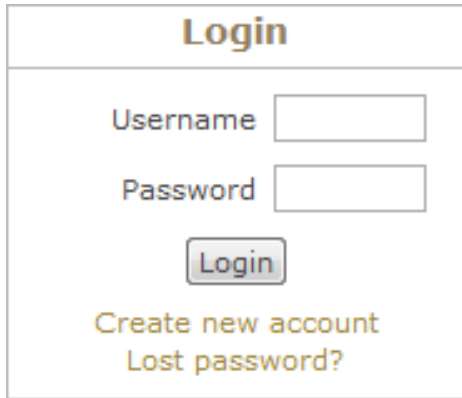


# FPMT Online Learning Center – User Guide.

## How do I log into the Online Learning Center?

At the top left of the Online Learning Center (OLC) homepage at <http://onlinelearning.fpmt.org/> there is a login box.

A screenshot of the login interface. At the top, the word "Login" is displayed in a large, bold, orange font. Below this, there are two input fields: "Username" and "Password", each with a corresponding text box. Underneath the password field is a "Login" button with a grey gradient. At the bottom of the box, there are two links: "Create new account" and "Lost password?", both in orange text.

If you have an existing online learning center (OLC) account, you should enter your username and password and click **Login**.

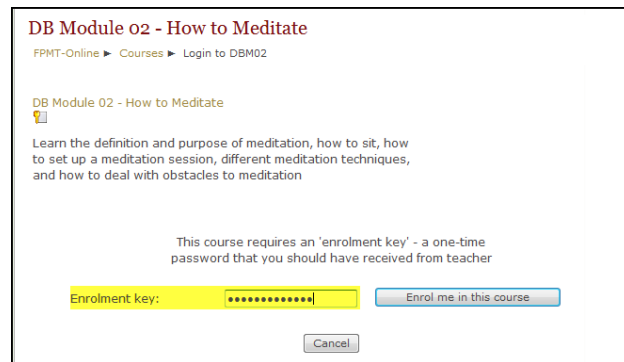
If you have an existing online learning center (OLC) account but have forgotten your password, you can reset your password by clicking on **Lost Password**.

If you do not have an OLC account, you will need to create a new account by clicking on **Create New Account**. When you create a new account, you will be asked to choose your username and password which you will use for all future logins.

**New Account Confirmation:** When you create a new account for the first time, you will be emailed a confirmation email which contains a link which needs to be clicked to confirm the account. After this you will be able to login to the OLC using your new username and password.

## How do I access the courses within the Online Learning Center?

After you have logged into the OLC, you will then need to **enroll** in all the individual courses that you wish to access. To do this, please select course you wish to enroll in and then enter the enrollment key for that course.

A screenshot of a course enrollment page. The title is "DB Module 02 - How to Meditate". Below the title, there is a breadcrumb trail: "FPMT-Online > Courses > Login to DBM02". The course description reads: "Learn the definition and purpose of meditation, how to sit, how to set up a meditation session, different meditation techniques, and how to deal with obstacles to meditation". A message states: "This course requires an 'enrolment key' - a one-time password that you should have received from teacher". There is an "Enrolment key:" label followed by a text input field containing several asterisks. To the right of the input field is a blue button labeled "Enrol me in this course". Below the input field and button is a "Cancel" button.

the

This enrollment process is a one off process and all courses that you enroll in will be automatically available to you the next time you login to the OLC using your username and password. The enrollment key for Discovering Buddhism Module 2 (How to Meditate) is **calmabiding07**

## How do I get the Enrollment Keys for the Courses?

Each course has a different enrollment key. We are offering Discovering Buddhism Module 2 (How to Meditate) for free on the site and the enrollment key for this module is **calmabiding07**

Enrollment keys for other courses can be purchased in the [Foundation Store](#) or alternatively they are available to [Friends of FPMT](#) at certain levels. Friends of FPMT at certain levels have free access to the entire OLC and will be sent all the enrollment keys for all available courses with their welcome email when they initially become a 'Friend of FPMT' and will receive email updates of the enrollment keys for all future courses on the site.

## How do I edit my profile, set my email preferences and add a picture?

Once you have logged into Moodle, you can access your profile by clicking on the link to your name at the top of the screen on the site home page or a course home page.

You are logged in as Eamon Walsh (Logout)

This will open your profile and allow you to **change your password** or view your blog or forum posts.

When you are in your profile, click on the **Edit profile** tab if necessary to update your profile.

From here you can click on 'Show Advanced' for additional options for updating your profile.

Click on 'Update Profile' when you have made your changes and refresh the screen to display all the changes.

The screenshot shows the 'Edit profile' page for Eamon Walsh. At the top, there are tabs for 'Profile', 'Edit profile', 'Forum posts', and 'Blog'. Below the tabs is a 'Show Advanced' button. The 'General' section contains the following fields:

- First name\*: Eamon
- Surname\*: Walsh
- Email address\*: Walshe76@yahoo.com
- Email display: Allow only other course members to see my email address
- Email activated: This email address is enabled
- City/town\*: Lewes
- Select a country\*: United Kingdom
- Timezone: Server's local time
- Preferred language: English (en)

A callout box with a blue border and white background points to the 'Show Advanced' button, containing the text: 'Click here to show additional profile options'.

The following are some of the key fields from the User Profile that you may want to review and update.

| Profile Field                          | Description   |
|--|---|
| <b>First name</b><br><b>Surname</b>    | These names will identify you everywhere in your courses.   |
| <b>Email address</b>                   | The email address should be an address that you check regularly. It is used for acknowledgements and announcements from the site, including messages from Forums that you are subscribed to. It is also the address that is displayed to other users, depending on your 'Email display' setting (below).  |
| <b>Email display</b>                   | This controls the visibility of your email address to others. If you do not want other students to see your email, please choose the option ' <b>Hide my email address from everyone</b> '.   |
| <b>Email format (advanced)</b>         | There are two formats: "Pretty HTML format" (messages will be formatted) and "Plain text format" (plain text with no formatting).   |
| <b>Email digest type (advanced)</b>    | This setting determines how you receive any posts from Forums to which you are subscribed, allowing you to receive messages individually or on a daily basis.   |
| <b>Forum auto-subscribe (advanced)</b> | This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will automatically email you copies of new posts in forums that you post in, unless you manually override it when posting.  |
| <b>Forum tracking (advanced)</b>       | Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.   |
| <b>Preferred language (advanced)</b>   | You can view Moodle in several different languages. Note: changing the preferred language only affects the Moodle interface, not the course content!  |
| <b>Picture</b>                         | <p>This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one.</p> <p>To add a <b>New picture</b> use the Browse button to choose a picture and your profile picture is uploaded when you choose the 'Update Profile' at the bottom of the page. When you are taken back to your profile page, the image might not appear to have changed. If this is so, use the "Reload/Refresh" button in your browser.</p> <p>Your picture will be resized by Moodle when you upload it - to 100 pixels by 100 pixels for the larger view (e.g. in your profile) and 35 pixels by 35 pixels for the smaller view (e.g. on the Forums).</p> |

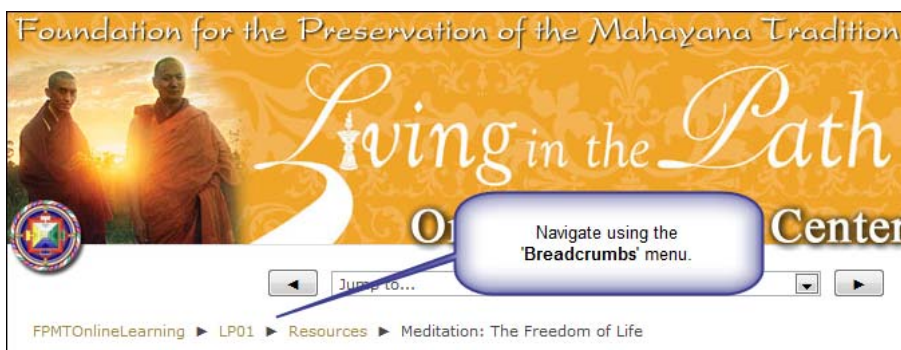
## How do I navigate within a Course?

There are a number of ways to move around a course. Two useful navigation tools that are built into the courses are the **'Breadcrumbs'** and the **'Jump to'** navigation tools.

### "Breadcrumbs"

The breadcrumbs are a trail showing the pages you have passed through to get to your current location. They are shown in the top left corner of the page and clicking on them will take you to that point in the course.

Note that on the example below there is a Resources link. This shows that the page you are in at the moment is a resource and clicking on the link will take you to a list of all resources for your course.



The same principle applies with each of the activity types, so if you were in a quiz you would have a link to a list of all quizzes in your course. When you click on the course name (**LP01** in this case) it will always bring you back to the course home page.

### "Jump to"

The Jump to menu is a simple way of getting to any point in the course. Click on the down arrow next to Jump to, to open the drop-down menu. From here you will see the full list of all activities and resources in your course. Clicking on them will take you to that page.

You can also just click on the forward and back arrow to move from page to page within the course.



Finally, it is possible to navigate between pages by using the navigation buttons on your web browser. This is not recommended, you will obtain more consistent results by using the navigation options within Moodle and the course pages.

## What are the Technical Requirements for using the OLC?

| Program                         | Description   |
|---------------------------------|---|
| <b>Computer and Web Browser</b> | To be able to access the on-line learning environment, it is necessary to have access to a PC or Mac computer, with a suitable web browser such as Internet Explorer, Netscape, Firefox, or Safari. In addition, you will need to have Java installed in your computer (see how to download Java below).  |
| <b>Internet Connection</b>      | In order to access the audio and video files and some of the other materials, you will need to have a relatively fast Internet connection, either DSL or broadband. If you only have a dial-up phone connection, it will be difficult to access these materials, as it will take a very long time to download them. Therefore, it is strongly advised that you obtain access to a high-speed connection.  |
| <b>Java</b>                     | The free program Java is necessary to use the on-line learning site. If you do not already have it installed on your computer, you can download Java by clicking on the following link:<br><a href="http://www.java.com/en/">http://www.java.com/en/</a>  |
| <b>Media Player</b>             | You will need to have a suitable media player and sound card in your computer in order to access the audio and video files. Most computers already have Windows Media Player installed and this is fine for both audio and video files, but other audio and video players are also suitable. Check whether your player works and, if not, you can download Windows Media Player (both for PC and Mac) by clicking on the following link:<br><a href="http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx?displang=en&amp;qstechnology">http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx?displang=en&amp;qstechnology</a>   |
| <b>Adobe Reader</b>             | In order to read and print study material available as text files (mainly PDF files), it is necessary to have Adobe Reader on your computer. If this program is not already installed on your computer, you can download this free program by clicking on the following link:<br><a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>  |
| <b>Video</b>                    | <p><b>Technical Requirements for Playing the Video</b></p> <p>You will need to have Adobe Flash installed on your computer to play this video. You can install Adobe Flash from the following website: <a href="http://get.adobe.com/flashplayer/otherversions/">http://get.adobe.com/flashplayer/otherversions/</a></p> <p>If you do not have Flash installed, you will not see the option to play the video above.</p> <p>It is possible to check which version of Flash you are using by opening the following website:<br/><a href="http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_15507">http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_15507</a></p> <p><b>Tip for Vista users:</b> If you are using Vista and upgrade your Flash version please see the following webpage if you experience difficulties after this upgrade:<br/><a href="http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_19166">http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_19166</a></p> |