



User tip sheet for DPIRD landholder information and online training

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1. Where do I start?

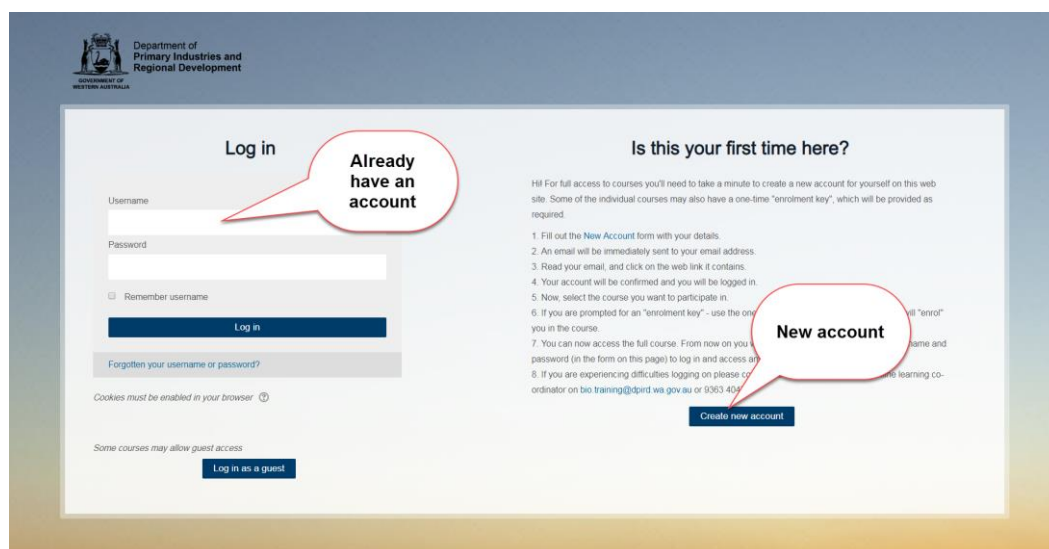
You can go directly to <https://regtraining.dpird.wa.gov.au/externaluser/>

This will take you to the log in page. If this is your first time logging into the Moodle site, you will need to click “Create new account”. After you’ve created your new account, an email should be sent to your email address that contains easy instructions on how to complete your registration.

If you have logged in previously, enter your username and password to log in.

If you set your password and then forget it, just follow the prompts on the log in page and you will receive an email with a new password. If you are having trouble logging in, please contact: RCP.Applications@dpird.wa.gov.au

Note: only one person can complete the online course, it is not designed for group enrolment. The person logged onto the course is the person who actually completes the course and is named on the certificate.



The screenshot shows the Moodle login page for the Department of Primary Industries and Regional Development, Western Australia. The page is divided into two main sections: "Log in" and "Is this your first time here?".

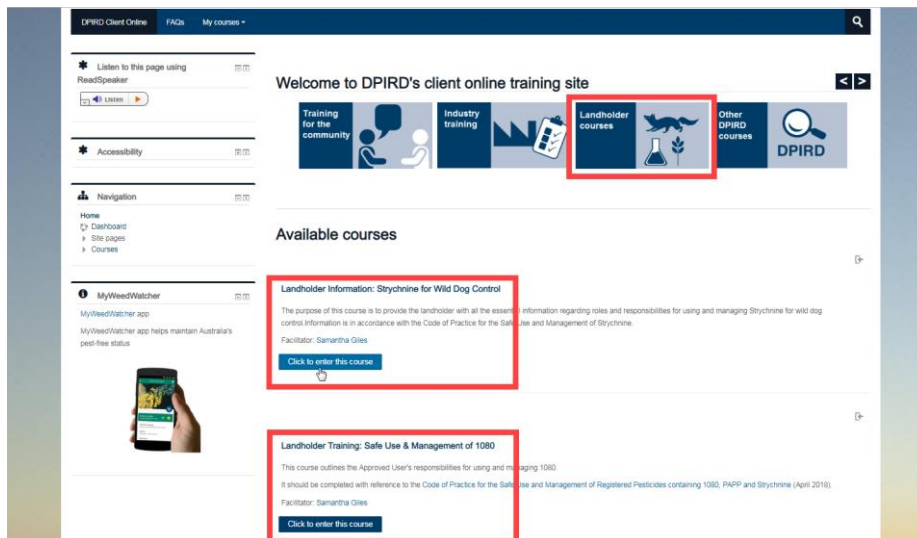
Log in section: Includes fields for "Username" and "Password", a "Remember username" checkbox, a "Log in" button, and a link for "Forgotten your username or password?". A callout bubble labeled "Already have an account" points to the "Log in" button.

Is this your first time here? section: Contains instructions for creating a new account, a "Create new account" button, and a "Log in as a guest" button. A callout bubble labeled "New account" points to the "Create new account" button.

Footer: Includes the text "Cookies must be enabled in your browser" and "Some courses may allow guest access".

2. How do I enrol myself into a course?

1. You can click on the course name from the “Available courses” list
OR
2. Click on ‘Landholder courses and then click on heading of the course. This could be Landholder Training: Safe Use & Management of 1080 or Landholder Information: Strychnine for Wild Dog Control.



3. How do I get around the course?

Navigation can be done in a number of ways:

1. Use the ‘**breadcrumb trail**’, this appears on every page on the top left hand side. Click on the links to navigate backward toward the course home page.
2. Use the **navigation block** on the left hand side of the screen to navigate the course site. Click the reveal triangle or the link to see course topics.
3. Use the **links located at the bottom of each page**. The link on the left will move to the previous activity and to the right for next activity. The ‘jump to’ menu offers all course activities.

The screenshot shows a course page titled 'Biodegradation of 1080'. The breadcrumb trail at the top left reads: 'Home > Courses > Landholder information and training > LH1080_17_2 > Topic 1 > Biodegradation of 1080'. A red callout box labeled 'Breadcrumb trail' points to this path. On the left side, there is a 'Navigation' block with a tree view of the course structure. A red callout box labeled 'Navigation block' points to this menu. At the bottom of the page, there are three red callout boxes: 'Previous topic' pointing to a left arrow, 'Jump to menu' pointing to a dropdown menu, and 'Next topic' pointing to a right arrow.

4. How do I access and complete a quiz or re-attempt a quiz?

1. When completing a quiz, it will advise how many attempts you have and what the pass mark is. Click on the **Attempt Quiz** now, then “**Start attempt**” when the communication box pops up. Commence the quiz.
2. After completing quiz, click **NEXT** at bottom of page.
3. A ‘**Summary of Attempt**’ page now appears detailing if you have answered all the questions or not. All question numbers should be highlighted in **quiz navigation box** on LHS, any not highlighted have not been completed, and you can click on a question number to answer or review.
4. When finished, click on **Submit all and finish**.
5. This will allow you to review your answers. On the LHS, quiz navigation box shows you **incorrect answers** (highlighted in **red**) and **correct answers** (highlighted in **green**).
6. If you have not acquired the necessary pass mark, click **Re-attempt quiz**.

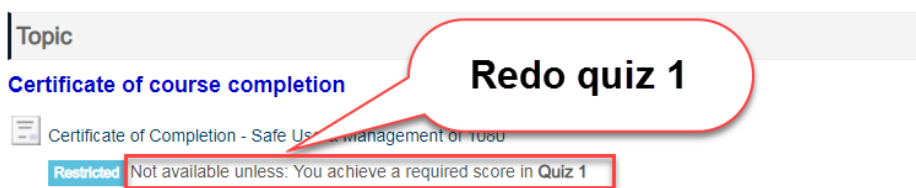
You can reattempt the quiz later by going to the navigation box on the LHS or back to the front page, select the course you were attempting and clicking on the quiz from the topic list. If you were successful and passed the quiz select the **NEXT** button.

5. I have finished all the quizzes and passed, now what do I do?

If you have completed the quiz successfully you will have access to “**Print Certificate**”.

You must click on **Get your certificate** – this will generate your certificate (pdf form) and register that you have completed the course. You can print it immediately (or at a later date by clicking on “Review your Certificate”).

If you cannot print your certificate, you may need to complete or repeat assessment/s. You can tell what assessment this is by viewing information in the certificate topic area. In the example below, quiz 1 assessment did not achieve the required score, another attempt at quiz 1 is required.



Your Biosecurity Officer will need to see a copy of the certificate as evidence of your completion of the online if you have completed either the 1080 or Strychnine courses for landholders.