

Moodle User Guide

Students/Users

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

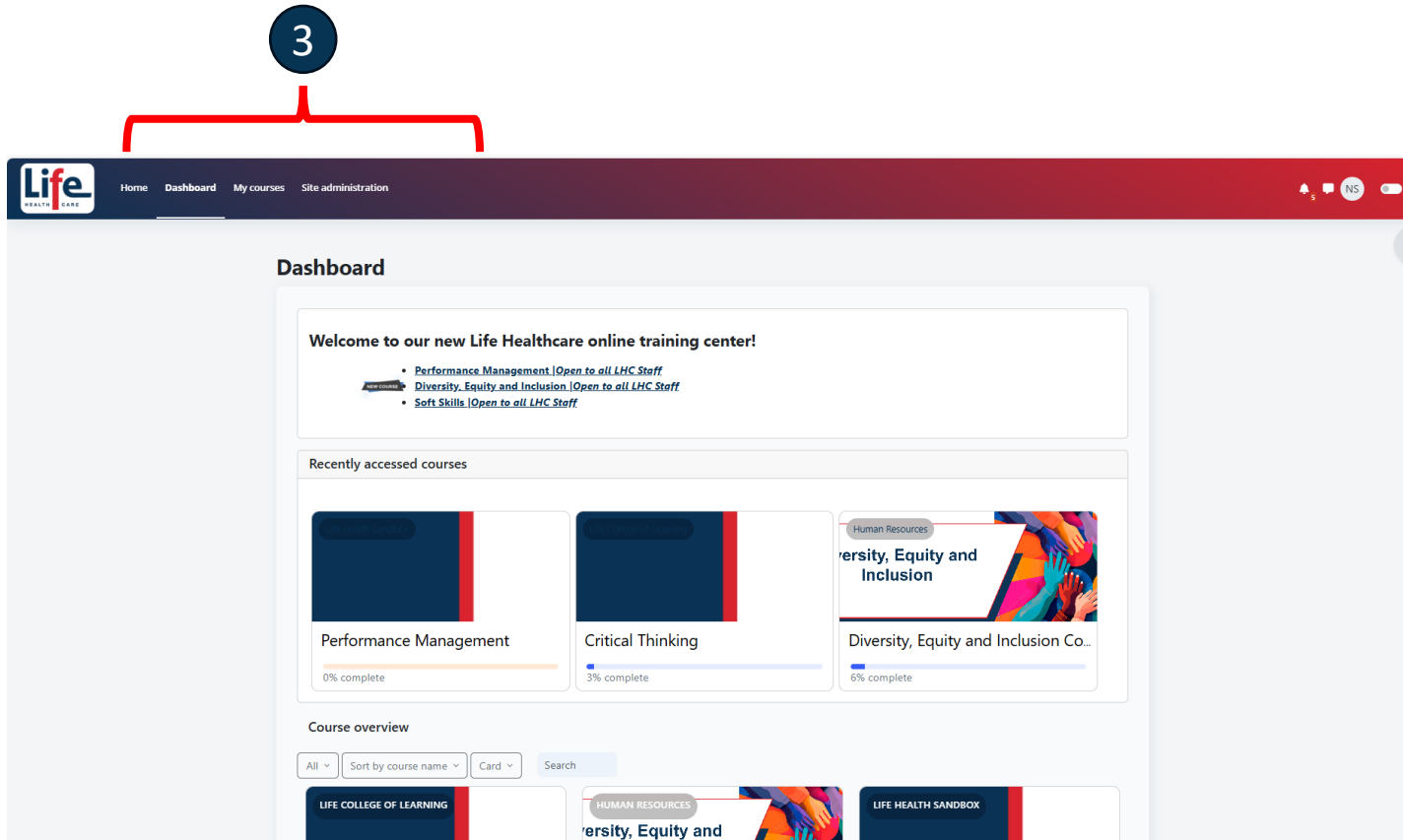
Life Healthcare Training

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)

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



3 Navigation Menu

- **Home** : The main landing page of the LMS. With a search option to simplify course searching
- **Dashboard** : Personalized area showing, Recently accessed courses Timeline of upcoming activities Calendar and progress overview Customizable blocks (e.g., course overview, calendar, private files)
- **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 left, a navigation menu includes 'Home', 'Dashboard', 'My courses', and 'Site administration'. A search bar is located at the top center of the main content area. Below the search bar, a 'My courses' section displays three course cards: 'Critical Thinking', 'Diversity, Equity and Inclusion Course', and 'Performance Management'. Below the course cards is an 'All courses' button. At the bottom, a 'Course categories' section is visible, with a link to 'Value-based Care (1)' and an 'Expand all' link.

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Life Healthcare

Home Dashboard My courses Site administration

Enter your search term

Welcome to our new Life Healthcare online training platform!

We have upgraded our platform to Moodle 4.5. It comes with several improvements that make it more user-friendly, secure, and flexible than previous versions.

Upgrading Moodle is essential to ensure that our learning platform remains secure, efficient, and aligned with modern teaching and

If you need any assistance, please contact your administrator.

Search course

My courses

Critical Thinking

Diversity, Equity and Inclusion Course

Performance Management

All courses

Course categories

Value-based Care (1)

Expand all

Moodle - Dashboard



5 Dashboard

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



6 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

Mo	Tue	We	Thu	Fri	Sat	Sun
n	d		1	2	3	4
5						
6	7	8	9	10	11	12

Moodle – My Courses



Life Healthcare

Home Dashboard **My courses** Site administration

My courses

Manage courses Create course

All Sort by course name Card Search

LIFE COLLEGE OF LEARNING

Critical Thinking

3% complete

HUMAN RESOURCES

Diversity, Equity and Inclusion Course

6% complete

LIFE HEALTH SANDBOX

Performance Management

0% complete

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.

Moodle – Accessing your training

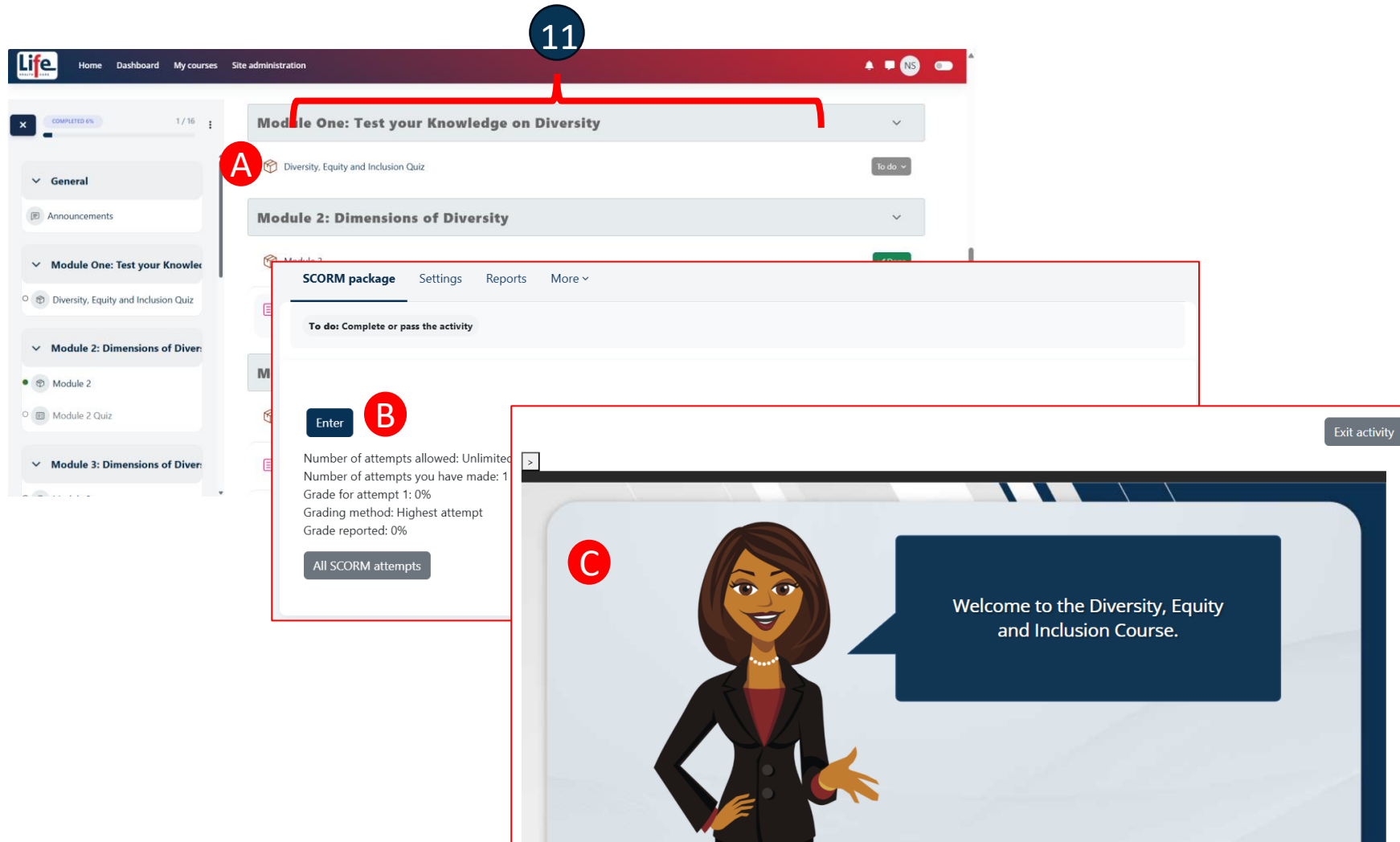
The screenshot illustrates the Moodle interface for accessing training. At the top, the 'My courses' section displays three course cards: 'Diane Sandbox', 'Diversity, Equity and Inclusion Course', and 'Study skills workshop'. A red arrow labeled '8' points to the 'Diversity, Equity and Inclusion Course' card. Below this, the course page is shown with a navigation menu at the top (Home, Dashboard, My courses, Site administration) and a course banner for 'HUMAN RESOURCES Diversity, Equity and Inclusion Course'. A red arrow labeled '9' points to the course navigation pane on the left, which lists sections like 'General', 'Module One: Test your Knowledge', 'Module 2: Dimensions of Diver', and 'Module 3: Dimensions of Diver'. A red arrow labeled '10' points to the 'General' section in the navigation pane. The main content area shows a 'General' section with a 'Collapse all' button and a message: 'Dear Employee. Thank you for accessing the DEI programme on Moodle. Please note that modules one to three are active. Four will be active from Tuesday 16 September. Thank you for your patience while the maintenance is being done.'

8 Access Your Course
Go to, My Courses, Click on the course you want to work on.

9 Course Navigation Pane
Facilitator/Course Creators create and organize learning materials, and students interact with content, assessments, and each other.

10 Course Navigation Pane
This course navigation pane will give you the course completion status, course sections and all activities per section.

Moodle – Accessing your training



11 Your Course Area

Access your course activity / resource

Example accessing the SCORM File

- A Click on the Activity or Resource
- B Click on Enter to Access the file
- C Your activity content will be displayed

Moodle – Accessing your Quiz

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Your Quiz Section

On your Course navigate to your Quiz section / Activity, Find your quiz, click to open

- A Read the instructions carefully.
- B Click on Attempt quiz, Complete the quiz
- C Click on Finish Attempt.
- D Click on **Submit all and Finish**

A Question bank

To do: Receive a grade To do: Receive a passing grade

A mark of 90% is required to pass this training. Multiple attempts at the test are allowed, however if it becomes clear that you have not understood the material you will need to repeat the course and pay close attention to the details.

B Attempt quiz

Attempts allowed: 3

Grading method: Last attempt

Grade to pass: 9.00 out of 10.00

C Finish attempt ...

D Submit all and finish

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered

Question 10
Not yet answered
Marked out of 1.00
Flag question
Edit question
v1 (latest)

Who wrote this obituary?

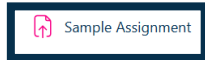
- a. Timothy Manning
- b. Samantha page
- c. Eloise Smith

[Clear my choice](#)

Moodle – Submitting your assignment

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Submitting your Assignment



Sample Assignment

Opened: Wednesday, 15 October 2025, 12:00 AM

A Add submission

Submission status

Submission status	No submissions
Grading status	Not graded
Last modified	-
Submission comments	> Comments

Sample Assignment

Opened: Wednesday, 15 October 2025, 12:00 AM

▼ Add submission

File submissions Maximum file size: 100 MB, maximum number of files: 20

Files

B

You can drag and drop files here to add them.

Accepted file types:
All file types

C Save changes Cancel

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Your Assignment Submission section

On your Course, navigate to your Assignment submission section / Activity, Find your Assignment, click to open

A Click Add Submission

B Upload your file

C Click Save Changes.