

Dyslexia Action



Handbook 2024-25

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1. Moodle System

Moodle is a specialised online learning platform that enables Dyslexia Action participants to:

- access their online course
- read and download documents
- contribute to discussion forums with their tutor and other participants
- submit their assignments

To access Moodle properly you will need:

1. A stable internet connection. Mobile networks are not generally recommended and may quickly exhaust your data plan especially when viewing video lectures/screencasts.

Internet within a school environment may restrict certain websites and links found within Moodle.

2. We recommend using desktop or laptop computers. Tablets and mobile phones do not have the required software to open some course documents.
3. A Windows based operating system. Apple computers are compatible, but we do not offer support at this time.
4. [Google Chrome](#) as your web browser (Safari and Internet Explorer browsers occasionally create errors when loading pages or when uploading assignments onto Moodle).
5. Access to Microsoft Word, PowerPoint. A free alternative is [Google Docs](#), a Cloud based service offered for [Google Mail](#) account holders.
6. A PDF reader such as Adobe Acrobat Reader. If you don't have it on your computer then please download and install the reader before the start of your course.
get.adobe.com/uk/reader/
7. Video recording equipment for our professional level 5 and level 7 specialist teaching and assessment courses. Smartphones or tablets are acceptable choices, but standard video cameras are still the best option due to their customizability.

How to Login

1. An account will be created on Moodle by Dyslexia Action and login details will be sent to you prior to the start of the course (usually one week before course start date or on the day of course release). Please check your spam/junk folder if you do not receive those emails. Only current courses will be displayed on your Moodle page. Courses that you completed will disappear.
2. Once you have received your login details please navigate to moodle.dyslexiaaction.org.uk/ and click on the **log in** button which is located on the top right-hand side of the page



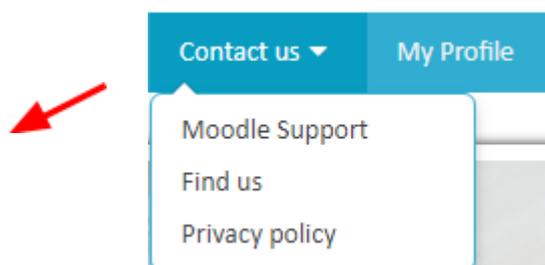
How to Access your course

Log in to your Moodle account and click on the three horizontal bars from the main menu. Your course should be on the list or by scrolling down half way on the home page. If you notice a course that you do not recognise or the course that you registered for is missing then please contact **Moodle Support**.



How to contact Moodle Support

Most technical questions relating to Moodle can be found under the 'Contact us' tab, then Moodle Support:



If you cannot find an answer to your question then click the **Moodle Support** button at the bottom of any Moodle page. Please allow 24 hours for us to respond (not including weekends or bank holidays).

Alternatively, you can email your query to moodlesupport@dyslexiaaction.org.uk or telephone 01784-222304. **Please include** your first name/surname, course code, date of course and specific section of the course/assignment that you are referring to. Supplying a link to your course considerably speeds up the response time.

How to contact your Tutor

Any questions should be posted on the course forum (within your course). Your tutor or a fellow student will usually respond.

You can contact your tutor privately using the **Moodle Messaging System**:

1. Log in to your Moodle account and click on *the message icon*  (located next to your profile picture, top right-hand side of the Moodle main page)
2. Type your tutor's last name into the search bar and click the search button
3. When the desired name appears then click on it and type in your message.

Please be aware that most of our tutors work part-time. You should get a response within three business days. For urgent enquiries please contact **Moodle Support** or phone the office on 01784-222304.

How to change your Profile Settings

Every Moodle user has the ability to control how they receive email notifications from Moodle. Your Moodle *Profile* settings control your default email digest and forum subscription.

General

1. Ensure you are logged in
2. Click on **My Profile** from the main menu
3. On the left-hand side expand **Notification preferences**. From there you can adjust your notification settings.

Email notifications

If you would like to receive a notification email informing you about any new messages on the course forum then:

1. Click on **My Profile**
2. Click on **Notification preferences**

You will receive one digest email per day containing the complete contents of each forum post. **Please note** you cannot reply to a forum post through the email digest. You must post your message on the course forum.

How to upload a profile picture

1. Log in to your Moodle account and click on [My Profile](#)
2. Scroll to the bottom of the page and expand [User Picture](#) tab
3. Choose the picture from your computer's storage and slide/drag the photo into the box (marked with an arrow pointing down). Once the photo has been uploaded then click [Update Profile](#).

Please note:

Moodle will not accept photos over 5Mb in size.

If you would like to change your name then please send us a request, so that we can update the information on all our systems.

2. Forums and Discussion Groups

Forums are online discussion areas where course participants exchange ideas and information by posting messages.

All participants are required to contribute to the discussion forums on the course site - not doing so means that you miss out on an important element of the course, as the forums help you to learn, test out, develop and refine your ideas. Some of the unit forums are compulsory; compulsory forums will be given a grade. Please ensure that you use the correct forum for the subject under discussion.

Unit forums are used to post any questions or queries about the individual course or course content. These forums are often compulsory and your participation and contribution are being monitored.

Contributing to a forum is straightforward. Go to your module and click on the forum link. Once you're in the forum click on the topic that you would like to read or contribute to or click [Add a new discussion topic](#). If [Add a new discussion topic](#) option is not present then it means that you are on a read only forum where you can only *reply* to an existing topic.

When you reply to a post you can also attach a document by sliding a file into the window.

Please note that attachments are limited to 5Mb. If you intend to type a lengthy post then type it out first on your computer then copy and paste your answer into the forum. This will ensure that your post will not be lost in case you encounter page error or internet connection issue.

If you are unfamiliar with posting on a forum, please do not worry. Think of it as taking part in a discussion when you attend a tutorial - follow the 'thread' and give your own ideas and opinions, or start a discussion of your own. Asking questions in the forums is fine, but make sure you have checked the course content for an answer first. Please keep your postings as concise as possible and read the Forum Etiquette available below.

Guidance on Course Forum Etiquette

The following guidance for forum participation must be adhered to by all course participants. It has been formulated to make the Moodle forums effective discussion platforms, which promote respectful, tolerant and sensitive discussion. The course tutors reserve the right to delete any postings that breach this forum etiquette. Any serious or persistent breaches may also lead to intervention by the Board of Studies and the issuing of a written warning to the participant or participants concerned. Please read the following pointers carefully, they apply to all forum users:

1. Make sure you always name new discussion topics very explicitly. This makes important posts easier to find. Avoid general titles such as *'Help!'* or *'Advice please!'*
2. Make sure you are posting to the relevant discussion topic. If you want to divert the discussion to a new topic, start a new discussion thread with a title that will inform others as to the content of the thread.
3. Use the forums reflectively – if you are working through a topic consider jotting down some notes and posting later. Sometimes questions arise that are answered by reading to the end of the document/lecture notes. The questions should be asked after due consideration rather than on the spur of the moment. Avoid posting multiple separate questions on the same thread in a short space of time – this makes answers hard to track and fragments the discussion to the point where it loses coherence. Do not post 'empty responses', such as, *'Hear, hear!'* or *'Agreed!'*, as this does not move the discussion on. If you consider a response to be enlightening or stimulating, then, if appropriate, state the reasons why, so that your thoughts contribute to the fabric of the discussion.
4. Be sensitive in your responses to tutors and to fellow participants. Consider how you phrase your posts and read them back before uploading them to make sure that you have stated your point clearly and appropriately. If you disagree with an opinion given, respond professionally without overt criticism of the person, objectively stating your reasons for not supporting a particular point-of-view and for supporting an alternative one.
5. Forums must not be used to criticise the course, the tutors or your fellow participants.
6. Forum users should carefully consider the timing of their contributions, so that others have the opportunity to contribute to the discussion.
7. Ensure that any comments about learners you are working with or people you have assessed are anonymised, so that the person's identity cannot be gleaned from the post. Similarly, the names of the establishments involved should not be identifiable.
8. Ensure that any comments made are not discriminatory and could not be construed to be discriminatory.
9. Ensure that no direct links to web-based documents are entered within posts as this could encroach upon copyright. Similarly, do not upload documents to the forum threads, reference where they can be found instead.

3. Uploading Assignments to Moodle

Note: File size upload limit = 10MB

There may be different assignment areas where you are asked to upload your assignment i.e. Practice upload zone, assignment portfolio submission zone etc.

1. Login to your course
2. Click on the correct **Assignment Upload Area** (*practice zone or actual submission*)
3. Select **Add submission**

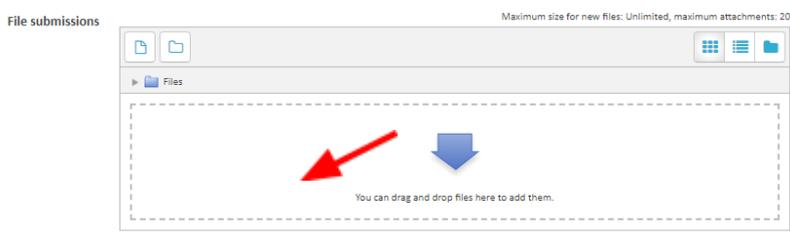
Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	+ Comments (0)

Add submission

You have not made a submission yet

4. Slide the document that you wish to upload into the box



5. **Save changes**



6. **Submit assignment**

7. Click **Continue.**

If you have pictures or scanned documents then please reduce their size before inserting them into a Word document. Please note:

- o **Documents over 10MB** in size will be automatically rejected by the system
- o If you have several documents then compress them into one **before** initiating upload
- o If you mistakenly upload an incorrect document then please contact your tutor as soon as possible as they will have to reset your original submission to draft.

Assignment Feedback

Assignment Feedback can be accessed once you are logged in to your course.

- Go to the ACTIVITIES block on the right-hand side.
- Click on the Assignments header in this block and your feedback and grade will be there once your assignment has been marked.

4. How to Guide – useful computer skills

Reading a Structured Document

For a Word document:

1. Have the document on screen
2. Go to the View tab and enable Document Map in the Show/Hide section. This will give you a document map down the left-hand side of your screen. You can click on any of these sections and you will be taken to that section
3. From the table of contents on the first page of the document, you can press the Ctrl key and click on any line and you will also be taken directly to that section.

For a PDF document:

1. Have the document on screen
2. Go to the View tab and select Bookmarks
3. Bookmarks will show down the left-hand side of the screen. Use the Edit +/- tabs at the top of this section to expand/minimise the Bookmarks. From here, you can click on any section and be taken to it
4. From the table of contents on the first page of the document, you can click on any line and you will be taken directly to that section.

Reducing picture size

1. Please go to imageoptimizer.net/Pages/Home.aspx.
2. Click on **Choose File**
3. Select a photo from your computer (.jpeg)
4. Select '**small file size**' form the drop-down menu under **Quality** and click **Optimise Now**
5. Click **Download to your computer**.

Creating Mind Maps

For creating mind maps we recommend using XMind. Go to xmind.net/ to download the software.

This is a free software and Open Source so you can get started right away. It also has a very reasonable paid version for additional features.

Changing Font and Background Colours

To change the *background colour* of a word document, go to: Design and Select Page Colour.

To change the *font colour* of a word document, go to: Home and Select Font and then Font Colour.

PDF background colour settings

1. Open Adobe Reader. Go to Edit - Preferences - Accessibility.
2. Make sure the "Replace Document Colours" is checked and click on Custom Colour.
3. Click "Page Background" colour and then select "other colour."

Text to Speech and Adobe Reader

Most modern computers have a text to speech reading program incorporated into them. When reading PDF documents and e-books in the Dyslexia Action electronic library (Dawsonera), downloaded titles are opened using Adobe Reader. If a program other than this is used to open the PDF, it may display blank pages. When the PDF is opened in Adobe Reader, there is a built-in screen reading function in the application which will allow for accessibility.

Read Out Loud is a Text-to-Speech (TTS) tool that is built into Adobe Reader. It reads text contained within a document window. To activate Read Out Loud:

1. On the View menu, choose Read Out Loud > Activate Read Out Loud.
2. Again go to View > Read Out Loud and then choose an appropriate option for reading:
 - To read the current page, choose *Read this page only*
 - To read the entire document, choose *Read to end of document*.

NB. MAC users will need to tag the paragraphs they choose to read.

You may also like to download a free Text to Speech program such as [Balabolka](#) which can be helpful if you prefer to read and listen to text being read at the same time. There is also further information on Assistive Technology on this linked site.

Create a PDF document

You can create a PDF document by saving your Word document in PDF format:

1. In Word choose *Save as* from the menu
2. Select *PDF* under *Save as type*

Reduce the size of a PDF document

To reduce the size of your PDF document or scanned document/photo:

1. Go to smallpdf.com/compress-pdf
2. Choose PDF file from your computer
3. Click on *Download File Now*

Highlight text in a PDF document

To highlight text in your PDF document open it using Adobe Acrobat Reader and click on **Highlight Text** icon.

Make a note in a PDF document

To make a note in your PDF document open it and click on **Comment** tab. Choose **Add Text Comment** icon and write your comment.

For a comprehensive overview of Adobe Acrobat Reader Help Topics go to helpx.adobe.com/reader/11/using/reader-xi-topics.html

View a Screencast video

Screencast videos are similar to YouTube videos. How to view:

1. [Click on the Screencast video in your course](#)
2. [Wait for the video to load and press play](#)

Playback issues are often associated with slow or intermittent internet connection. If your video is not loading then check your internet connection or try again when internet traffic is low. Please make sure you are using [Google Chrome](#). Other internet browsers do not work well with Screencast and you may encounter playback problems that are difficult to resolve.

6. Moodle Resources and Copyright

Many resources will be made available to you online via Moodle. **Dyslexia Action resources are copyright** so you must ask permission if you wish to use them elsewhere.

Dyslexia Action also has a copyright licence which allows posting of some key articles and information online. Please note that the licence restricts the use of these materials for personal and private study only. You must respect the copyright restrictions when downloading materials from Moodle. This means that you are allowed to download only onto your own PC hard drive (not a school/college network drive) and to print no more than one copy for your personal and private study.

Copying, either electronically or on paper, of any Dyslexia Action course materials and distributing them to others (for example within your school or downloading materials onto a school network drive) is not permitted.

Equally **you must not yourself post or upload onto Moodle any material which may be copyrighted.**

Please note that participants will be able to post their assignments via the assignment areas on Moodle, and as members of a community of learning, they may be encouraged to share their resources within the forums. However, if you wish to use any resources produced by other participants, for whatever purpose, you must ask permission and acknowledge the source.

The reproduction of resources posted on the Dyslexia Action Moodle site for commercial use is strictly forbidden.

Please note that assignments should not be posted on open forums, unless it is a course requirement to share a specific part of an assignment with fellow participants. Assignments are submitted to submission areas.

7. Contact Details

Moodle Support: Mat Dydak

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