



# Moodle User Guide

Facilitators & Course Creators

**Life** Healthcare

*Making life better*



Moodle is a free and open-source learning management system written in PHP and distributed under the GNU General Public License. Moodle is used for blended learning, distance education, flipped classroom and other online learning projects in schools, universities, workplaces and other sectors.

Moodle **4.5** comes with several improvements that make it more **user-friendly, secure, and flexible** than previous versions like 3.10 or even 4.1.

# Moodle – Log in

Life Healthcare Training

Search course

### Course categories

- > [Value-based Care](#) (1)
- > [Compliance and Privacy](#)
  - [e-Learning Governance](#) (2)
  - [Corporate Real Estate Office - Facilities Management](#) (1)
- > [CPD](#) (4)
  - [Environmental Sustainability](#) (1)
- > [Human Resources](#) (3)
- > [Information Management \(IM\)](#) (1)
  - [IT End User Training](#) (2)
- > [Life College of Learning](#) (12)
- > [Life Health Solutions](#) (5)
  - [Life Health Solutions - Operations](#) (17)
- > [Life Renal Dialysis](#)
  - [Moodle Training](#) (6)

### Log in to Life Healthcare Training

Username

Password

Log in

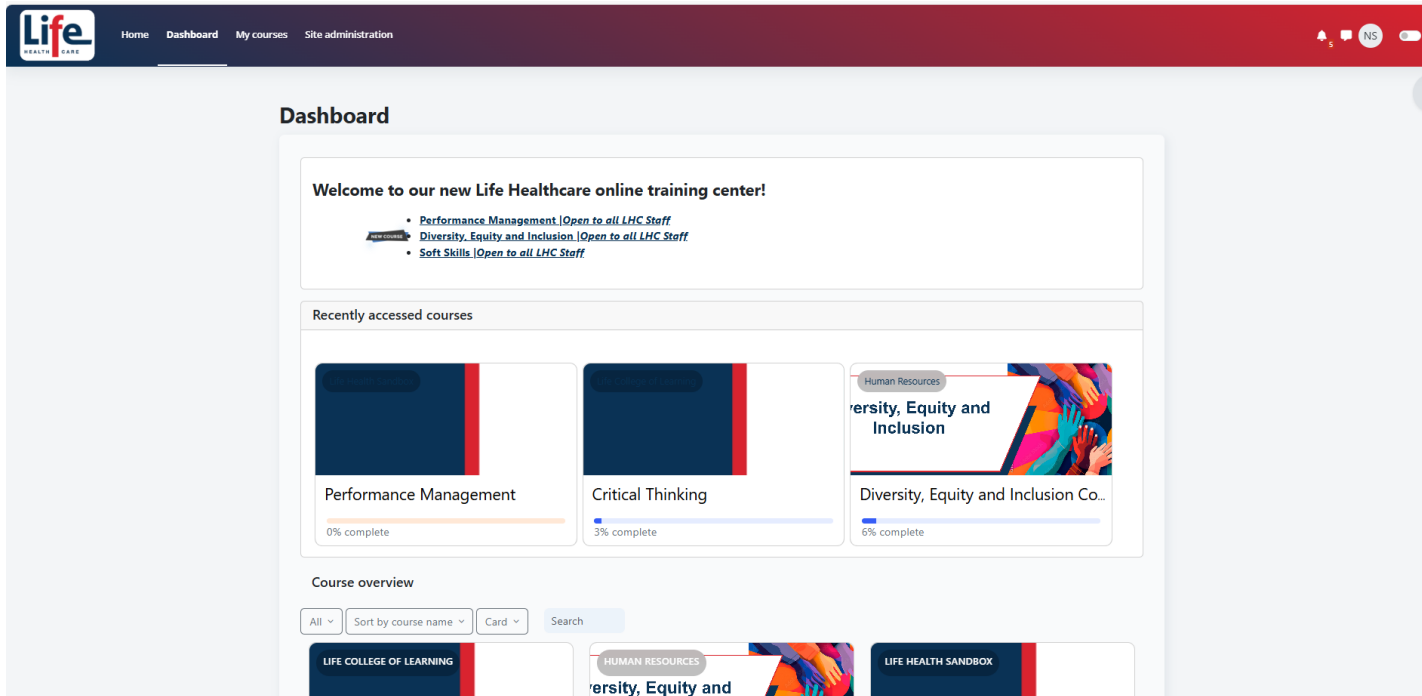
[Lost password?](#)

English (en) ▼ [Cookies notice](#)

1 Log in Button

2 Login Page  
-You will need a username and password to log in.

3



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## Navigation Menu

- **Home** : The main landing page of the LMS.
- **Dashboard** : Personalized area showing, new training, Recently accessed courses, an overview of your enrolled courses and the course,
- **My Courses** : Lists all courses the user is enrolled in. Each course tile shows the course name, progress bar, and quick access to grades or activities.

## 4 Home

**A** Home : The main landing page of the LMS.

You will see a welcome banner, followed by a **search bar** that allows users to quickly locate courses by name, keyword, or category. Below this, a list of all available course categories is displayed.

The screenshot shows the Moodle Home page. At the top, there is a navigation bar with the Life Healthcare logo and links for Home, Dashboard, My courses, and Site administration. A search bar is located at the top right of the page, containing the text "Enter your search term". Below the search bar, there is a large banner with the text "Welcome to our new Life Healthcare online training platform!". The banner also mentions that the platform has been upgraded to Moodle 4.5 and lists several improvements. Below the banner, there is a section titled "My courses" which displays three course cards: "Critical Thinking", "Diversity, Equity and Inclusion Course", and "Performance Management". Below the course cards, there is a button labeled "All courses". At the bottom of the page, there is a section titled "Course categories" with a link to "Value-based Care (1)" and a button labeled "Expand all".

# Moodle - Dashboard



## Dashboard

Personalized area showing, new training, Recently accessed courses, an overview of your enrolled courses and the course



## Right Navigation pane

This will help you navigate to all your courses as well as give you access to the calendar and all upcoming events

# Moodle – My Courses

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The screenshot displays the Moodle 'My Courses' interface. At the top, a dark red navigation bar contains the 'Life Healthcare' logo and menu items: 'Home', 'Dashboard', 'My courses', and 'Site administration'. Below this, the 'My courses' section features a search bar and filter options. Three course tiles are shown, each with a progress bar and completion percentage. A 'Create course' button with a red 'A' icon is located in the top right of the course list area.

## 7 My Course

Lists all courses the user is enrolled in. Each course tile shows the course name, progress bar, and quick access to grades or activities.

## A Create Course

This button allow user (Administrator / Manager / Course Creator) to **add a new course space** to the site.

# Moodle Site Administrator

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Life HEALTH CARE

Home Dashboard My courses Site administration

Site administration

Search

General Users Courses Grades Plugins Appearance Server Reports Development

1 2 3 4 5 6 7 8 9

Don't miss out on important updates and security alerts. Register your site

Notifications  
Registration  
Feedback settings  
Advanced features  
Site admin presets

AI  
AI providers  
AI placements

Competencies  
Competencies settings  
Migrate frameworks  
Import competency framework  
Export competency framework  
Competency frameworks  
Learning plan templates

## 8 Site Administrator

The main control center where administrators (and sometimes managers with certain permissions) can configure and manage the entire Moodle site.

Depending on your permissions, you'll see these tabs:

### 1.General

1. Site name, front page settings, and site policies.

### 2.Users

1. Manage user accounts
2. Assign system roles and upload users in bulk.

### 3.Courses

1. Create, manage, and back up courses.
2. Define course categories and default settings.

### 4.Grades

1. Configure grading scales, grade letters, and reports.

### 5.Plugins

1. Install, update, or manage plugins.
2. Configure authentication, enrolment, activities, and blocks.

### 6.Appearance

1. Manage themes, logos, and navigation menus.
2. Configure dashboard and course layout settings.

### 7.Server

1. Manage system performance, HTTP settings, and scheduled tasks.
2. View PHP info, logs, and debugging options.

### 8.Reports

1. Access logs, activity reports, and security overviews.

### 9.Development (for advanced admins)

1. Debugging tools, web services, and database management.

# Moodle – Creating a Course

When you click on **Site Administration**, the **Administration Menu** will be displayed.

9 Click on **Courses**

The screenshot shows the Moodle Site Administration interface. At the top, there is a navigation bar with the Life Healthcare logo and menu items: Home, Dashboard, My courses, and Site administration. The 'Site administration' menu is expanded, showing sub-items: General, Users, Courses, Grades, Plugins, Appearance, Server, Reports, and Development. The 'Courses' item is highlighted with a red box and a circled '9'. Below this, a search bar is visible. A red-bordered inset window shows a zoomed-in view of the 'Courses' sub-menu, where the 'Add a new course' link is highlighted with a red box and a circled 'A'. An arrow points from this 'A' to the text 'Click on Add a new course' on the right. The inset window also shows other course management options like 'Manage courses and categories', 'Add a category', 'Restore course', 'Download course content', 'Course request', and 'Upload courses'. Below the 'Courses' section, there are sections for 'Default settings' and 'Groups' with their respective sub-links.

A Click on **Add a new course**

# Moodle – Creating a Course

The screenshot shows the 'Add a new course' form in Moodle. The form is titled 'Add a new course' and has a navigation bar at the top with 'Category', 'Settings', 'Upload courses', and 'More'. The form is divided into sections, with 'General' expanded. The fields include: 'Course full name', 'Course short name', 'Course category' (set to 'Value-based Care'), 'Course visibility' (set to 'Show'), 'Course start date' (set to 17 October 2025), 'Course end date' (set to 17 October 2026), and 'Course ID number'. A red bracket labeled 'A' encompasses the entire form area.

**A** Fill in the course details

**B** Click on **Save and display**

This close-up shows the bottom of the form with two buttons: 'Save and display' and 'Cancel'. A red box surrounds both buttons, and a red circle labeled 'B' points to the 'Save and display' button.

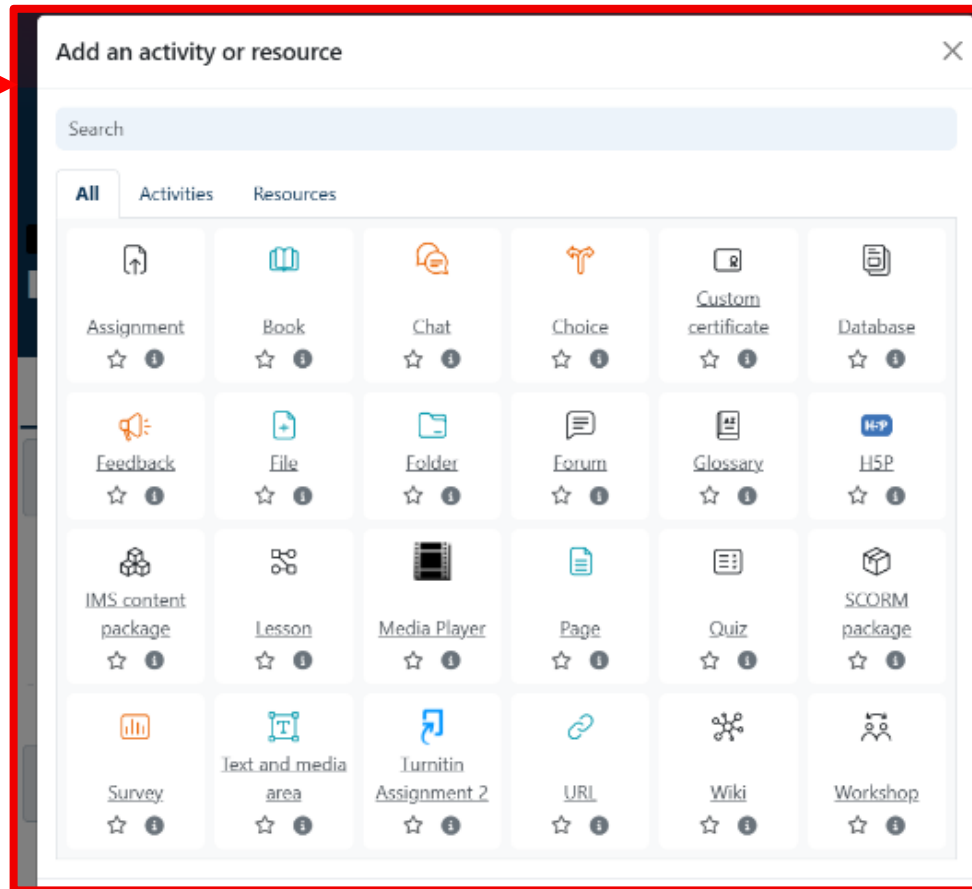
# Moodle – Creating a Course

The screenshot shows the Moodle course interface for 'Diversity, Equity and Inclusion Course'. At the top right, a red arrow points to a toggle switch labeled '10', which is used to turn editing on. Below the banner image, there are navigation tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'General' section is expanded, showing an 'Announcements' block. A red box highlights the '+ Add an activity or resource' button, labeled '11', which is used to add new content to the course.

**10** Turn editing on (Toggle button, top right corner of the page) - It allows teachers or course editors to make changes to a course page.

**11** Click on Add an Activity or resource

12



12

Select the activity or resource you require, and then upload or add the relevant content

**Activities are interactive tools that require learner participation.**

**Resources are static content you share with students — things they can read, view, or download, but not interact with (other than viewing)**

# Moodle – Enrol Users (Manual)

The screenshot shows the Moodle course interface for 'Diversity, Equity and Inclusion Course'. The course is categorized under 'HUMAN RESOURCES'. The 'Participants' tab is highlighted with a red box and a circled '13'. Below the tabs, the 'Enrolled users' section is highlighted with a red box and a circled '14'. A modal window titled 'Enrol users' is open, showing 'Enrolment options' with a 'Search' dropdown menu highlighted by a red bracket and a circled '15'. At the bottom of the modal, the 'Enrol selected users and cohorts' button is highlighted with a circled '16'. The course banner features a laboratory setting with petri dishes and a pipette.

Navigate to the course you want to enroll a user

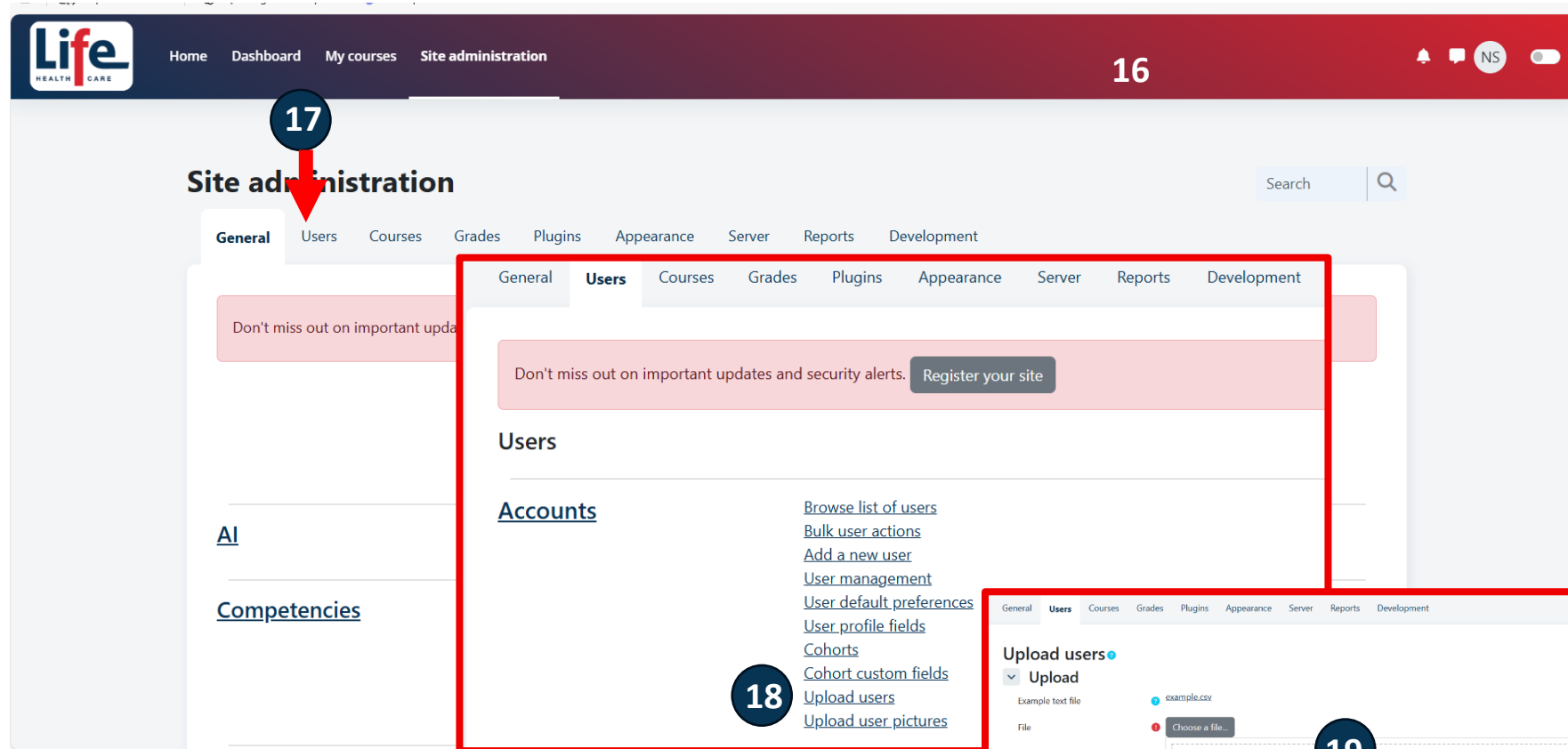
**13** Click on Participants

**14** Click on Enrol Users

**15** On the Select Users text box – Enter the username of the user you intend to enroll.

**16** Click on Enrol selected users and cohorts

# Moodle – Enrol Users (Bulk Users) **Contact Centre**

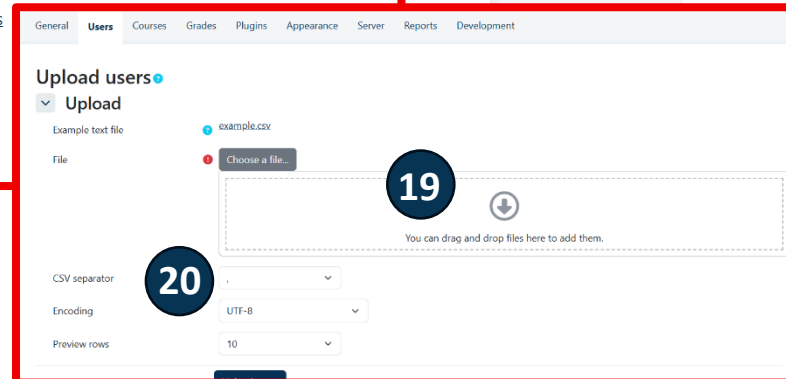


17 Click on Users

18 Click on Upload Users

19 Upload the CSV File

20 Select your CSV Separator (Either a comma(,) or a Semicolon(;) depending on your computer settings)



# Moodle – Enrol Users (Bulk Users) **Contact Centre**

21

	A	B	C
1	Username	course1	course2
2	#####	DEI	POPIA
3			

Settings

22 Upload type

New user password

Standardise usernames

Select for bulk user actions

> Default values

> Other fields

23

21

CSV File headings

22

Once you have uploaded the CSV file, go to Settings, Upload Type, and select **Update existing users only**.

23

Click on **Upload users**