

1. Introduction

Welcome to the **DeafKidz International Learning Hub** and the world of online learning through Moodle! We understand that embarking on your digital learning journey can be exciting yet a bit overwhelming, especially if you're new to the platform. This user guide is designed to be your friendly companion as you navigate the ins and outs of Moodle, helping you get started with ease and confidence.

1.1. What is Moodle?

Moodle is a powerful and versatile Learning Management System (LMS) that facilitates online education, allowing you to access a wealth of educational content, interact with instructors and fellow learners, and track your progress – all from the comfort of your own device. Whether you're a student seeking knowledge, an instructor delivering courses, or an administrator managing the learning experience, Moodle offers the tools you need to succeed.

1.2. The Purpose of This Guide

This e-guide serves as your digital compass, providing step-by-step instructions and visual aids to help you:

- **Create an Account:** Learn how to set up your Moodle account quickly.
- **Navigate Moodle:** Explore the platform's layout and key features.
- **Enrol in Modules:** Find and join courses that interest you.
- **Complete Modules:** Access course content, submit assignments, and take quizzes.
- **Access Support:** Know where to turn when you need help or have questions.

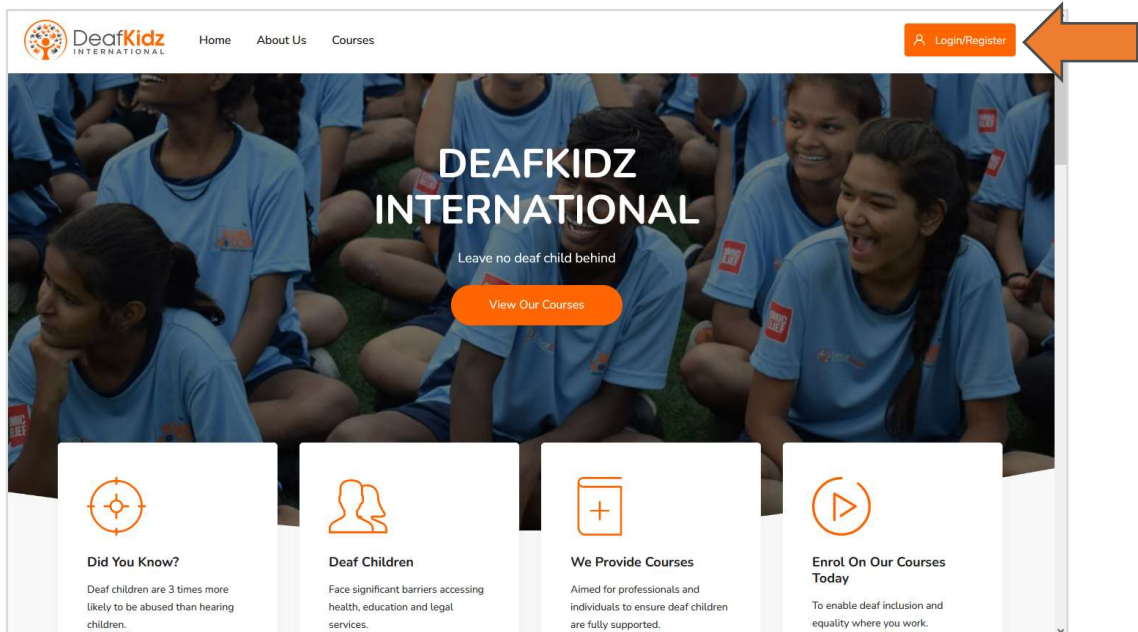
We encourage you to take your time and explore the various features and functionalities Moodle has to offer. By the end of this guide, you'll be well-equipped to embark on a seamless learning journey, unlocking the knowledge and opportunities that await you within the **DeafKidz International Learning Hub**. So, let's get started!

2. Registration

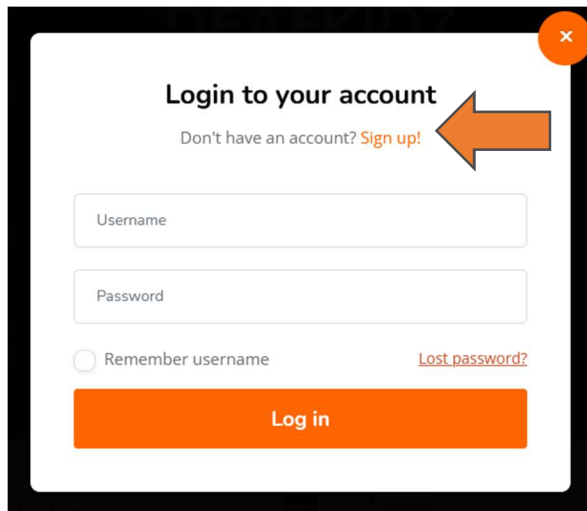
2.1. Creating an Account and Logging In

To begin your learning journey on the **DeafKidz International Learning Hub**, the first step is creating your account. Follow these simple steps:

- Visit the home page (dkilearninghub.org).
- Click on the **Login/register** button, located in the top right corner.

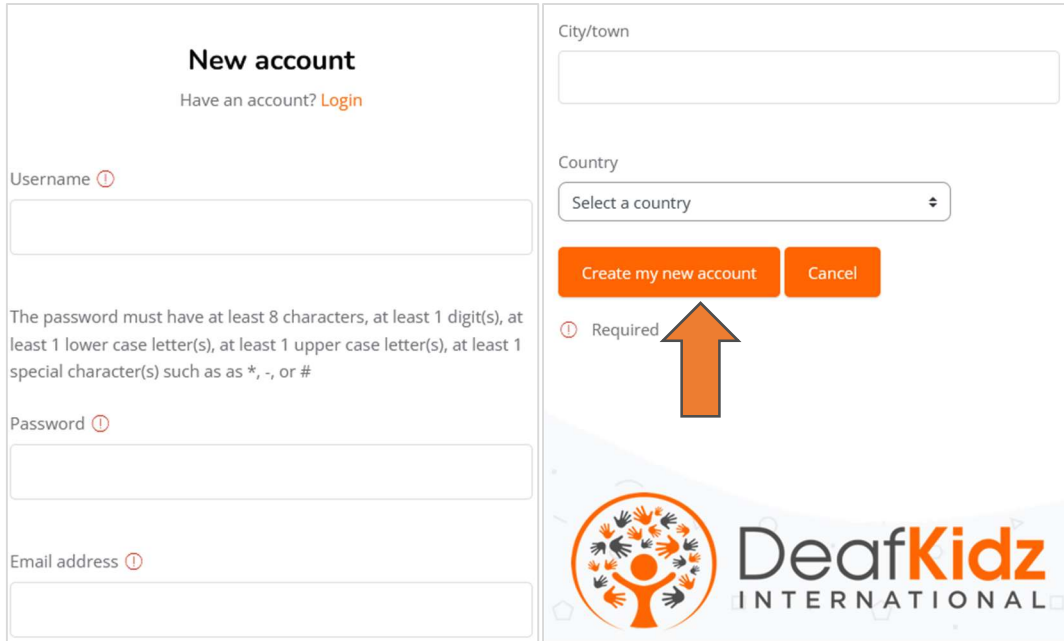


- A new dialog windows appears. Once you have an account, you'll be able to log in here by entering your username and password, and clicking **Log in**. To create a new account, click **Sign up!**



- You will be prompted to provide some basic information, including your:
 - Username
 - Password (make it strong and memorable)
 - Email Address
 - Full Name

- And some optional information (e.g., city/town and country)
- Fill in the required information, then click **Create my new account** at the bottom.

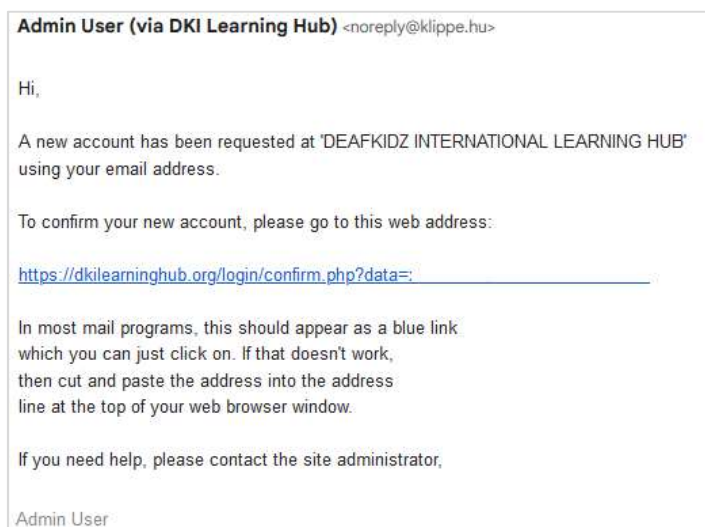


And that's almost it, only one thing remains – verifying your email.

2.2. Email Verification

To complete the registration process, you will receive a verification email at the address you provided during registration. Email verification is a crucial step to ensure the security of your account and to receive important updates. Here's what to do:

- Check your email inbox for a message from us (it may take a few minutes to arrive). It will look like this:



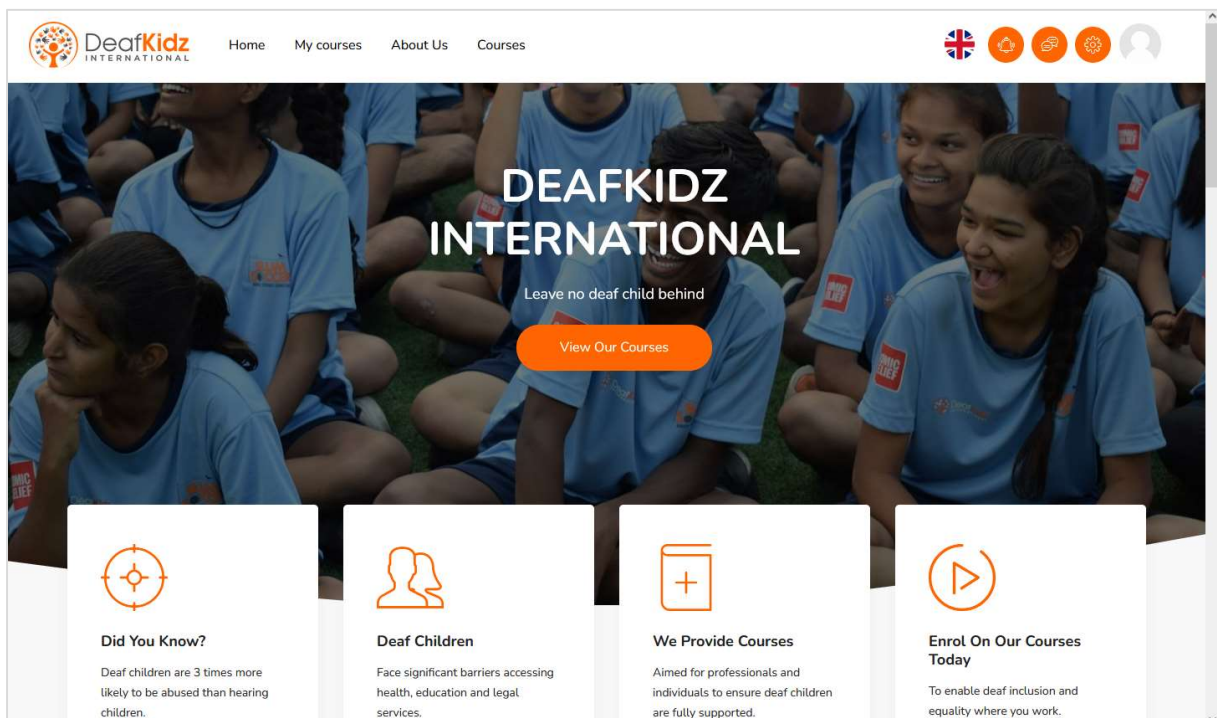
- Open the email and look for a verification link.
- Click on the link to verify your email address.
- Once your email is verified, you'll gain full access to your account.

Email verification helps us ensure the security of your account and helps you receive important notifications and updates. It's essential to verify your email address to use the **DeafKidz International Learning Hub**.

With your email verified and your profile complete, you're ready to explore the platform, enrol in modules, and embark on your learning journey. Let's dive into navigation in Chapter 3!

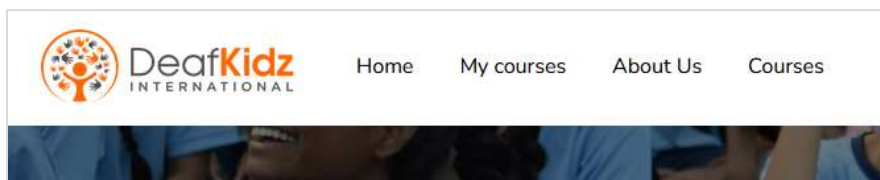
3. Navigating Moodle

Once you've successfully registered and logged into the **DeafKidz International Learning Hub**, you'll land on the home page.



The screenshot shows the DeafKidz International Learning Hub home page. At the top, there is a navigation bar with the logo and tabs for Home, My courses, About Us, and Courses. In the top right corner, there are five icons: a UK flag (Language selector), a bell (Notifications), a speech bubble (Messages), a gear (Navigation), and a profile icon (Profile dropdown). The main content area features a large image of a group of young people in blue t-shirts, with the text "DEAFKIDZ INTERNATIONAL" and "Leave no deaf child behind" overlaid. Below this is an orange button that says "View Our Courses". At the bottom, there are four white boxes with icons and text: "Did You Know?" (with a target icon), "Deaf Children" (with a person icon), "We Provide Courses" (with a book icon), and "Enrol On Our Courses Today" (with a play button icon).

Access to the most important pages is found at the top, in the form of different tabs. These tabs are: **Home**, **My courses**, **About us** and **Courses**.



This image shows a close-up of the navigation bar from the screenshot above. It includes the DeafKidz International logo on the left and the navigation tabs: Home, My courses, About Us, and Courses.

In the top right corner you can find some quick access icons for additional features. These are: the **Language selector**, **Notifications**, **Messages**, **Navigation** and the **Profile dropdown**.

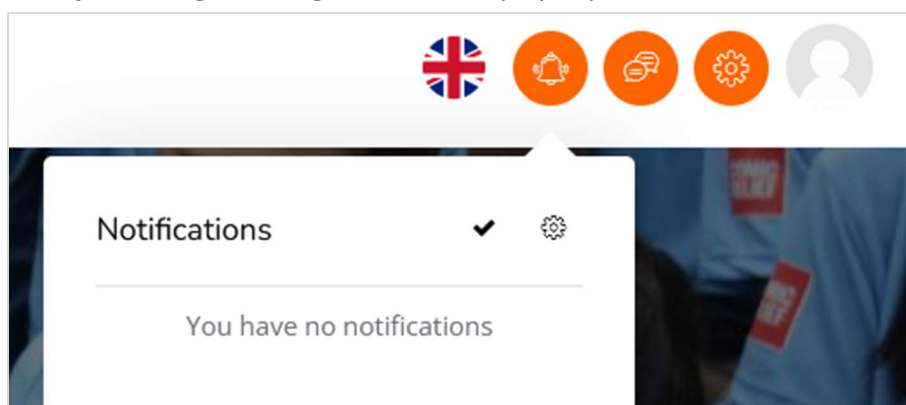


This image shows a close-up of the quick access icons in the top right corner. From left to right, the icons are: a UK flag (Language selector), a bell (Notifications), a speech bubble (Messages), a gear (Navigation), and a profile icon (Profile dropdown).

First, let's take a quick look on these icons, and then we'll detail the main tabs and their content.

The **Language selector** can be used to change the language of the whole page. Currently the only supported language is English.

Notifications are used to alert users about events in Moodle related to assignments, forum activity, course content changes and so on. New notifications are highlighted with a number in the notifications menu at the top of the screen. To see a complete list of possible notifications, and to customize whether you want them to be sent to you, click on the **Notifications** icon and then go to **Notification preferences** by clicking the cog icon in the pop-up.



Via **Messages**, you can send and receive private messages to and from other users.

A number at the top of the screen reflects the number of people who have sent new messages.

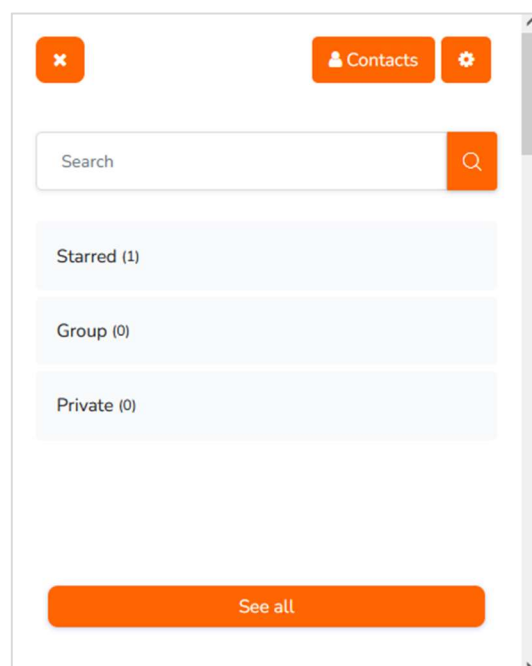
Clicking the icon displays the messaging drawer, divided into **Starred** messages, **Group** messages and **Private** /personal messages.

Contacts and contact requests may be accessed from the **Contacts** link.

A star may be added by clicking the three dots when viewing a message.

From the three dots, messages may be muted, so that email notifications of new messages are no longer sent

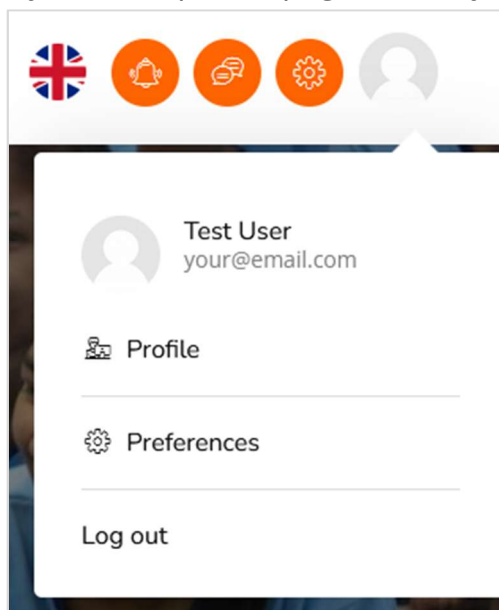
Clicking the cog icon displays privacy settings, notification preferences and the option to press enter to send messages.



The **Navigation** icon provides another way for quickly accessing important parts of the **Learning Hub**. Here you can navigate to the **Home** page, to **My courses**, and even to some of the courses you are enrolled onto.

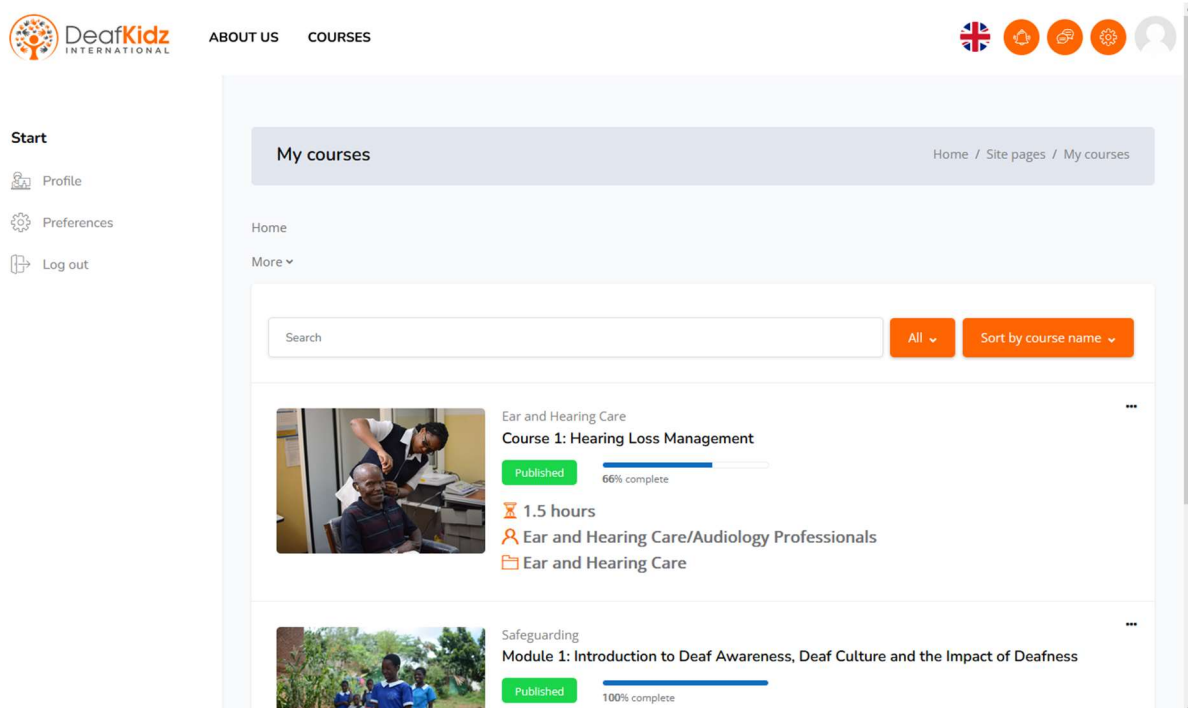
The **Profile dropdown** can be used to access your user profile page, where you can check and modify information related to your account. Selecting **Profile** will show you an outline of your profile with user info such as name, email address, enrolled courses etc.

In **Preferences**, you'll have the option to change the settings related to many Moodle features, but what is more important, here you can change your password and edit your profile.

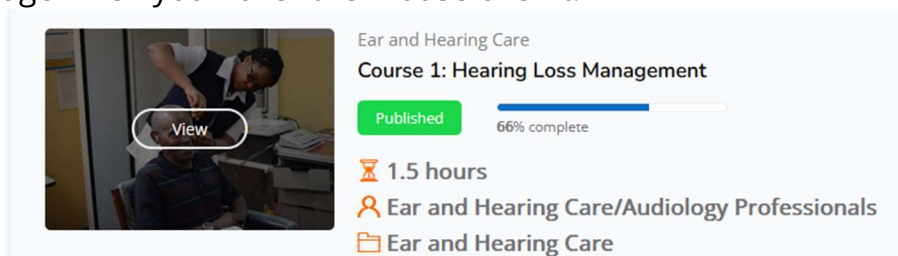


3.1. My courses

On the **My courses** page you'll find listed all courses you have enrolled onto. Each course card will display the general information of the course along with your progress.



To access a course, click on the **View** button that appears in the middle of the course image when you hover the mouse over it.



The Navigation Menu, located on the left side of the screen, provides quick access to essential sections of Moodle, similarly to the Navigation icon.

3.2. About Us

The **About us** page contains the most important information about DeafKidz International, our mission and about the Learning Hub itself. Take some time to read through the Frequently Asked Questions section – and don't hesitate to reach out to us in case you have any additional questions!

3.3. Courses

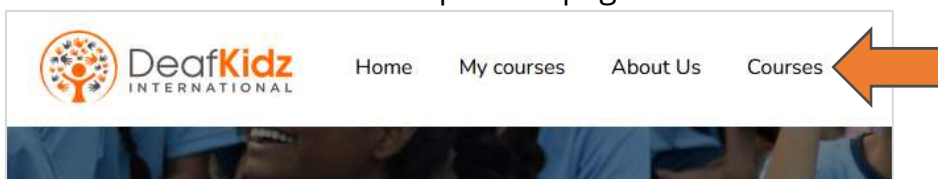
You can browse all available courses via the **Courses** page. You can browse through the courses in each category by clicking on the course category cards, and you can also use the search bar to narrow down your options by keyword, category, or other criteria.

4. Enrolling in Modules

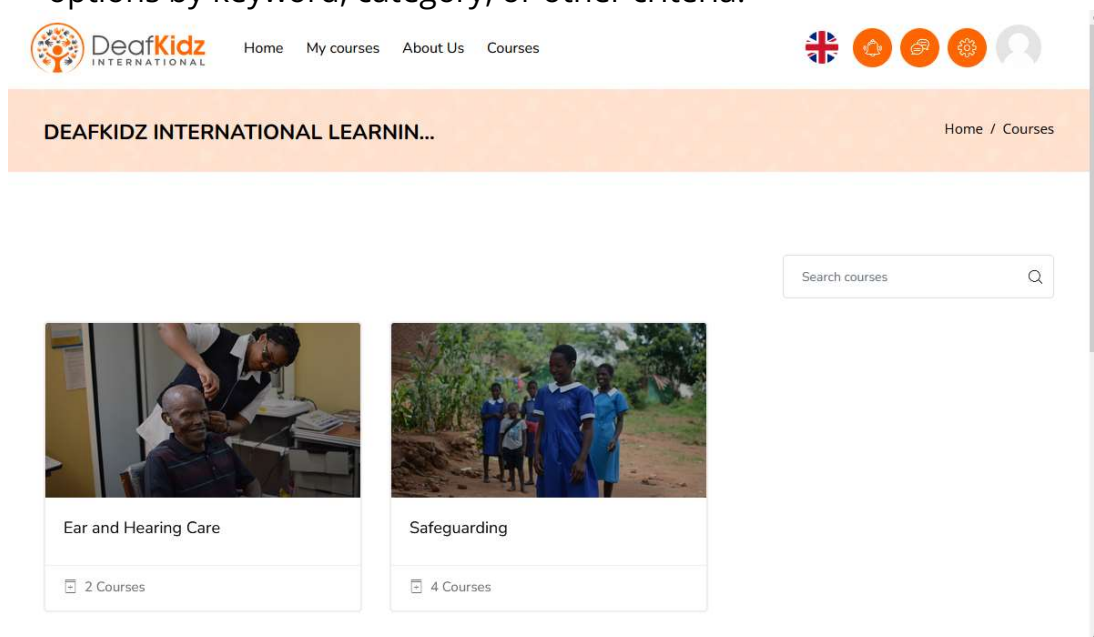
4.1. Finding Courses

To find the courses available on **DeafKidz International Learning Hub**, follow these steps:

- Click on the **Courses** tab at the top of the page.



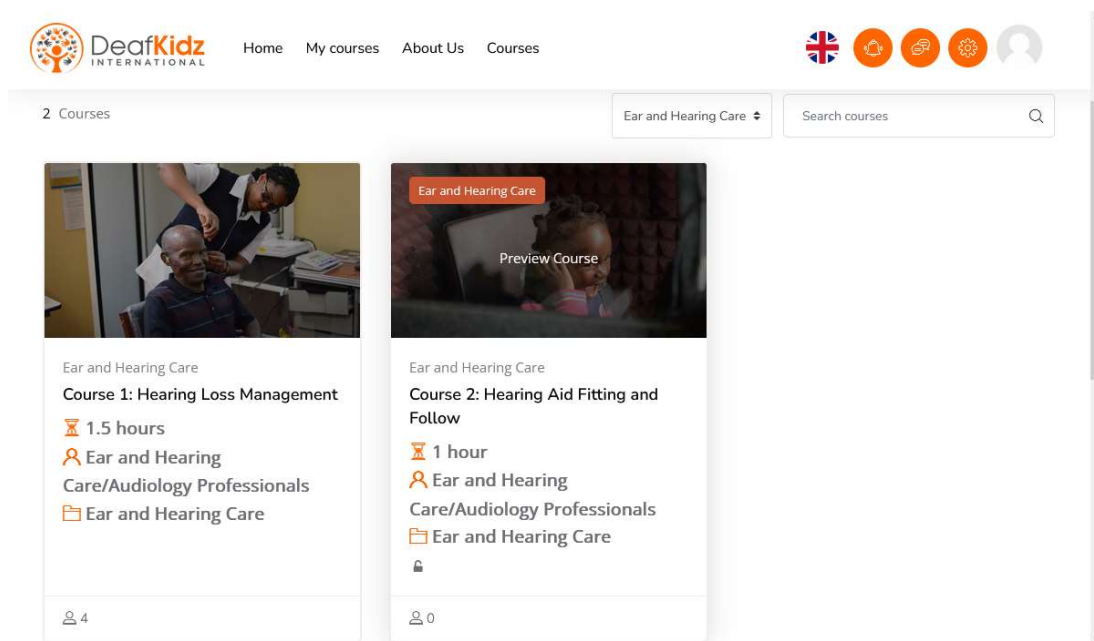
- You'll be directed to the **Courses** page, where you can see featured course categories.
- You can browse through the courses in each category by clicking on the course category card. You can also use the search bar to narrow down your options by keyword, category, or other criteria.



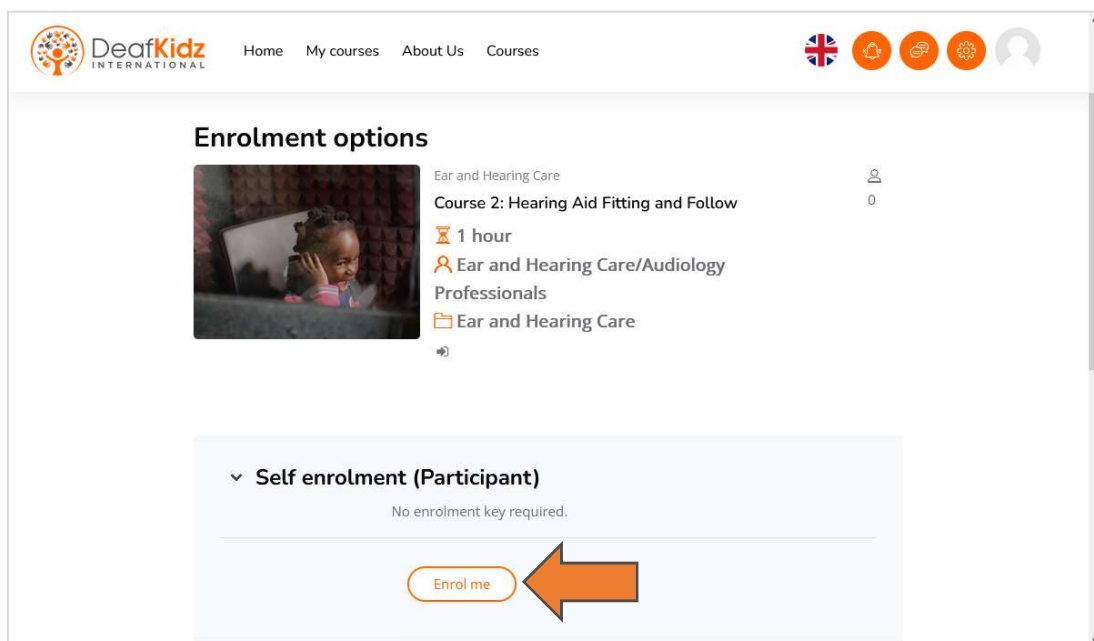
4.2. Enrolling in a Module

Once you've found a module that piques your interest, enrolling is easy:

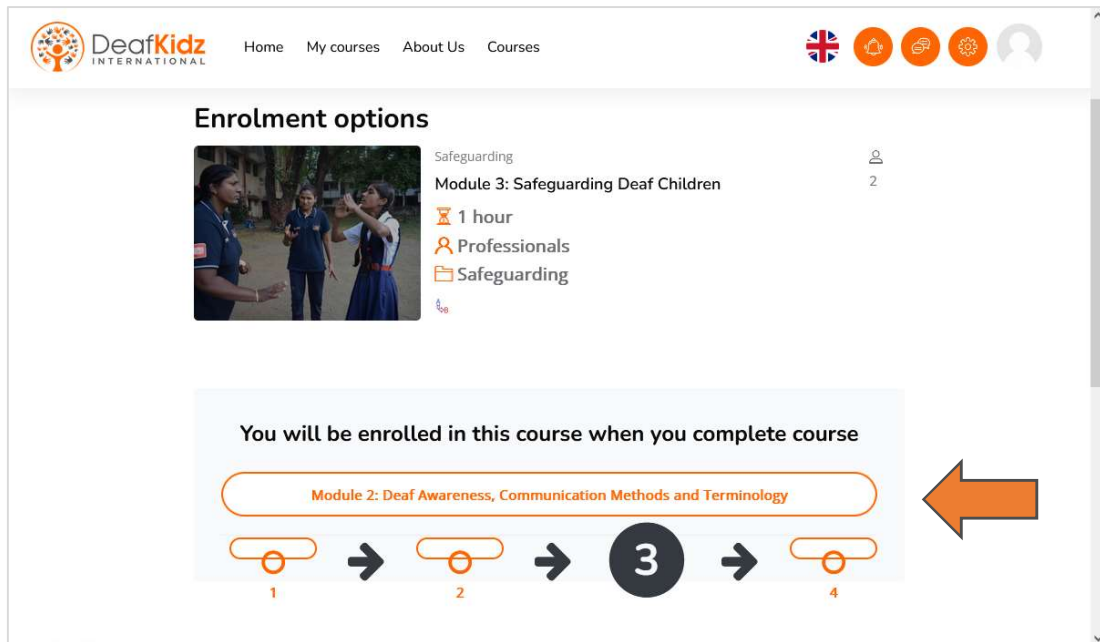
- Click on the course card.



- On the course page, you'll find an **Enrol me** button.



- Click on it to enrol in the course.
- Some courses may require that you complete other courses first. In those cases, instead of the enrolment option, you'll find a notice about the prerequisite courses. You'll be able to access those courses by clicking on the button appearing below the "You will be enrolled in this course when you complete course" text.



4.3. Accessing Enrolled Modules

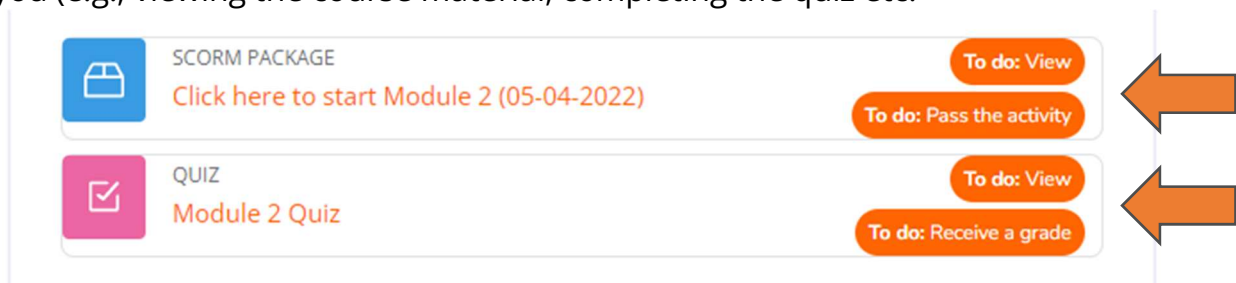
Directly after enrolling, you'll be forwarded to the selected course where you can begin your learning journey. If you want to access the course later on (e.g., after leaving the Learning Hub), you can find it via the **My courses** tab (see Section 3.1) or **Courses** tab (see Section 4.1), both located on the top of the page.

5. Completing Modules


5.1. Module Interface


Upon entering a module, you'll encounter the module interface. It has a simple linear layout where you progress from the top to bottom.

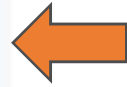
There are some "passive" elements such as images and text fields which require no active cooperation from you. And there are some that require your interaction, for example, surveys, SCORM activities and quizzes. It's easy to identify these elements as they fill have orange flags or markers, showing what is expected of you (e.g., viewing the course material, completing the quiz etc).



In some cases, content might be locked until you have completed some previous activities. For example, you cannot complete a module until you've finished the module closing quiz.

▼ **Module completed** 

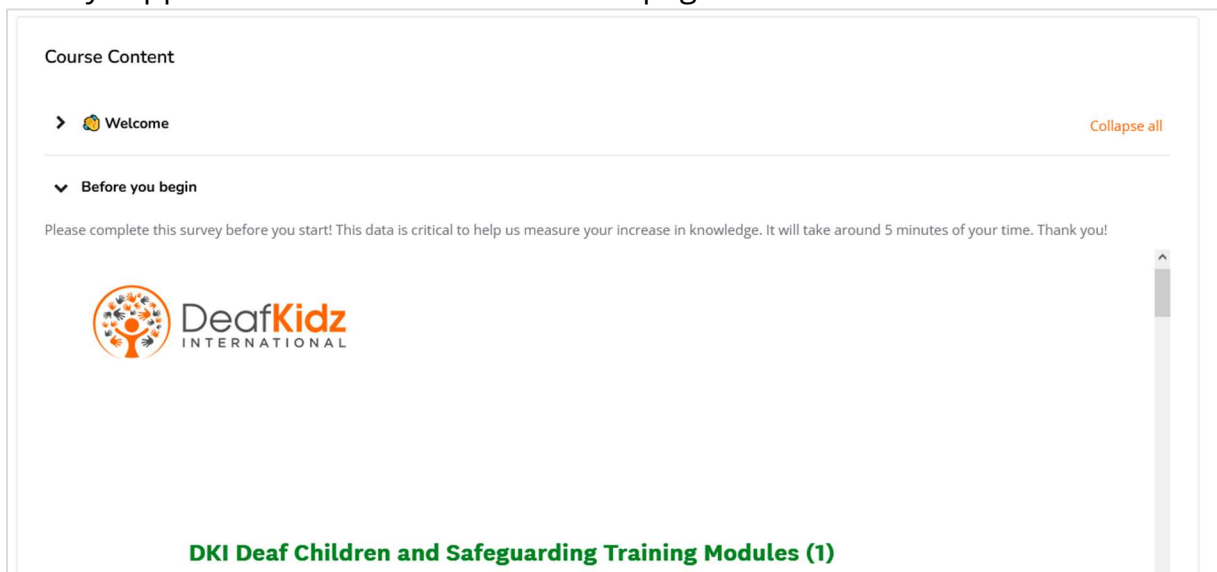
 Not available unless: The activity **Module 2 Quiz** is marked complete




Below you can find details about each activity type that you might encounter throughout your learning.

Questionnaires / Surveys

In some courses you might find some pre- and post-learning surveys. These surveys appear embedded into the course page itself.




Course Content

>  Welcome Collapse all

▼ **Before you begin**

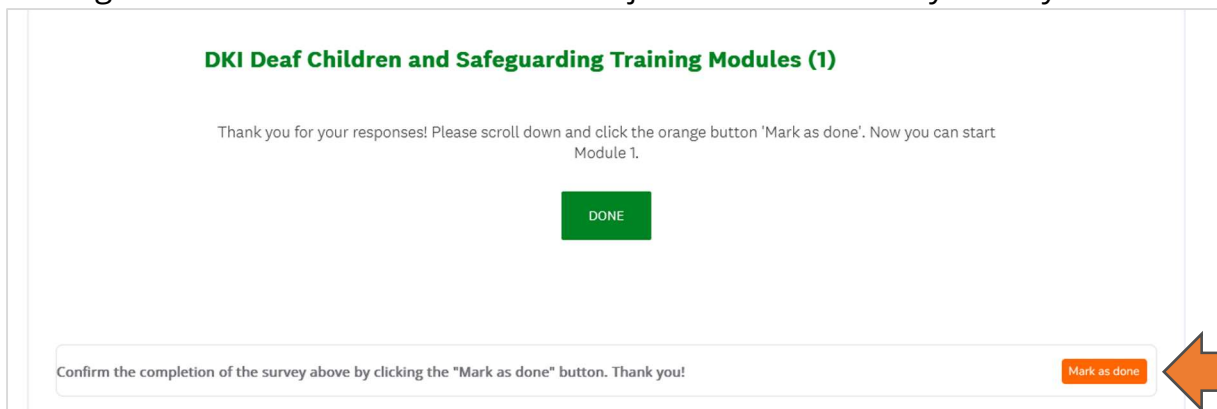
Please complete this survey before you start! This data is critical to help us measure your increase in knowledge. It will take around 5 minutes of your time. Thank you!

 **DeafKidz**
INTERNATIONAL

DKI Deaf Children and Safeguarding Training Modules (1)

Completing them is as simple as for other similar online surveys: read through the questions, select the answer you consider as (most) appropriate, and finally submit it by clicking the “Done” button at its end.

Please note that in some cases you might be prompted to confirm the completion of the survey before you can advance with your learning. This can be achieved by clicking the **Mark as done** button located just below the survey activity.



DKI Deaf Children and Safeguarding Training Modules (1)

Thank you for your responses! Please scroll down and click the orange button 'Mark as done'. Now you can start Module 1.

DONE

Confirm the completion of the survey above by clicking the "Mark as done" button. Thank you!

Mark as done

These surveys greatly help our work in managing the content of the **DeafKidz International Learning Hub**, so please take your time when completing them. Thank you!

The SCORM Activity

You will find the course material in so-called **SCORM¹ package activities**. These allow for interactive and multimedia content within modules. Here's how to work with SCORM activities:



Launching the SCORM Activity

Click on the SCORM activity to open it. This action will launch a new window or tab containing the SCORM content.

Please note that based on your browser's settings, you might need to enable pop-up windows for this site in order to access the content.

Navigating within SCORM Content

In general, within the SCORM activity you can find interactive lessons, multimedia content, quizzes, or other educational materials.

Just follow the on-screen instructions to progress through the content. Use navigation buttons provided within the SCORM package to move forward, backward, or revisit specific sections.

Completing SCORM Content

As you progress forward, you might encounter quizzes or activities within the SCORM package. Complete them as instructed – your progress within the SCORM activity will be automatically tracked and sent to the Moodle. Once you complete the activity, it will appear as completed in Moodle too.

Exiting the SCORM Activity

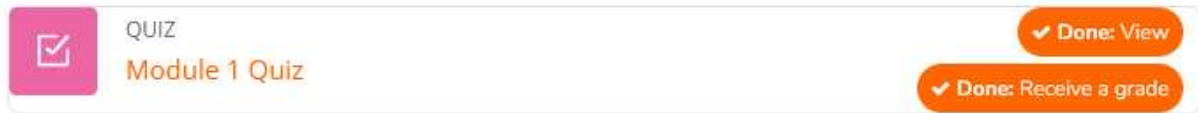
It's recommended to complete a SCORM activity in a single session without exiting prematurely. Nevertheless, it's possible to exit the activity anytime as progress will be saved. Just click on the **Exit activity** button displayed above the SCORM "player".

Please note that closing the browser tab or window before properly exiting the package might cause your progress being lost.

¹ Sharable Content Object Reference Model

The Quiz Activity

Apart from SCORM packages, you might encounter **quiz activities** in some modules. Quizzes are a common component of Moodle courses used for knowledge assessment.



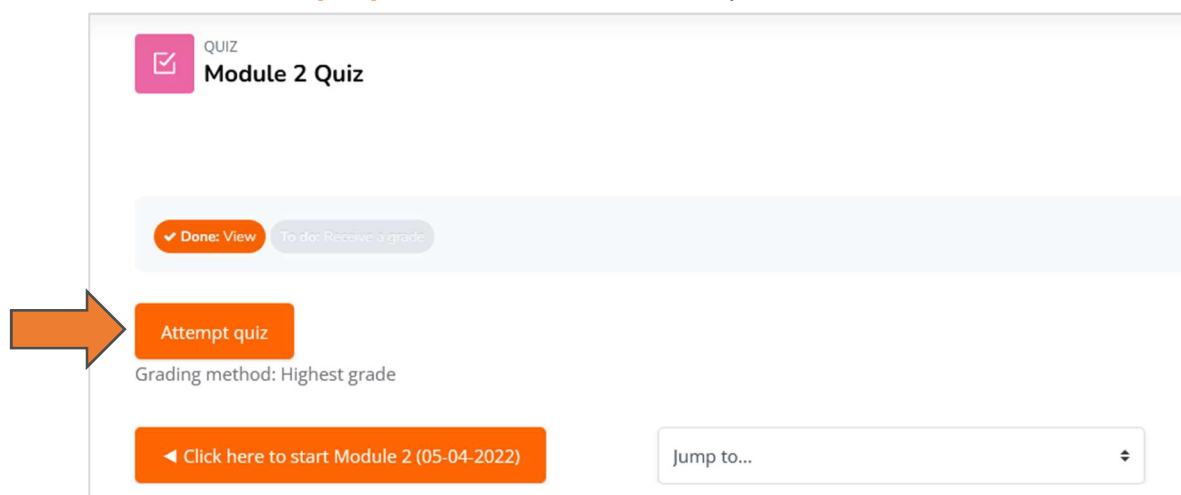
To ensure success and accuracy when taking quizzes, consider the following tips:

- **Read Instructions Thoroughly.** Before beginning a quiz, carefully read any provided instructions, check the time limits and rules if any.
- **Prepare and Review.** Review the relevant course materials and notes before starting the quiz. In some cases, access to quizzes might depend on viewing learning materials first.
- **Manage Your Time.** Be mindful of time constraints, especially if the quiz has a time limit. Allocate your time wisely, and don't spend too much time on a single question.
- **Answer Questions Sequentially.** Typically, quizzes allow you to answer questions in a specific order. Start with the questions you are most confident about to build momentum.
- **Flag and Review.** Most quizzes offer the option to flag questions you're unsure about. This allows you to complete all other questions and then go back to review flagged ones.

Taking Quizzes

Accessing a quiz is as easy as starting other activities – just click on the activity. Then

- Read the start instructions, if present.
- Click the **Attempt quiz** button to start the quiz.

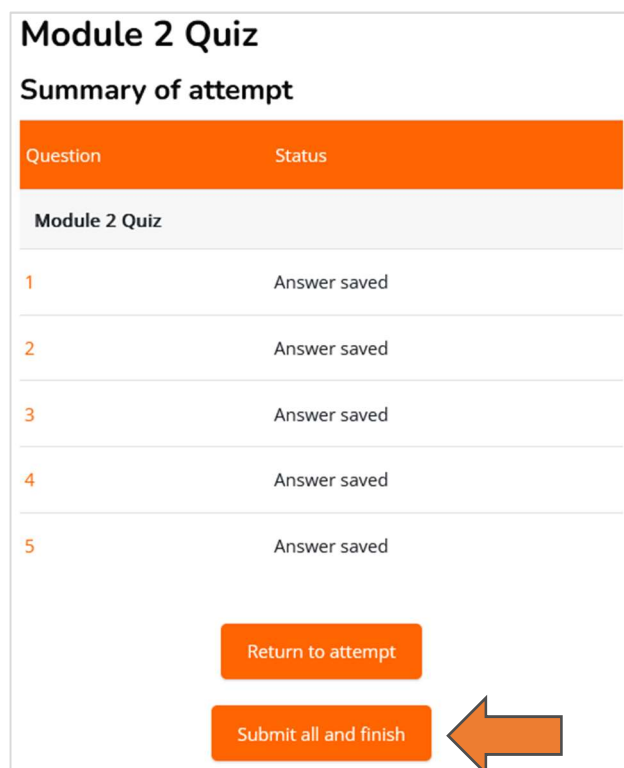


- Read questions carefully and answer them. You can navigate between them using the quiz interface.
- Submit your quiz when you're done:

- First click the **Finish attempt ...** button.

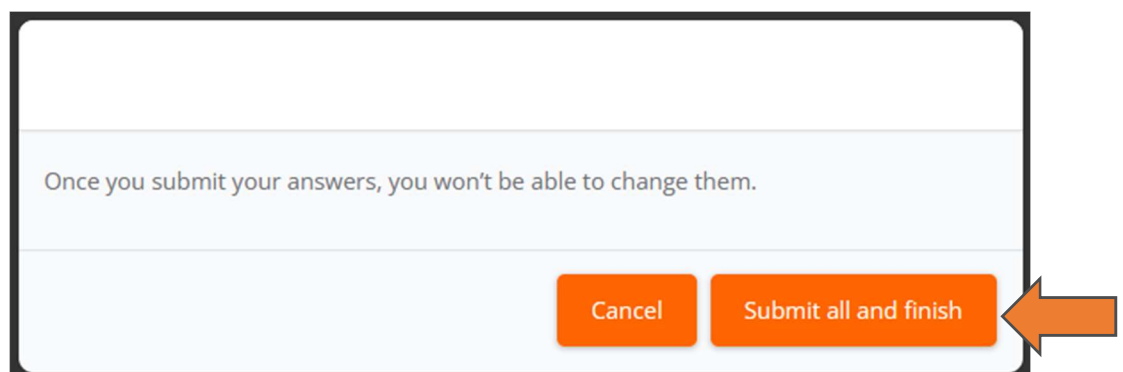


- Check on the next page that you have answered every question. If not, you can go back by clicking the **Return to attempt** button. If yes, click the **Submit all and finish** button.



Question	Status
Module 2 Quiz	
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

- On the newly appearing dialog window confirm again by clicking **Submit all and finish**.



- You'll receive immediate feedback on your performance. Based on the quiz settings, you might see only whether a given answer is correct or not, or if enabled, the correct answers will show.
- You can finish the review by clicking **Finish review** either at the top or at the bottom. This will return you to the quiz page, where you can re-attempt the quiz (if allowed).

Certificates

Some courses offer certificates upon successful completion. Certificates serve as proof of your accomplishment and can be a valuable addition to your professional or educational portfolio. Here's what you need to know about earning certificates:

Completion Requirements

To earn a certificate, you typically need to meet specific completion requirements set for the given course. These requirements may include completing all course activities, achieving a minimum score on quizzes or assignments, or participating in discussions.

Certificate Delivery

In some cases, certificates are automatically generated upon meeting the requirements. If not, you may need to request a certificate once you believe you have fulfilled the criteria.

Certificates are typically available in digital format (PDF) and downloadable from the course site. If set, the certificate will be e-mailed to you automatically when you receive ("unlock") it.

6. Contact Us

We understand that you may have questions or encounter issues while using Moodle. If you need any help, reach out to us by sending an email to

info@deafkidzinternational.org

As you navigate Moodle, remember that learning is a journey, and every click takes you one step closer to your goals. Don't hesitate to explore, ask questions, and seek help when needed. Moodle is a versatile platform designed to make your learning experience as smooth as possible.

Thank you for joining the **DeafKidz International Learning Hub!** We wish you success and fulfilment in your educational journey, and we're here to support you every step of the way.