



USER GUIDE

moodle.leadcurriculum.cloud



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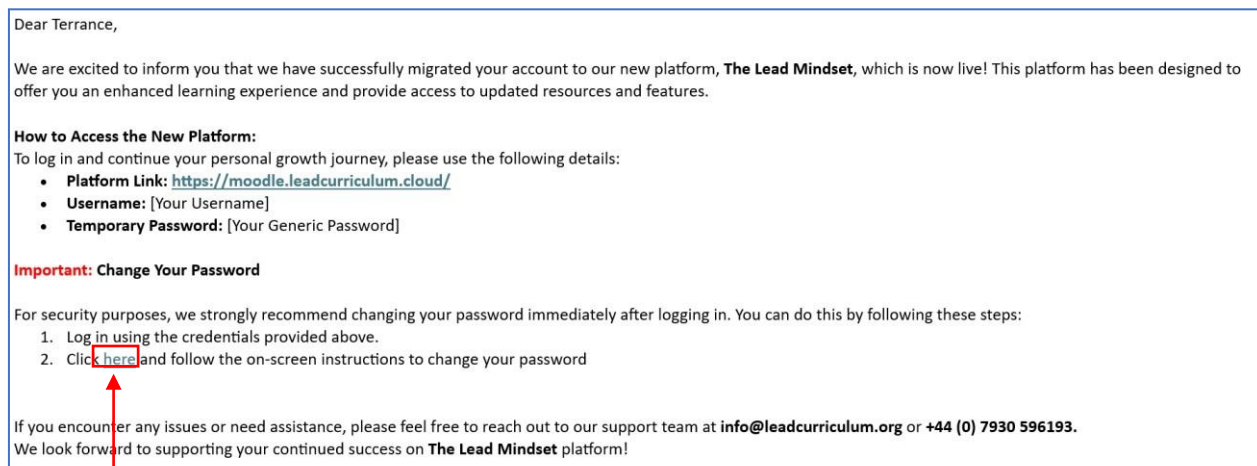
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Login to Moodle

Moodle users will receive an **email** with their **username**, a **temporary password**, and **instructions to reset the password**. Follow these steps to access Moodle:

Step 1: Access the Password Reset Page

- Check your email for the message containing your username and temporary password.
- Open the email and **click on the link** provided to navigate to the password reset page in Moodle.



Password Reset link

Step 2: Reset Your Password

LEAD Personal Growth

My courses / Preferences / User account / Change password

Change password

Username: kgb_officialtestaccount

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Current password:

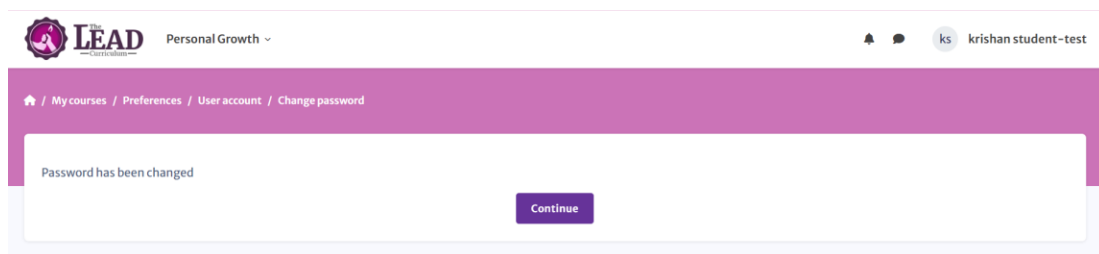
New password:

New password (again):

1. **Enter the temporary password** received in the email as the current password.
2. **Create a new password** that follows the password policy:
 - Minimum of 8 characters
 - At least 1 digit
 - At least 1 lowercase letter
 - At least 1 uppercase letter
 - At least 1 special character (such as *, -, or #)
3. **Re-enter the new password** to confirm it.

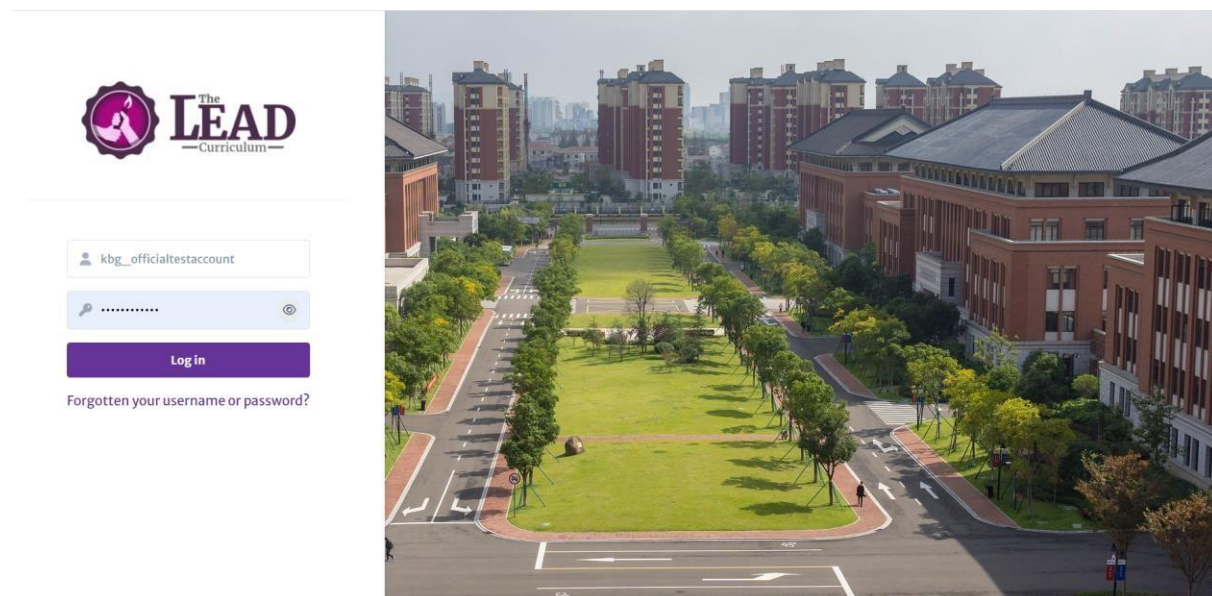
Step 3: Save Changes

- Click on the **"Save Changes"** button.
- You will see a **password reset successful** message.



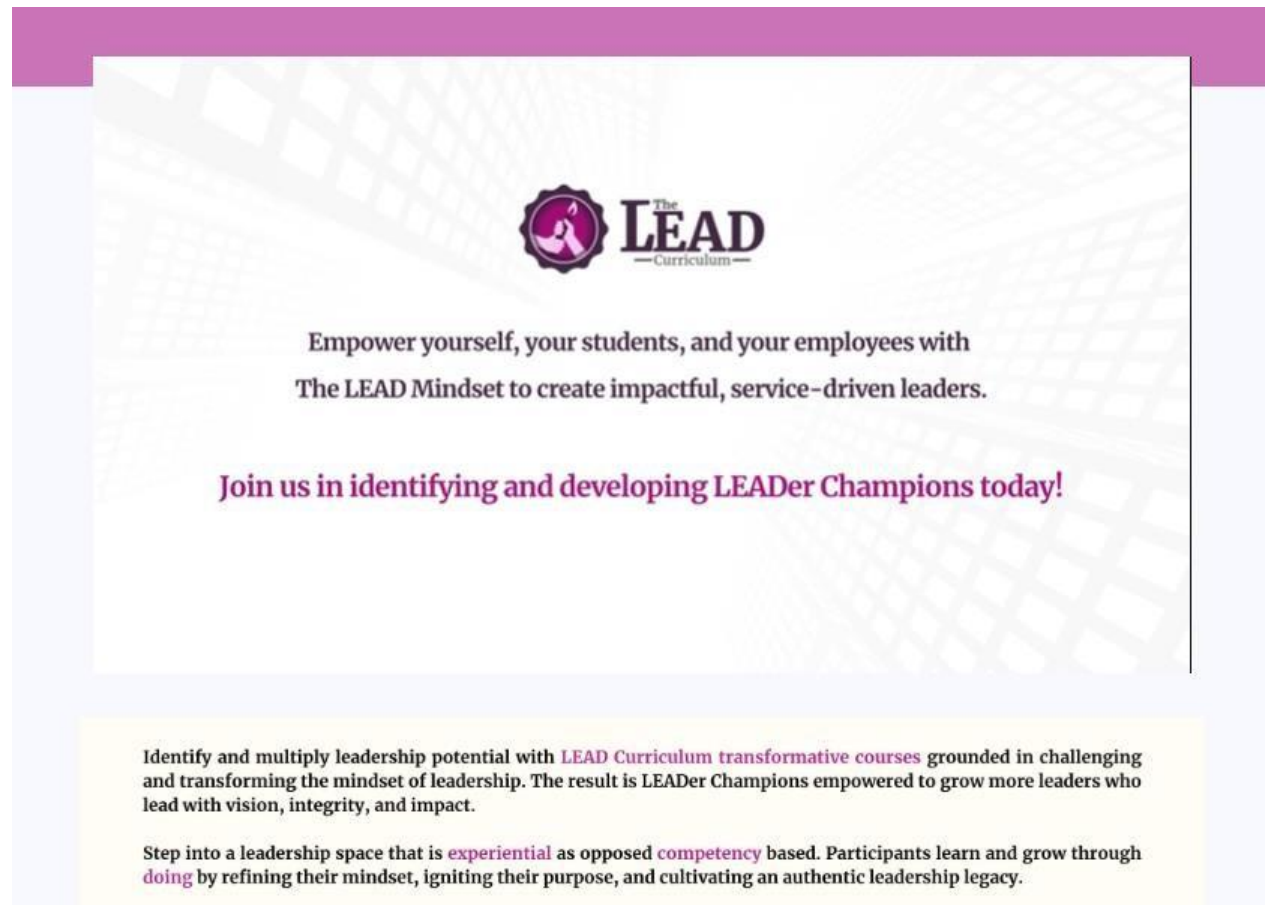
Step 4: Login with New Credentials

- Once the password is updated, log in to the Moodle using your username and new password.



The Landing Page

Upon successfully logging into Moodle, users will be directed to the **My Courses page**. Here, they are welcomed with a quick video clip that provides an overview of the **LEAD Mindset** and the learning experience, followed by a brief introduction to the benefits of joining the program.



The landing page also includes separate sections highlighting:

- **Each stage of the APEX LEADer journey:** These sections provide a breakdown of the 5 stages users must navigate to become a LEAD Champion, explaining the unique value propositions of each stage and what users will achieve upon completion.
- **My Courses section:** This section displays all the courses enabled for users (courses they've been enrolled in by the admin), along with filters to organize courses by **In Progress, Future, Past, and Starred**.

YOUR APEX LEADER JOURNEY

This section of the platform outlines the **5 stages** of the APEX LEADer journey, which guide users towards becoming a **LEADer Champion**.



Each stage offers a unique value proposition and highlights the following:

- **What users will achieve** by completing each stage.
- **Course categories** that users must complete to advance through the stages.
- **Certifications** awarded upon completion of each stage.

By successfully completing all stages of the APEX LEADer journey, users are officially recognized as **LEADer Champions**.

MY COURSES

In the **My Courses** section, users will see all the courses that have been enabled for them. This means they will only be able to view the courses they have been enrolled in by the admin.

To be eligible to take a course, users must be enrolled by an admin. Only the courses users are enrolled in will be visible in this section.

My Courses

Course overview

Search

▼ In progress ▼

⌵ Last accessed ▼

📄 Card ▼

THE LEAD MINDSET
(W)Mentoring LEADer Champions (KS4) - Introduction ...
HR Executives
0% complete

St Pauls Catholic School - Getting Ready To Learn
General
33% complete

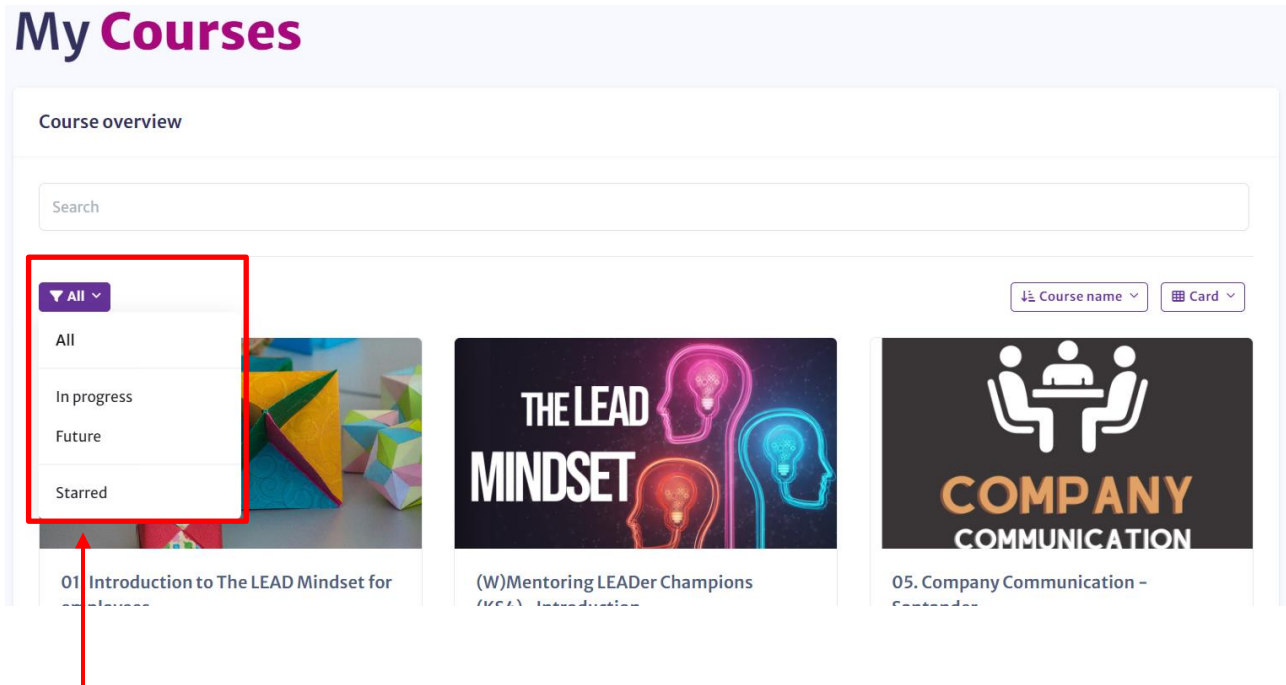
THE LEAD MINDSET
Mentoring LEADer Champions(KS3) - Introduction To ...
HR Executives
0% complete

Mobilise
...ing social mobility for the next generation
Santander LEAD
★ GDPR & RESEARCH CONSENT
General
14% complete

Release Your superpower - Mindset
*Stage 1: Introduction to the LEAD Mindset
0% complete

Increasing willingness (KS4)
HR Executives
0% complete

Users can organize and filter their courses using the following options:



Course Filters

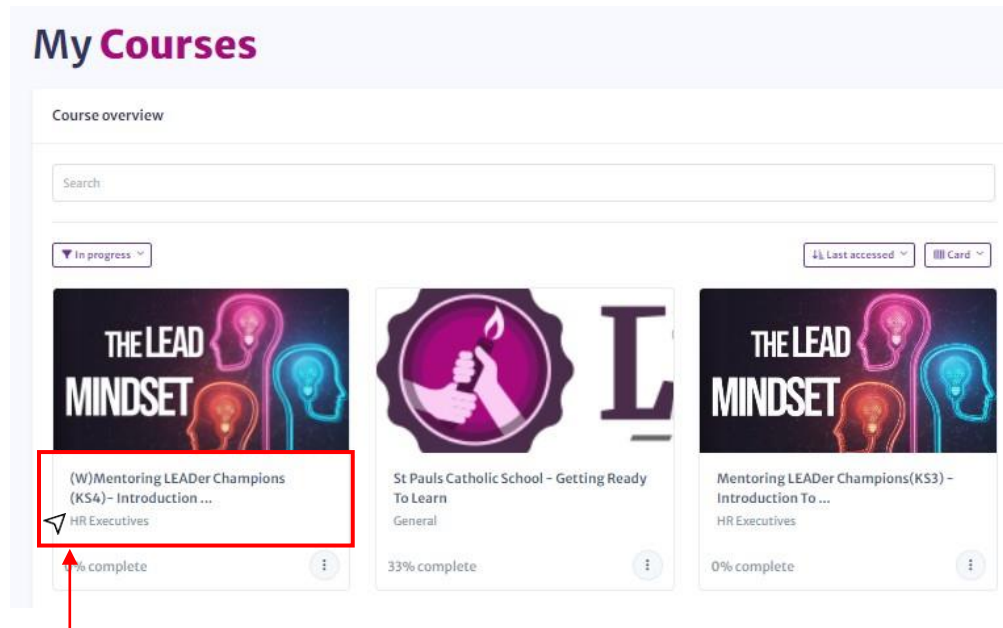
- **In Progress:** Includes both courses currently being taken and courses the user is enrolled in but have not yet started.
- **Future:** Courses the user has been enrolled in but are not yet in an active state. These courses are scheduled to become active at a future date, at which point the user will be able to start the course.
- **Starred:** Courses marked as favorites for easy access.

Starting a Course

Users can view and engage with their course content by following the steps below. Each piece of content must be completed one by one to track progress and finish the course.

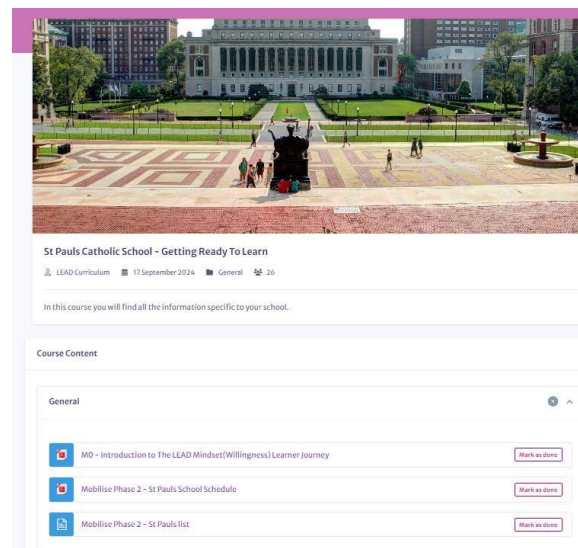
Step 1: Accessing Course Content

- Click on a course from the **My Courses** section.

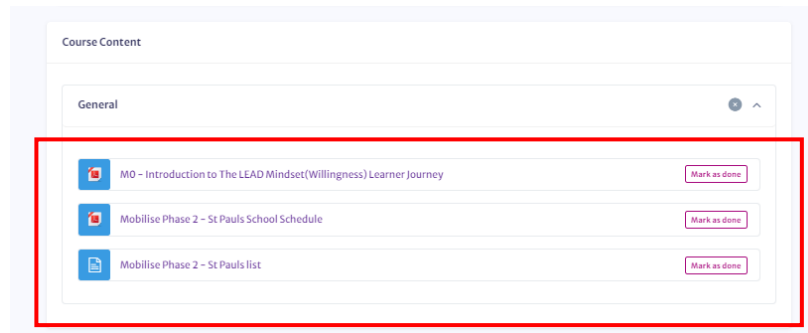


Click Here

- You will be navigated to the **Course Content** page for that specific course.

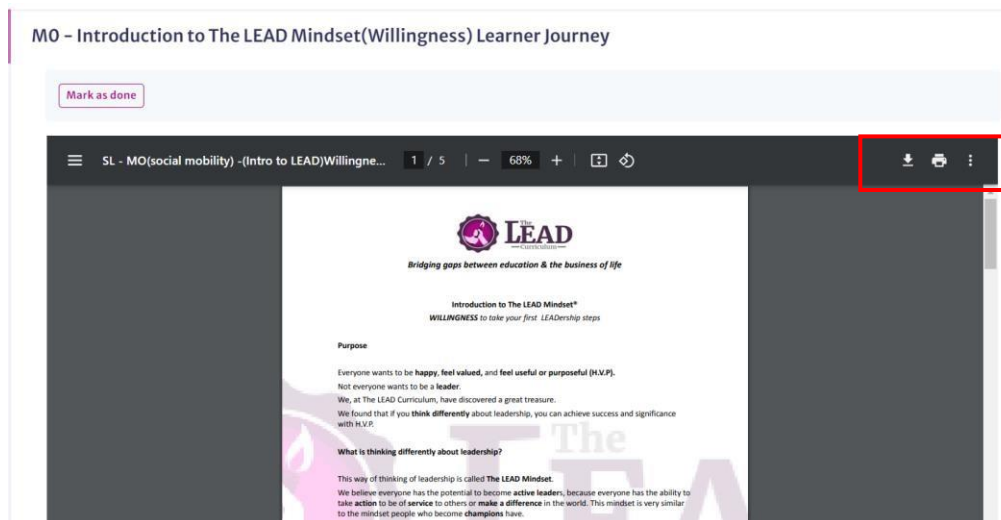


- Under the **Course Content** section, you will see all the materials you need to complete in order to finish the course.
- Click on a course content link to view the full content.



Step 2: Viewing and Completing Course Content

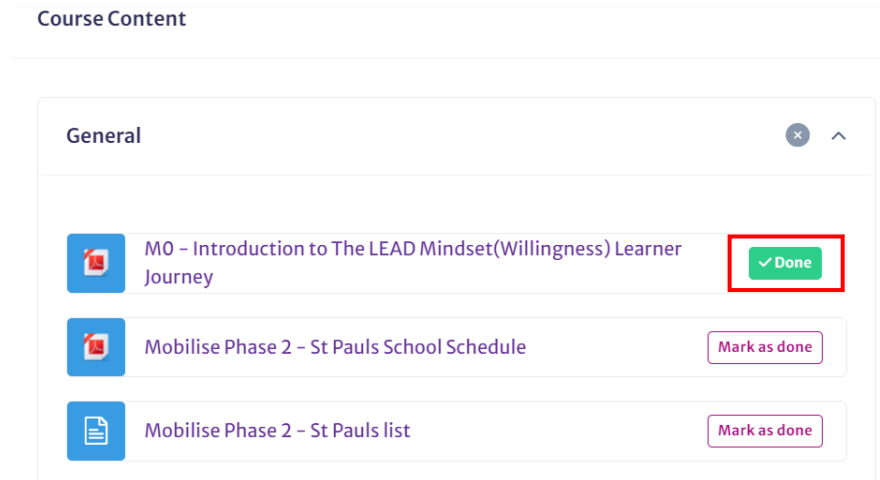
- Upon clicking on each of the link, the content will open in full access view. You can **download** or **print** the content if needed.



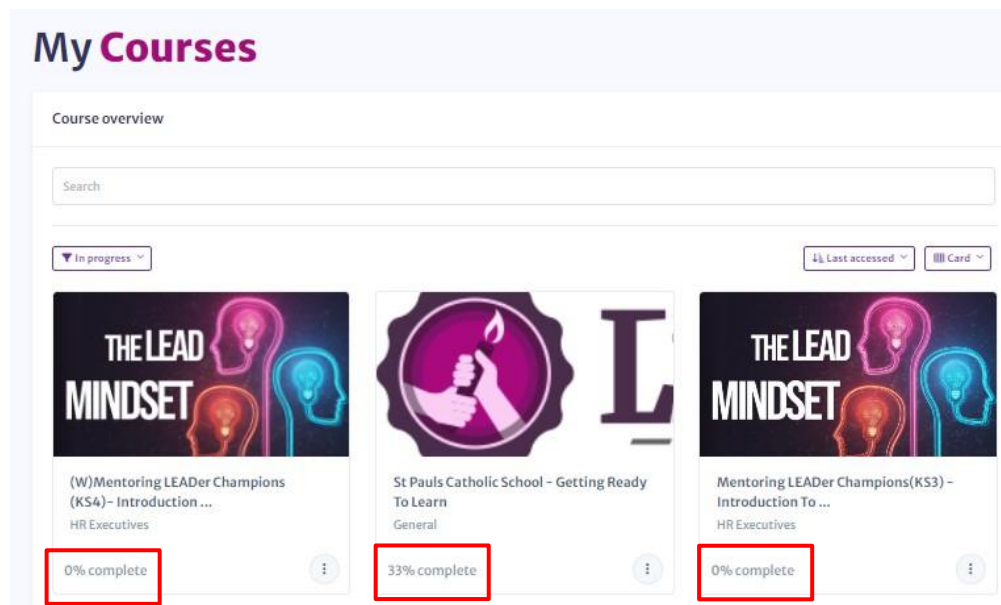
- Go through the entire course content to complete it.

Step 3: Mark Content as Done

- After completing the content, navigate back to the **Course Content** page.
- Mark the content as **Done** to indicate that you have completed it.



As users complete the course content, they can track their **course completion progress** for each course in the **My Courses** section.



If you encounter any issues or need assistance, please feel free to reach out to our support team at info@leadcurriculum.org or +44 (0) 7930 596193.

We look forward to supporting your continued success on The LEAD Mindset journey to greatness which lies on the other side of service to others!