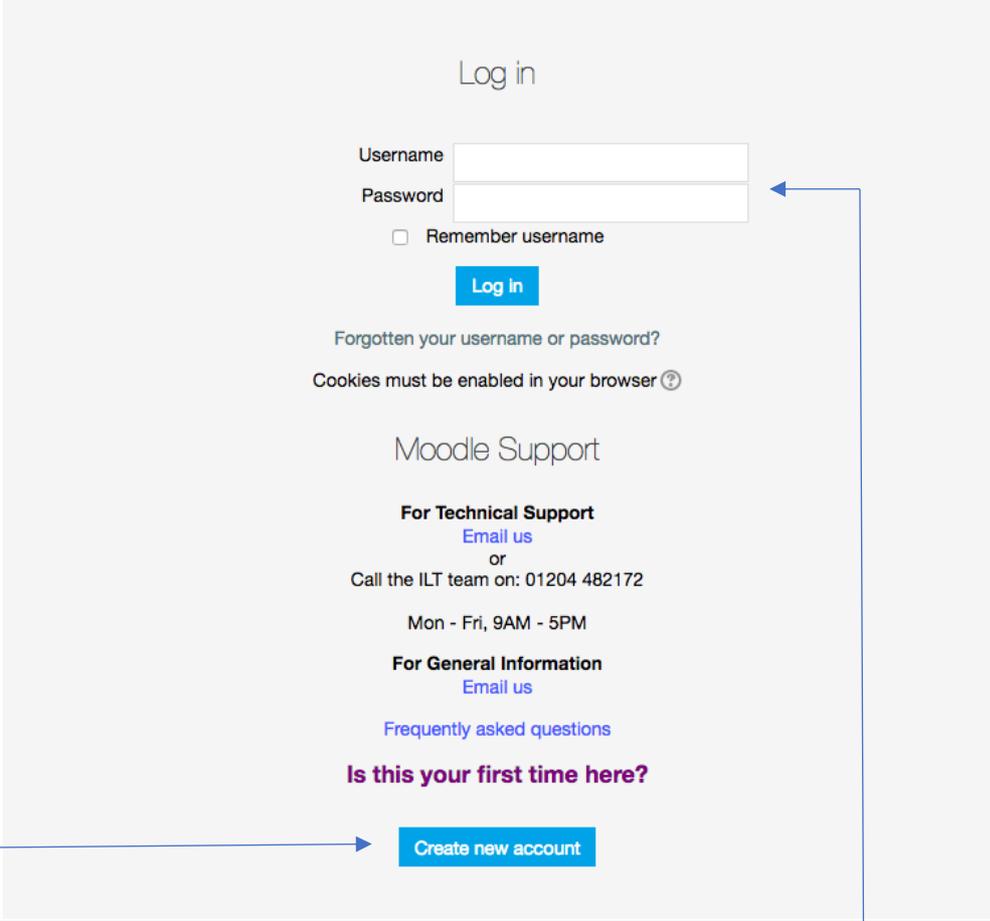


Login into Moodle

Website address:

<http://www.boltoncc.ac.uk/boltoncouncil/login>



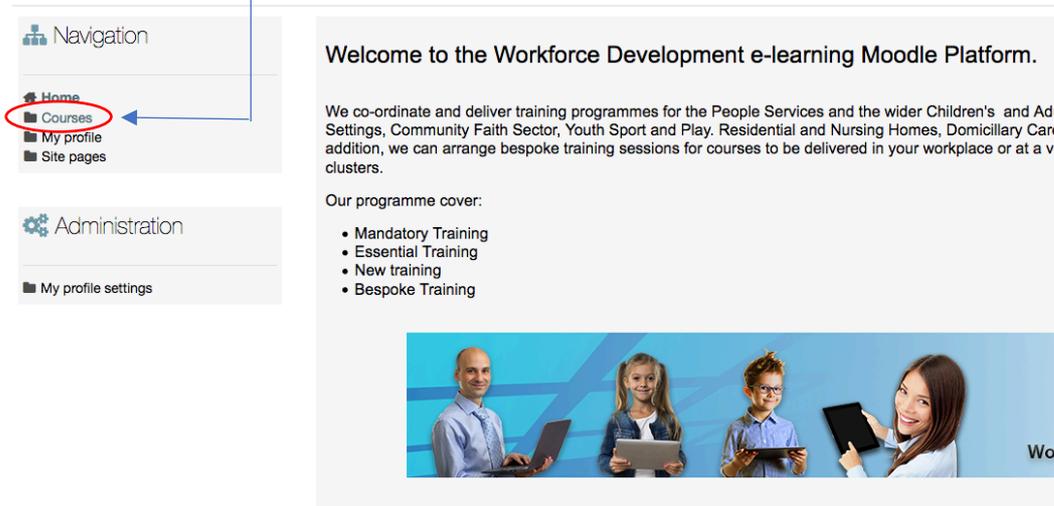
The screenshot shows the Moodle login interface. At the top, it says "Log in". Below this are two input fields: "Username" and "Password". A blue arrow points from the "Create new account" button to the "Password" field. Below the password field is a checkbox labeled "Remember username". A blue "Log in" button is positioned below the checkbox. Further down, there are links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". The "Moodle Support" section follows, with links for "For Technical Support" (Email us), "or Call the ILT team on: 01204 482172", "Mon - Fri, 9AM - 5PM", "For General Information" (Email us), and "Frequently asked questions". A purple heading "Is this your first time here?" is followed by a blue "Create new account" button. A blue arrow points from the "Create new account" button to the "Create new account" text in the instructions below.

Login with your user credentials _____

If you are new user (first time user) you will need to create a Moodle account, to do so you will need to click on 'create new account' button _____

How to add yourself to course:

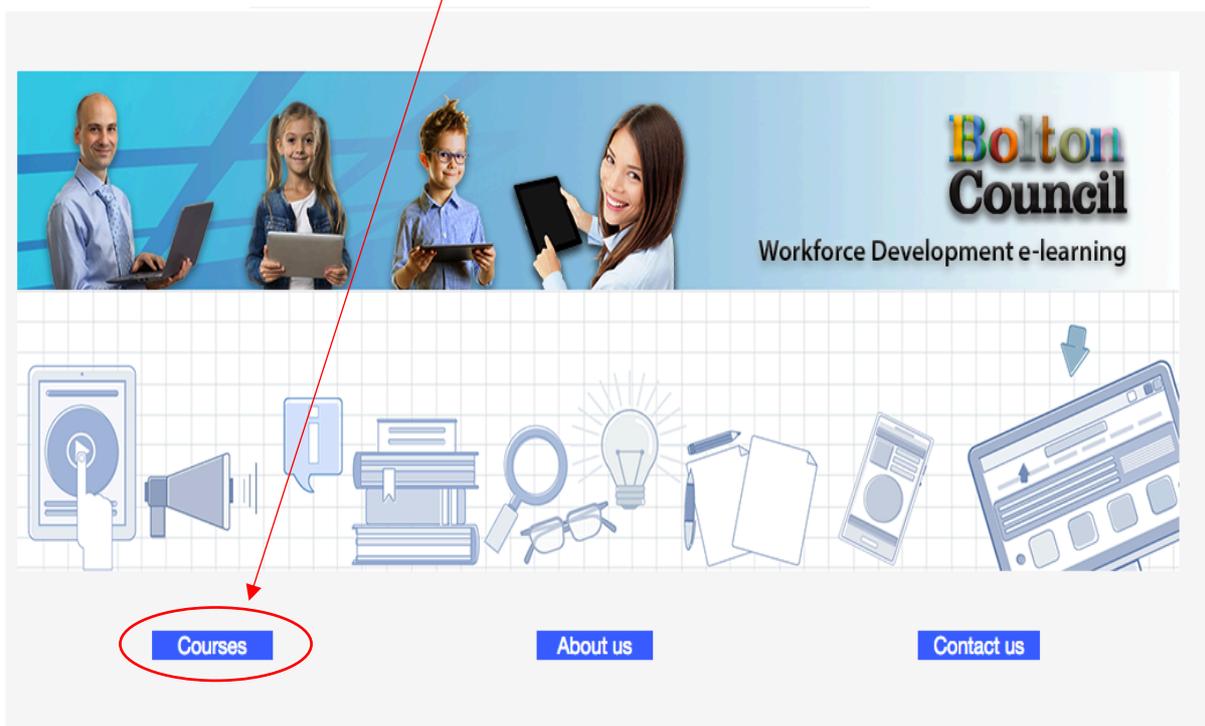
First check if you are enrolled on any course by clicking on courses



The screenshot shows the Moodle platform interface. On the left is a navigation menu with the following items: Home, Courses (highlighted with a red circle and an arrow pointing to the text above), My profile, Site pages, Administration, and My profile settings. The main content area on the right has the heading "Welcome to the Workforce Development e-learning Moodle Platform." Below this is a paragraph of text: "We co-ordinate and deliver training programmes for the People Services and the wider Children's and Ad Settings, Community Faith Sector, Youth Sport and Play, Residential and Nursing Homes, Domicillary Care. In addition, we can arrange bespoke training sessions for courses to be delivered in your workplace or at a v clusters." This is followed by a list titled "Our programme cover:" containing four items: Mandatory Training, Essential Training, New training, and Bespoke Training. At the bottom of the main content area is a banner image showing four people (a man, a girl, a boy, and a woman) using various devices like laptops and tablets.

If you are not enrolled or can't see the course do the following:

- Select the course from the **courses menu**



The screenshot shows the Bolton Council Workforce Development e-learning page. At the top is a banner image with the Bolton Council logo and the text "Workforce Development e-learning". Below the banner is a row of icons representing various educational and technological concepts. At the bottom of the page are three blue buttons: "Courses" (highlighted with a red circle and an arrow pointing to the text above), "About us", and "Contact us".

Once you have found the course click on the **course name**

Home > List of courses

course list

01. [Keeping Children Safe](#)
02. Private Fostering
03. Safeguarding Children - Non Clinical
04. Safeguarding Children - Clinical
05. [Safeguarding Adults](#)
06. Safeguarding Adults - Clinical
07. Medicine Management - Hospital
08. Medicines Management - Community
09. Information Governance
10. Infection Control Non- Clinical
11. Infection Control - Clinical
12. Equality and Diversity
13. Anti Fraud
14. NHS materials
15. Safe Sleeping
16. Eat Well, Feel Well
17. [Workforce Development Framework](#)
18. [Elective Home Education](#)
19. [Challenger Bolton](#)
20. Understanding the processes around the death of a child
21. [Preparing for EAL and INA pupils](#)
22. Mathematical thinking across the curriculum
23. EAL and other learners: Improving English
24. [Boys' Learning](#)

Then simply click on the **Enrol me** button

Home > Safeguarding Adults > Enrol me in this course > **Enrolment options**

Enrolment options

 Safeguarding Adults Safeguarding Adults Non Clinical

▼ Self_enrol

No enrolment key required.

[Enrol me](#)

You will see the course straight away and you will also get an email to confirm your registration with your chosen course.

Home > Safeguarding Adults > Introduction

Safeguarding Adults



Introduction Safeguarding Adults Terms and Conditions

This session will inform all employees and volunteers of their responsibility to act if a fellow human being is or is suspected of being abused.

Safeguarding Adults ▶

Click on the Safeguarding Adults tab

Home > Safeguarding Adults > Safeguarding Adults

Safeguarding Adults



Introduction **Safeguarding Adults** Terms and Conditions

Instructions
Click on the activity box below to start the Safeguarding Adults - session.

 Activity

◀ Introduction

Click on the Activity icon to run the application

Home > Safeguarding Adults > Safeguarding Adults

Safeguarding Adults



Introduction Safeguarding Adults Terms and Conditions

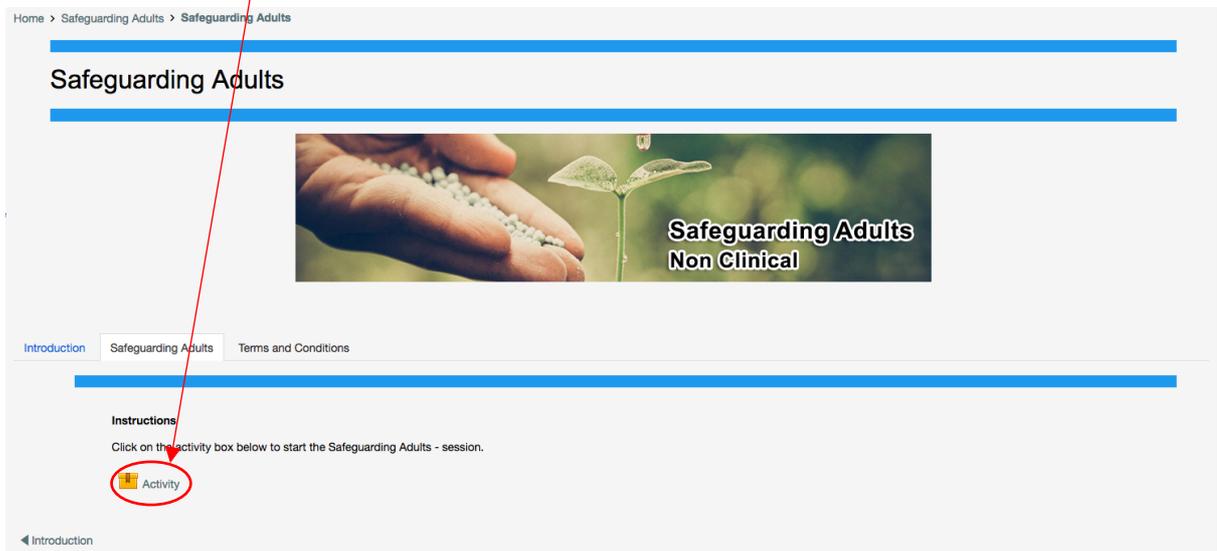
Instructions
Click on the activity box below to start the Safeguarding Adults - session.

 Activity

◀ Introduction

Quick Report **[Only Admin Users]**

- Click on the Activity button



Home > Safeguarding Adults > Safeguarding Adults

Safeguarding Adults



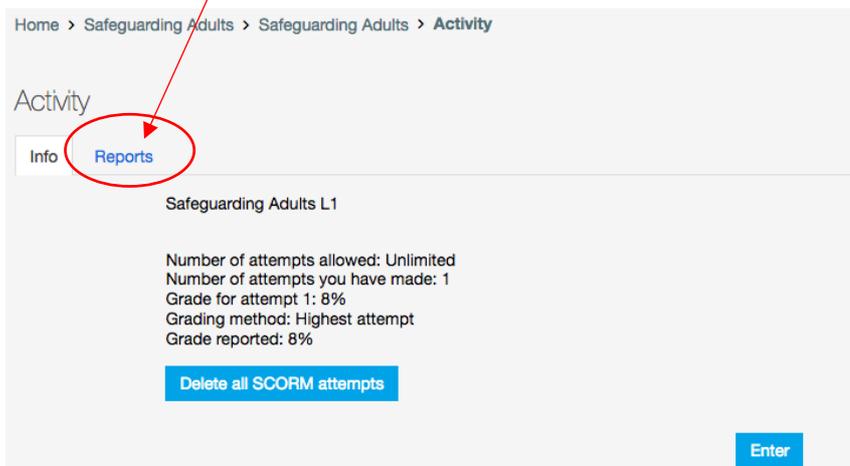
Introduction Safeguarding Adults Terms and Conditions

Instructions
Click on the activity box below to start the Safeguarding Adults - session.

 Activity

◀ Introduction

- Click on the Reports tab



Home > Safeguarding Adults > Safeguarding Adults > Activity

Activity

Info **Reports**

Safeguarding Adults L1

Number of attempts allowed: Unlimited
Number of attempts you have made: 1
Grade for attempt 1: 8%
Grading method: Highest attempt
Grade reported: 8%

[Delete all SCORM attempts](#)

[Enter](#)