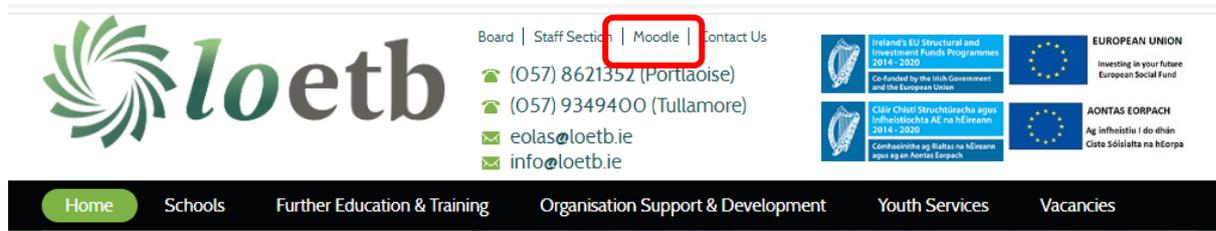


GETTING STARTED - TEACHER

LOG IN

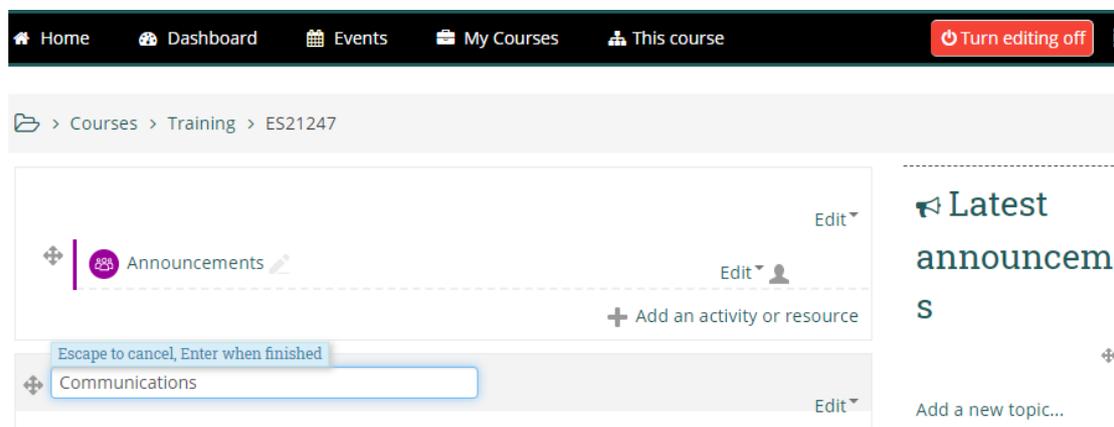
1. Go to www.loetb.ie and click the Moodle link on the top right corner, or go directly to <https://loetb.etbonline.ie/>



2. When you log in, you will see the courses on which you have been enrolled



3. Click on the course you want to work on
4. Click on "Turn Editing On"
5. Once editing is turned on, you can edit section titles, add new sections, etc.



- 6.

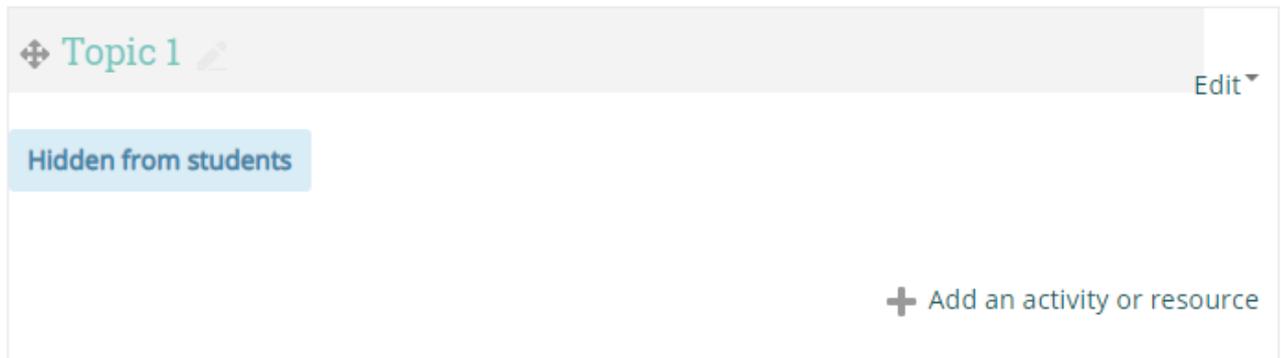
SOME COMMON COMMANDS

ADD FILES

You can drag and drop files into the relevant section, or click on “Add an activity or resource”, scroll down to “File” and follow the steps to upload. (You won’t have the option to add an activity or resource if you haven’t turned editing on).

HIDE SECTION

You can keep sections hidden from learners and reveal as required, or move items from hidden section to non-hidden sections. To do this, click on “Edit” on right of the section and select “Hide Topic”



CHECK LEARNER STATUS

While in a course, click “Participants” on right hand side to see a list of enrolled learners. You will also see when they logged in last, so can identify learners that might need to be followed up.

ASSIGNMENTS

You can set up assignments so that learners can submit online. To do this, click on “add an activity or resource” and select “Assignment” and click “Add”. You can put the assignment details here directly, or upload briefs, etc. Under availability, if you select a date in the future for “Allow Submissions From” and tick “Enable”, the learner will not be able to submit until that date. If you select a “Cut-off Date”, the learner won’t be able to submit after that date/time. Under “Submission Settings” you can decide whether the learner can submit multiple times, or just once. There is no need to change any of the other settings. When finished, click “Save and Return to Course”

WHAT DOES A LEARNER SEE?

At any time if you want to check what the learner will see, on the top right hand corner, click the arrow to the right of your name and click "Switch Role to" and select "Learner". Don't forget to switch back to your normal role when done.