

NSWDAA OHS eLearning Pre-course Notes

Introduction

This document is designed to give you instructions for getting into and moving around the eLearning module.

Please read all instructions thoroughly and if you have any questions, please contact Barbara Hayes:

- during business hours on 02 9569 3220
- outside business hours on 0411 069921
- via email bhayes@nswdaa.asn.au

Technical requirements

To access all elements of this course you will require:

- internet connection - broadband is preferred. If you are using a dial-up connection, you may experience slow performance
- internet browser - Internet Explorer or Firefox
- Flash Player - which is available in most internet browsers. Flash Player can be installed from this website
<http://get.adobe.com/flashplayer/?promoid=BUIGP>
- PDF reader such as Adobe Reader to view templates and other course documents. Adobe Reader can be downloaded from this website
<http://get.adobe.com/reader/?promoid=BUIGO>
- printer to print out exercise workbook and any relevant documentation you wish to keep for future reference.

Getting into Moodle

To access Moodle:

1. Open an internet browser
2. Type in the URL: www.nswdaa.asn.au



3. Press Enter on the keyboard
4. Click the Online Learning link highlighted by the red box in the diagram below



5. Click the **Create New Account** link highlighted by the red box in the diagram below



6. Enter your details as per the example below

Choose your username and password

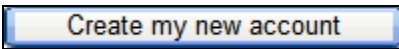
Username* jgarson
Password* ●●●●●● Unmask

More details

Email address* jg2230@yahoo.com.au
Email (again)* jg2230@yahoo.com.au
First name* Jenny
Surname* Garson
City/town* Sydney
Country* Australia

Other fields

State NSW
Street Name* Railway Parade
Workplace Organisation* Railway Dental Practice
NSWDAA Membership Number 123456

7. Click 

8. You will see the message below

An email should have been sent to your address at **jg2230@yahoo.com.au**

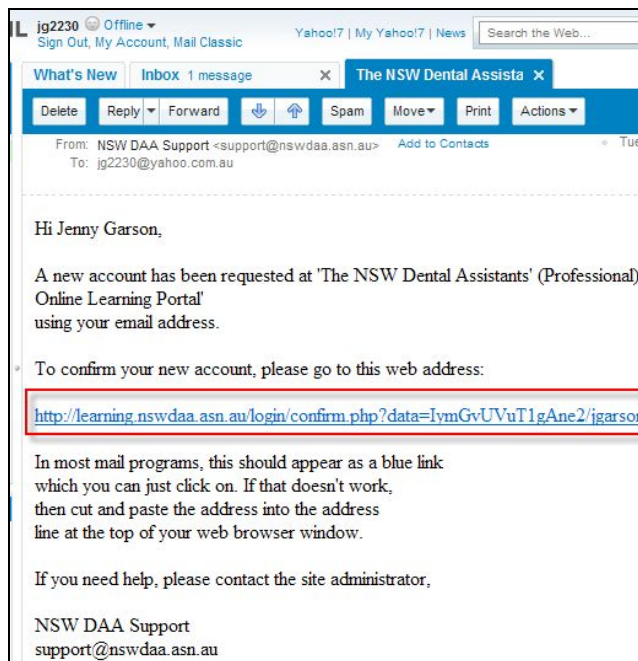
It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

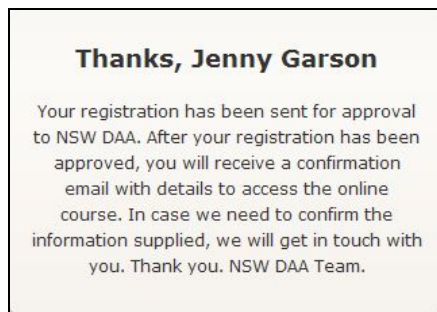
9. Click 

10. Go into your email and access the email from NSWDAAs Support

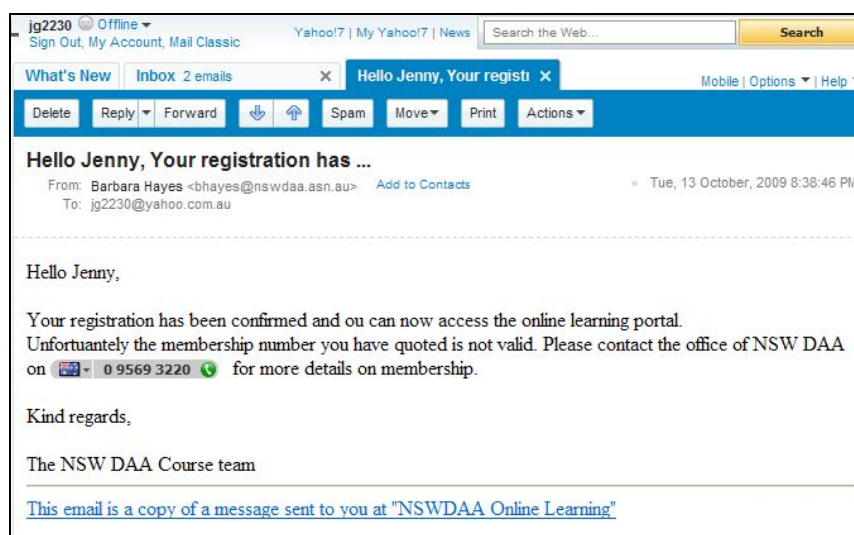
11. Click on the blue link as directed



12. The following message will be displayed

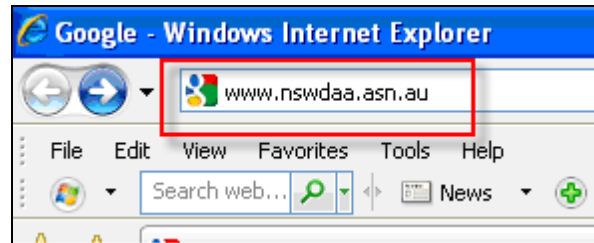


13. Close down the NSW DAA site window and await email from NSW DAA Support as below



14. Open an internet browser

15. Type in the URL: www.nswdaa.asn.au



16. Press Enter on the keyboard

17. Click the Online Learning link highlighted by the red box in the diagram below

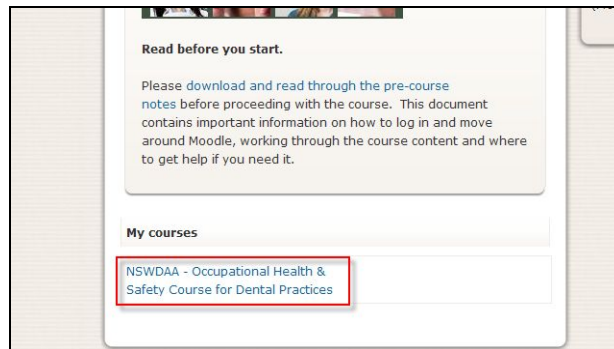


18. Enter your login details

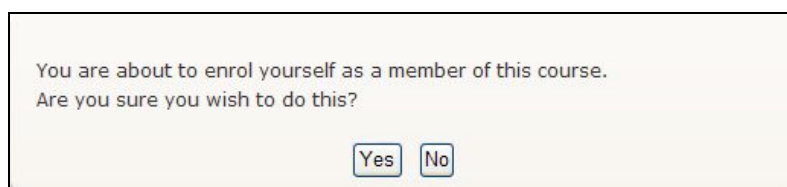


19. Click [Login](#)

20. Access the course by clicking on the course name under **My Courses**

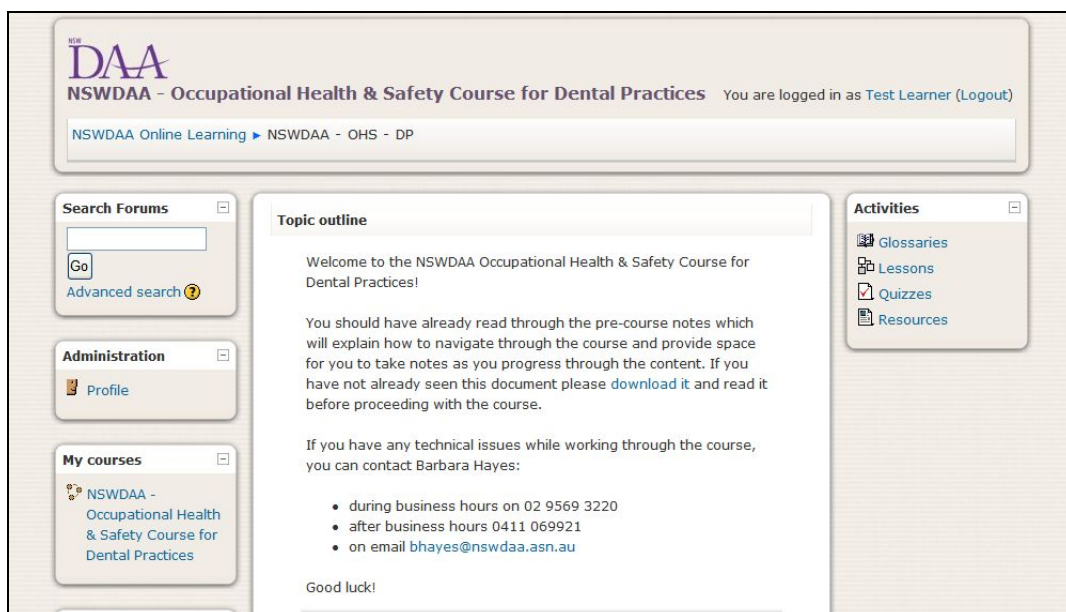


21. The first time you log into a course you will see the following message



22. Click 

23. You are now in the course **Homepage**



Course Format

The course is split into several modules. On the Homepage you can see approximate duration timings for each module. Please note that these timings are only a guideline and will vary from person to person.

You do not have to complete the course all in one go. You can do one module at a time, but we do recommend that if you start a module, you work through it to completion. This will assist with your knowledge retention.

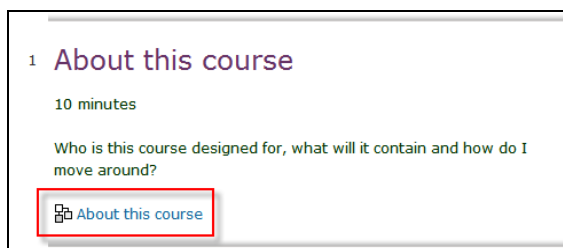
Modules should be accessed in the order they are displayed on the Homepage as the content will make more sense to you this way.

All modules will need to be completed before attempting the Course Quiz.

Navigation

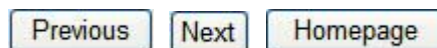
Accessing Modules

Each module has a lesson link attached to it. Once you have read the module description and you're ready to get started, click the lesson link as highlighted below



Navigation buttons

On each screen within a module, you will see buttons like the ones below. Unless otherwise directed, use these to move you through the content.



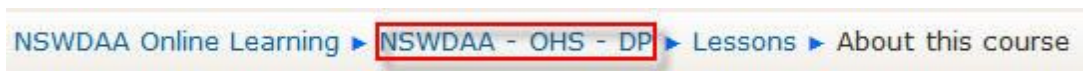
"Jump to..." box



You can click the arrow on the "Jump to..." box to show a list of modules and topics you can click to go to.

Breadcrumb trail links

At the top of the screen is a series of links showing you how you navigated to this part of the course. Clicking on any one of them will take you back to that page. The link highlighted in red is the one that will get you back to the course homepage.



Lesson menu

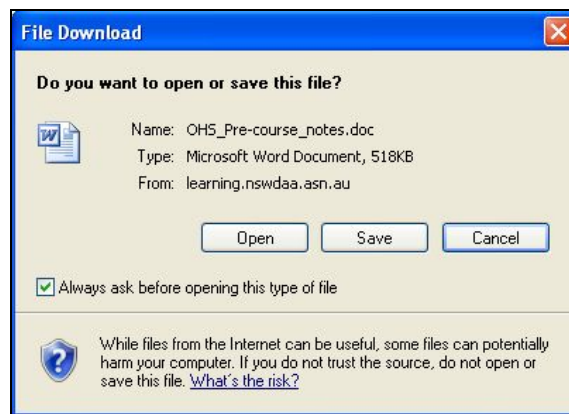
On the left hand side of the screen you will see a "lesson menu" which shows you all the topics you can access within the current module. The topic highlighted in red shows the part of the module you are currently viewing. The text for the current topic is displayed in grey so you can easily see where you are.



Saving & printing document downloads

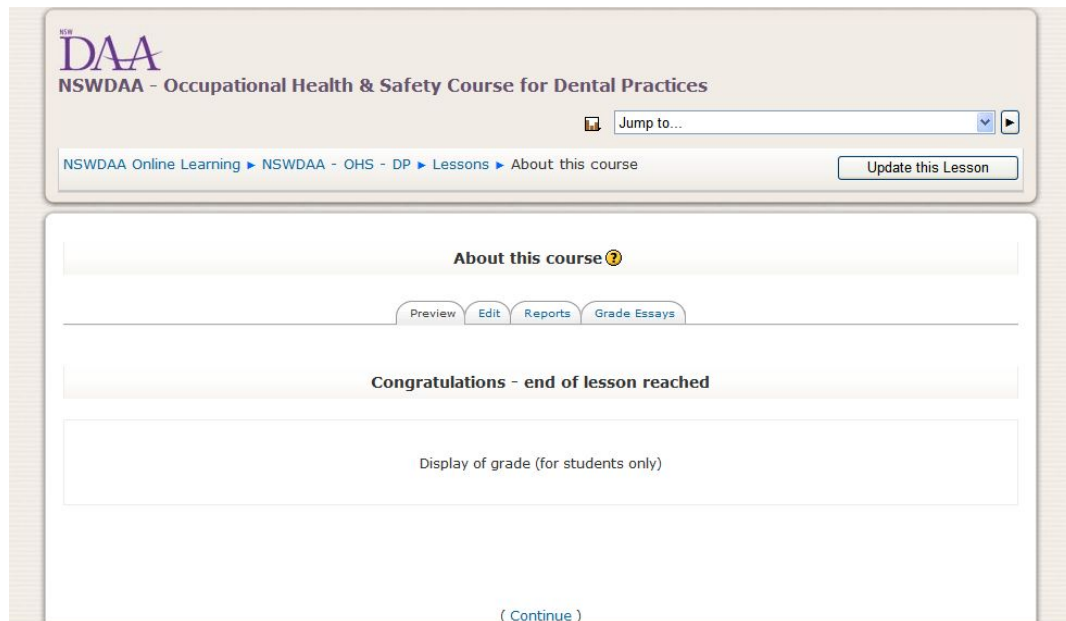
There are a number of places where you can download documents like templates that can be used back in your practice. Please note that these templates are guidelines only. You should review all content and make specific to your practice.

When you click a link to download a document a dialog box will appear and you can choose to open the file and then print it out, or you can save it to your PC for future use.



As you finish each module

At the end of a module when you click the Homepage button you will see this screen



You do not need to do anything on this screen. If you wait for a couple of seconds, you will be redirected back to the Homepage.

Technical support

If you have any issues while working through the course, please contact Barbara Hayes:

- during business hours on 02 9569 3220
- outside business hours on 0411 069921
- via email bhayes@nswdaa.asn.au

Feedback

Your feedback is vital to ensuring the continued success of this program, so please complete the feedback survey at the end of the course.