User Workflow (Create account; enrol; complete course; download digital certificate of completion)

Overview

This tutorial outlines how you can create a new account and enrol on a course (eg Locally Devised Assessment. The TLDR; steps are: Create an account, click Enrol and complete the course)

Workflow #1 - Create a new account

Create Account

✅ On the home page click on `Create new account`

✅ Read three policies. Click Next

Cookie Name	Description	Expiry Date	1st party or 3rd party
MoodlesessionXXXXXXX (where X= a number)	To enable front page viewing and maintain the user login from page to page	24 hours	1st

FESSLearning.ie also uses Local Storage to keep track of the progress you have made within each course. They will remain in your web browser after you have logged off, and allow you to continue a learning programme at the point you previously ended it next time you log on.

You may delete cookies or other storage from your browser at any time you like by visiting your web browser settings.

Next

Back to top ▲

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Cookies Policy | Terms & Conditions | Privacy Policy | Data Retention Summary

✅ Tick the three check marks.

Consent

Please agree to the following policies

Home
- My cou
- My cou
- Course

Privacy Policy

Data Privacy Policy

Please refer to the full Privacy Policy if you would like to review the text.

☐ I agree to the Privacy Policy ❗

Terms & Conditions

Terms & Conditions

Please refer to the full Terms & Conditions if you would like to review the text.

☐ I agree to the Terms & Conditions ❗

Cookies Policy

Cookies Policy

Please refer to the full Cookies Policy if you would like to review the text.

☐ I agree to the Cookies Policy ❗
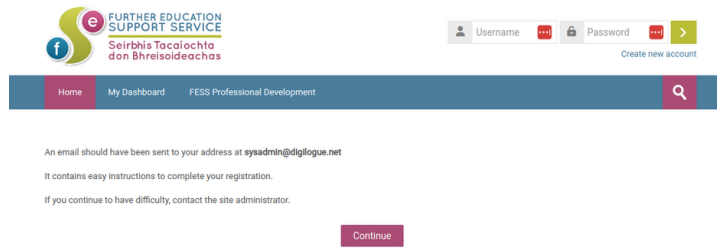❗ Required

Next   Cancel

Account details

✅ Fill in account details.

Email address verification

✅ Email address confirmation will be sent to your entered email account

✅ You receive the email - and click the link therein

Hi,

A new account has been requested at 'FESS Learning'
using your email address.

To confirm your new account, please go to this web address:

https://fesslearning.ie/login/confirm.php?data=46EIyYx5UDDpydN/test-digilogue

In most mail programs, this should appear as a blue link
which you can just click on. If that doesn't work,
then cut and paste the address into the address
line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

↩ Reply   ↪ Forward

✅ You see the registration confirmation page.
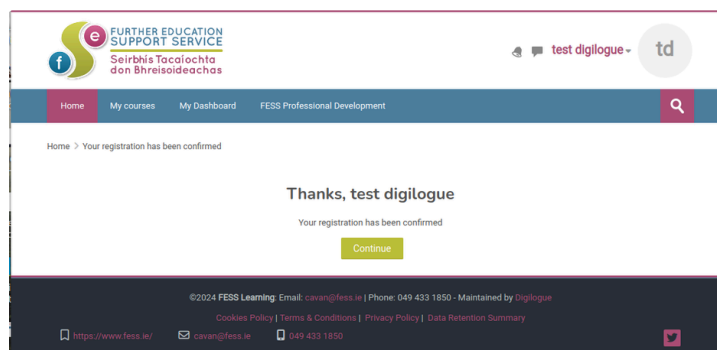
Workflow #2 - Enrol on your chosen course

✅ Click on your course of choice (in the navigation block or on front page)

✅ Click the button "Enrol Me"

✅ You receive a confirmation email and click the link to visit your course

Workflow #3 - You must complete the course in sequence
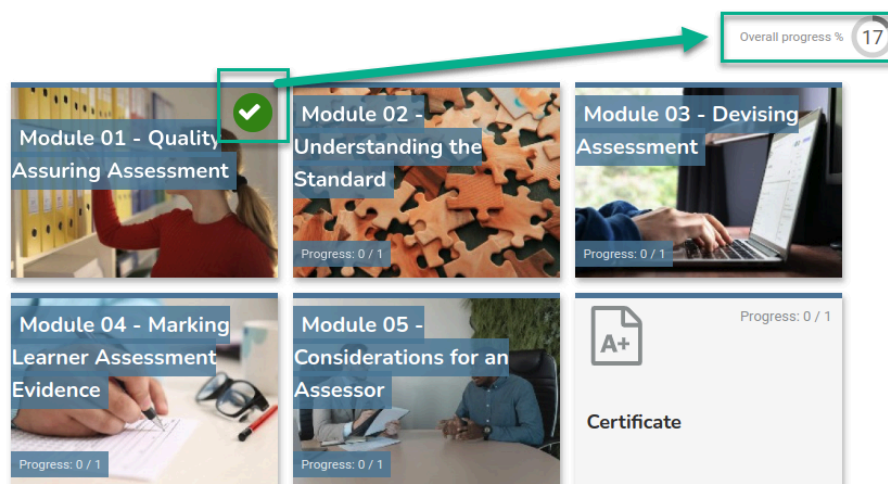
Note about progressing through the course

Click on and work through each unit and section in each of the Modules in sequential order in order to complete each module. You will find that you CANNOT progress to the next module - until - you have completed every unit and section in the previous module. Only after you have completed all modules will your certificate will become available

⚠️ *Enabling Pop-ups*

Sometimes, when you click on 'Enter' to open a Module - it can result in a message about popup windows. Apologies for this - but the fix is quick/easy

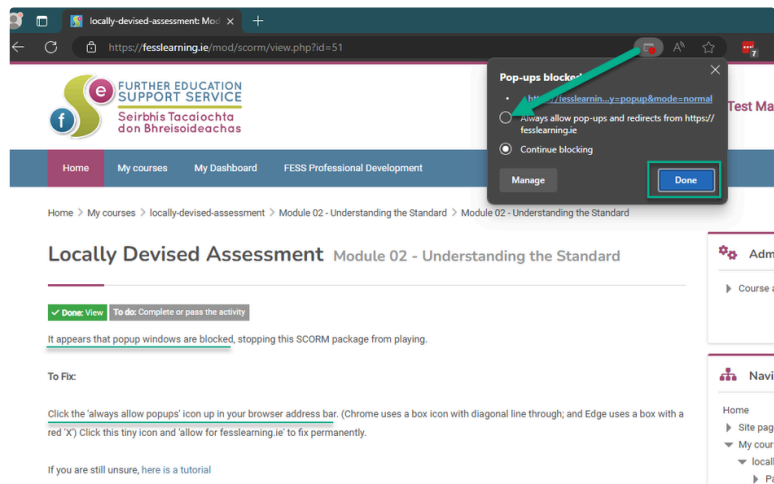**If** you see the following warning about popup windows

Then you should 'Always allow popups' for fesslearning.ie (see instructions both on the page, and also on the screenshot below) You only have to do this once on Module 01 - and it will be fixed forever for all Modules

Viewing Progress as you progress

Note that your overall progress is shown above the grid of modules. You will get a tick on Module 01 when Module 01 is complete (ie you have read the module, opened any interactive elements / activities etc.)
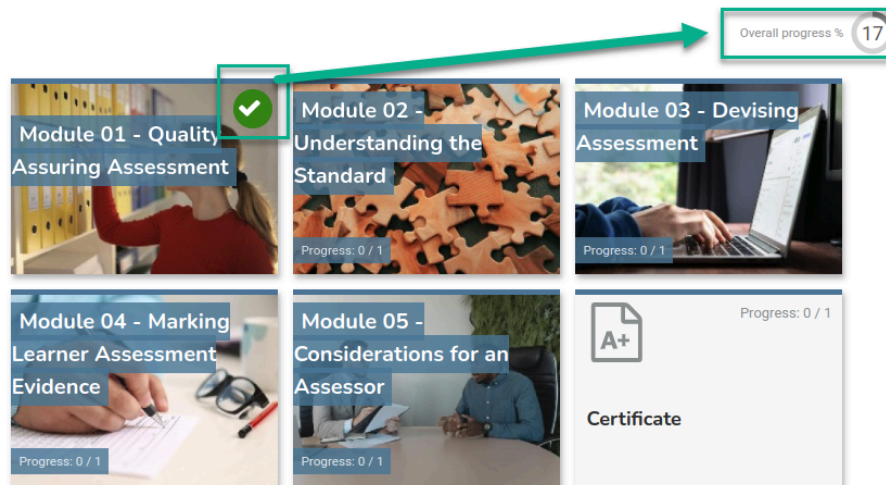
How to CLOSE a module

- Clicking on Module 01 / 02 etc. opens the module in **new window** (a new window is bigger, easier to read and easier to navigate)
- When you wish to stop progressing through the Module (eg. you may be finished, you plan to come back to complete it later), **you should click the 'X' in the window to close the window**, and thus the Module
- This will close the window/module and return you to the front page of your course
- Later you can resume - and the system will remember your progress through the Module
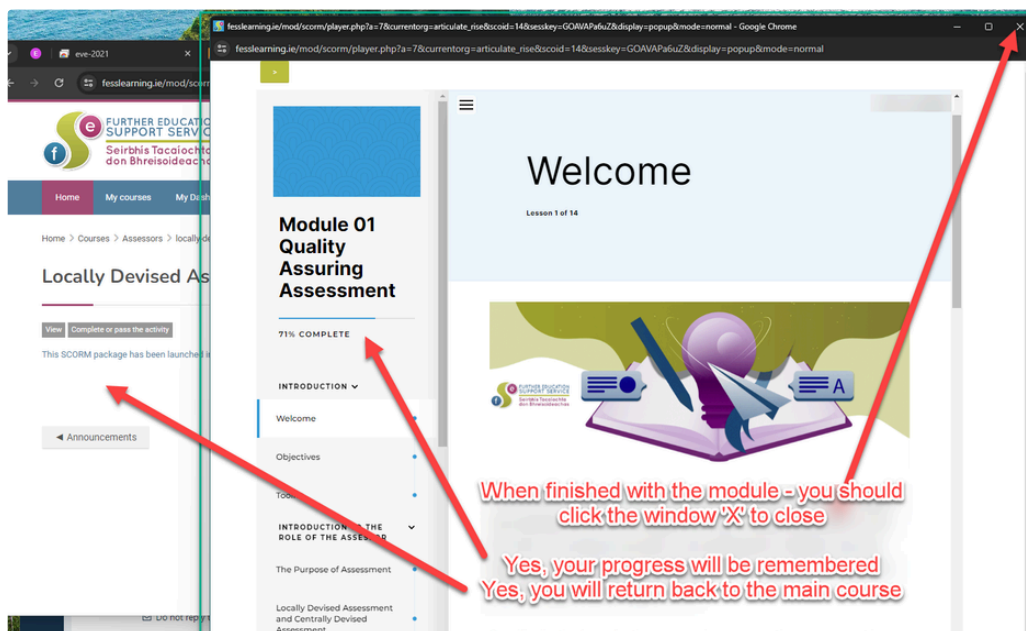
Viewing and Downloading Your Certificate

Please note that your certificate will only become available when you have completed all 5 modules.

example certificate

To access your digital certificate

On your course homepage:

1

Click on the Certificate Module

When window opens, click on Certificate of Completion

Locally Devised Assessment Certificate of Completion

✓ **Done:** View

When you complete the course, your certificate will become active. This certificate will only be available for a certain period. You must download the certificate and email to yourself to avoid losing in future and to avoid requesting a duplicate after all your data has been deleted, which we periodically do, according to GDPR.

Awarded on: Monday, 10 June 2024, 12:03 PM

View certificate

Click View certificate and your certificate will appear and you should download it and save it as the certificate will only be available on the Moodle site for 2 months following completion of the course. We are not in a position to issue new certificates.