Moodle - Safe Ministry with Children Student User Guide

1. Log in to Moodle

To log in to Moodle, visit

https://ucaqld.moodlesite.pukunui.net/

or go to the Moodle link on the bottom of the Safe Ministry with Children website. You need to use the same username that you were given when your account was created.

2. Site Tour

On the first time that you log in to Moodle, you will be taken on a brief tour. This tour will give you some instructions on how to access your courses and use Moodle. You can also take some time to familiarise yourself as follows:

https://docs.moodle.org/38/en/User_quick_guide

3. How to access a course

When you log on to Moodle (https://ucaqld.moodlesite.pukunui.net/) , you should see a list of available courses on the home page.

You have access to the site once you have had an account created. Use your username and password from when you created your account.

 You will be able to go into each course that you have been enrolled in.

[If you click on 'dashboard' it should also have the courses that you have been enrolled in]

 If in doubt, you would be required to complete the "Training for Lay Workers: Modules 1 – 5 depending upon your role in the church.

 Module 1 and 2 are the main required courses, and the document library has all of the documents as well as some additional resources.

 Just click on the blue title of the course, (eg   Training for Lay Workers: Module 1) and it will take you to the course page, which has 'Introduction" in blue at the top.

 You will be able to click on each course that you have been enrolled in and complete the activities in each course.

[Check with your presbytery or church office about which courses you are required to complete.]

If you click on a course title and you get a message that you are not enrolled, then you are not required to complete that course. If you think that this is wrong, please contact your church or presbytery office.

Sometimes the results from your course may take a little while to show up. That's OK. But if it's been more than a day, please let someone know:

1. **Bremer Brisbane Presbytery:** office@bremerbrisbane.org.au
2. **Carpentaria Presbytery:** office@ucacarpentaria.com.au
3. **Central Queensland Presbytery:** cqsecretary@centralqldpresbytery.org.au
4. **Mary Burnett Presbytery:** secretary@maryburnettpres.org.au
5. **Moreton Rivers Presbytery:** adminsupport@moretonriverspresbytery.org.au; or office@mrpres.org.au
6. **South Moreton Presbytery:** compliance@southmoreton.org.au; or office@southmoreton.org.au;
7. **The Downs Presbytery:** admin@downspresbytery.org.au; or tdpresb.safe@gmail.com

4. Practice site

Moodle has 2 practice sites which can be used to familiarise yourself with using Moodle. The link is provided below:

https://moodle.org/demo/

Click on either of the demo sites - **Mount Orange School** or **Moodle Sandbox**

Then under '**See Moodle in Action**' you will notice a blue box

Choose a role

Choose 'Student' as your role on this practice site.

5. Course enrolment

Now that you have completed the site tour, you should already be enrolled in some courses. There are a number of ways for you to be enrolled in courses. Your SMC administrator at you presbytery can enrol you. Alternately, you may have been directed to Moodle by someone from the church council or church office. Check with them, if you are worried about your enrolment.

You can email or phone your presbytery

1. **Bremer Brisbane Presbytery:** office@bremerbrisbane.org.au
2. **Carpentaria Presbytery:** office@ucacarpentaria.com.au
3. **Central Queensland Presbytery:** cqsecretary@centralqldpresbytery.org.au
4. **Mary Burnett Presbytery:** secretary@maryburnettpres.org.au
5. **Moreton Rivers Presbytery:** adminsupport@moretonriverspresbytery.org.au; or office@mrpres.org.au
6. **South Moreton Presbytery:** compliance@southmoreton.org.au; or office@southmoreton.org.au;
7. **The Downs Presbytery:** admin@downspresbytery.org.au; or tdpresb.safe@gmail.com