Cadet Vocational College

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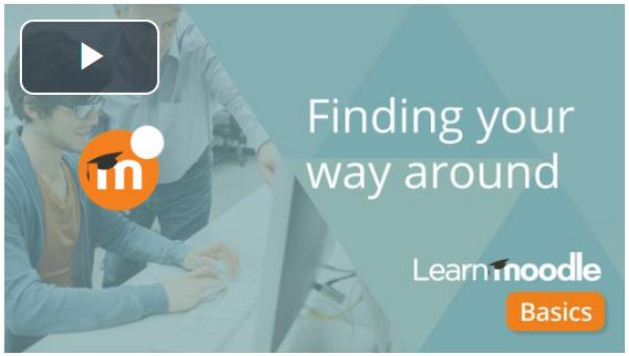
Using E-Workbooks Downloading/ Uploading and Accessing Learning Guides/Materials

Accessing Unit E-Workbooks for the units you have chosen

If you are new to Moodle you might find the following YouTube video (3:20 mins) useful:



If you have applied for the BTEC Level 2 in Teamwork and Personal Development, as guided by your VQO or Cadet Vocational College representative, click here to find your application form, choose your optional units and check the status of your application.

To access your e-workbook for your units:

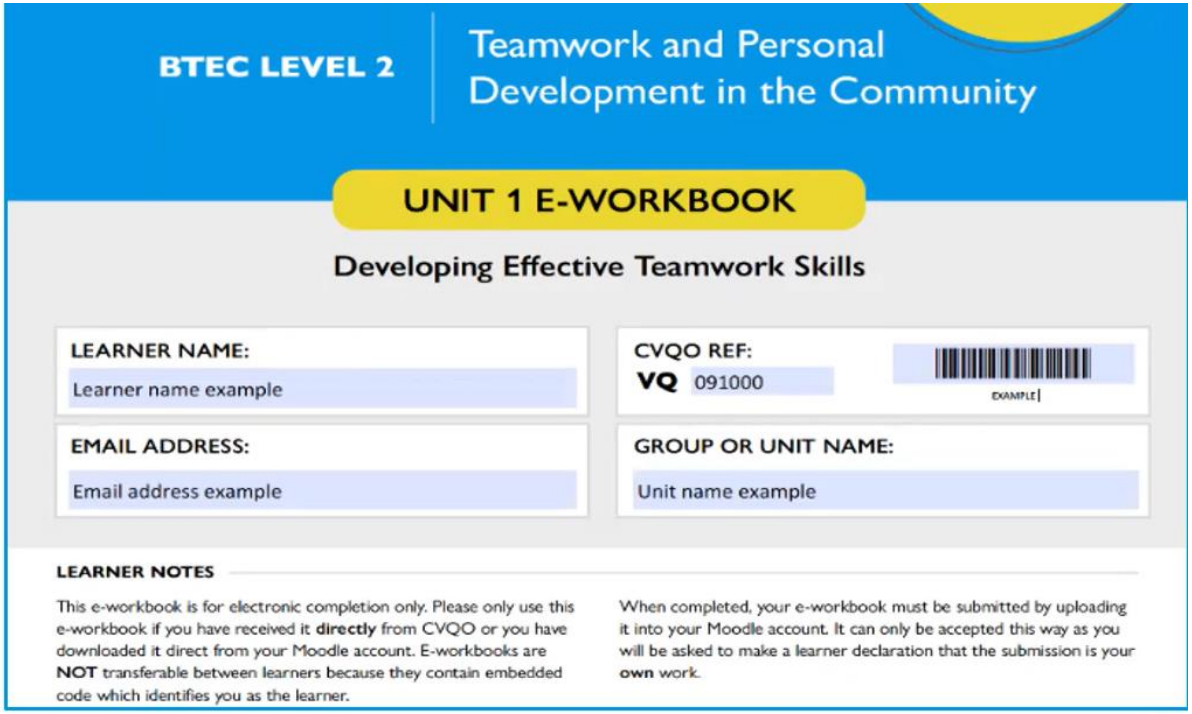
1. Log into your Moodle account. To get to your Moodle account use the website https://moodle.cvqo.org/, then login with your email address and password you created when you enrolled.
2. You will be taken to the front screen of your Moodle account https://moodle.cvqo.org/login/
3. To access your e-workbooks for the units you have chosen use the 'click here' option
4. Then click on your application using the 'View' button

BTEC Level 2 in TPD (Cadets attending Units in England only - ESFA Funded)

View

1. By clicking the View button this will take you into your application form
2. Scroll down your application form **to the bottom** **‘Units Selection’**
3. You will see all the units you have chosen to study listed with the **‘e-Book’** option
4. Click on the e-book you wish to download and save to your computer





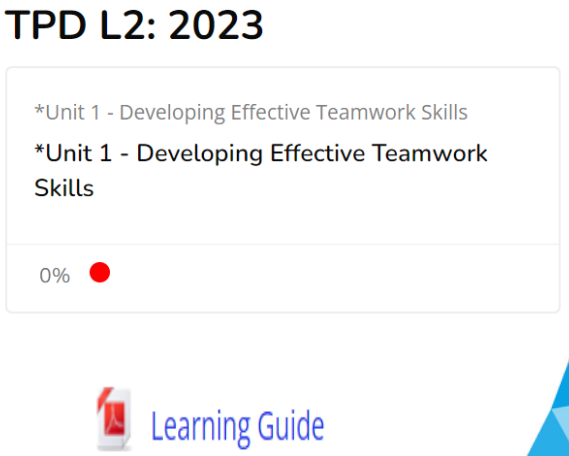
1. Your E-workbook will look like this picture above, it will automatically have your learner name, email address, your VQ number – a barcode (this makes this E-workbook unique to you), your group or unit name.
2. You **must not** share this E-workbook with anyone else, it is a unique E-workbook to you
3. **Save your E-workbook to your computer**. When you open up the E-workbook, Click on the File Menu, Save As Option, Change the filename to something like 'Unit Name/Number – Your Name'
4. When you have saved your E-workbook to your computer, you will be able to type in your answers into the tasks

Accessing Learner Guides for your chosen units

1. You need to be logged into your Moodle Account
2. Click on Icon TPD L2 2023
3. You will be taken into your personal TPD L2 Course
4. Select the Unit you wish to have the Learner Guide for, when you enter that individual unit, at the top of the screen you will see a few options, one being Learning Guide
5. Click on the Learning guide, download or view as required
6. Initially, you will only have access to Unit 1, this will change when you have completed your Unit 1 assessment and chosen your optional units you wish to study.







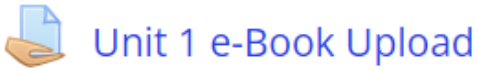
Submitting E-Workbook for Assessment

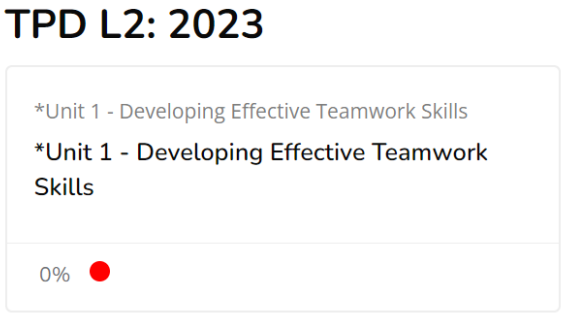
To submit E-workbook units for assessment:

1. You need to be logged into your Moodle Account
2. Select the TPD L2 2023 Icon
3. You will be taken into your personal TPD L2 Course
4. Select the Unit you wish to submit an E-workbook for
5. Then click on the option **Unit e-book upload** (second option on the list)

Cadet Vocational College MOODLE





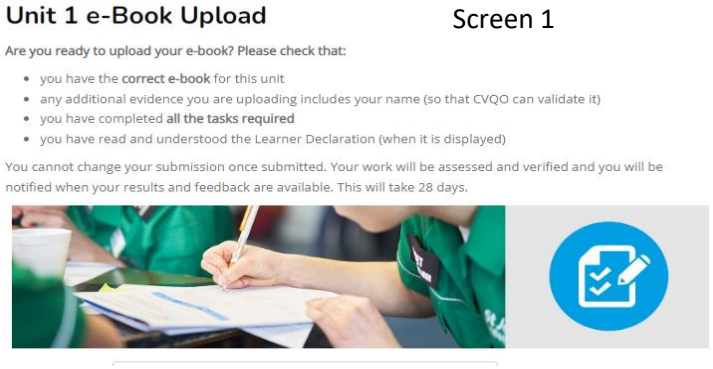


Initially, you will only have access to Unit 1, this will change when you have completed your Unit 1 assessment and chosen your optional units you wish to study.

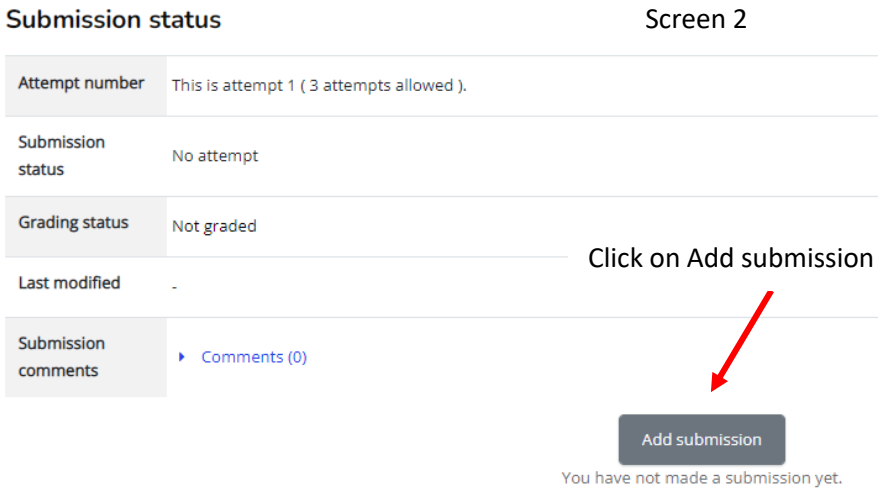
The example shown below is for Unit 1, but it could be for any unit

When you have selected ‘e-book upload’ option Unit 1 e-Book Upload you will receive the next four screens guiding you through what to do next, how to actually add in your completed e-workbook and submit for assessment.

Screen 1

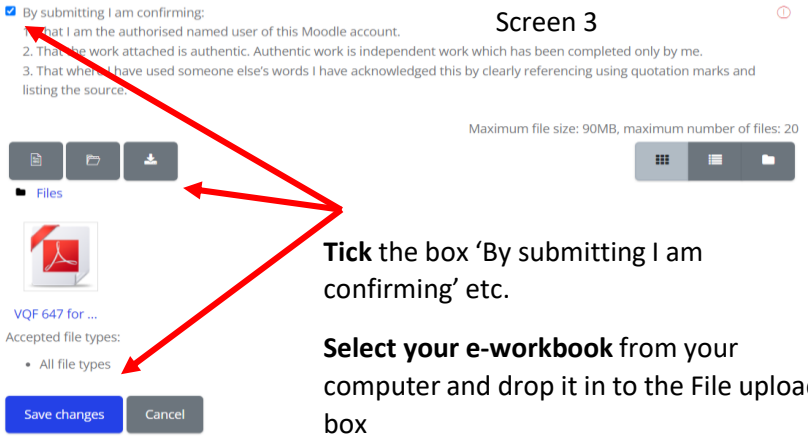


Screen 2



Click on Add submission

Screen 3

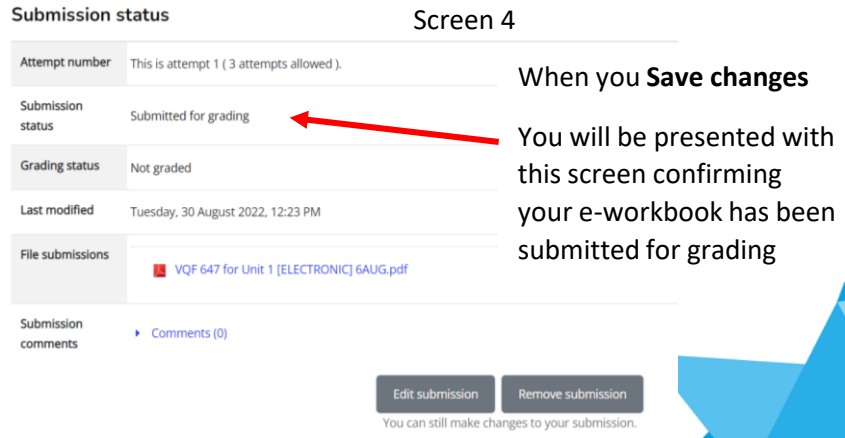


Tick the box ‘By submitting I am confirming’ etc.

Select your e-workbook from your computer and drop it in to the File upload box

Click on **Save changes**

Screen 4

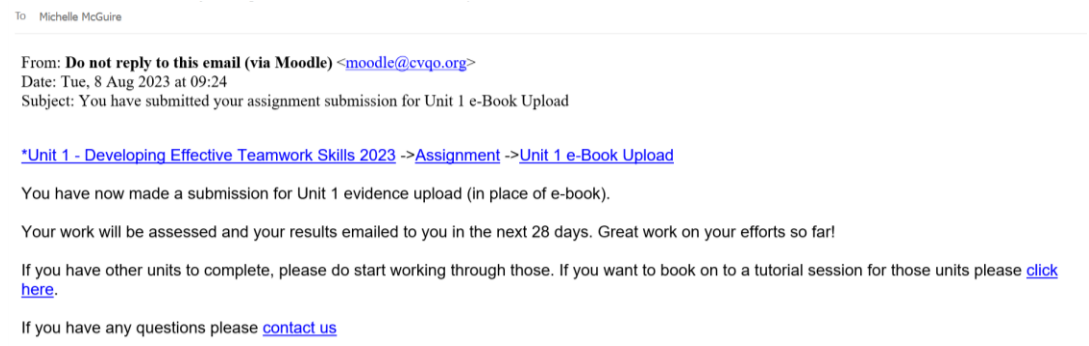


When you **Save changes**

You will be presented with this screen confirming your e-workbook has been submitted for grading

The example shown below is for Unit 1, but it could be for any unit

You will receive an email to your email address you supplied when you enrolled, confirming you have submitted an assignment submission for ‘Unit 1 e-Book upload’



To Michelle McGuire

From: **Do not reply to this email (via Moodle)** <moodle@cvqo.org>
Date: Tue, 8 Aug 2023 at 09:24
Subject: You have submitted your assignment submission for Unit 1 e-Book Upload

*Unit 1 - Developing Effective Teamwork Skills 2023 ->Assignment ->Unit 1 e-Book Upload

You have now made a submission for Unit 1 evidence upload (in place of e-book).

Your work will be assessed and your results emailed to you in the next 28 days. Great work on your efforts so far!

If you have other units to complete, please do start working through those. If you want to book on to a tutorial session for those units please click here.

If you have any questions please contact us

At any time you wish to return to your home page of your TPD 2023 Course, it is easier to use the ‘breadcrumb’ at the top of the screen, rather than the back button

Click on the words ‘TPD L2 2023’ this will take you directly back to your home page.

