

## IMPORTANT PRE-COURSE INFORMATION

### Dyslexia Action Level 4 and 5 Unit, Award, Certificate and Diploma Courses

Moodle: Our Virtual Learning Environment	Action ✓
<p><b>Moodle Guide</b></p> <p>Our online Virtual Learning Environment is called Moodle. Please familiarise yourself with our Moodle Handbook <b>before</b> you start the course. There is a link to the Handbook in the action column.</p>	<p><a href="#">Read Moodle Handbook</a></p>
<p><b>How to accessing your course?</b></p> <ul style="list-style-type: none"> <li>The course will appear in your Moodle account by 2pm on the course start date. If you cannot find it then please contact Moodle Support. Be aware that access to previously completed courses ceases at a specified date so you may no longer have access to them.</li> <li><b>Existing Students</b> can log in to Moodle as before. If you need to reset your login details then follow this link: <a href="https://moodle.dyslexiaaction.org.uk/login/forgot_password.php">https://moodle.dyslexiaaction.org.uk/login/forgot_password.php</a></li> <li><b>New Students</b> Moodle login details will be emailed to you no later than 2pm on the course start date. If you do not receive the email in your inbox then please check your junk/spam box before contacting us.</li> <li>Check the technology requirements below to add us to your safe sender email address.</li> </ul>	<p><a href="#">Login to Moodle</a></p>
Technology Requirements	Action ✓
<p>You will need a computer that is connected to the Internet in order to access the teaching materials and participate in the programme. Moodle content is accessible through mobile phones and tablet devices; however, we recommend that you engage in the course <b>using a standard computer or laptop</b> and note that for assignment submission purposes this is essential.</p>	<p>Computer or Laptop is course ready?</p>
<p><b>Add us to your safe sender email list</b></p> <ul style="list-style-type: none"> <li>It is useful if you have an e-mail account which is similar to your name as this helps with our administration procedures. This is easy to do and free with Google mail, some candidates may also find the free online google storage and cloud-based word processing software useful.</li> <li>Please make sure that the CPD Admin Team know your current email address for course communications and that you notify us of any changes by email to <a href="mailto:cpdmail@dyslexiaaction.org.uk">cpdmail@dyslexiaaction.org.uk</a></li> <li>We recommend manually adding the CPD email address above and the following email address(es) to your contact list to prevent emails going into the spam/junk box/folder <a href="mailto:moodlesupport@dyslexiaaction.org.uk">moodlesupport@dyslexiaaction.org.uk</a> <a href="mailto:finance@realgroup.co.uk">finance@realgroup.co.uk</a> <a href="mailto:mdydak@dyslexiaaction.org.uk">mdydak@dyslexiaaction.org.uk</a> <a href="mailto:noreply@moodle.dyslexiaaction.org.uk">noreply@moodle.dyslexiaaction.org.uk</a></li> </ul>	<p>Email address correct for course?</p> <p>Add our email addresses to your Contact List.</p>

Starting your Course	Action ✓
<p><b>Key Course Information and dates</b></p> <p>The key list of dates for the course are contained in the <i>CPD Programme Study Guide</i> which can be found in the Key Course Documentation folder on Moodle. The <b>Assignment Due Date</b> can be found in this guide along with other important course dates. Assignments must be submitted to the tutor via Moodle by the given deadline date. No additional time is allowed should you join the course late.</p>	<p>Read the Study Guide when you log in to Moodle.</p>
<p><b>Induction – (N/A DAAWD80 or DACRT60)</b></p> <p>A one-week induction period <b>is included</b> in the course to help new students who may require time to familiarise studying an online course with Dyslexia Action. A practice assignment is also provided for those new students to our units.</p> <p><b>Your course tutor will welcome you online through the Unit Forum and support you throughout this period of time and during the following weeks of the course.</b></p>	<p>Complete the Induction Practice Assignment.</p>
<p><b>Course Materials</b></p> <p>All course materials required for the course are provided online. You will not need to buy or borrow materials from any other sources. You may however like to join the Dyslexia Guild to access a wealth of additional online resources provided through our specialist library and for your own continuing professional development.</p>	<p>Course materials are copyright but you may download them for your own use.</p>
<p><b>The Dyslexia Guild</b></p> <p>We recommend that you join the Dyslexia Guild a membership body which welcomes all individuals with a professional interest in dyslexia and specific learning difficulties (SpLD). <b>There is a reduced fee for participants on our courses.</b> Benefits include an annual conference, professional networking community, topical journal, e-newsletter and online library with e-books and e-journals.</p>	<p>Join <a href="#">The Dyslexia Guild</a></p>
Financial Terms and Conditions	Action ✓
<p><b>Fees and Payment</b></p> <p>Please ensure you read the terms and conditions for our courses.</p> <p>All payments must be made in Pounds Sterling (GBP) <b>before</b> the start of the course. It is your responsibility to ensure that these are settled in a timely manner even if your organisation is paying for the course. Online courses cannot be released to candidates until all fees have been paid in full.</p> <p><b>Invoices</b> are issued by the Real Group. Contact: <a href="mailto:finance@realgroup.co.uk">finance@realgroup.co.uk</a> for queries relating to invoices.</p>	<p>Read the <a href="#">Terms and Conditions</a></p> <p>All fees must be paid in full before the course is issued to you.</p> <p>If your school/college is paying by invoice check we have the correct contact details.</p>
<p>We look forward to welcoming you onto your course!</p>	

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