



Learner Management System User Manual

Dashboard

Once you have logged in, you are greeted with a personal dashboard. From here you can edit your profile, purchase course material, view webinars and tutor support and enter online forums dedicated to supporting your study.

Beneath the four main options on your dashboard, you can see any scheduled upcoming webinars, view pre-recorded webcasts and view any notes or bookmarks you make throughout your study in all in one place.

My Profile / Account Information

Here is where your personal information is kept. From here you can edit your personal information and upload a profile picture for online interaction through the forum. You can also view and manage any orders you have made by clicking the “My Orders” tab at the top of the screen. The Newsletter option allows you to manage your subscriptions.

My Courses

From here you can view your progress and enter your study material. If you are currently studying modules and not an entire course, this page merely shows you the level of study you are taking part in. The progress bar shows you how far through the course you are and you can access or purchase an assessment, view your progress in more detail or click to learn by following the online indicators.

Learn

Here you will find a list of your modules. You can show or hide those that you have passed by clicking the indicator featured above the module listing. To start or continue your study, click the title of the module or ‘View Module Lessons’.

Once you have entered the module, you will find a left hand menu listing all associated lessons, course modules and links to the latest discussions in the social forum. You can engage with a discussion by clicking the topic link.

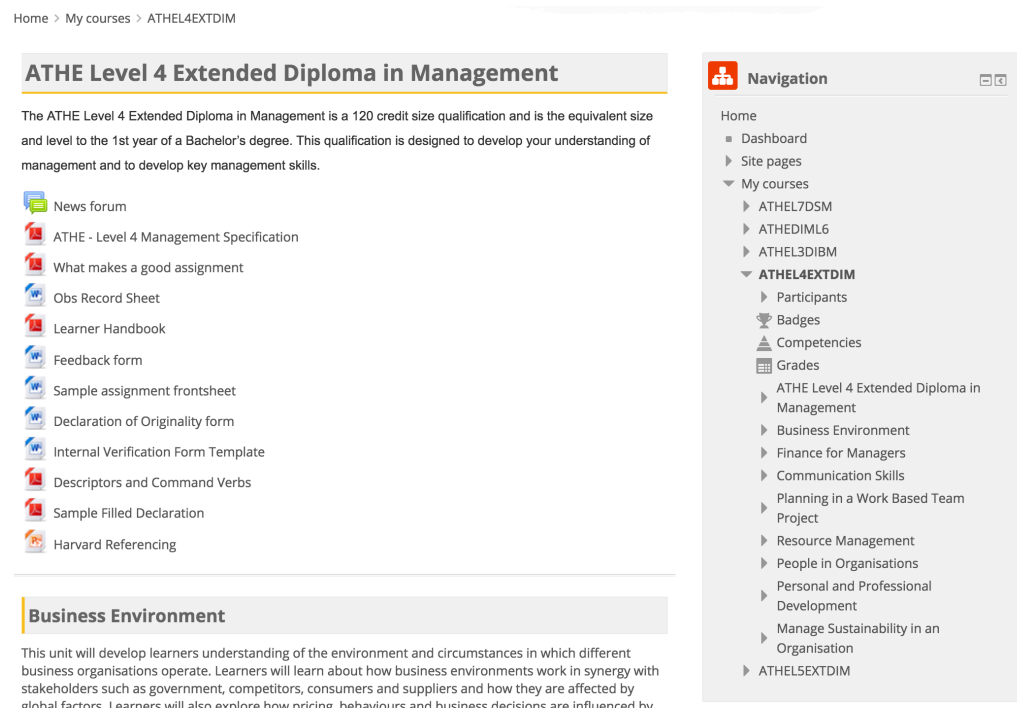
The right hand menu gives you access to online support with links to all tutors who specialise in the topics featured in the module.

Click on ‘First Lesson’ to begin learning.

Bookmarks, Notes, Forum.

As your study is broken up into lessons, you have the ability to add bookmarks, copy text to your personal online notebook and ask a question about the lesson content from the right hand menu featured on lesson pages.

The following image is an example page showing lesson content whilst learning.



Home > My courses > ATHEL4EXTDIM

ATHE Level 4 Extended Diploma in Management

The ATHE Level 4 Extended Diploma in Management is a 120 credit size qualification and is the equivalent size and level to the 1st year of a Bachelor's degree. This qualification is designed to develop your understanding of management and to develop key management skills.

- News forum
- ATHE - Level 4 Management Specification
- What makes a good assignment
- Obs Record Sheet
- Learner Handbook
- Feedback form
- Sample assignment frontsheet
- Declaration of Originality form
- Internal Verification Form Template
- Descriptors and Command Verbs
- Sample Filled Declaration
- Harvard Referencing

Business Environment

This unit will develop learners understanding of the environment and circumstances in which different business organisations operate. Learners will learn about how business environments work in synergy with stakeholders such as government, competitors, consumers and suppliers and how they are affected by external factors. Learners will also explore how pricing, behaviour and business decisions are influenced by

Navigation

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 - Resource Management
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 - Personal and Professional Development
 - Manage Sustainability in an Organisation
 - ATHEL5EXTDIM

Sections within the Moodle

The top section of the course dashboard when you're logged in will show you the General Section containing documents about the course. This includes the following

1. Learner Handbooks
2. Course Specification document
3. What makes a good assignment
4. Command verbs
5. Sample Front cover assignment sheet
6. Assignment declaration sheet
7. Internal verification template for tutors
8. Observation record sheet
9. Harvard Referencing Presentation
10. Link to the News Forum

Types of Document



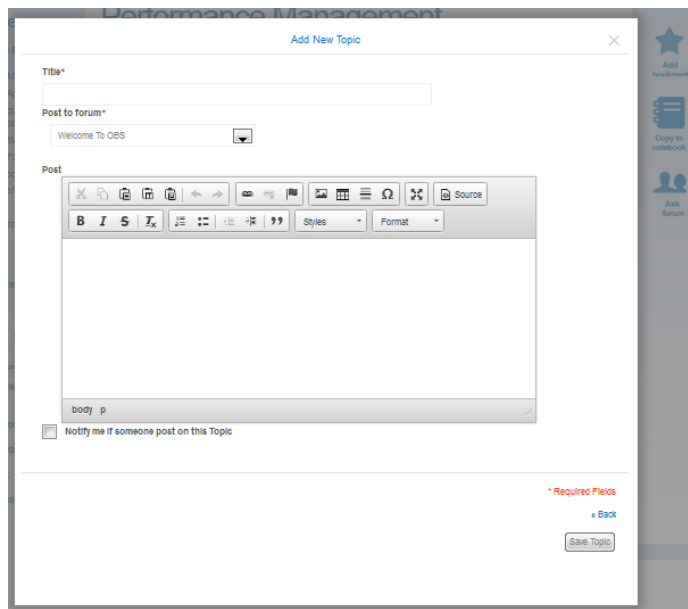
There are 4 types of documents in your courses.

- 1. PDF which open in the same window when clicked*
- 2. Word / Powerpoint / Excel sheet document will default download to your local PC/ MAC or tablet (in ibooks or PDF or MS Applications)*
- 3. Click 'Add Bookmark' and enter the title. All bookmarks will be documented on your dashboard under "My Bookmarks".*

All the content is downloadable to your local PC/Mac or Tablet

Click 'the download button ' on the document tab when it open to save a copy of the document to the local PC/ MAC or iphone or tablet.

To ask a question in the forum from lesson page.



Click 'Ask Forum ' and a light box will appear giving you all you need to post a message/start a topic on any queries you have regarding the lesson content you are currently studying to support fast social learning and online support.



Assessments

From the 'My Courses/My Modules' page, you can click on Assessments to view all assessments for your course modules. Here you will have the opportunity to purchase or complete an assessment you have already purchased by following the online instructions. Should you fail, assessments will be highlighted in red and you can re purchase that assessment from the options drop down, or in the unlikely event that your assessment has been jeopardised, appeal the decision of your mark.

Visit Forums

The forum is the online space for students to discuss their study materials. Here students are expected to develop learning groups for socially enhanced study. Here, tutors have the ability to talk to students about what they have to offer to support them in their studies.

To post a reply or add a new topic in a forum;

1. Click on Forums in the top level menu or 'Visit Forums' in the left hand menu on the dashboard.
2. Click on the level of study you provide, postgraduate or Undergraduate.
3. Click on a subject area.
4. Click on a Topic that is relevant to your service/knowledge or click 'Add New Topic' to start a new discussion. Follow the directions to enter content online.
5. Click "Reply to post" and enter the content for discussion.

Programmes

From here, students have the opportunity to purchase more study modules or courses.

If you require any help in using the portal, please contact the student support team on email at admin@moodle.ukversity.co.uk