



# Navigating Moodle



**Academi Oncoleg Felindre**  
**Velindre Oncology Academy**

 Gwasanaeth Canser Felindre / Velindre Cancer Service



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# Why use Moodle as a Learner?

- Access your course resources
- Access your course activities and forums
- Access your assessments and feedback from tutors
- Assessment guidance
- Library services
- Accessing support



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# Accessing Moodle

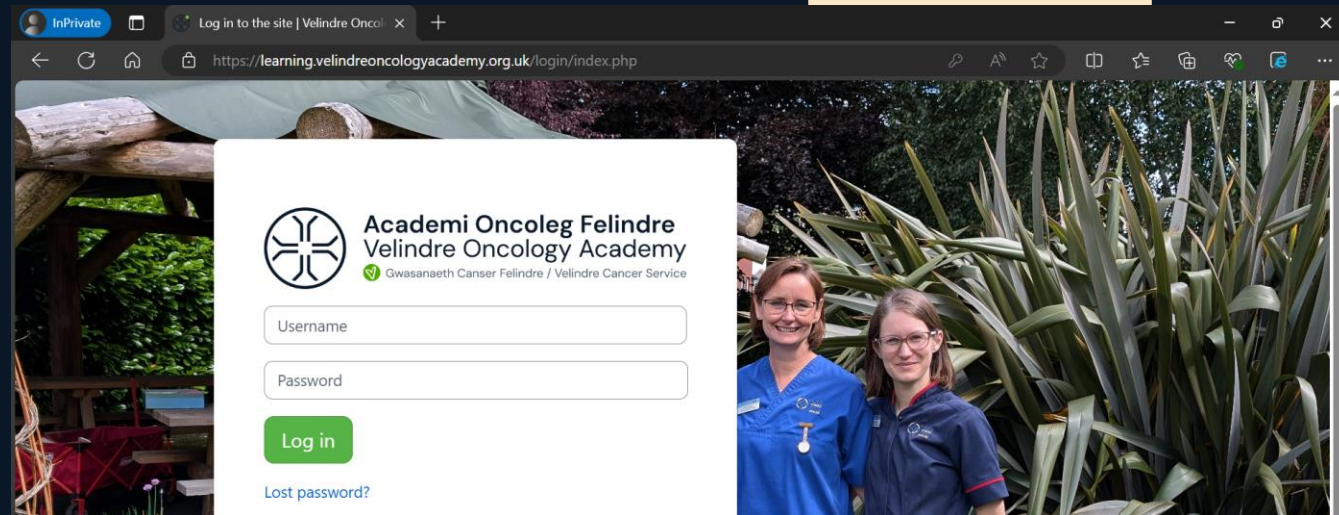
- Your Moodle access will be emailed to you
- Login via the following link  
[www.learning.velindreoncologyacademy.org.uk](https://www.learning.velindreoncologyacademy.org.uk)



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# Navigation Menu

- Dashboard
- My courses
- Upcoming Events
- Library Services
- Assessment Guidelines
- Help and Support

These are the items at the top of the screen, which you will see after logging in. We will explore each of these items in the next few pages.



Dashboard My courses Upcoming Events Library Services Assessment Guidelines Help and Support ▾



LA ▾

## Dashboard



# Dashboard – The dashboard contains:

- Latest announcements from the Academy
- Course overview, enabling you to access courses you are enrolled on
- Upcoming events, listing sessions and deadlines coming up
- Latest badges, listing badges you have earned
- Educate Podcast (coming soon)
- Navigating Moodle
- Help and Support



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# My courses

- This area lists all courses you are enrolled on. Click the course to access it.
- Access your course for the resources and activities.
- Access your course to complete your assessment(s).



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# Inside a Course – Overview

The screenshot shows a course page for "SAGE & THYME - Communication Skills". The page has a top navigation bar with links like "Dashboard", "My courses", "Catalogue", "Upcoming Events", "Library Services", "Assessment Guidelines", and "Help and Support". The course title is "SAGE & THYME - Communication Skills", and there are sub-tabs for "Course", "Information", "Participants", "Grades", and "Competencies".

Annotations include:

- A yellow box at the top right says: "Click 'Participants' to see who else is completing the same course." with an arrow pointing to the "Participants" tab.
- A yellow box on the left says: "The navigator shows you the different course sections." with an arrow pointing to a sidebar menu.
- A yellow box in the middle right says: "To view your Grades on assessments, click 'Grades'. This will be empty if you have not attempted any." with an arrow pointing to the "Grades" tab.
- A yellow box below it says: "Click the section link to access its contents." with an arrow pointing to the "Introduction and Announcements" link.
- A yellow box on the right says: "Scroll down to access the rest of the course." with a downward arrow.
- A yellow box at the bottom right says: "Sections you need to provide input on are marked as 'To do'." with an arrow pointing to a "To do" button.

The sidebar menu (navigator) is highlighted with a red box and contains the following sections:

- General
  - Introduction and Announcements
  - Course Discussions
- Introduction
  - Introduce Yourself
  - Meet the Tutor
  - Course Overview
- Training Session
  - SAGE & THYME Training
  - Recording of Session
  - Evaluation of Training
- Activities and Resources
  - Reading - Training Delegate Pa...
  - Reading - Supporting Evidence...
  - Listen to a SAGE & THYME Tele...
  - Board for Collaboration
  - Case Study
- Assessment of Knowledge
  - Quiz
  - Workbook

The main content area shows a "General" section with "Introduction and Announcements" and "Course Discussions". Below that is an "Introduction" section with "Introduce Yourself" marked as "To do".

# Inside a Course – Booking on Training

The screenshot shows a Moodle course page for 'SAGE & THYME Training'. The left sidebar contains a navigation menu with the following items:

- General
  - Introduction and Announcements
  - Course Discussions
- Introduction
  - Introduce Yourself
  - Meet the Tutor
  - Course Overview
- Training Session
  - SAGE & THYME Training** (highlighted with a red box)
  - Recording of Session
- Evaluation of Training
- Activities and Resources
  - Reading - Training Delegate Pack
  - Reading - Supporting Evidence ...
  - Listen to a SAGE & THYME Telep...
- Assessment of Knowledge
  - Quiz
  - Workbook

The main content area displays the course title 'SAGE & THYME Training' and a 'To do' notification: 'Attend an appointment'. A note states: 'This is not a real event. Use this area to book yourself on the live training sessions available. You must complete a live training session as it is part of the course completion conditions.' Below this is a table of training sessions with columns for DATE, TIME, SEATS AVAILABLE, and STATUS. The first row is highlighted with a red box and has an annotation: 'Locate and click on the area for booking on Training.' pointing to the 'SAGE & THYME Training' link in the sidebar. A second red box highlights an upward-pointing arrow icon in the top right corner of the table row. A third red box highlights a 'Book' button in the description area of the first row. A yellow text box on the right contains the following text: 'Click the arrow above to access further information about live training and click "Book" to request a place on the live training. Once you book on the course, you will receive email confirmation, and it will be added to your Moodle calendar.'

DATE	TIME	SEATS AVAILABLE	STATUS
Friday, 2	PM	15	Open
Wednesday, 08 January 2025	9:00 AM - 12:00 PM	20	Open



# Inside a Course – Assessments

Your course will contain your assessments. This is where you will submit your response, and where feedback will be shared. Different courses will have different types of assessment methods.

If you had any questions about your assessment, you could use the “Course Discussion” area to post your question. Alternatively, you can contact the Tutor directly.

The screenshot shows a web browser window with the URL <https://learning.velindreoncologyacademy.org.uk/course/view.php?id=6>. The page features a dark navigation bar with links for Dashboard, My courses, Upcoming Events, Library Services, Assessment Guidelines, and Help and Support. A sidebar on the left lists course components: Course Overview, Training Session (with sub-items for SAGE & THYME Training, Recording of Session, and Evaluation of Training), Activities and Resources (with sub-items for Reading - Training Delegate Pack, Reading - Supporting Evidence..., Listen to a SAGE & THYME Tele..., and Assessment of Knowledge), Quiz, and Workbook. The main content area displays two assessment items: a Quiz titled "Assessment of Knowledge" opened on Monday, 14 October 2024, 12:00 PM, and a Workbook opened on Tuesday, 15 October 2024, 12:00 AM with a due date of Tuesday, 22 October 2024, 12:00 AM. The quiz instructions state it is a multiple choice assessment and is NOT an open book quiz. The workbook instructions state it constitutes 100% of the grade and requires careful reading of instructions and use of provided resources.



# Upcoming Events

- This area shows upcoming sessions and deadlines.
- Click the event to access more information about it.
- Click “New event” to add new reminders for yourself.



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## Upcoming Events

### Calendar

All courses

New event

← November

December 2024

January →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 SAGE & ...	21	22
23	24	25	26	27	28	29



# Library Services

Contains:

- Library membership form
- Access to the online library and eResources
- Guidance for navigating the library
- Library contact details
- Databases
- Useful apps and podcasts
- Staying up to date with Library Services



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## Library Services

[Course](#) [Information](#) [Grades](#) [Competencies](#)

### Overview

[Collapse all](#)



All staff of Velindre University NHS Trust, WBS and other hosted organisations are entitled to library membership. All learners with the Velindre Oncology Academy are also entitled to this membership.

**The membership provides access to an online and a physical library. Head over to the "Membership" section for further information on how to apply for a library membership.**

As a member of Velindre Library you automatically become a member of Cardiff University Libraries and can access their physical collections. The Service includes a physical specialist cancer library based at Velindre Cancer Centre (the only one in Wales) and a remote service provided to the Welsh Blood Service, Velindre HQ and other hosted bodies.

**Did you have any questions? Here are the library contact details:**

Telephone: 029 20316291

Email: [Library.velindre@wales.nhs.uk](mailto:Library.velindre@wales.nhs.uk)

Twitter: [@VCCLibrary](https://twitter.com/VCCLibrary)

Click to access the Online Library



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NHS Wales Library Search is the library catalogue which allows you to search and find physical or electronic books and journals held in our library, other Cardiff University libraries and all NHS Wales libraries. In addition you can access, view and amend personal details on your library account.

eResources



# Assessment Guidelines

Contains:

- Assessment policies
- Command Verb Guidance
- Referencing Guidance (Harvard)
- Guidelines for avoiding plagiarism
- Use of Artificial Intelligence
- Guidance for Turnitin (Plagiarism and AI Prevention)
- Where to access support with your assessment



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## Assessment Guidelines

Course Information Competencies

### General

Collapse all

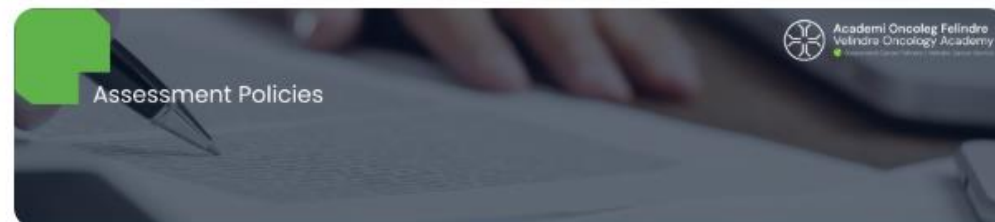


Use this area for generic guidance for completing your assessments. More specific (technical) guidance can be accessed from the "Assessment" area inside your course, under the "My courses" tab. If you had queries about your assessment, you can reach out to your Tutor.

Sections (Scroll down to access each section):

- Assessment Policies
- Command Verb Guidance
- Referencing Guidance (Harvard)
- Plagiarism
- Use of Artificial Intelligence
- Turnitin (Plagiarism and AI Prevention)
- Issues with your Assessment?

### Assessment Policies



Our assessments are bound by a standard set of policies. However, it is worth mentioning that assessment methods and marking criteria can differ from module to module. Our assessment policies include:



# Help and Support Portal

Contains:

- Careers advice
- How to contact us
- Learning wellbeing portal



[Dashboard](#) [My courses](#) [Upcoming Events](#) [Library Services](#) [Assessment Guidelines](#)

[Help and Support](#) ▾

[Using Moodle](#)

[Careers Advice \(Coming Soon\)](#)

[Contact Us](#)

[Learner Wellbeing](#)

**Hi, Learner!** 🙌



# Technical Support

If you need any technical support, contact our Digital Support Officer, Main Al-Najjar.

His email address is [main.al-najjar@wales.nhs.uk](mailto:main.al-najjar@wales.nhs.uk)



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