

Welcome to this Online CPD course with ICEP Europe. The student guide provides information regarding accessing the online learning materials, activities and support.

- Technical requirements;
- Logging into the Online learning system (Moodle);
- Getting around Moodle; and
- Support

Thank you for taking an ICEP Europe course. We hope you have a pleasant learning experience.

Best Wishes,

ICEP Europe Team

## **Technical requirements**

### **To participate in the programme you need:**

Regular access to a PC or Mac capable of running standard MS Office software (or equivalent) for producing word-processed documents, spreadsheets and presentations.

Your PC must be capable of running the required plug-ins for the Virtual Learning Environment (Adobe Flash player, Adobe PDF Viewer, Apple QuickTime, Adobe Reader [<http://get.adobe.com/uk/reader/>]).

Reliable internet access; at least a 56K modem connection, but broadband is highly recommended.

For each module that you take, you will be expected to spend approximately 3-6 hours online per week, participating in discussions and accessing resources.

The latest version of your chosen Internet browser (Firefox and Chrome are recommended.)

A valid and reliable email address

Access to a printer is recommended

## Logging into Moodle to access the course

### Logging in for the first time?

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

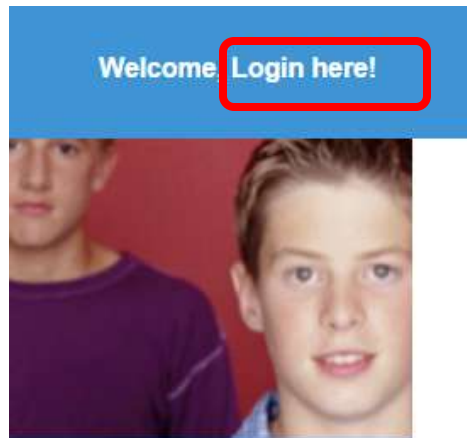
<http://elearning.icepe.eu/>

**Step 2:** On the top right hand corner of the screen you will see “**Welcome, Login here!**”  
Click on the link, “**Login here!**”

Alternatively, you may simply enter your username and password in the ‘**Login**’ block.

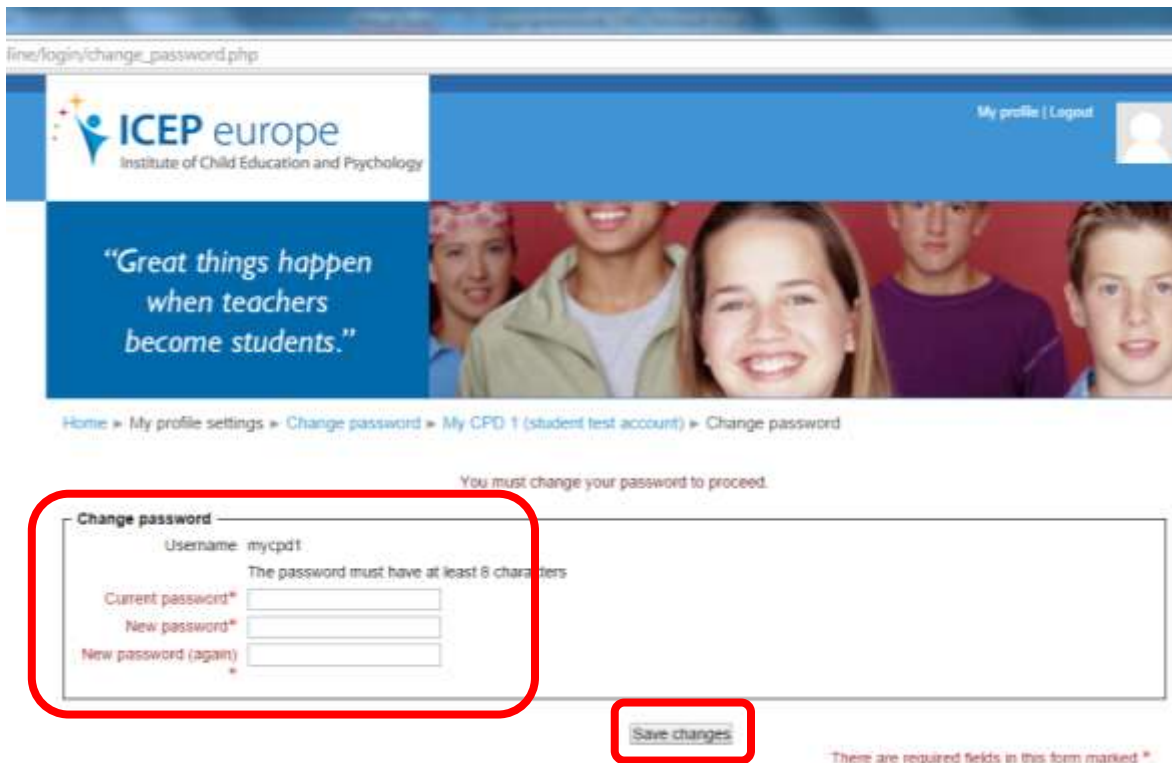
The screenshot displays the Moodle login interface for ICEP Europe. At the top left, the browser address bar shows the URL `elearning.icepe.eu/`. The header area contains the ICEP Europe logo and the text "Welcome, Login here!". Below the header is a banner image with the quote "Great things happen when teachers become students." and a navigation menu on the left with links for Home, Site news, and Courses. The main content area is titled "ICEP Europe's Online Learning Environment" and includes a message from the ICEP Europe Team. On the right side, there is a "Login" form with fields for Username (filled with "mycpdt") and Password, a "Remember username" checkbox, and a "Login" button. A "Lost password?" link is located below the login button.

**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 **ICEPEurope1\*** (case sensitive).

A login form titled "Login" with fields for Username and Password. The Username field contains "mycpd1" and the Password field contains ".....". A "Remember username" checkbox is checked. A "Login" button and a "Lost password?" link are also visible.

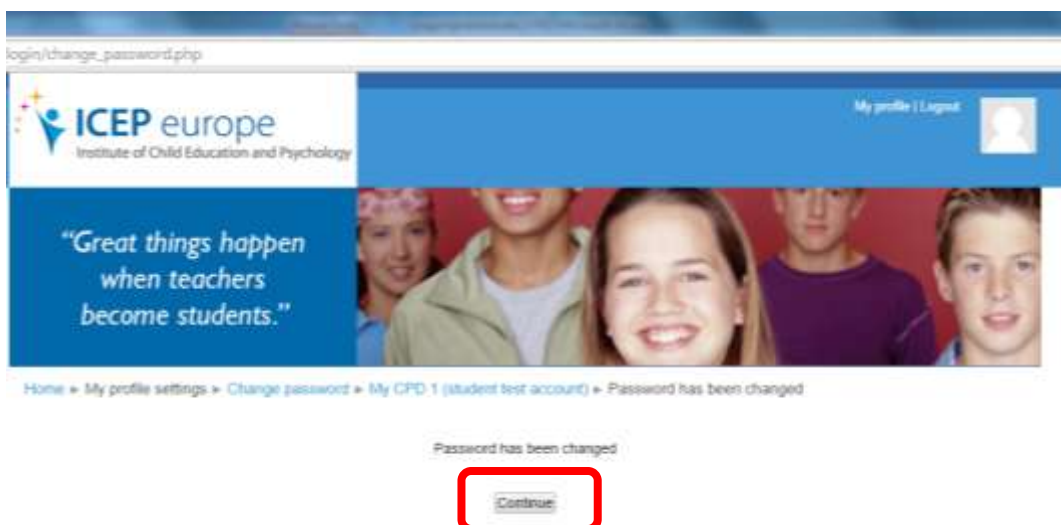
**Step 4:** Once you log in for the first time, you will be prompted to change this password. Enter a new password and click the **“Save changes”** button.

**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 non-alphanumeric character(s).



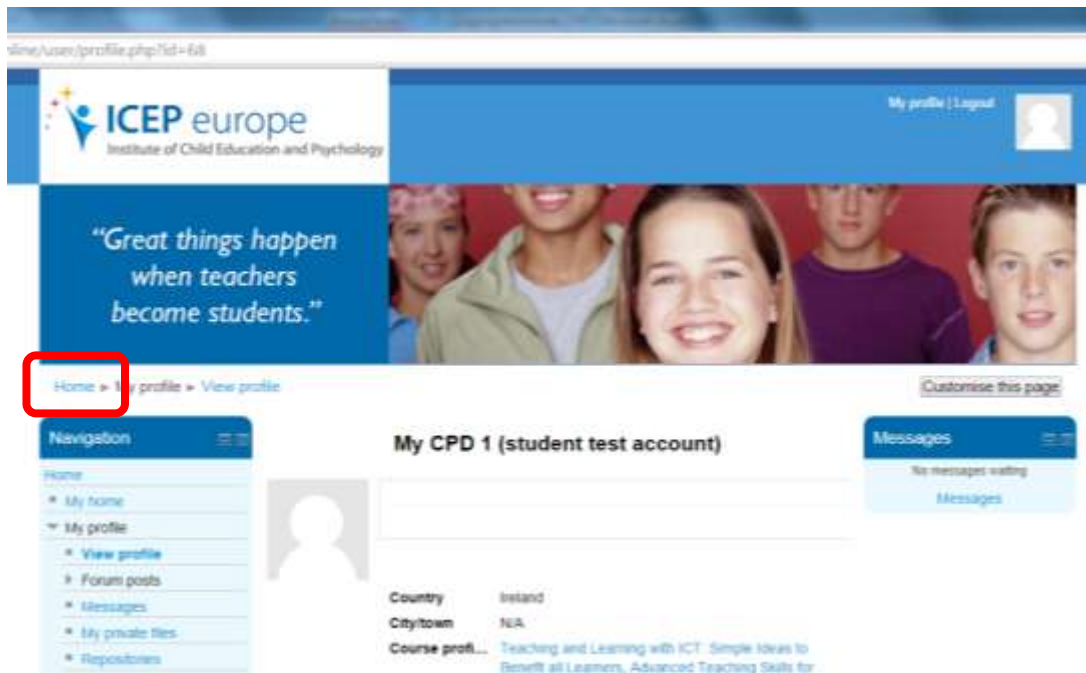
The screenshot shows the ICEP Europe website's password change interface. At the top, the URL is `line/login/change_password.php`. The header includes the ICEP Europe logo and the text "Institute of Child Education and Psychology". A navigation bar contains "My profile | Logout" and a user profile icon. Below the header is a banner with the quote "Great things happen when teachers become students." and a photo of children. The breadcrumb trail reads: "Home » My profile settings » Change password » My CPD 1 (student test account) » Change password". A message states "You must change your password to proceed." The form is titled "Change password" and shows the username "mycpd1". A note says "The password must have at least 8 characters". There are three input fields: "Current password\*", "New password\*", and "New password (again)\*". A "Save changes" button is located below the form. A red box highlights the form fields, and another red box highlights the "Save changes" button. A small note at the bottom right says "There are required fields in this form marked \*".

Your password will now be changed, click the **“Continue”** button to proceed to the profile page.



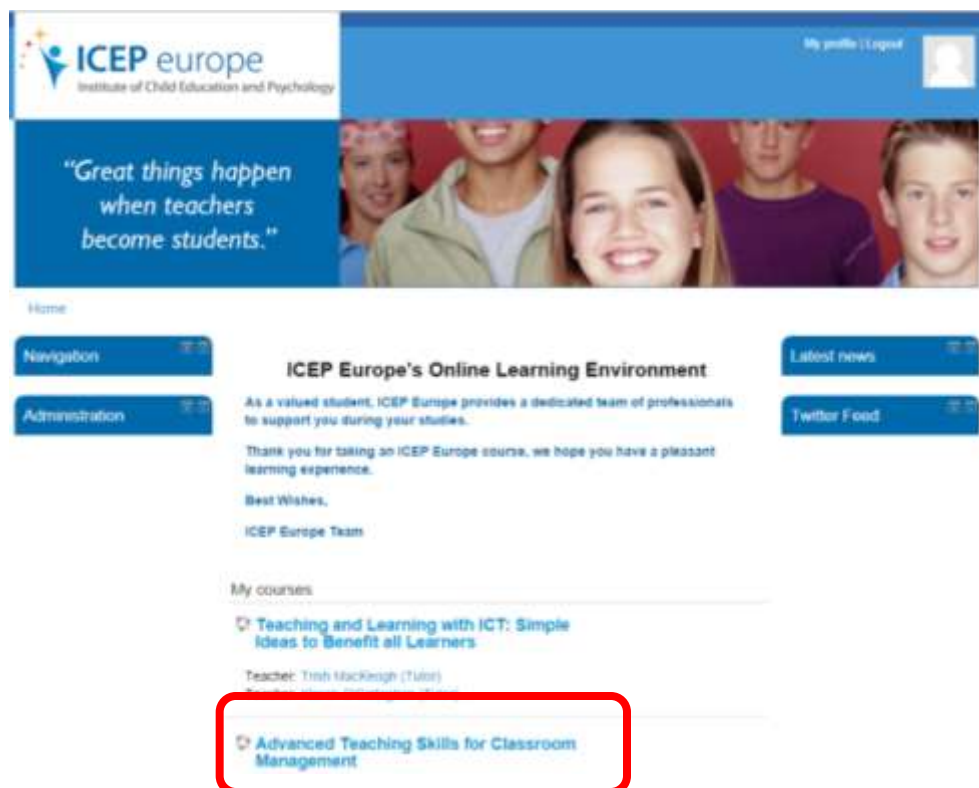
The screenshot shows the ICEP Europe website's password change confirmation page. The URL is `login/change_password.php`. The header and banner are identical to the previous screenshot. The breadcrumb trail now reads: "Home » My profile settings » Change password » My CPD 1 (student test account) » Password has been changed". A message states "Password has been changed". A "Continue" button is located below the message. A red box highlights the "Continue" button.

5. To access your course, click on the “home” button.

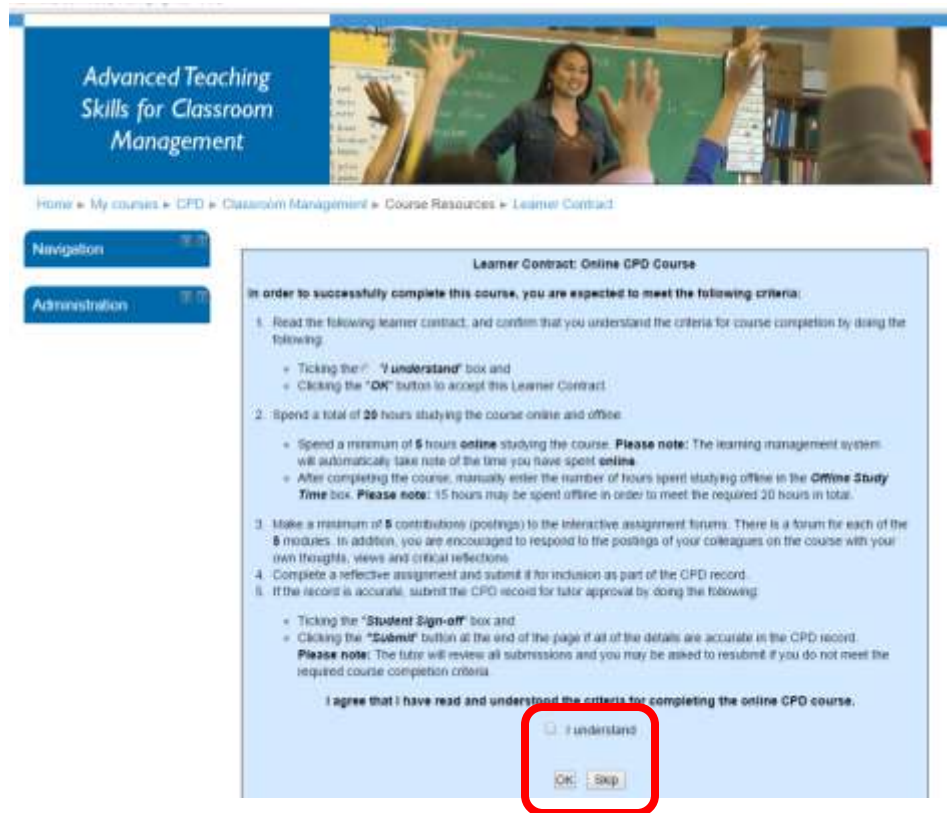


The screen below will appear with your **course title**.

6. Click on the **course title** to access the course material and begin your studies.



6. Click on the **course title** to access the main course page and begin your studies. Upon logging in the first time, the 'Learner Contract' will appear.



7. Please review this contract and confirm that you understand the criteria for course completion by doing the following:

- Ticking the  **"I understand"** box and
- Clicking the **"OK"** button to accept this Learner Contract and proceed to the main course page.

The main module page appears. Scroll up and down to view all columns and sections of the module.



## Getting around Moodle

To get around your module, click on the links within each section or use the expanded 'Navigation block' located in the left-hand column. In addition you may use the 'breadcrumbs' located above the sections to navigate back and forth between areas of your module.

The screenshot shows the Moodle course interface. At the top left is the ICEP Europe logo (Institute of Child Education and Psychology). At the top right, there are links for 'My profile | Logout' and a user profile picture. Below the header is a banner image of a teacher in a classroom with the text 'Advanced Teaching Skills for Classroom Management'. A breadcrumb trail reads 'Home > My courses > CPD > Classroom Management'. On the left is a vertical navigation menu with buttons for 'People', 'Messages', 'Navigation', and 'Administration'. The main content area is titled 'Course Resources' and includes links for 'Learner Contract', 'Course Completion Criteria', and 'Web Resources & Further Readings'. Below this is a 'Forums' section with three forums: 'News and Course Updates Forum' (1 unread post), 'Social and Introduction Forum' (highlighted with a red box), and 'Technical Forum'. Further down is a 'CPD Record' section with a 'CPD Record' link. At the bottom is a section for 'Module 1: Classroom management and its implications for learning', containing links for 'Module 1 Content', 'Module 1 Content in Printable Format', and 'Interactive Assignment Forum 1'. On the right side, there is a sidebar with 'Latest news', 'Calendar' (highlighted with a red box), and 'FAQ's'.

A good place to begin is by reviewing the 'Course Completion Criteria in the **'Course Resources'** section and post an introduction to the 'Social and Introduction Forum'.

## Blocks

Blocks located in the left and right columns provide links to other resources, Web sites, information and tools in Moodle. They can be expanded and collapsed as shown above by clicking on the 'plus' or 'minus' sign located on the top right corner of the block.

The image shows three Moodle blocks stacked vertically. Each block has a blue header bar with a title and a small icon in the top right corner. The 'Latest news' block has a plus sign icon. The 'Calendar' block has a minus sign icon. The 'FAQ's' block has a plus sign icon. The 'Calendar' block is expanded, showing a calendar for October 2014 and an 'Events key' section with four items: 'Hide global events', 'Hide course events', 'Hide group events', and 'Hide user events'. Each item has a colored eye icon next to it.

**Latest news**

**Calendar**

October 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Events key**

- Hide global events
- Hide course events
- Hide group events
- Hide user events

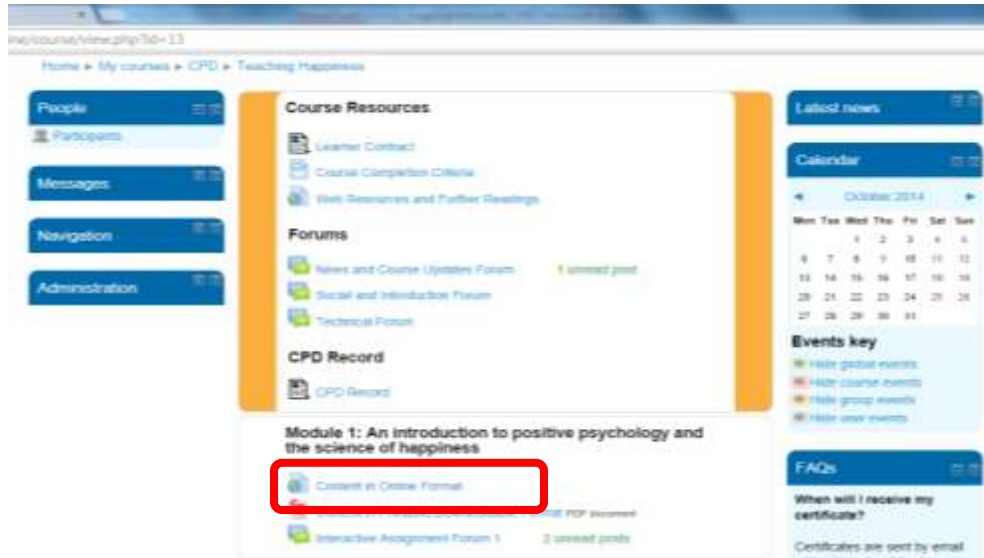
**FAQ's**



## Course Content

The module home page is divided into **3** columns. The **main** course content is located in the **centre** column and divided into 5 modules of study.

Each of these modules consists of core study material in two formats:



1. An **online** graphical format consisting of core study material for each unit, an easy to operate user interface for navigation, imagery and links to relevant resources on the web, such as videos and web sites and



2. a printable format in PDF . The print version may viewed online, downloaded and/or printed.



Download Adobe Reader if necessary by clicking on the following link <http://get.adobe.com/uk/reader/> in order to view PDF documents online or using an e-reader.

## Forums

Forums are used for engaging in discussions with your peers and tutor. The **'Social and Introduction Forum'** is for introducing yourself and having relevant social discussions. The **'News and Updates Forum'** is used to notify everyone of any important changes to course material, dates and relevant course content related items. The **'Technical Forum'** is for making postings regarding needing technical support.

Each of the 5 modules contains an **'Interactive Assignment Forum'**. This is a discussion board area where postings are made considering the assignment topic that has been given. Click on the **'Interactive Assignment Forum'** link to view the assignment topic.

The screenshot shows a course navigation menu with the following sections:

- Course Resources**
  - Learner Contract
  - Course Completion Criteria
  - Web Resources and Further Readings
- Forums**
  - News and Course Updates Forum (1 unread post)
  - Social and Introduction Forum
  - Technical Forum
- CPD Record**
  - CPD Record

Below the menu is the title for **Module 1: An introduction to positive psychology and the science of happiness**. Under this title, there are three links:

- Content in Online Format (highlighted with a red box)
- Content in Printable/Downloadable Format PDF document
- Interactive Assignment Forum 1 (2 unread posts)

To make a posting, click the **“Add a new discussion topic”** button to start a new topic. The ‘Discussion topic’ box appears.

Building Strengths and Creativity > ... > 1: A psychology of strengths and human potential > Interactive Assignment

Please consider the question below and share your responses. Feel free to respond to your classmates' postings with your own ideas and experiences and to introduce related themes, discussion topics or other questions.

Take the VIA survey of character strengths [here](#), if you haven't already done so.

Take note of your top five character strengths, and use each one of these strengths in a new way every day for a week. Share what difference it made to your day.

Or,

You've read about strengthspotting, now apply it in real life. Spot the character strengths in a friend or family member and name those strengths to the other person, making them aware of their key strengths. Tell us about their reaction.

Remember, to add a new discussion posting, click on the "add a new discussion topic" button below. If you wish to reply to a posting, click on the Reply button in the post you are replying to in that particular post. Be sure which post you are responding to.

**Note:** Participation in the Interactive Assignment Forum is a requirement for course completion. Your postings to this forum will form part of your CPD record.

**Add a new discussion topic**

Discussion	Started by	Replies	Unread ✓	Last post
testing	My CPD 1 (student test account)	0	0	My CPD 1 (student test account) Wed, 8 Oct 2014, 11:56 AM

Enter a ‘Subject’ and ‘Message’ using the text boxes and click the **‘Post to Forum’** button and the **‘Continue’**.

▼ Your new discussion topic

**Subject\*** Enter subject here

**Message\***

Enter message here.

Click the 'Post to forum' button.

Path: p

Subscription ⓘ Send me email copies of posts to this forum ▼

**Post to forum**

\* here are required fields in this form marked \*

The posting appears. You may also respond to the postings of your colleagues on the course with your own thoughts, views and critical reflections.

[Add a new discussion topic](#)




Discussion	Started by	Replies	Unread	Last post
<a href="#">Enter subject here</a>	 My CPD 1 (student test account)	0	0	My CPD 1 (student test account) Thu, 9 Oct 2014, 11:46 AM
<a href="#">testing</a>	 My CPD 1 (student test account)	0	0	My CPD 1 (student test account) Wed, 8 Oct 2014, 11:06 AM

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## Reflective Assignment

To access the 'Reflective Assignment', click on the link located near the bottom of the centre column on the course main page.

**Module 5: Grit: Promoting passion and perseverance**

-  [Content in Online Format](#)
-  [Content in Printable/Downloadable Format](#) PDF document
-  [Interactive Assignment Forum 5](#)

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**Reflective Assignment**

Your reflective assignment provides you with the opportunity to consider:

- The key learning points from the overall course
- The issues raised for you and how you will apply your learning from the course to your practice.

**Note:** The reflective assignment forms part of your CPD record. There is no specific word count and guidelines will be provided when you click into your reflective assignment.

 [Reflective Assignment](#)

The instructions screen appears.

**Submission status**

Submission status	No attempt
Grading status	Not graded

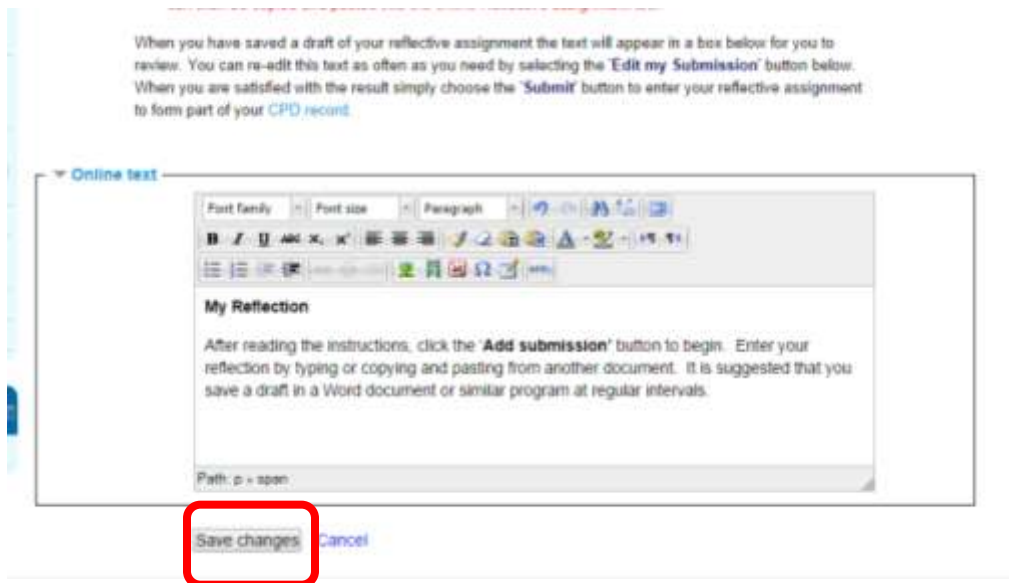
[Add submission](#)

Make changes to your submission

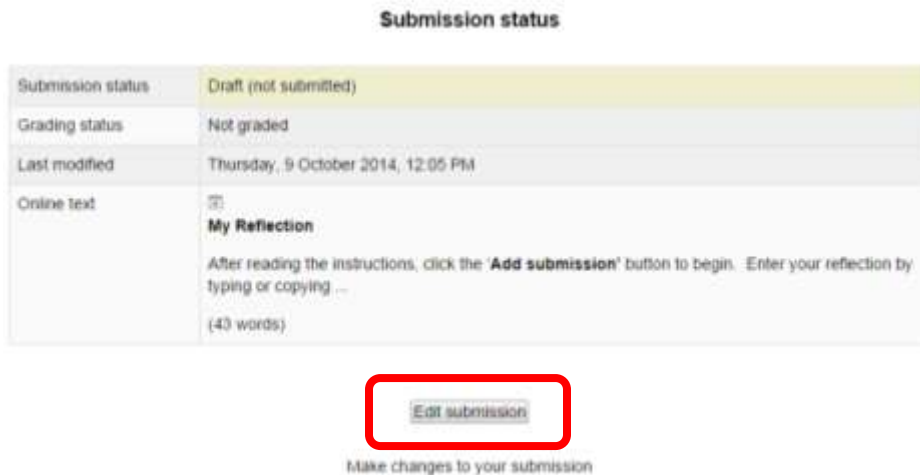
After reading the instructions, click the '**Add submission**' button to begin. Enter the reflection by typing or copying and pasting from another document.

**Hint:** It is suggested that you save a draft in a Word document or similar program at regular intervals.

Click the **'Save changes'** button.




The **'Submission status'** appears. Click the **'Edit submission'** button to make any changes in your reflection before submitting it for grading.





After grading, click on the 'Reflective Assignment' link to view '**Submission status**' and '**Feedback**'.

#### Submission status

Submission status	Submitted for grading
Grading status	Graded
Last modified	Wednesday, 8 October 2014, 11:10 AM
Online text	 This is a test

#### Feedback

Grade	Excellent. Your log shows an in depth knowledge and understanding of the course content.
Graded on	Thursday, 9 October 2014, 12:14 PM
Graded by	 ICEPE Learning Support 2
Feedback comments	Thank you for your participation.

## Course Evaluation Survey

In addition to the criteria outlined above, we request submitting the online course '**Evaluation Survey**' located at the very end of your course home page. This helps us improve the quality of our courses and students' learning experiences.

**Note:** Submission of the evaluation survey is mandatory to earn EPV days during the summer term.

### Evaluation Survey

When you have completed this module, please let us know of your experience studying with us. We value your feedback and we'll be able to make improvements based on your responses.

This survey is anonymous [Click here to take survey.](#)

## Submit CPD Record

Spend a **total of 20 hours (minimum)** studying the course content, completing the interactive assignments, and preparing your reflective assignment. You are required to spend at least **five hours of this time online** engaging with the course content. Our learning management system will automatically take note of the time you have spent online.

After **completing each of the course criteria**,

- Review the CPD record to ensure that it is accurate
- Enter the total number of hours spent studying offline in the '**Offline Hours**' box of the CPD record
- Click on the button to **submit the CPD record** for approval by your course tutor.
- The tutor will approve the CPD record if all criteria have been met and a **Certificate of Continuing Professional Development** from ICEP Europe will be issued. Primary schools teachers in the Republic of Ireland will also be eligible for **EPV** days during Summer Terms.
- In the unlikely event that you are asked to resubmit your CPD record, you are advised to rework your assignments to demonstrate a greater level of engagement with the course content

## Technical Support:

Access the *Technical and News Forums* to post queries regarding technical issues related to the module. Alternatively, you may contact Technical Support via email and/or phone.

**Web:** [www.icepe.ie](http://www.icepe.ie) or [www.icepe.co.uk](http://www.icepe.co.uk)

**Email:** [info@icepe.eu](mailto:info@icepe.eu) or [support@icepe.eu](mailto:support@icepe.eu)

**Phone (IE):** +353 (0)1 6510618 **Phone (UK):** +44 (0) 208 354 7592