Foodoppi Academy User Guide

When does the course start ?

10th July - Aug 18th 2017

You may start your course at any time after this date. Please note, however, that you must conclude your course and all the course requirements and submit for course approval, at the very latest, before 4pm on Friday 18th August.

All CPD certificates will be issued by Friday 25th August.

When can I register for the course?

Immediately - Once payment has been processed you will receive an email from communications@foodoppi.com. Please fill in your details in the google form and our administrator will register you. We will send you back a username and password in advance of Monday 10th.

Please check you spam folder as the mail may go directly there.

Your username will be your email ! (important to note, it is not your name and it cannot be changed).

Your password must be changed.

If you have not received this email please alert us immediately at communications@foodoppi.com and we will resolve the issue without delay.
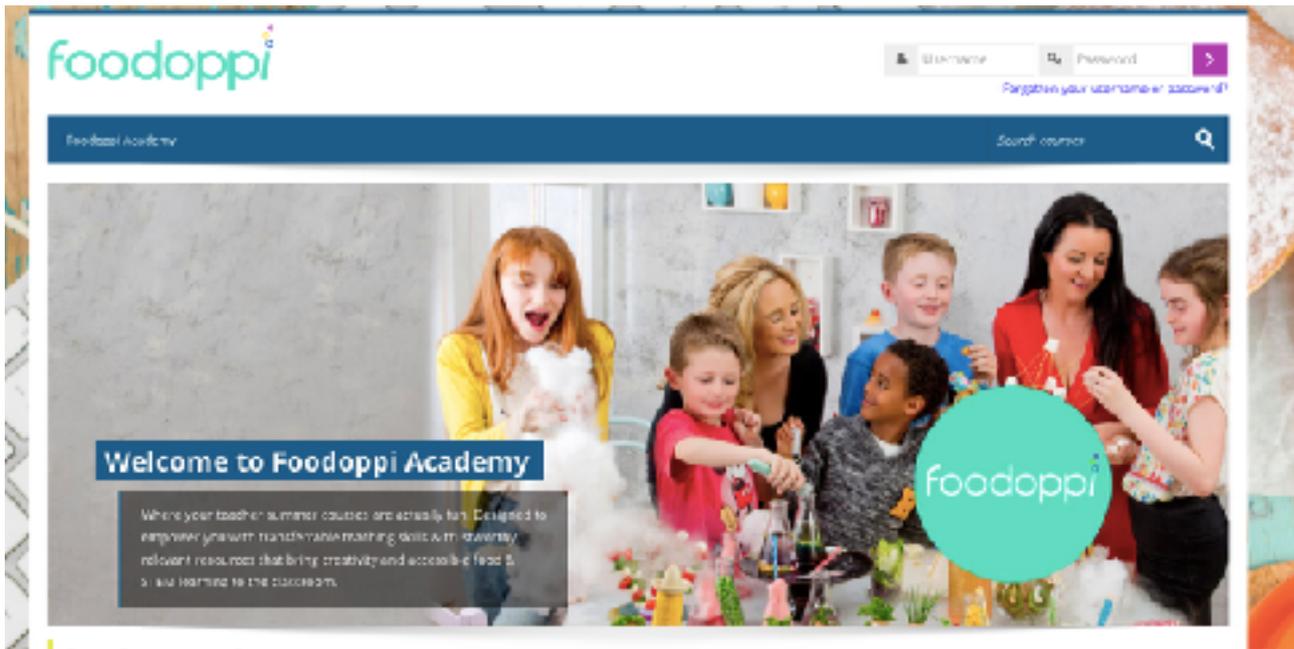
How long will it take to complete my **online course?**

Each course is designed to take 20 hours to complete. This is broken down as 4 hours for each for the 5 modules - 2 hours online and 2 hours offline per module.

Is it necessary to spend 20 hours online?

No, but you must spend a minimum of 10 hours online. You may spend a further 10 hours working on your course offline.
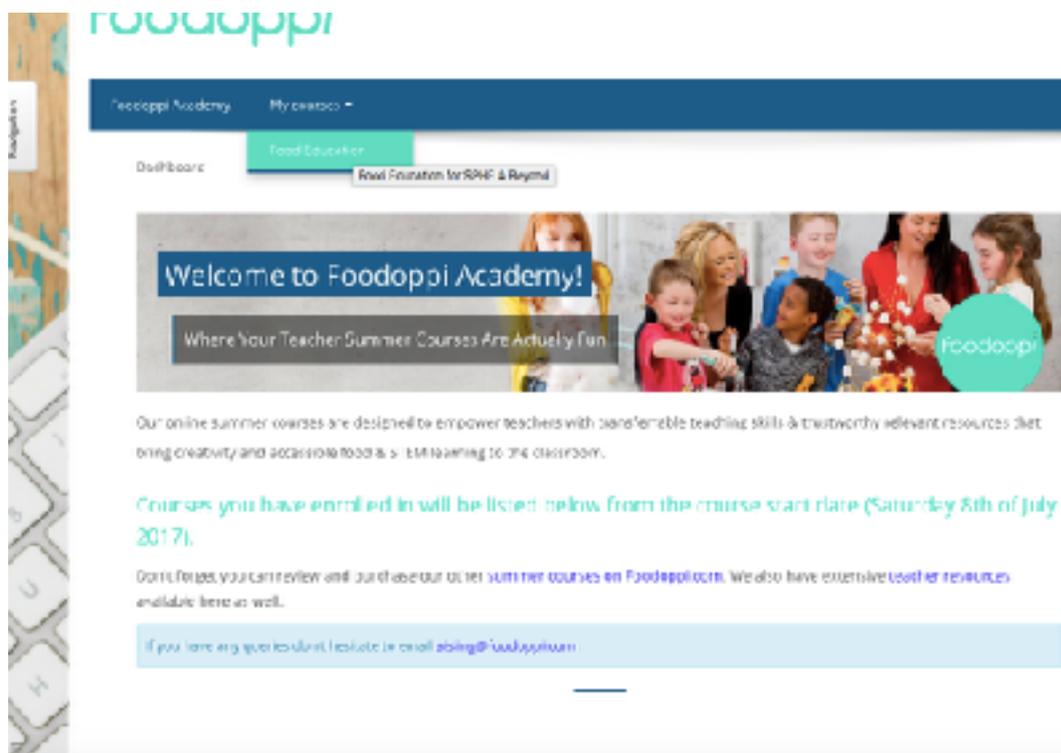
Logging In

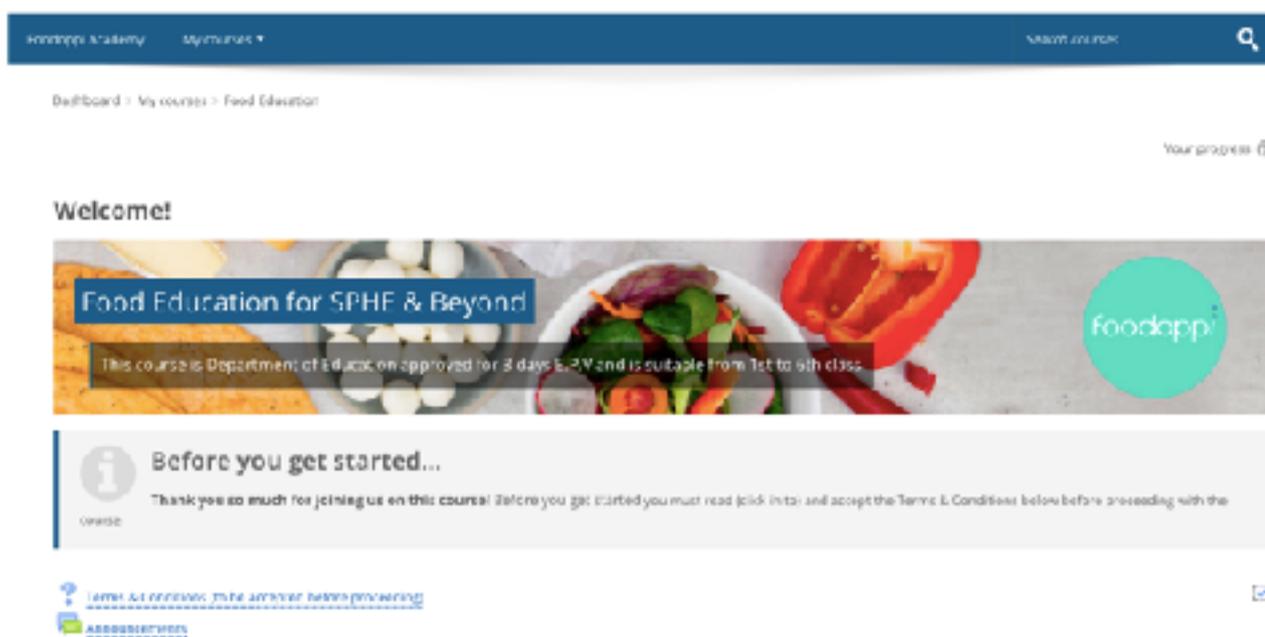When logging in you will get to this screen - type in your username and password.

Your username is your email - this cannot be changed.

Your password is whatever you set it as following the registration email from communications@foodoppi.com

You are now in the dashboard area. The next step is to click into my courses. Here you are assigned to the course you have purchased. If there is a problem and you are not registered to a course or the wrong one please email the digital team at communications@foodoppi.com and we will resolve the issue ASAP.

On clicking into your course this is the screen you will see next. As per the requirements of the DES you must read, agree and tick the box of the terms and conditions before you can proceed with beginning the course.

Where Do I Go After Terms & Conditions?

Go Back up to the header and click my courses - you are already logged into whichever course you bought if both are visible.

Click on the section name to enter the module.

Now begin at module 1 and work your way through all the resources and assignments for online and offline study.

Progression through the course

With this online learning course you will be required to spend 10 hours online. As you progress though each module you will be required to complete module 1 in full before you can progress on to module 2 and so on.

Before finishing the course you must complete the final learning log and the course evaluation survey.

Navigation Through the Course

Blue ticks in the boxes next to the assignments and forums should appear on completion.

Please down load all resources from the course and create your own offline portfolio. Access to the course will be restricted after the completion date.

You **will have full access to all the videos during and after** the course on the Vimeo platform using your exclusive private password. Please make a note of these and store them in a case place.

Feedback

Feedback will be provided on your submitted course work along with moderation and interaction on the forums, Please note you do not need to wait for feedback before progressing to the next module. On completion and ticking of boxes the course will automatically allow you to progress. Any problems here again, don't wait- please contact the digital team at communications@foodoppi.com

Profile

You can edit your profile in the profile section. Feel free to add additional information and a image/ avatar.

How do I keep a record of my Online and Offline time?

You must manually keep note of your time spent both online and offline once you start your course. Please note that you will need this information for input into your CPD record.

If at any point you wish to ascertain how much time you have spent online and it does not show any results, please do not fear. Our online system can sometimes take 48 hours to show results. You have access to a record of every single interaction you conduct on the site in your profile section.

As a backup we have a record of all participants time spent on line. We can inform you of total time spent online at any stage - please email us at communications@foodoppi.com.

It is advisable to keep an manual note of all time spent online and it is vital that you keep your own offline records which we will then ask you to verify at then end of the course.

Assessment

As the online course progresses you must read, watch, listen to all the information provided, do some of the practical activities, complete each module and do a reflective assignment at the end of the course.

At the end of each module there will be an interactive activity (lesson plan/multiple choice quiz/self reflective task, SWOT analysis etc) which you must complete, upload and submit in order to move on to the next module.

Participation in the online forum is an obligatory part of each module according to DES requirements. At the end of the course you must complete an assignment - this is to ensure you have engaged with all of the course content and give you the learner an opportunity to reflect and how best to implement all the new learnings and resources in the classroom.

Uploading Assignments

If using the online text uploader on this platform please be sure to create document/assignment in Microsoft word etc and then copy and paste into the online uploader.

It should be fine however we are cautious for you not to lose your work. If you are inactive on Moodle for more than 15 minutes they system automatically logs you out and you may lose your work.

Your are automatically logged out in order to ensure we can record an accurate time record for you online.

If uploading more that one document to the assignment section, please prepare all documents first and upload them one by one but in the same session.

You can upload documents as word, pages or pdfs if you choose. Some modules will offer you templates to download, fill in and upload. Feel free to do this or just re-write the headings and type up your own document and submit that. Ether option will be fine.

You must click submit .

Please keep a record of your assignments and forum posts in your own offline learning folder. Simply as you progress through and complete an assignment - just copy and paste it into word, save it on your computer/hard-drive etc and keep a copy of everything until the course is complete.

Forum

As a requirement of the course you must post in the online forum for each module. This discussion forum which is established and moderated by the tutor is a compulsory part of the online learning course. It is expected each participant will chat and discuss the interactive question / topic with other teachers and be able to ask questions and express & share ideas and collaborate together to get the full benefit from this peer to peer learning opportunity. It is imperative that you post twice as comments or replies.

What are the technical requirements of the course?

As this is an online course you will need access to a desktop / laptop computer - some aspects of the course will be visible from a smart phone or tablet however we cannot guarantee all multi-media material and requirements of the course will be achievable from the latter devices.

Broadband and adobe flash will be required also. Our course is very user friendly is easy to navigate.

How will I know when I have completed the course?

You will have completed the course when:

- you have spent approximately 20 hours working on the course material
- you have answered the five interactive questions as well as the reflective question
- you have published at least two post per module in the forums aside from answering the interactive questions.
- the course facilitator is happy that your work is of a suitably high standard.

You will receive your certificate and CPD record within 7 working days of having completed the course. It takes a little while to compile the answers, and to prepare the certificate and record.

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