**Moodle Explanation and Instructions for Guides**

**January 2024**

**What is Moodle?**

Moodle is an online learning platform, which was developed by Martin Dougiamas, a West Australian who grew up and was educated in the WA outback.

It was decided to introduce Moodle during the 2018 Guide Training Course to help trainees check their understanding of key knowledge presented within each unit. It proved to be a very beneficial learning tool and is now available again for all Guides to not only visit the 2018 training course quizzes but also to participate in ongoing learning through new questionnaires. Other resources such as videos, library information, rosters, the current newsletter, the current briefing notes and any other relevant information are also available under the Online Resource Centre heading.

**How to Log in and Get Started**

**If you are a new Moodle user:**

1. Contact Del (0407987892) to be enrolled and given a user name.

**How to access Moodle from home:**

1. Enter <https://kpguides.gnomio.com> into your browser

The Moodle home page will appear.

1. Click on ‘Login’ in the top RH corner.
2. Enter your username (as given to you by Del)
3. Enter the generic password: Moodle#123
4. Your own Moodle Home page will now appear.

Below the photo, you will see a heading: ‘Available Courses’

The first ten questionnaires under this heading are the Training Course quizzes. Scroll down to find the one you want.

Below these questionnaires you will find many more quizzes which will be very beneficial for you after completing the Training.

On the right you will see a ‘Welcome to the Kings Park Guides’ Online Resource Centre’ heading. Under this heading, you will find the Guides Training video, these instructions, the Library Information Folder, the current rosters, the current newsletter, the current briefing notes and any other important information.

**Moodle in the VIC**

If you have quiet time in the VIC you can access Moodle on the computer.

**Note:** you **must not** change the user name or password – simply login.

**Moodle Questionnaire Procedure – Challenging Yourself**

Each questionnaire consists of approximately 10 – 15 questions. All questions have been moulded into the types of question/answer formats available on Moodle. For example: Multiple Choice; True or False; Drag and Drop onto a text; Drag and Drop onto an Image; Matching 2 columns; Embedded answers (also known as Cloze).

Upon completion of a questionnaire (ie once you have pressed the ‘submit and finish’ button), each question will be marked correct, partially correct or incorrect and you will receive a mark out of 10 which is also given as a percentage.

The correct answer is usually displayed in a cream or pink coloured box under the question, however with some question types you will notice the answer is not displayed. **In this case, if you have made a mistake on this question, you will need to hover the cursor over the red cross to see the correct answer.**

**Important Notes**

1. If you start a questionnaire and do not have time to finish it, click on ‘Finish Attempt’- this saves your work for you to return to later. If you do not do this you will lose your work after a certain amount of time.

Once you are completely satisfied that you have finished your questionnaire click on ‘Finish Attempt’ and then on ‘Submit and Finish’.

1. All questionnaires are available until the end of 2025 and may be attempted as often as you like.
2. If a number is required, use the numeral not the word eg 3 not ‘three’; 25 not 25th.
3. Do not use any hyphens between words eg eye contact not eye-contact.
4. Multiple choice questions with multiple answers, by default say: ‘select 1 or more’. Be sure to read the question carefully to find out how many answers are required. eg select 4 correct statements
5. Unfortunately, the ‘Drag and Drop’ instruction is repeated in the box where the answer is given – this is hard coded into the program.
6. Read the questions carefully – they are not all as obvious as they may seem!
7. If you have problems with the use of the program **do not give up,** contact Del (0407987892) – most problems can be sorted out over the phone.

This is intended to be a self-evaluation process – set your own goals and enjoy the challenge that participating in this Moodle online experience will offer.

Happy Moodling,

Del Nistelberger ([delheidi1@bigpond.com](mailto:delheidi1@bigpond.com)) and the Moodle Team.