LYMPHOEDEMA
EDUCATION SOLUTIONS

Learning Management System Manual
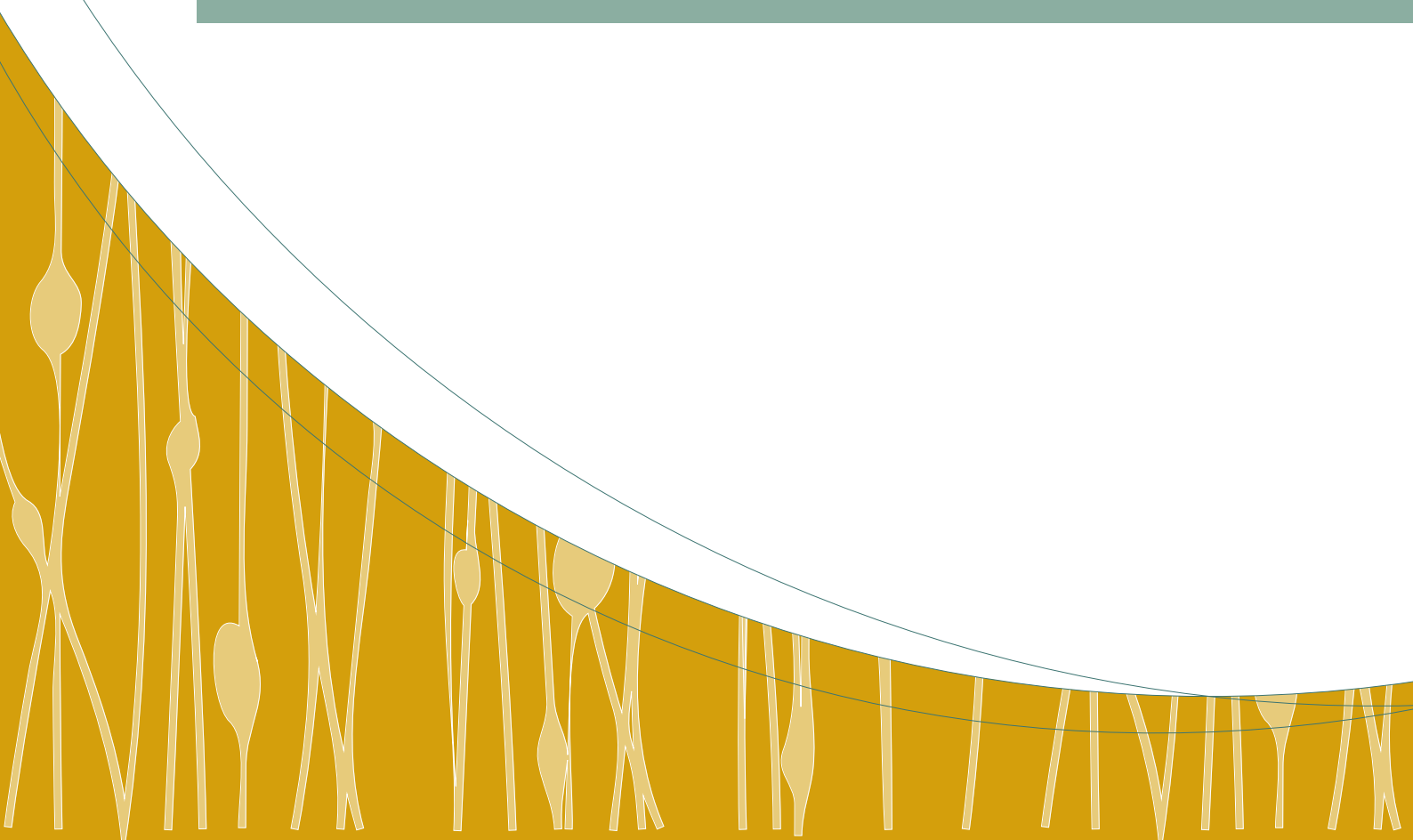
TABLE OF CONTENTS

1. GETTING STARTED

What is the LES Learning Management System?

The LES Learning Management System (LMS) is designed to enhance the participant's learning experience. It is flexible and adaptable and provides a simple, clear view of all learning activities and resources for a course. Assessment information and assignment submission are all contained within LMS.

It allows you to quickly and easily import files from places you might be storing files (Dropbox.com, GoogleDocs, and others).

Will I need special software or hardware?

LMS will display just like other web pages, so there is no special software you will need to use it. Internet Explorer will most likely be the fastest browser to use the LMS.

When can I access the online site?

Access to LMS is available once you receive your username and password.

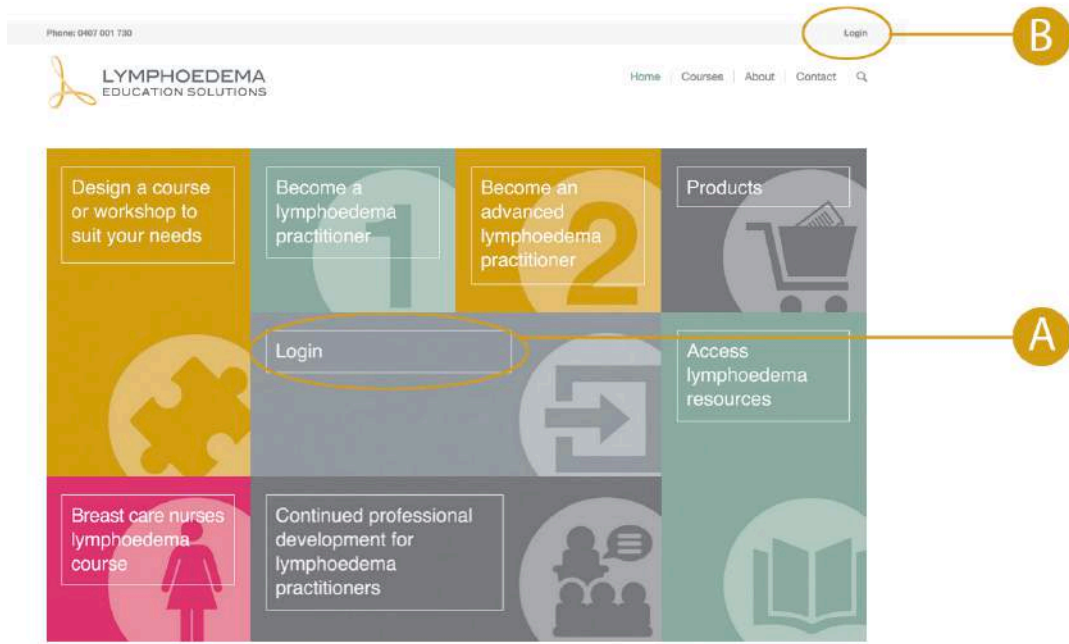# ACCESSING THE ONLINE SITE

Accessing the online teaching sites for your module /unit/s is straightforward.
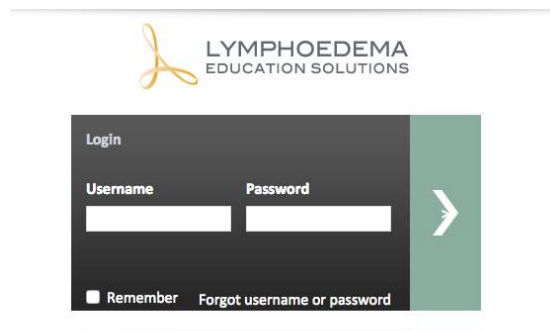
    A. Go to the Lymphoedema Educations Solutions home page
   www.lymphoedemaeducation.com.au

Click on either:

    A. The log in section in the middle of the web page or the login in tab in the header.
    B. Or the login tab on the header of the webpage.

B. Add the username and password provided to you. Tick the box remember and click the arrow on the right

Once logged in for the first time you will be asked to change your password. You have the ability to change your password at any time. You will find this option under Administration – My profile settings.
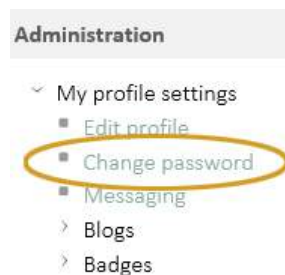
If you are undertaking Klose Training modules the username and password are the same. They are the first letter of your first name followed by your last name. Only the first two letters of your username and password are capitalized. Example: MOconnor

What do I do when I am logged in?

Once you have logged in click on the course that you are registered for. This will take you to the course content.

MY COURSES
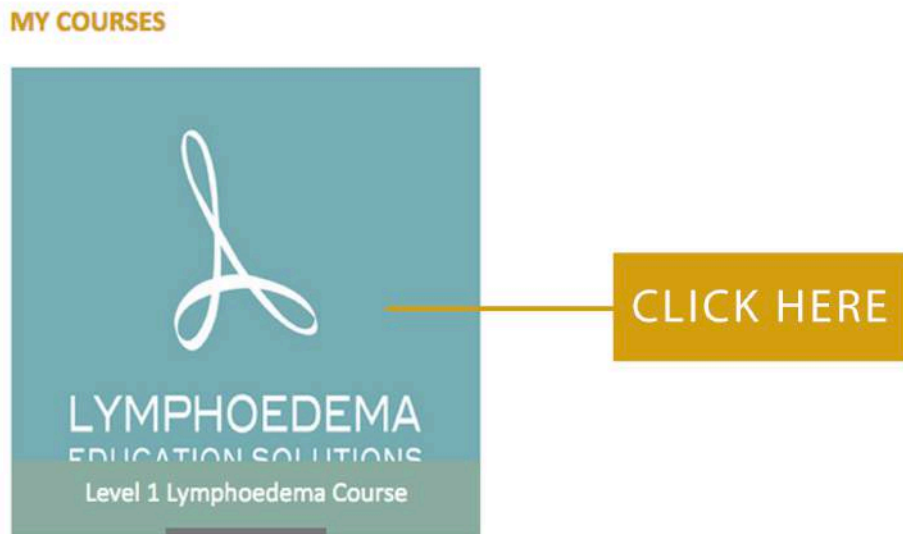
COURSE CONTENT PAGE

A typical course content site looks like the picture below. Each course will vary depending on the activities and resources for that course.


Navigation

Most pages in LMS are divided into sections:

    A.   Navigation and settings menus on the left.

On the left you can see a list of all the modules / topics of the course. You can access the other parts of the module/topic from a drop down list. This can make navigation more convenient where there are many modules/topics in a course. To achieve this, click on the arrows at the left edge of the module/unit you want displayed, see below.
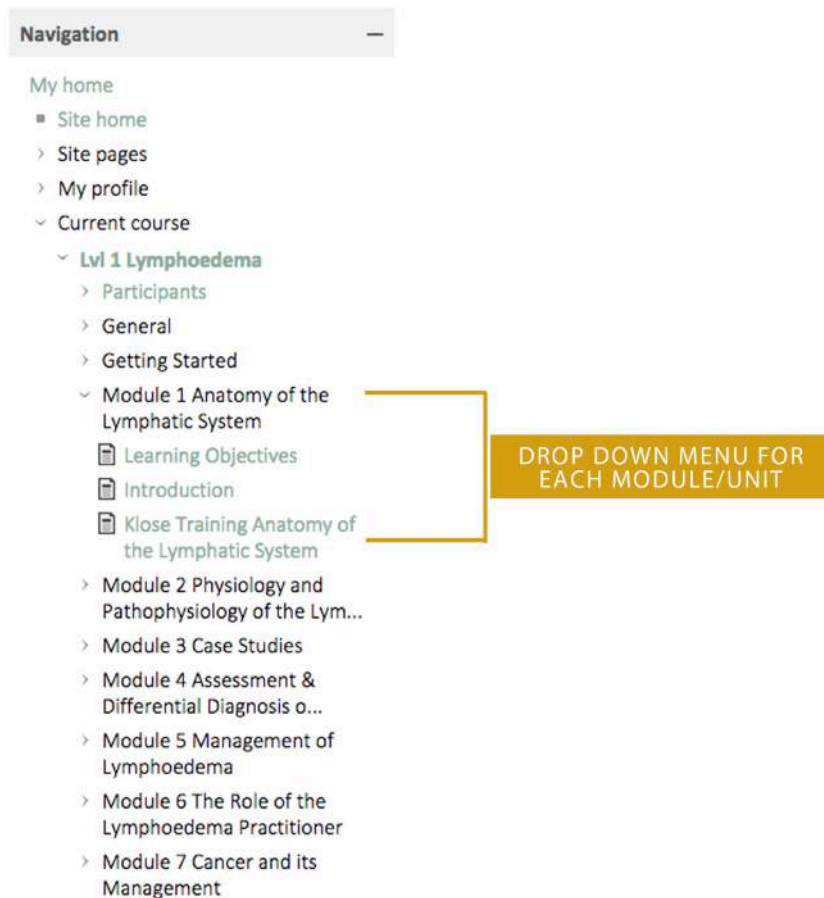
    B.   Unit content in the middle

The module / topic content resides in the centre of the page. This is where you will find resources and activities, which make up the online elements of your course.
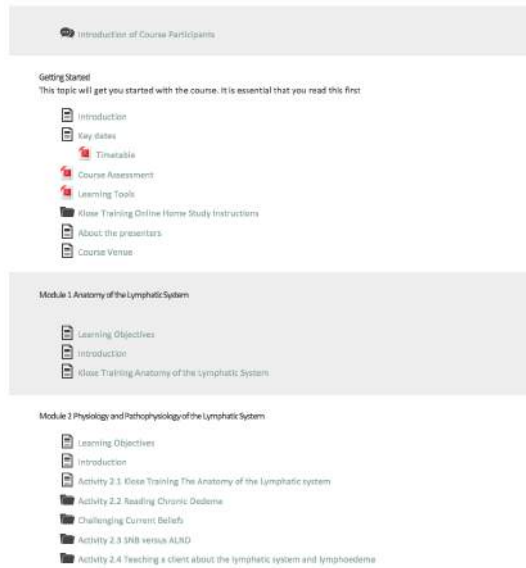
C. Breadcrumb trail

Underneath the header area in the top left of the screen, you will see a trail of links called the breadcrumb trail (or just crumb trail). This shows the path to your current location. You can click on any of these links to return to that part of the site. You can also use the Back button on your browser to return to the last page you visited.

My home / My courses / Lymphoedema Courses / Lvl 1 Lymphoedema

UPDATE YOUR PROFILE

About your user profile

You have a profile page in the LMS. At the very least your profile page will contain your name. You can include extra information about yourself, contact details and even add a photo.

A link to your profile will be visible to other course participants in some places in your online unit site, for example, when you post to a forum. Be aware of what you include on your profile and only add information that you are prepared for others to see.

Viewing your profile

The easiest way to view your profile is to log in to LES and click on My Profile under the **Navigation** block on the left hand side and then click on View profile
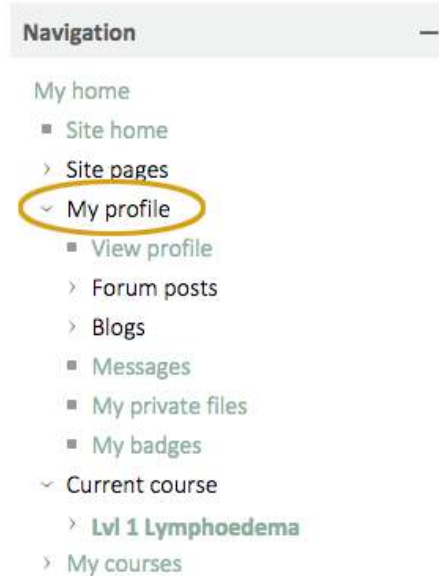
Editing your profile

To make changes to the page, go to the **Administration** block on the left hand side and then to **My Profile Settings** and clicking on **Edit Profile**.
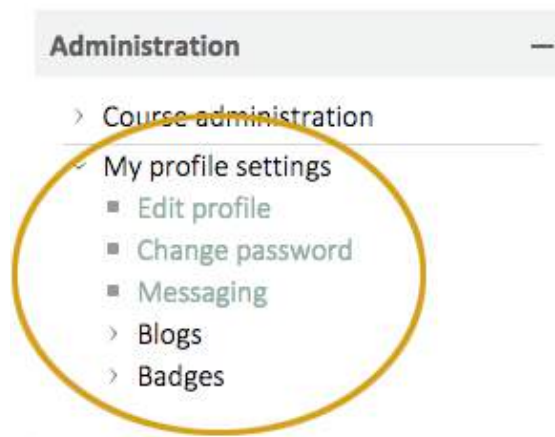
The page that opens has lots of places to add details. There are some other fields that you may wish to modify.

Adding/updating a picture

You can include an image in your profile. It will appear on your profile when others view it. A smaller version of the image will also be displayed next to your name in your forum posts and in other activities.

When inserting an image, it is your responsibility to ensure you do not breach copyright. The image should also be appropriate for a classroom setting. To insert a picture go to

1. Edit profile

2. Click on User picture

3. Click on the arrow as shown in the diagram below
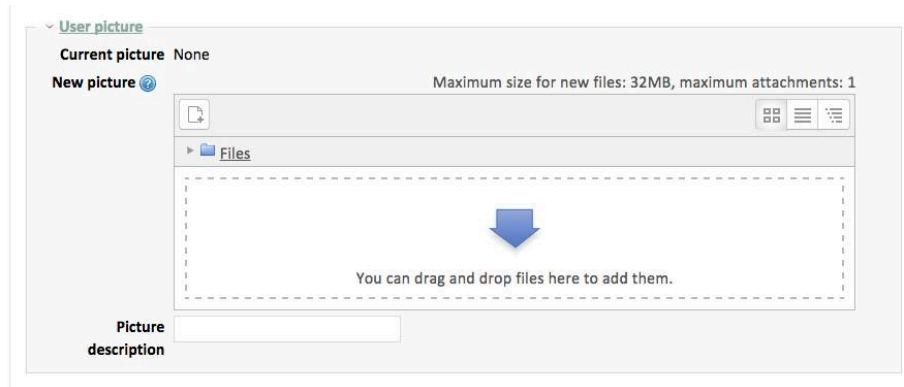
4. Click the **Choose File (1)** button and locate the image on your computer. You can then **Save as (2)** a specific name. Then click **Upload this file (3)**. LMS will automatically shrink the image to 100 x 100 and crop it into a square during the upload process**.**
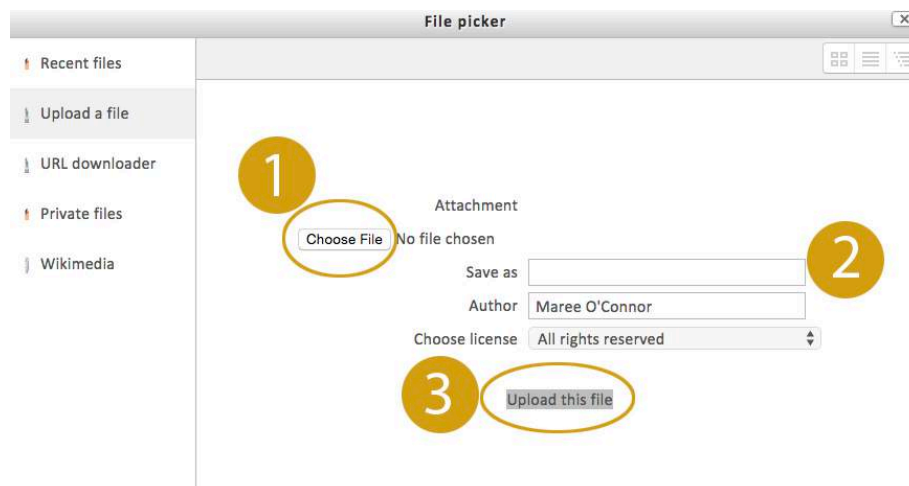
Interests

Tags allow students and teachers to link to one another through shared interest keywords, such as 'Nursing', 'PHP' or 'Tennis'. To add tags to your profile, enter your interests separated by commas. Your interests will be displayed on your profile page. **Clicking on one of your interests from your profile will open a page with a list of other people that share the same interest**. Clicking on each of these will display their profile.

2. ACTIVITIES

USING LMS CHAT

Moodle Chat allows participants to participate in a live text discussion via the web within your unit site.

Entering and using chat

You will need to allow pop-ups within your browser software on your computer to use the Chat tool. You may find it easier to enter via the link Use more accessible interface.
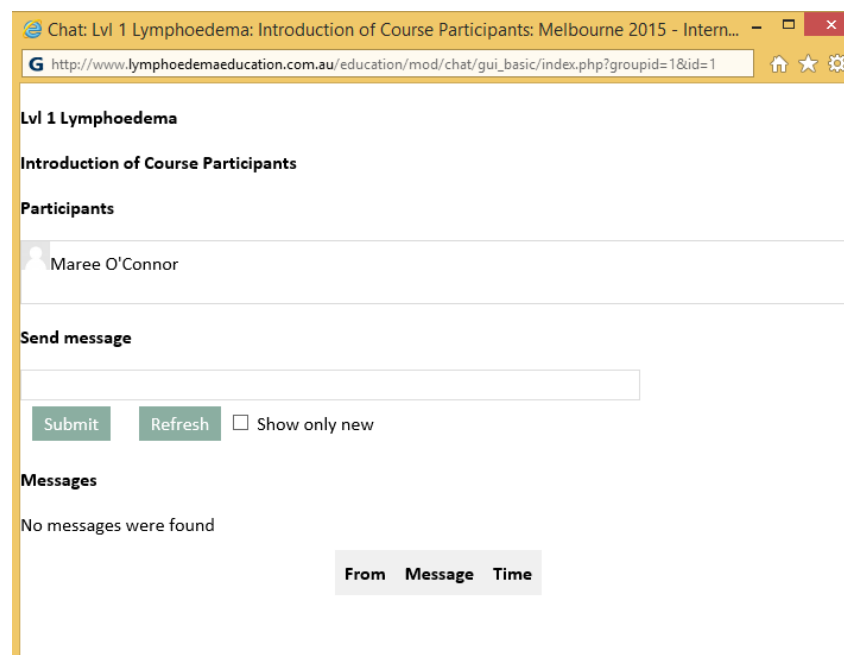
Once you are in the chat room, you will be able to see who else is currently in the chat. To contribute to the chat, just type in the small white rectangle and press submit.

LMS Chat allows participants to participate in a live text discussion via the web within your course site.

CONCEPT MAPS

Add and edit concept maps with the following tools:

1. Create a new concept map
2. Add concept button (double click on the map)
3. Undo
4. Redo
5. Help

Rename the concept

Add relationships using the add relationship tool from the source concept or by dragging one concept on top of another.

Delete the concept

SUBMITTING ASSIGNMENTS OR FILES

LES allows you to upload multiple files. Generally you should try to contain your work to a single file, but there will be times and certain types of assignments or activities where you need to upload multiple files.
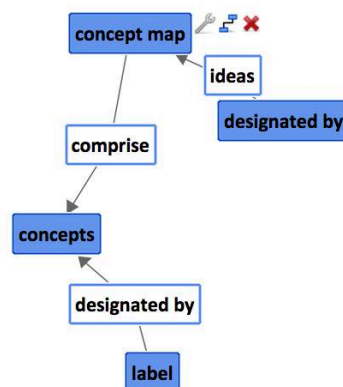
Most assignments are submitted in PDF format, although other formats are sometimes allowed or required. To see how many files can be uploaded, the total allowed file size and allowable types, click the **Add submission** button. This is OK even if you are not ready to upload your submission.

Give files an appropriate name
You should give your file a meaningful name: Include your name, assignment number or task number. For example:

Maree O'Connor Task 5 Level 1 2015

Steps to submit
Follow the following steps to upload a file for an assignment or activity

1. Click on the assignment or activity. Click add submission
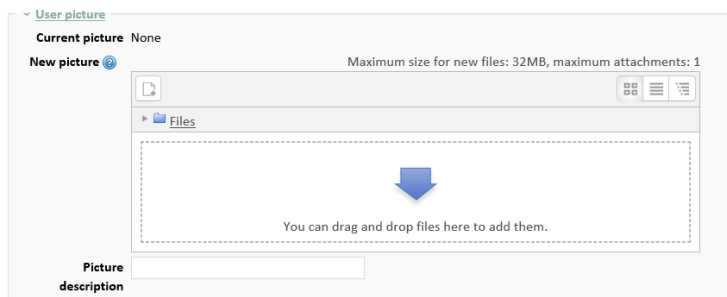
Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 7 August 2015, 1:00 PM
Time remaining	58 days 21 hours
Last modified	Saturday, 30 May 2015, 10:17 AM
Submission comments	› Comments (0)

Add submission

Make changes to your submission

2. Click on the arrow as shown in the diagram below

∨ **User picture**
Current picture None
New picture ⓘ   Maximum size for new files: 32MB, maximum attachments: 1

▸ 📁 Files

You can drag and drop files here to add them.

Picture description

3. Click the **Browse** button and locate the file on your computer. Then click **Upload this file**. If your file is too large, try reducing the size of any of the graphics that are in the file

Attachment

[ ] Browse...

Save as [ ]

Author [Maree O'Connor]

Choose license [All rights reserved ▾]

Upload this file

4. When this has been done you **must submit the assignment**. Before it has been submitted the submission is in 'draft' mode. During this time it is not considered submitted but the draft status and the files are viewable by your course teacher. Click the **Save changes** button to submit the assignment.

Nothing was submitted

File submissions

Maximum size for new files: 1MB, maximum attachments: 1

▸ 🗀 Files

Name	Last modified	Size	Type
Maree OConnor Task 5 Level 1 2015.pdf	9/06/15, 17:18	326.1KB	PDF document

Save changes   Cancel

5. You will then see the following screen that shows that the assignment/ task has been submitted for grading. If you want to make changes to the file prior to the due date click the **Edit submission** button. You can then delete this file and upload the new file.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 7 August 2015, 1:00 PM
Time remaining	58 days 20 hours
Last modified	Tuesday, 9 June 2015, 4:34 PM
File submissions	Maree OConnor Task 5 Level 1 2015.pdf
Submission comments	› Comments (0)

Edit submission

Make changes to your submission

You will receive an email to confirm your task has been successfully submitted.

3. PRINTING & DOWNLOADING CONTENT

DOWNLOADING

Some content in Moodle is in a file format, for example PDF files. These can be downloaded from within most browsers. Once you click on the file, you can save the file.

Activity 2.2 Reading Chronic Oedema

To further explore this area read Newton, H. (2011). Chronic oedema of the lower limb: pathophysiology and management. *Chronic Oedema* , S4 - SS12.

Chronic oedema of the lower limb pathophysiology and management.pdf
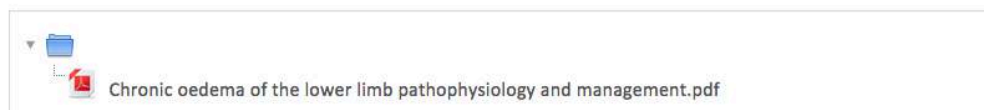
Create an offline pdf file

A lot of content is added as regular web pages. These can be printed or saved to a PDF file if you have a PDF Writer installed. CutePDF is a free tool you may use. When installed, this software will appear like a printer. Once installed, print the LMS page or book using the printing instructions below and choose **CuteWriter** as the printer. You will be prompted for a file location of the converted file - choose the desktop or any other location of your choice. A PDF will be 'printed' to that location.

To install CutePDF Writer, go to this link. You will see two download files on the left - the 'CuteWriter.exe' download and a Ghostwriter 'converter.exe' download. Click on both links and, when prompted, SAVE each of the files on your desktop. Once downloaded, double click each file and follow the prompts in order to install the two programs.

PRINTING

To print pages simply press Ctrl P (for PC users) or Command P (for Mac users) to send the page to your printer. Printed pages will not contain the header, footer and side blocks from the LMS page.

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