

The following is a brief overview of how to access the AusDBF Learning Management System (LMS) and complete your course eLearning modules. Whilst following the below instructions if you experience an opportunity that requires assistance, please go to last page of this guide for contact details.

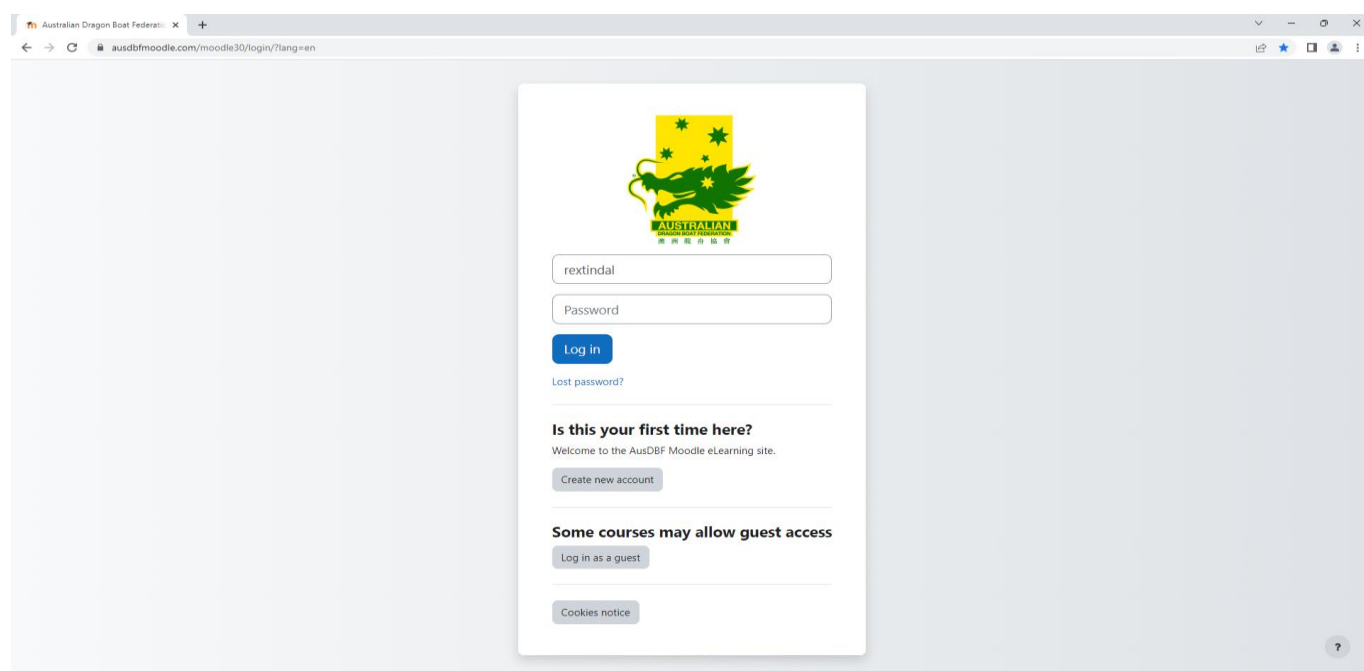
To access the AusDBF Learning Management System (LMS) please logon via a laptop or desktop device. Please do not use an iPhone, iPad, or a mobile phone as they do not display all the LMS features & functionality. This is not unique to the AusDBF LMS but consistence across all sporting and health learning management systems.

Also please use the goggle chrome browser. (GOOGLE is the best browser option. Do not use Internet Explorer, Firefox, Safari, etc as some of the LMS features & functionality will not be available. This can also apply to mobile phones and other browsers).

To logon copy the following link and paste it into your **goggle chrome browser**

<https://ausdbfmoodle.com/moodle30/login/?lang=en>

Displays



Double Click on Create new account.

Displays

New account

Username ❗

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, ~, or #

Password ❗

Email address ❗

Email (again) ❗

First name ❗

Surname ❗

City/town

Country

Select a country

Create my new account Cancel

❗ Required

Enter details for all fields.

- Choose a user name and enter it in LOWER case
- Read the details regarding requirements for passwords
- Create a password and take note of it as you will require it to login each time
- Enter your password
- Enter the email address that you will use for all notifications regarding AusDBF LMS courses
- Re-enter to confirm correct email
- Enter your first and surname names in respective fields
- Select Australia from country drop down list
- Once all above completed click on the Create my new account button

New account

Username ❗

sheep

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, ~, or #

Password ❗

Email address ❗

ltindal@bigpond.com

Email (again) ❗

ltindal@bigpond.com

First name ❗

Larma

Surname ❗

Drama

City/town

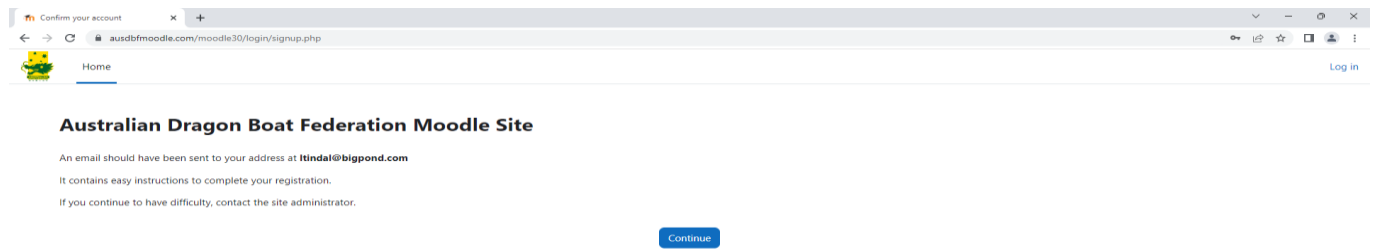
Country

Australia

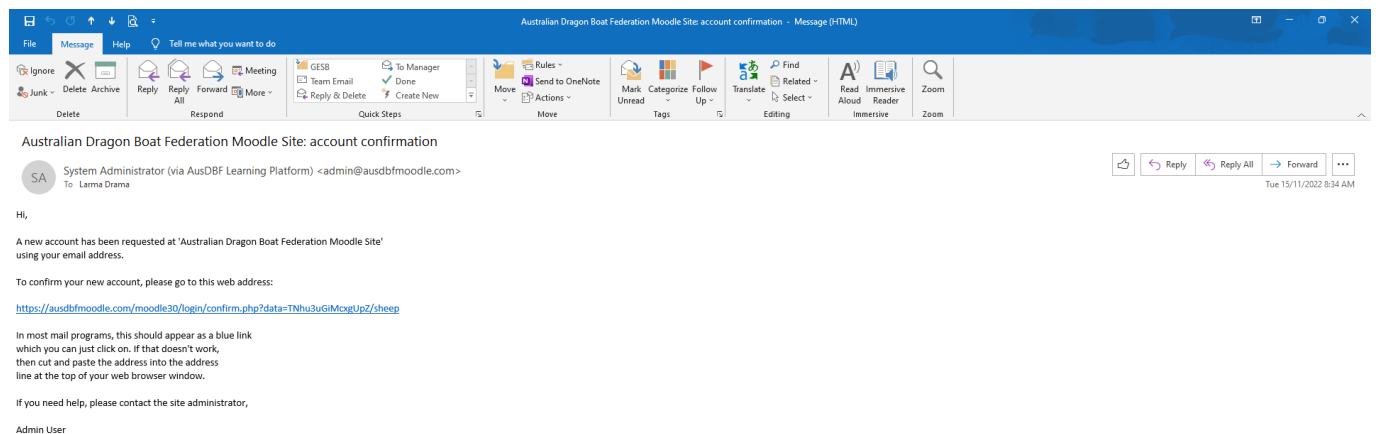
Create my new account Cancel

Click on Create my new account

Displays

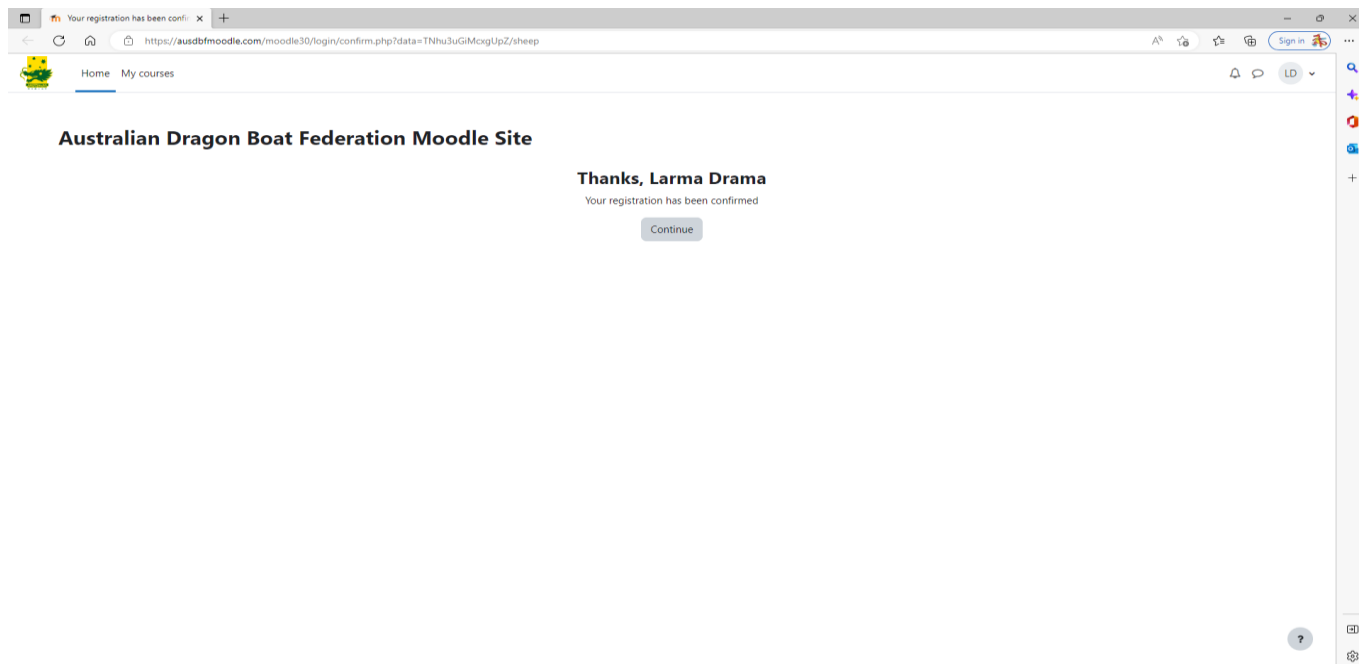


Sample of email received

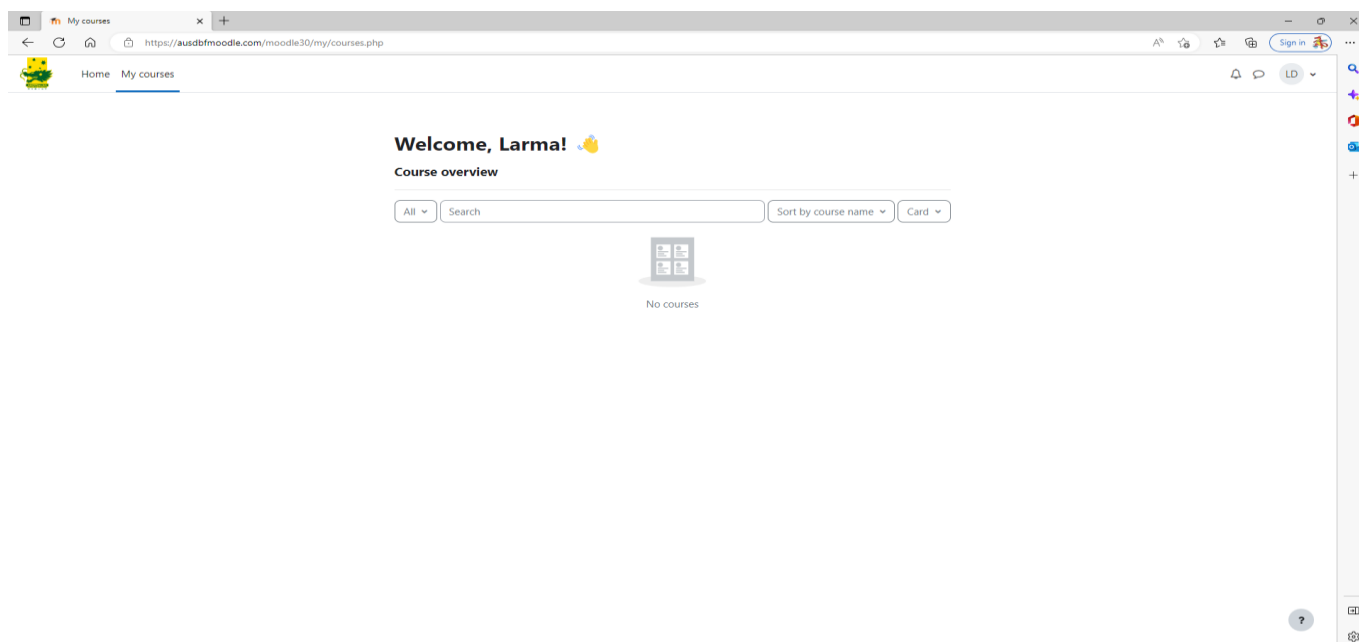


Please read email then click on URL link in email to confirm new account

Displays



Displays



Click on Home Menu option top left of screen (next to AusDBF logo).

Displays below (if you get a pop message to right of screen click on got it)

The screenshot shows the Moodle site for the Australian Dragon Boat Federation. The main content area is titled "Available courses" and lists two courses:

- AusDBF Diversity & Inclusion eLearning**: This course will provide AusDBF participants the opportunity to learn and expand their knowledge of Diversity & Inclusion in our Dragon Boat Community.
- ANCAS Coaching eLearning - Level 1 Course**: The ANCAS Coaching courses are designed to provide coaches the information needed to work with and provide the best care and outcomes for Dragon Boat Participants. Welcome to the ANCAS Level 1 coaching course. This course will walk you through the required prerequisite eLearning modules for the ANCAS Level 1 coaching course. Please follow all the instructions in each module. There are several modules to complete as part of your accreditation to become a ANCAS Level 1 coach. Please liaise with your ANCAS Level 1 course coordination / presenter for additional activities required to become a ANCAS Level 1 coach eg attending a ANCAS Level 1 course workshop. ANCAS Level 1 Coaching course workshops are run locally in each state. If you have any queries or issues with this content, please contact development@ausdbf.com.au. Teachers: Maggie Boyce, Jennifer Brown, Deborah Clarke, Cath Croatto, Mary Davis, John Holland, Laura Hughes, Alison Mourant, Wendy Orman, Rex Tindal.

The right sidebar shows a list of courses under the heading "Courses":

- AusDBF Diversity & Inclusion eLearning
- ANCAS Coaching eLearning - Level 1 Course
- ANCAS Coaching eLearning - Level 2 Course
- ANCAS Coaching eLearning - Level 3 Course
- AusDBF People Management eLearning
- AusDBF Health & Wellness eLearning
- AusDBF Athlete Performance eLearning
- ANCAS Sweep Accreditation eLearning
- ANROAS Race Officials Accreditation eLearning
- zAusDBF Presenters Folders
- All courses ...

If you scroll down, it displays a description of all the AusDBF courses available.

On right side of screen, it also has a list of all AusDBF courses available.

From the list on right side of screen please click on the course that you need to complete.

For this example, I have selected the ANCAS Coaching eLearning – Level 1 Course from list on right of screen to display flows. The concept is the same for all AusDBF course and modules.

Displays

The screenshot shows the 'Enrolment options' section of the 'ANCAS Coaching eLearning - Level 1 Course'. It lists several teachers: Maggie Boyce, Jennifer Brown, Deborah Clarke, Cath Croatto, Mary Davis, John Holland, Laura Hughes, Alison Mourant, Wendy Orman, Rex Tindal, Tanya White, and Sylvia Wong. Under the 'Self enrolment (Student)' section, it states 'No enrolment key required.' and features a blue 'Enrol me' button at the bottom.

At bottom of screen, it displays Self enrolment (Student). Underneath this is there is a Enrol me button highlighted in blue background.

Please click on the Enrol me button.

Displays below screen (if you get a pop message, please click on got it)

This screenshot shows the course content page for 'ANCAS Coaching eLearning - Level 1 Course'. A pop-up message titled 'Find your way around' is displayed, showing a progress bar with three completed items (checkmarks) and two remaining items (circles). The message includes the text 'Browse through activities and track your progress.' and a 'Got it' button. The background shows the course structure with sections like 'General', 'Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities', and 'Coaching for Athlete Safety'.

If you scroll down, it displays a list of the modules within the course you have selected with a description of the content of each module.

The courses have been setup so that you need to complete the first module before you can commence the second or subsequent modules.

Each module has a blue highlighted icon with the words SCORM PACKAGE next to it.

Under this you will see the Module title highlighted in blue. This example is Cultivating Diversity, Inclusion, & Belonging for Dragon Boat Activities.

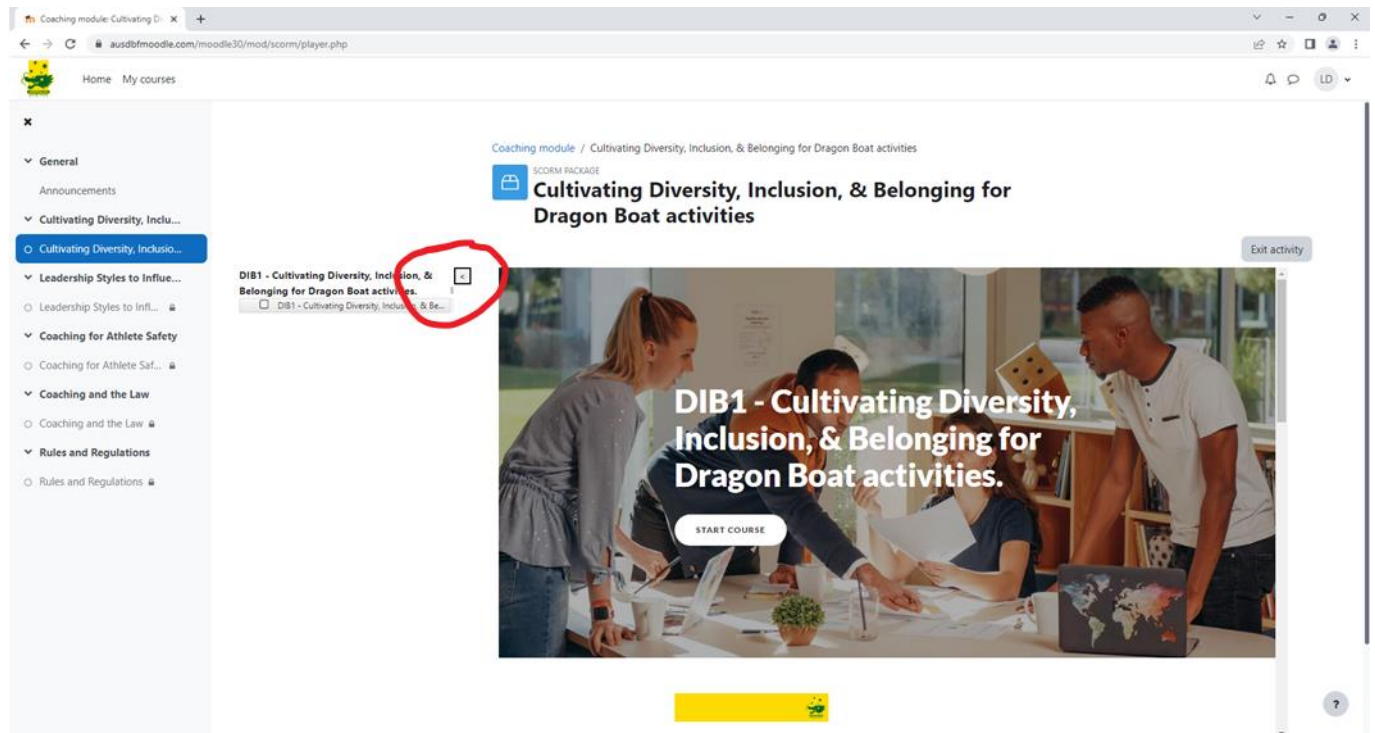
Please click on the first module to commence course eg Cultivating Diversity, Inclusion, & Belonging for Dragon Boat Activities.

Displays

Please read the information.

Now click on the Enter button highlighted in blue.

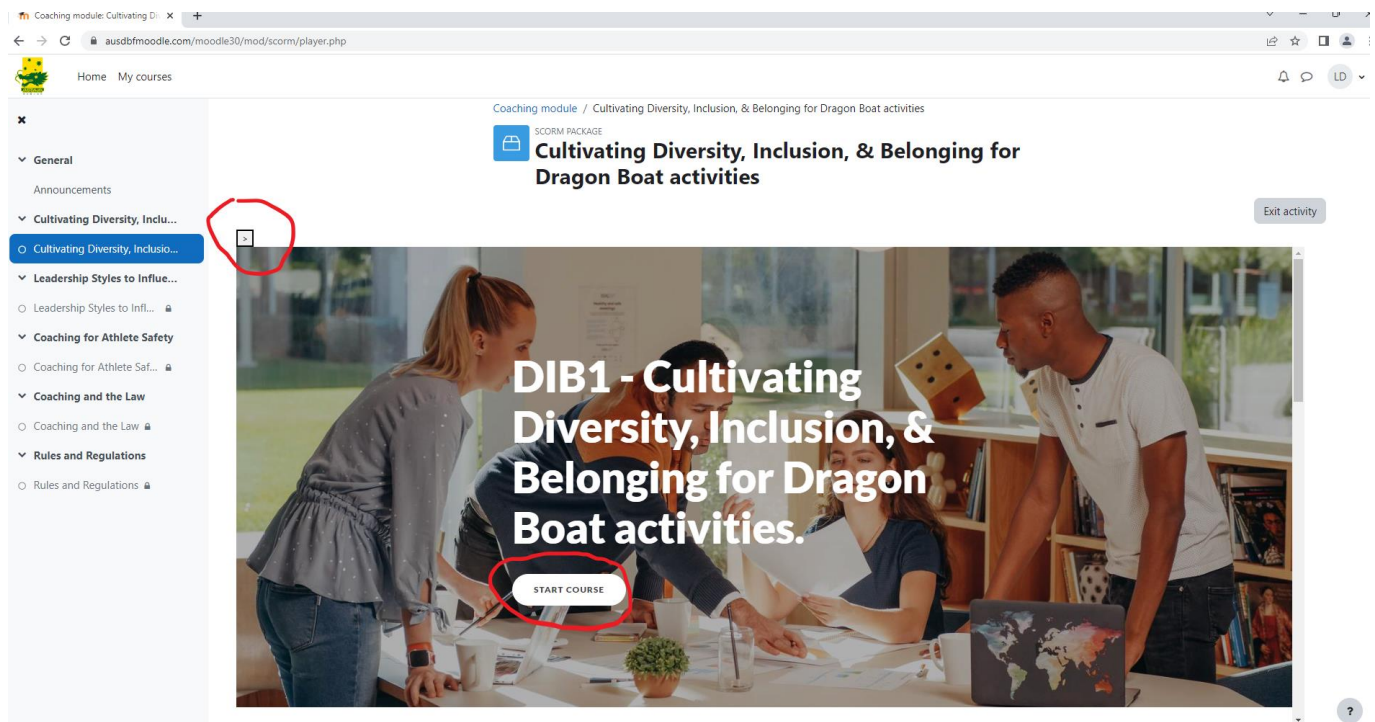
Displays



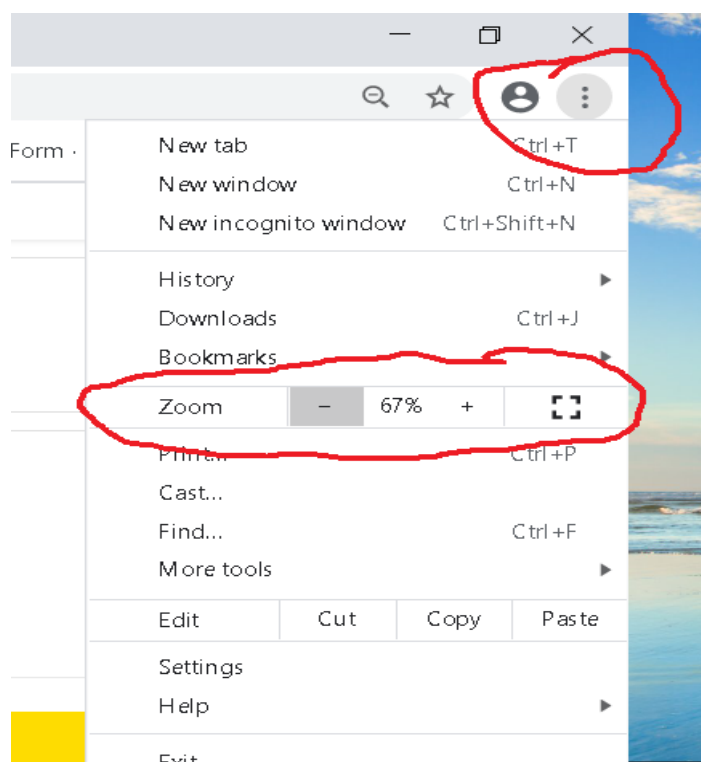
If you wish to increase the size of the main course details click on the left arrow as highlighted above.

If you have done this it hides the menu panel and displays as below.

If you wish to return the menu panel, click on the right arrow as highlighted below.



Also, if you cannot see all the content once clicked on < go to the top right-hand corner of your goggle chrome browser and click on the dots as highlighted below. Then decrease the zoom size using the – as highlighted below. This should then allow you to see all module content on the screen.



If you scroll down, it provides a brief introduction to the module and displays a list of all the lessons within the module.

At the top of the module, you will see a Start course button as highlighted above.

Please click on Start course button.

Displays

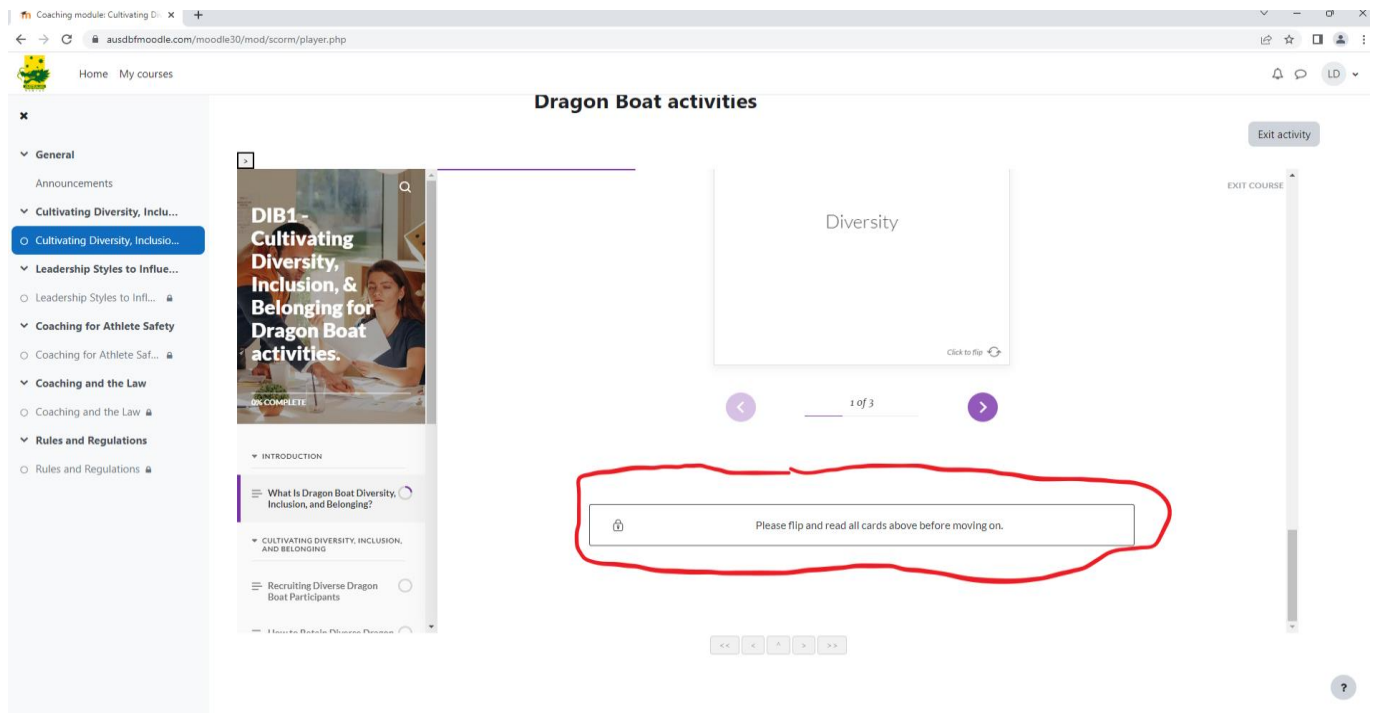
A screenshot of the Moodle Learning Management System (LMS) interface. The browser address bar shows 'ausdbfmoodle.com/moodle30/mod/scorm/player.php'. The page title is 'Dragon Boat activities'. On the left, there is a sidebar with a list of courses under 'My courses'. The main content area shows a lesson titled 'What Is Dragon Boat Diversity, Inclusion, and Belonging?'. The lesson is part of a course called 'DIB1 - Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities'. The lesson is marked as '100% COMPLETE'. The content area displays the lesson title and a brief introduction to the topic.

Please read and scroll thru information provided.

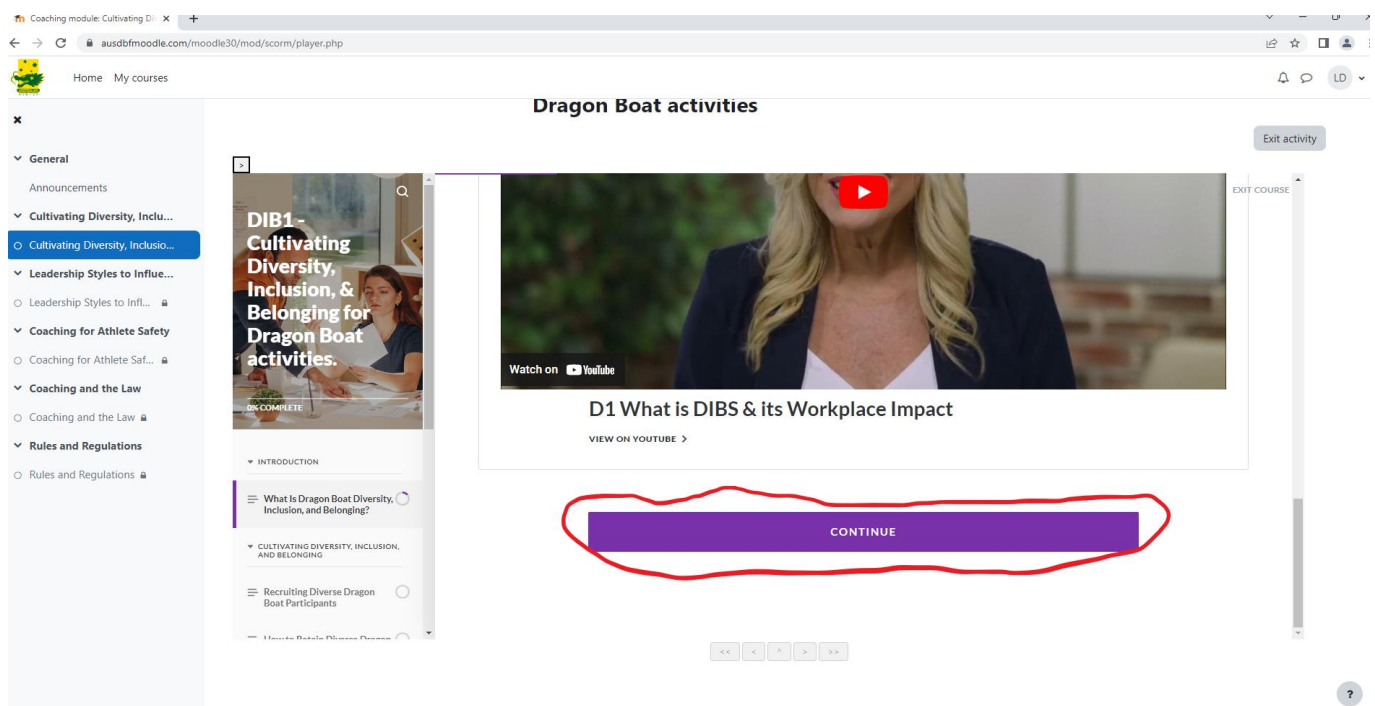
AusDBF eLearning modules have been designed to include text, graphics, interactive activities, videos etc or any combination of these.

Most modules have one or multiple videos included. Please take the time to view the videos as it will assist you answering questions in the final quiz assessment.

Each lesson has been setup so that you cannot continue in the flow until you have completed various activities or viewed a video etc. It will guide you thru these scenarios. If you cannot continue it means you still need to complete an activity. The text box at bottom of screen will display a message regarding what you need to do for current activity as highlighted below.

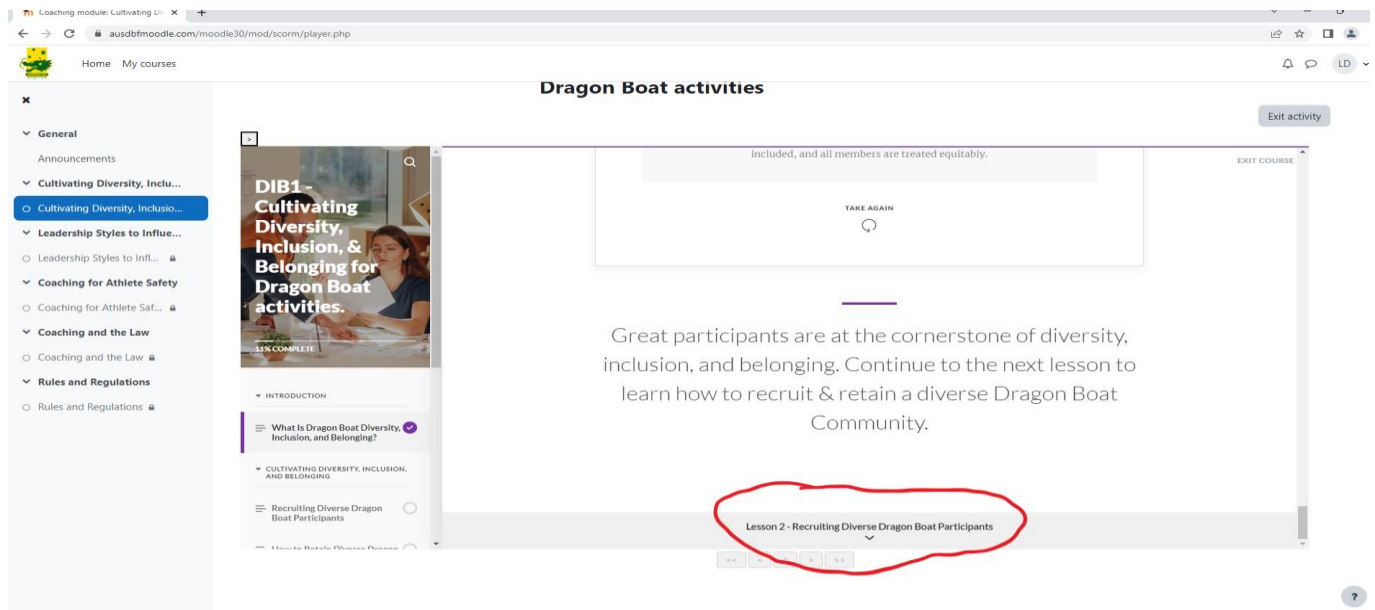


As you complete the activities, you will see a Continue button as highlighted below.



Please click on the Continue button for next activity.

At the completion of each module lesson, you will see a message display at the bottom of the screen as highlighted below.



Please click on this message and it will take you to the start of the next lesson.

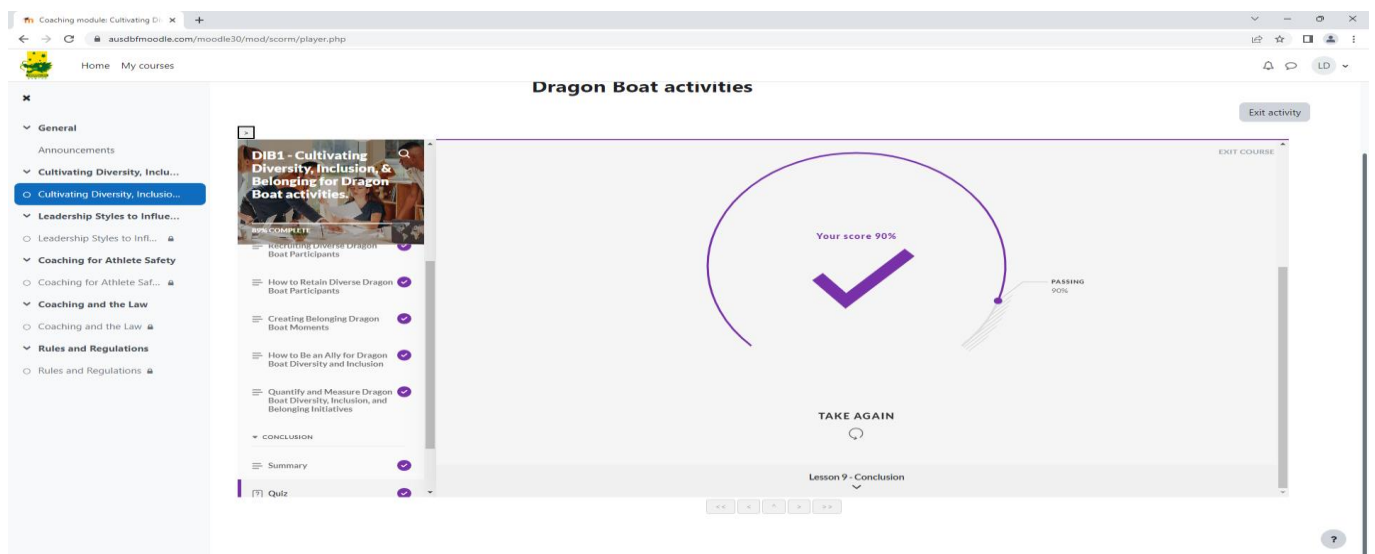
Please continue thru and complete each lesson.

At the end of each module there is a Quiz that needs to be completed and achieve a preset pass percentage before the module status is set to completed. Pass percentage may differ for the module and course being done.

Please navigate thru the quiz questions. If you select an incorrect answer it will display the correct answer. If you have not achieved the preset pass percentage, you will be required to start the quiz again and repeat until preset pass percentage is achieved.

At the end of each attempt of the quiz it will display the percentage you scored with the quiz pass percentage on the right as below. If you have achieved the preset pass percentage it will display a tick as below. A X will appear if pass percentage not achieved.

Please then read the instructions at bottom of screen. This scenario displays Lesson 9 – Conclusion.



This flow then displays the conclusion screen.

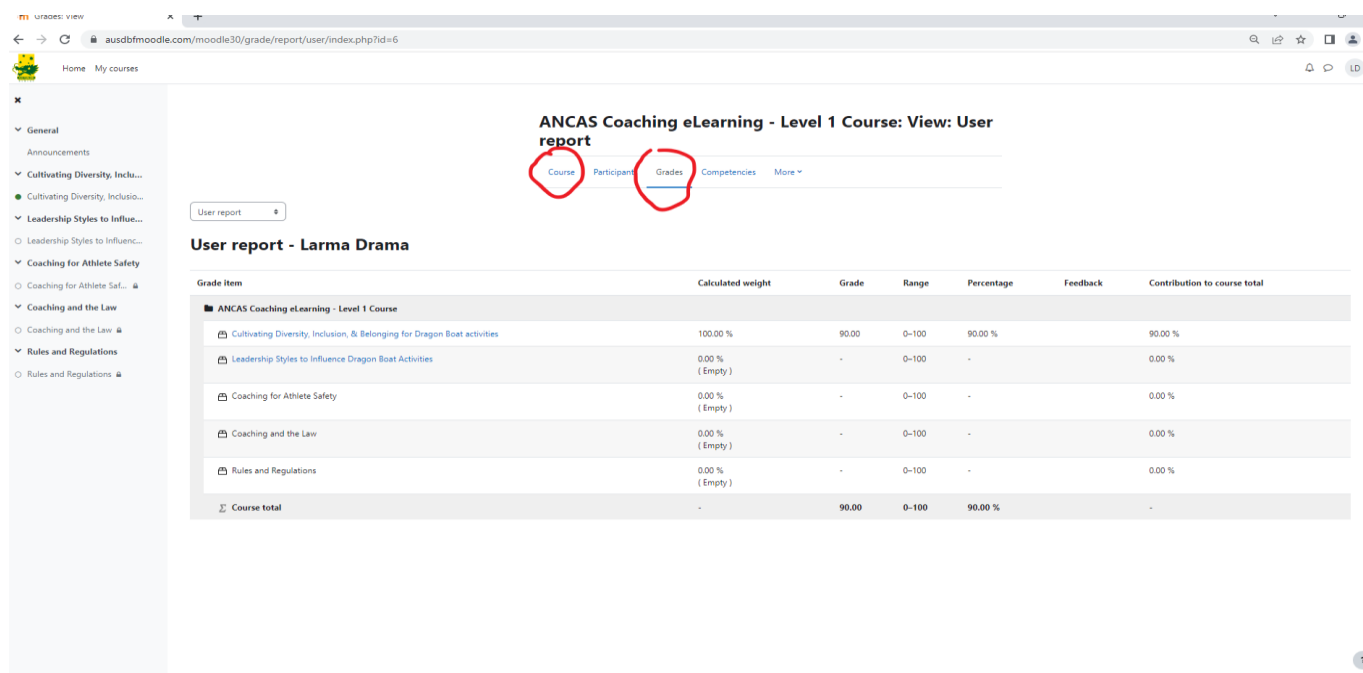
Please read screen information and then click on the Exit activity button as highlighted below.

The screenshot shows the Moodle interface for a SCORM package titled "Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities". The page is labeled "Lesson 9 of 9" and "Conclusion". It features two images: a group of people in a dragon boat and a close-up of the dragon boat's head. A congratulatory message states: "Congratulations you have completed the AusDBF eLearning module - Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities." On the right side, an "Exit activity" button is circled in red. The left sidebar shows a list of course components, with "Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities" highlighted.

Once you have clicked on the Exit activity button it returns to the course screen and it now displays a tick next to the three module components (Do all parts of this activity, Complete or pass the activity, Receive a grade) as highlighted below.

The screenshot shows the Moodle course screen for "Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities". The page is titled "General" and "Forum Announcements". It displays the course content, including a section titled "Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities". Below this section, three completion status indicators are circled in red: "Done! Do all parts of this activity", "Done! Complete or pass the activity", and "Done! Receive a grade". The left sidebar shows the course components, with "Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities" highlighted.

If you want to view the grades you have achieved for each module within the course, please click on the Grades menu option as highlighted below. It then displays the grade and percentage for each module.



ANCAS Coaching eLearning - Level 1 Course: View: User report

Course Participant **Grades** Competencies More

User report

User report - Larma Drama

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
ANCAS Coaching eLearning - Level 1 Course						
Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities	100.00 %	90.00	0-100	90.00 %		90.00 %
Leadership Styles to Influence Dragon Boat Activities	0.00 % (Empty)	-	0-100	-		0.00 %
Coaching for Athlete Safety	0.00 % (Empty)	-	0-100	-		0.00 %
Coaching and the Law	0.00 % (Empty)	-	0-100	-		0.00 %
Rules and Regulations	0.00 % (Empty)	-	0-100	-		0.00 %
Course total	-	90.00	0-100	90.00 %		-

You can now commence the next module for this course.

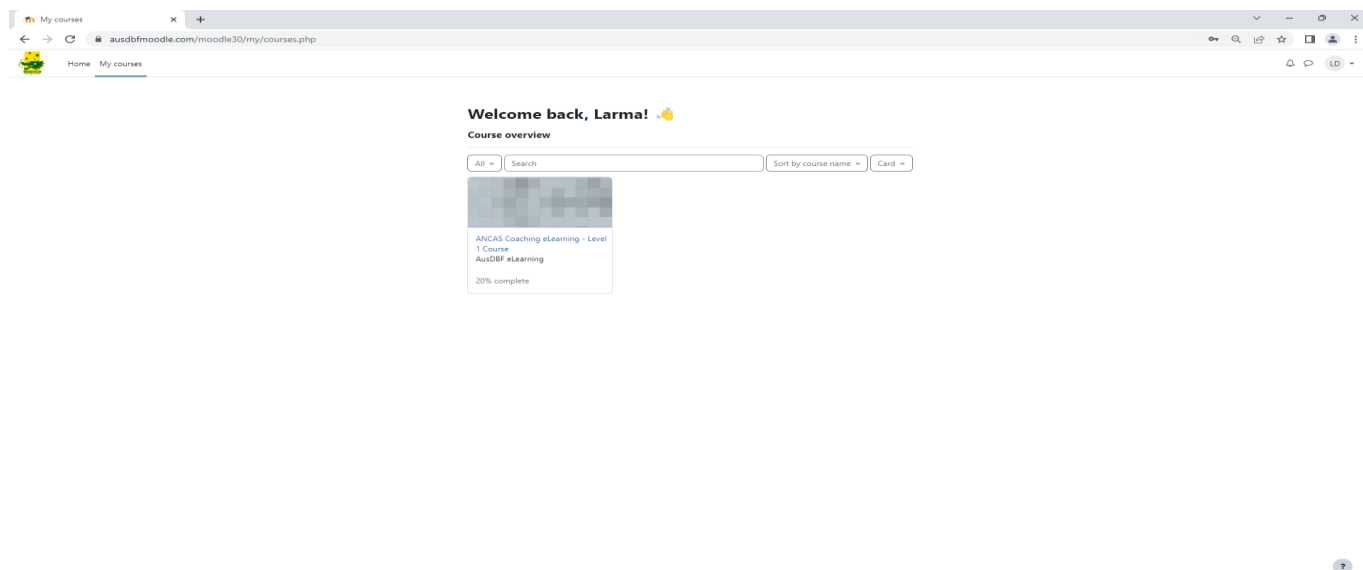
To return to the course modules please click on the Course menu option as highlighted above.

Please continue with each module until the course is completed.

Your Course Presenter / Assessor has access to view your grades and completed modules and courses.

Please remember to logout when you have finished.

The next time you login it will default to the My Courses screen and display as below.



Welcome back, Larma!

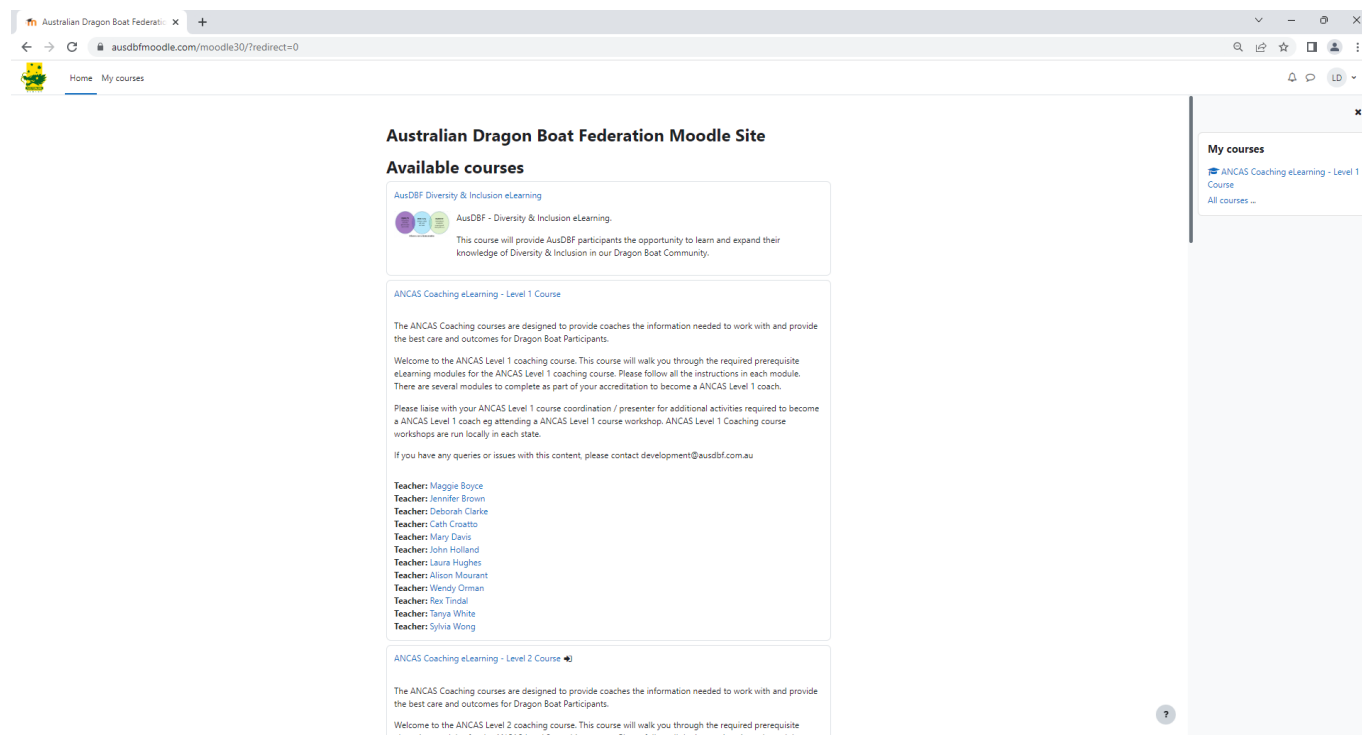
Course overview

All Search Sort by course name Card

ANCAS Coaching eLearning - Level 1 Course
AusDBF eLearning
20% complete

If you click on the course on this screen, it will take you into this course. If your completing multiple courses they should also appear on this screen.

If you click on the Home menu option (top left of screen) it will display as below with a list of courses you've enrolled in under the My courses displayed top right of screen.



The screenshot shows a web browser window with the URL ausdbfmoodle.com/moodle30/?redirect=0. The page title is "Australian Dragon Boat Federation Moodle Site". The main content area is titled "Available courses" and lists three courses:

- AusDBF Diversity & Inclusion eLearning**: This course will provide AusDBF participants the opportunity to learn and expand their knowledge of Diversity & Inclusion in our Dragon Boat Community.
- ANCAS Coaching eLearning - Level 1 Course**: The ANCAS Coaching courses are designed to provide coaches the information needed to work with and provide the best care and outcomes for Dragon Boat Participants. Welcome to the ANCAS Level 1 coaching course. This course will walk you through the required prerequisite eLearning modules for the ANCAS Level 1 coaching course. Please follow all the instructions in each module. There are several modules to complete as part of your accreditation to become a ANCAS Level 1 coach. Please liaise with your ANCAS Level 1 course coordination / presenter for additional activities required to become a ANCAS Level 1 coach eg attending a ANCAS Level 1 course workshop. ANCAS Level 1 Coaching course workshops are run locally in each state. If you have any queries or issues with this content, please contact development@ausdbf.com.au.
Teachers: Maggie Boyce
Teacher: Jennifer Brown
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Teacher: Mary Davis
Teacher: John Holland
Teacher: Laura Hughes
Teacher: Alison Mourant
Teacher: Wendy Orman
Teacher: Rex Tindal
Teacher: Tanya White
Teacher: Sylvia Wong
- ANCAS Coaching eLearning - Level 2 Course**: The ANCAS Coaching courses are designed to provide coaches the information needed to work with and provide the best care and outcomes for Dragon Boat Participants. Welcome to the ANCAS Level 2 coaching course. This course will walk you through the required prerequisite eLearning modules for the ANCAS Level 2 coaching course. Please follow all the instructions in each module.

The sidebar on the right is titled "My courses" and lists:

- ANCAS Coaching eLearning - Level 1 Course
- All courses ...

If you click on the All-courses option in the My course it will then display a list of all available courses.

If you have any queries regarding navigation or ability to access or progress thru modules, please contact LMS support on lmssupport@ausdbf.com.au

In your email could you please include your Given & Surname, your best phone contact No eg mobile, course & module attempting, a screen capture of the opportunity you are experiencing and include a brief description of what the opportunity is EG have completed quiz but will not allow commencement of next module.

Please take a screen capture of the Quiz screen which will show the actual pass mark and what your quiz score was.

Given LMS Support is monitored by volunteers, you should receive a reply within 24 hours.