

# The CIPP Student Website- A User Guide

## 1. An overview of the CIPP Student Website

The CIPP Student Website has been set up to help deliver Payroll Practitioner qualifications. You will be able to access and download all relevant information related to your qualification by accessing your course/s online. **You can access the website on any computer that has access to the Internet.**

The website uses a technology called '**Moodle**' which is a 'Course Management System' (CMS). Essentially a CMS provides us with a platform in which information and materials can be delivered to you securely online. It also provides opportunities for you to interact with course materials and with other people registered on your course.

## 2. Logging in to the CIPP Student Website

Every time you visit the website you will need to **login** in order to be able to access any of the courses.

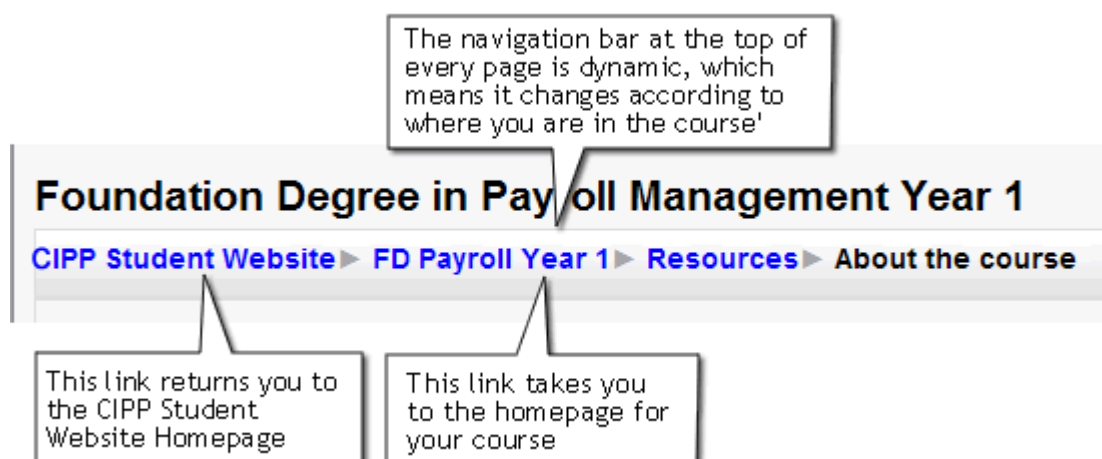
When you first enroll with the CIPP, they will send you a letter telling you what to use as your username and password. The very first time that you login, you will be asked to change your password. You will continue to use your username and this new password for the duration of the course.

## 3. What you see when you access a course

When you enter a course, you will see that the page is split into three columns. The biggest column in the centre of the page is where you will find most of the content and information related to your modules. The columns to the left and right contain 'blocks' (or boxes) that usually have a specific function.

### Navigation

You can move around the CIPP Student Website by clicking on links and using your browsers back and forward buttons. You can also use the 'navigation bar' at the top of every page, see picture below:



## Expand and collapse topic areas

Next to each topic (or module) you will see boxes like this  or this

These boxes expand or collapse a topic area when you click on them with the mouse. If you click on the single box you will only see that topic. To see all topics click on the double box (which is only visible if you have previously collapsed the topic boxes.)

## Quizzes

Your course may contain online Quizzes which will be represented by the Quiz icon. If Quizzes are being used on your course full instructions on what you need to do will be given to you.

## Discussion Forums

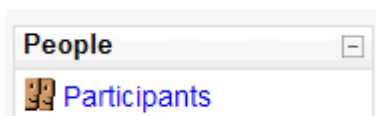
Discussion Forums allow course participants (tutors and students) to communicate electronically. When using a forum you post (send) a message to the forum (not to an individual). If a discussion forum has been set up for your tutor group it means that you can post messages into the forum that everyone else in your group can read and reply to. Discussion forums are a useful tool for staying in touch electronically. More information on how to use discussion forums will be made available to you if they are being used on your course.

## 4. About 'Blocks'

Blocks are the elements within boxes that are located on the left and right hand columns of the page. What these blocks do is described below:

### Participants

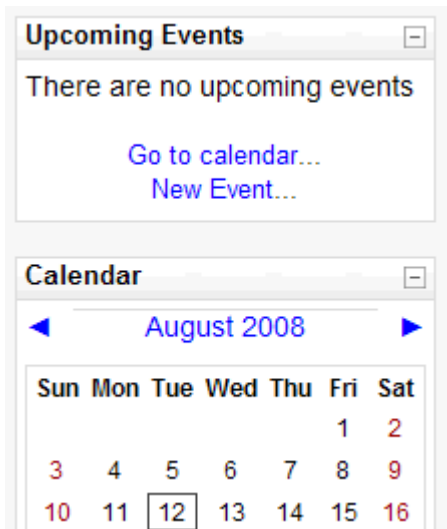
The 'Participants' link inside this block takes the user to a list of all of the people either teaching or studying on same course.



You will be able to see yourself here and you can edit your profile and upload a picture of yourself when you click on your name.

### Calendar and Upcoming Events

The calendar on each course relates to activities taking place associated with your particular course only. 'Upcoming events' lists the calendar entries that are coming up (if indeed there are any).



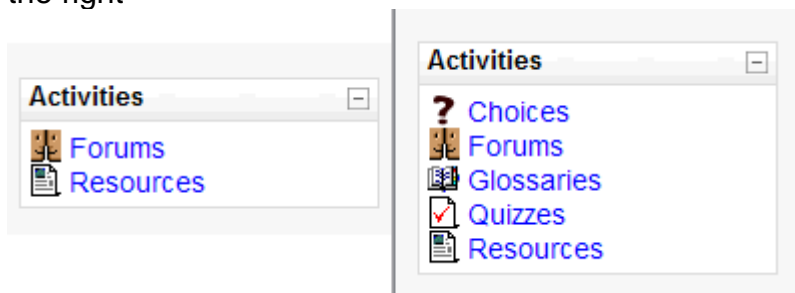
### Recent Activity

This block will tell you what has happened on the course since you last logged-in to the website. For example, if a new file has been added to the course it will let you know.

### Activities

This block contains a list of all the activities that are on your course so you can see different types of activity grouped together. When you first start the course the 'Activities' block is likely to look like the block on the left (see picture below) with just 'Resources' and possibly 'Forums' available to you. ('Resources' essentially just means files; if you click on Resources you will see a list of every file on the course in one place).

As we start to develop the your courses, more activities may well become available to you and the Activities block may well start to look like the picture to the right



Picture: Activities block with 2 kinds of activity listed. Activities block with 5 different kinds of activities listed.