” button on the left navigation bar.

3. Add a new user to your free training Moodlecloud

STEP 1: CREATE A USER

Click on the arrow to the left of “Site administration” in the navigation bar on the left side of the screen. Open “Users” in the drop down list in a similar way. Open “Accounts” in a similar way. Open “Add a new user” in a similar way.

Home >Site administration>Users>Accounts>Add a new user



General

Username*

Choose an authentication method

Suspended account

Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password Unmask

Force password change

First name*

Surname*

Email address*

STEP TWO: COMPLETE THE NEW USER FORM TO GIVE THE STUDENT ACCESS TO YOUR CLOUD

Once you have completed the form an email message will be sent to the new user inviting them to your Moodle Cloud.

User name:

The user will use this username to log in to the Moodle Hearing Assistance course. It needs to be unique.

A user's name can only contain:

- alphabetical letters in lowercase
- numbers
- hyphen '-'
- underscore '_'
- period '.'
- character '@'

For example: johnsmith

Authentication method

Select “Manual Accounts”

Select generate a password and notify user

Moodle will generate a temporary password and email the user with instructions on how to log in and change it. See an example email below.


```
Hi Bart Simpson,  
  
A new account has been created for you at Top Class,  
and you have been issued with a new temporary password.  
  
Your current login information is now:  
username: bsimpson  
password: D$tnk8g*5@  
        (you will have to change your password  
        when you login for the first time)  
  
To start using Top Class, login at  
http://topclassmoodle.com/login.php
```

Password

This is the user's password which will not be visible to you as the administrator.

Users first name and surname

Type in the user's first name and surname e.g. John Smith. This will appear on the user's messages, participants list, reports etc.

Email address

Type in the user's email address e.g. johnsmith@gmail.com. This will be used for messages ~~are~~ sent to this email address from the Moodle site.

Email display

Select "Hide my email address from everybody".

City/town

Type in the user's city or town.

Country

Select the user's country.

Time zone

Australia is about three quarters of the way down the list.

Description

Leave blank. This is information about the user that other users can see.

User Picture

Leave blank. The user's picture can be displayed next to the user's name.

Interests

Leave blank. The list of interests can be used as a way of connecting users with similar interests.

Optional

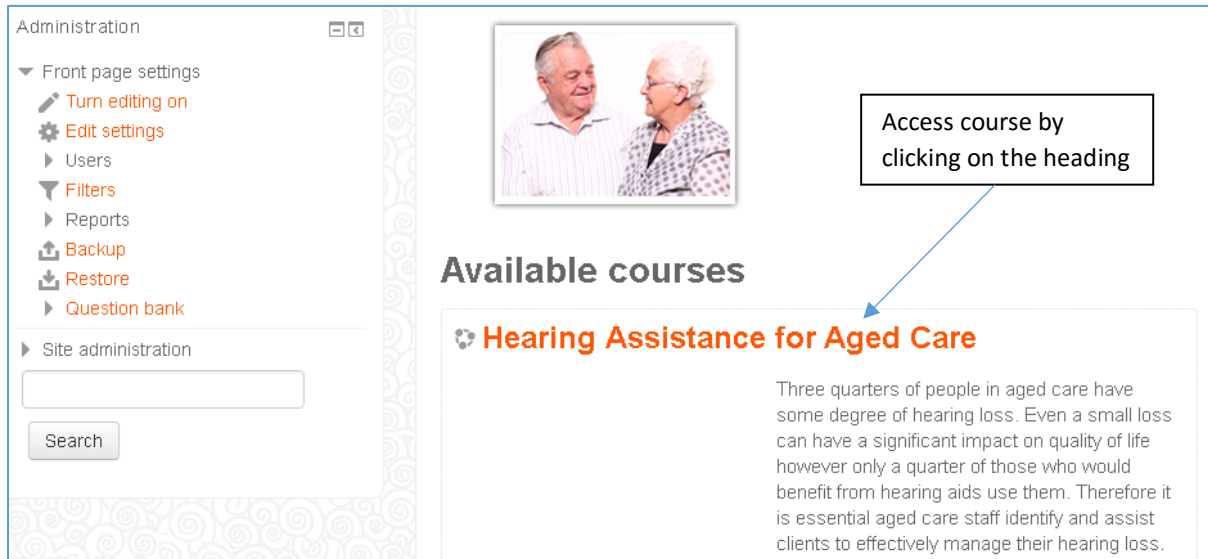
Leave blank. There are several optional fields that come with a standard install. These include: Web Page, ICA number, Skype ID, AIM ID, Yahoo ID, MSN ID, ID number, Institution, Department, Phone, Mobile Phone, Address.

4. Enrol the new user in the Hearing Assistance course

After you have added the new user of your free Moodlecloud go back to the “Home” page to enrol them in the Hearing Assistance Course.

STEP 1: ACCESS HEARING ASSISTANCE COURSE

Click on the course heading “Hearing Assistance for Aged Care” to access the course.



The screenshot shows the Moodle course selection interface. On the left is an 'Administration' sidebar with options like 'Front page settings', 'Users', and 'Filters'. The main content area features a header image of an elderly couple and a section titled 'Available courses'. A callout box with an arrow points to the course heading 'Hearing Assistance for Aged Care'.

Administration

- Front page settings
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Backup
 - Restore
 - Question bank
- Site administration

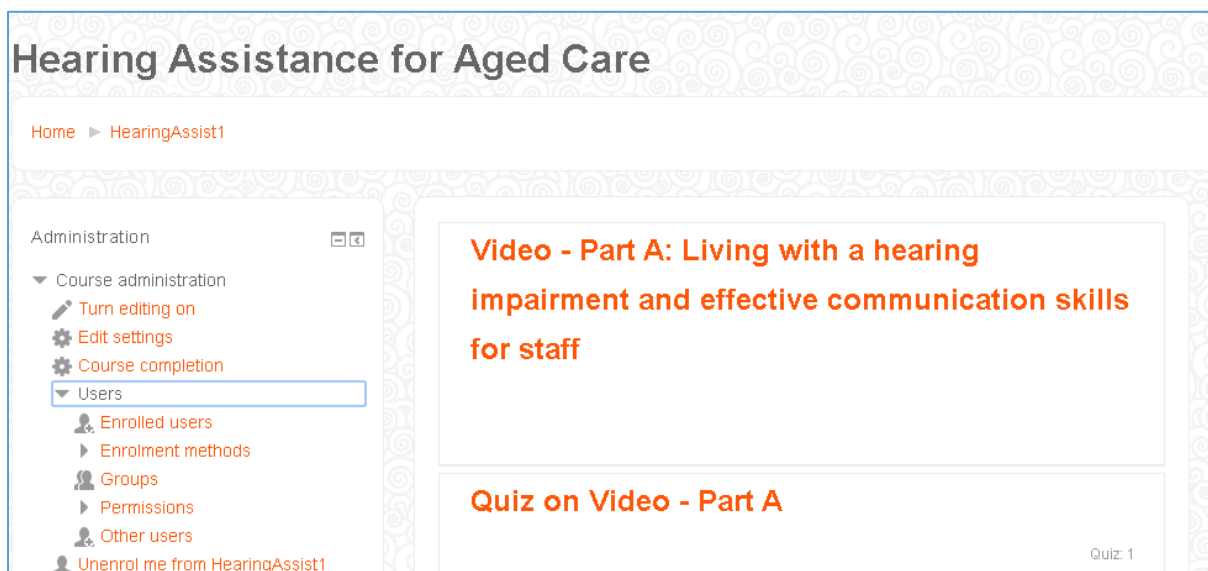
Available courses

Hearing Assistance for Aged Care

Three quarters of people in aged care have some degree of hearing loss. Even a small loss can have a significant impact on quality of life however only a quarter of those who would benefit from hearing aids use them. Therefore it is essential aged care staff identify and assist clients to effectively manage their hearing loss.

STEP 2: ENROL USER IN THE HEARING ASSISTANCE COURSE

Click on the arrow to the left of “Course administration” in the navigation bar on the left side of the screen. Open “Users” in the drop down list in a similar way. Open “Enrol users” in a similar way. Open “Add a new user” in a similar way.



The screenshot shows the Moodle course page for 'Hearing Assistance for Aged Care'. The breadcrumb trail is 'Home > HearingAssist1'. The left sidebar shows 'Administration' with 'Course administration' expanded to show 'Users'. The main content area contains a video link and a quiz link.

Hearing Assistance for Aged Care

Home > HearingAssist1

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Course completion
 - Users
 - Enrolled users
 - Enrolment methods
 - Groups
 - Permissions
 - Other users
 - Unenrol me from HearingAssist1

Video - Part A: Living with a hearing impairment and effective communication skills for staff

Quiz on Video - Part A

Quiz: 1

STEP 3: FILL IN USER DETAILS

The screenshot shows the 'Enrolled users' interface. At the top right is an 'Enrol users' button. Below it is a search bar and several dropdown menus: 'Enrolment methods' (set to 'All'), 'Role' (set to 'All'), 'Group' (set to 'All particip'), and 'Status' (set to 'All'). There are also 'Filter' and 'Reset' buttons.

- Type in the name of the new user you wish to enrol.
- Use the “Manual enrolments” to change the enrolment to “Manual enrolments”.
- Use the “Role” dropdown to change the role to “student”.
- Use the “Group” dropdown to change the group to “No group”.
- Use the “Status” dropdown to change the status to “Active”.
- Then select the “Enrol users” button on the right hand side to activate the enrolment. A pop up box will appear (see below).

The screenshot shows the 'Enrol users' pop-up window. It has a title bar with a close button. Below the title is an 'Assign roles' dropdown menu set to 'Student'. Underneath is an 'Enrolment options' section with a search input field and a 'Search' button. Below that, it says '1 user found'. A table lists one user: 'John Smith' with email 'johnsmith@gmail.com'. To the right of the user's name is an 'Enrol' button.

- Click the Enrol button opposite the user. The user will disappear, indicating that the user is enrolled.

The screenshot shows the 'Enrol users' pop-up window after the user has been enrolled. The 'Assign roles' dropdown is still set to 'Student'. The 'Enrolment options' section is the same. However, it now says '0 users found'. At the bottom of the window is a 'Finish enrolling users' button.

- When you have finished, click the 'Finish enrolling users' button.

STEP 3: CONFIRM ENROLMENT




To confirm they have been enrolled select "User" under "Course administration" (in the navigation bar on the left side of the screen) and then "Enrolled users".

Enrolled users

[Enrol users](#)

Search Enrolment methods All Role All Group All particip Status All

[Filter](#) [Reset](#)

First name / Surname [▲] / Email address	Last access to course	Roles	Groups	Enrolment methods
 John Smith johnsmith@gmail.com	Never	Student X		Manual enrolments from Wednesday, 10 August 2016, 12:00 AM  X

5. Check progress and grades of enrolled students

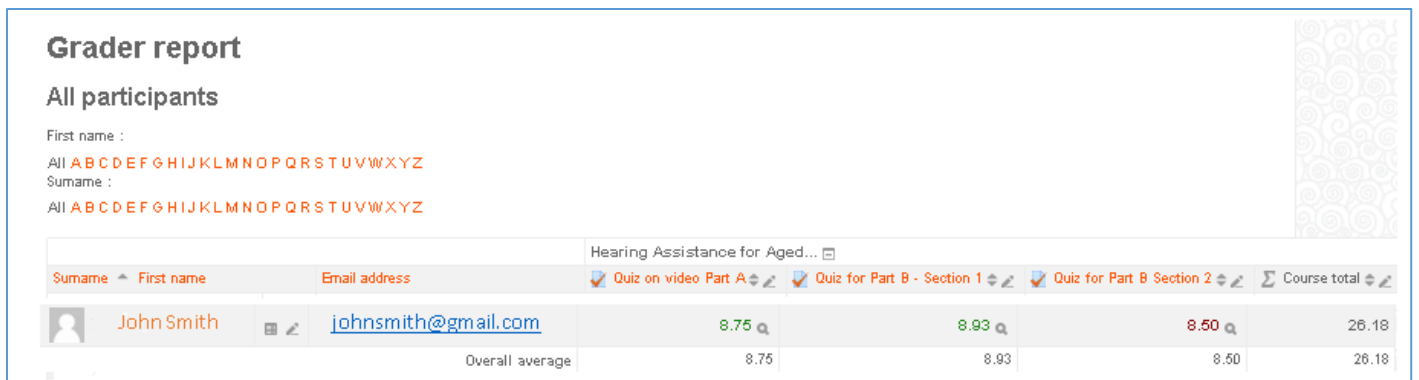
STEP 1: OPEN THE ENROLLED USERS PAGE

From the Home Page click on the course heading “Hearing Assistance for Aged Care” to access the course.

Click on the arrow to the left of “Course administration” in the navigation bar on the left of the screen. Open “Users” in the drop down list in a similar way. Open “Enrolled Users” in a similar way.

STEP 2: CHECK GRADES OF ALL ENROLED STUDENTS

Click on “Grades” in the navigation bar and the grades of all students enrolled in the course will appear.




Grader report

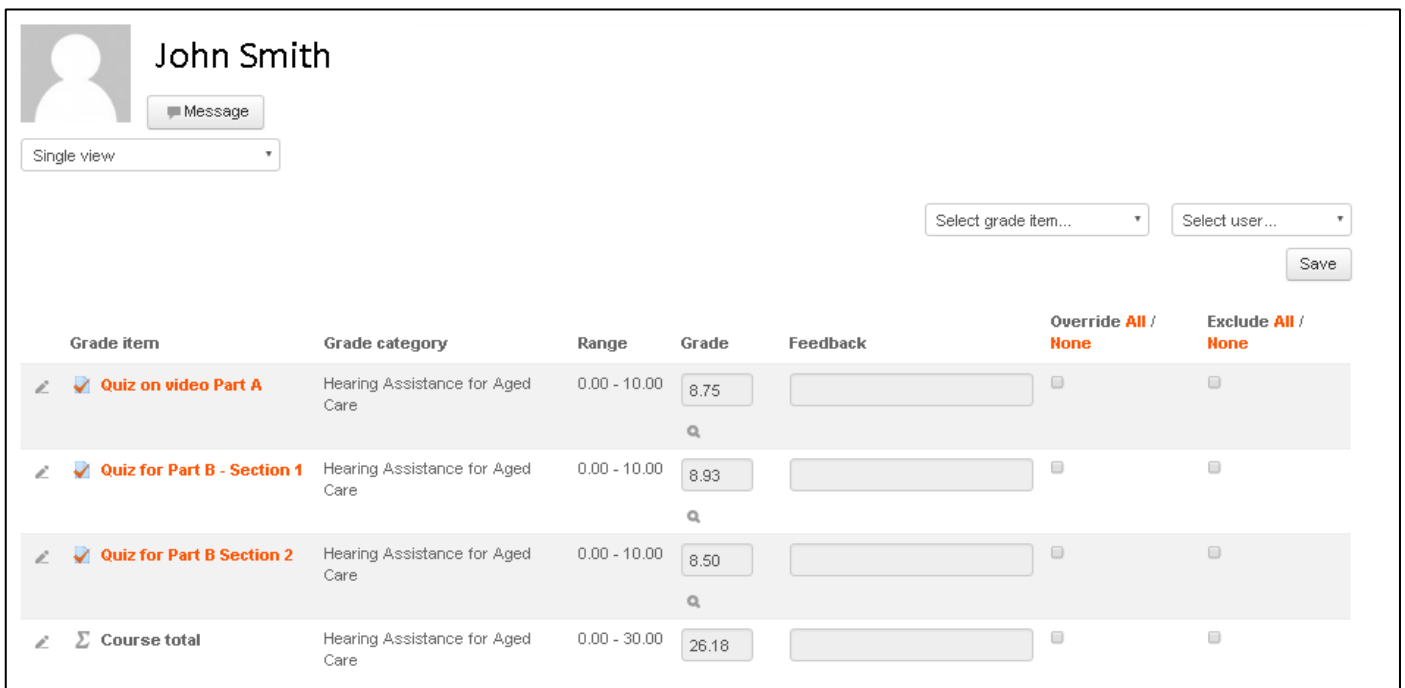
All participants

First name :
All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Surname :
All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Surname	First name	Email address	Quiz on video Part A	Quiz for Part B - Section 1	Quiz for Part B Section 2	Course total
John Smith		johnsmith@gmail.com	8.75	8.93	8.50	26.18
Overall average			8.75	8.93	8.50	26.18

Clicking on the  icon beside the student’s name will bring up an individual report on their results



John Smith

Message

Single view

Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Quiz on video Part A	Hearing Assistance for Aged Care	0.00 - 10.00	8.75		<input type="checkbox"/>	<input type="checkbox"/>
Quiz for Part B - Section 1	Hearing Assistance for Aged Care	0.00 - 10.00	8.93		<input type="checkbox"/>	<input type="checkbox"/>
Quiz for Part B Section 2	Hearing Assistance for Aged Care	0.00 - 10.00	8.50		<input type="checkbox"/>	<input type="checkbox"/>
Course total	Hearing Assistance for Aged Care	0.00 - 30.00	26.18		<input type="checkbox"/>	<input type="checkbox"/>


6. Un-enrolling a user from the Hearing Assistance course

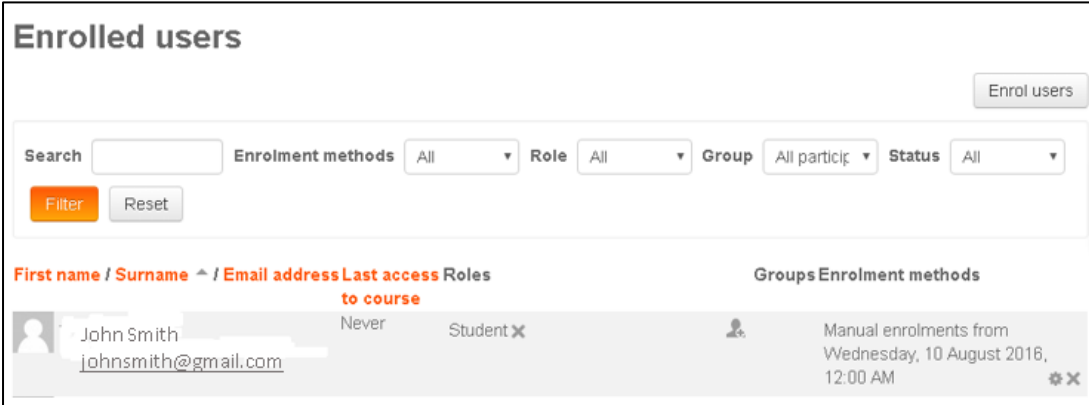
STEP 1: OPEN THE ENROLLED USERS PAGE

From the Home Page click on the course heading “Hearing Assistance for Aged Care” to access the course.

Click on the arrow to the left of “Course administration” in the navigation bar on the left of the screen. Open “Users” in the drop down list in a similar way. Open “Enrol users” in a similar way.



STEP 2: UNENROL THE STUDENT

Click on the  icon at the end of student’s enrolment details (not the X after the “role”) to unenrol the student. Click ‘Continue’ to confirm.



Enrolled users Enrol users

Search Enrolment methods All Role All Group All particip Status All

First name / Surname <input type="button" value="v"/>	Email address	Last access to course	Roles	Groups	Enrolment methods
 John Smith	johnsmith@gmail.com	Never	Student <input type="button" value="X"/>		Manual enrolments from Wednesday, 10 August 2016, 12:00 AM <input type="button" value="X"/>