

## HOW TO ACCESS THIS YEAR'S TRAINING PROGRAMME?

MOODLE is a Learning Management System (LMS). This is a teaching and learning tool that is used in institutions across the world and provides an opportunity for teachers and students to interact online.

Please follow the steps below to access the LMS

1. After December 5<sup>th</sup>, 2022, go to [aglaedu.moodlecloud.com](http://aglaedu.moodlecloud.com).
2. There log in using your assigned username and password. Thereafter a new page will open.
3. On the new page you can access the training programme by moving the cursor to either words "DASHBOARD" or "MY COURSES". These are located at the top left of your screen. You can click on either one of these options.

- Access via DASHBOARD

This webpage lays out your courses, a Calendar and Timeline. You can click on the words COURSES to access the listing above. Use the Calendar to learn when live lectures would take place or test and assignments are due. Click on the "Meeting" to go the MICROSOFT TEAMS meeting link. We encourage you to join on the appointed day. Each lecture is approximately 60 to 120 minutes. Please download MICROSOFT TEAMS.

The Timeline lets you know of your progress during the period of training.

- Access via MY COURSES

This allows you to access the topics immediately. By clicking on MY COURSES, you will see the topics in a list. You must complete all the tasks assigned by the lecturer. Activities for different modules would only open on specific days but will stay open till December 31<sup>st</sup>.

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