

Corporate Induction 2020

A Guide to Accessing Videos on Moodle

As you know there have been many changes throughout the hospice due to Covid 19 and the need for social distancing. So rather than learning about the hospice and meeting our staff face to face, we are now delivering our induction sessions to new staff and volunteers virtually!

We have created 10 videos which will give you with all the information you need to know about St Columba's Hospice Care and will introduce you to some of our staff and teams and the amazing work they do.

We are using a tool called **Moodle** to make the videos available to you. This document describes how to access the videos.

Step 1

Logon to the Internet using either a home computer (any device that gives you access to the internet) or via a computer within the Hospice.

Step 2

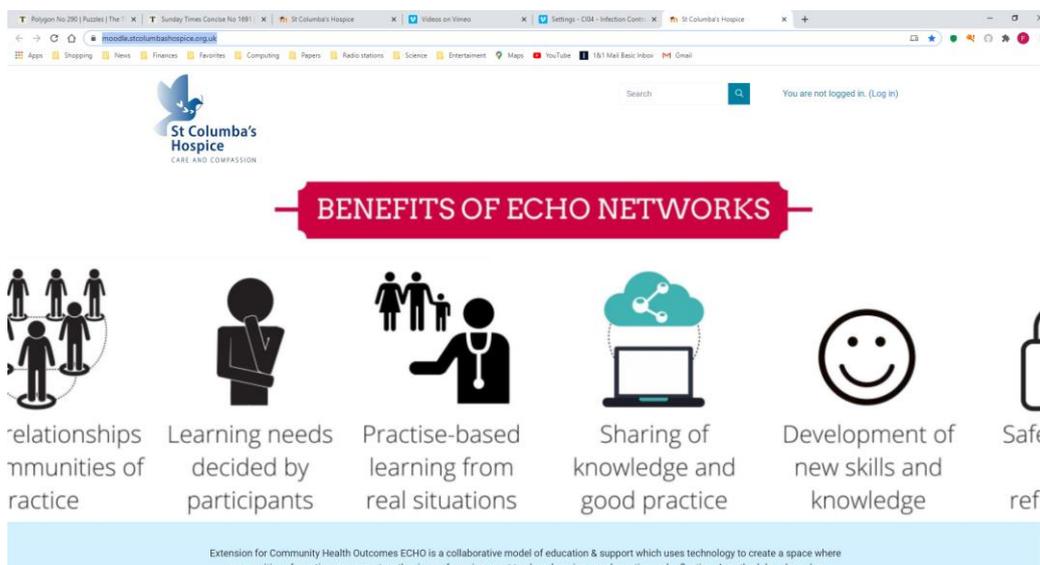
You can find the Moodle webpage in two ways

1. Click on this [LINK](#) to take you directly to our Hospice Moodle website.
2. Go to our hospice website <https://stcolumbashospice.org.uk/>

Volunteers - click on the Corporate Induction in the Volunteer page

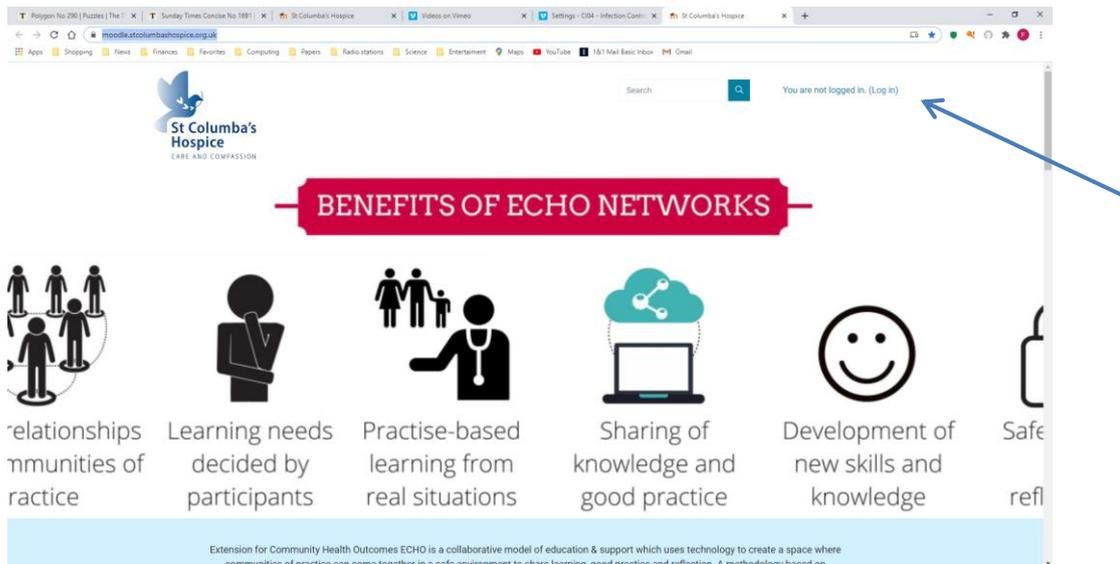
Staff - click on the Corporate Induction in the Staff Portal

You will see the image below (we are in the process of changing this page)



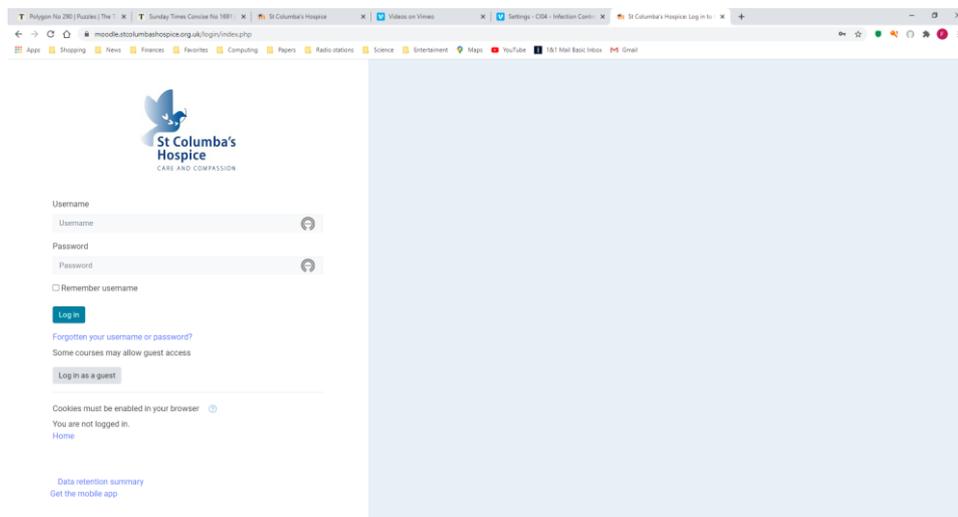
Step 3

Click on the **Log In** as indicated by the arrow.



Step 4

You will see the image below.



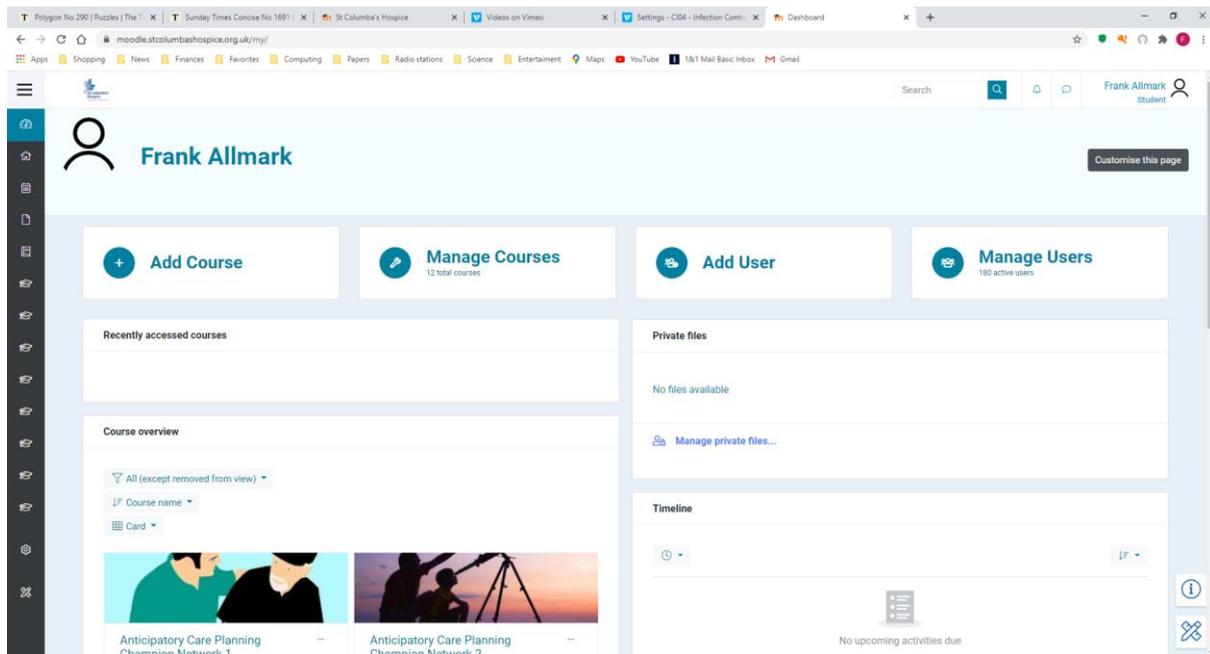
Step 5

You will have received an email from Hilary Gardner, Practice Development Nurse. The email will include your **Moodle Username and Password**. Enter your username in the box marked Username on your screen then enter your password in the box marked Password.

The first time you use Moodle you will be asked to change your password.

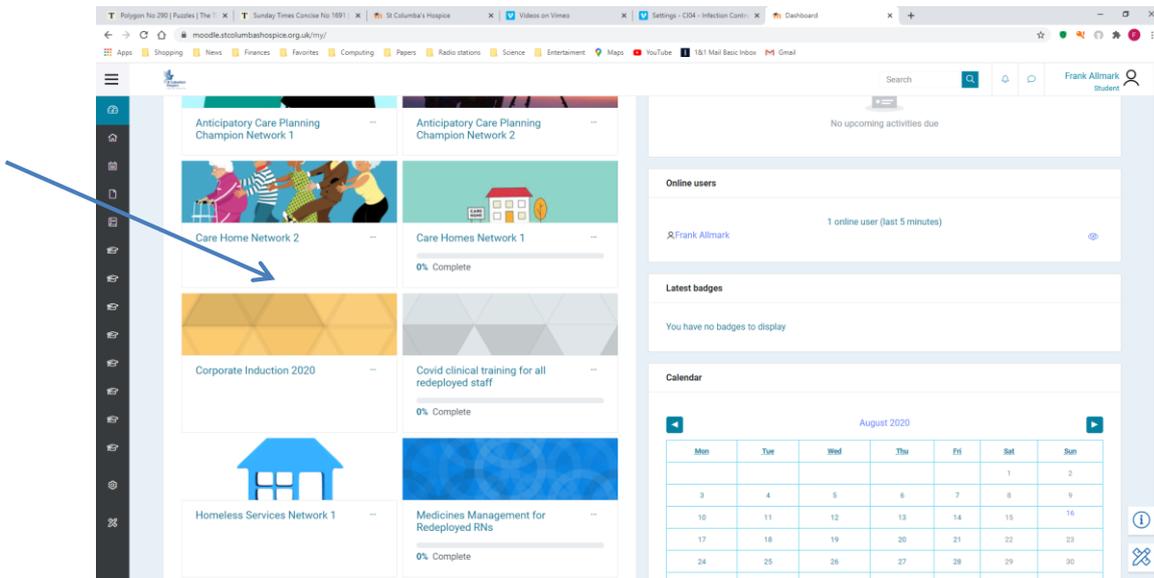
Step 6

You will be presented with a screen that looks like the image below



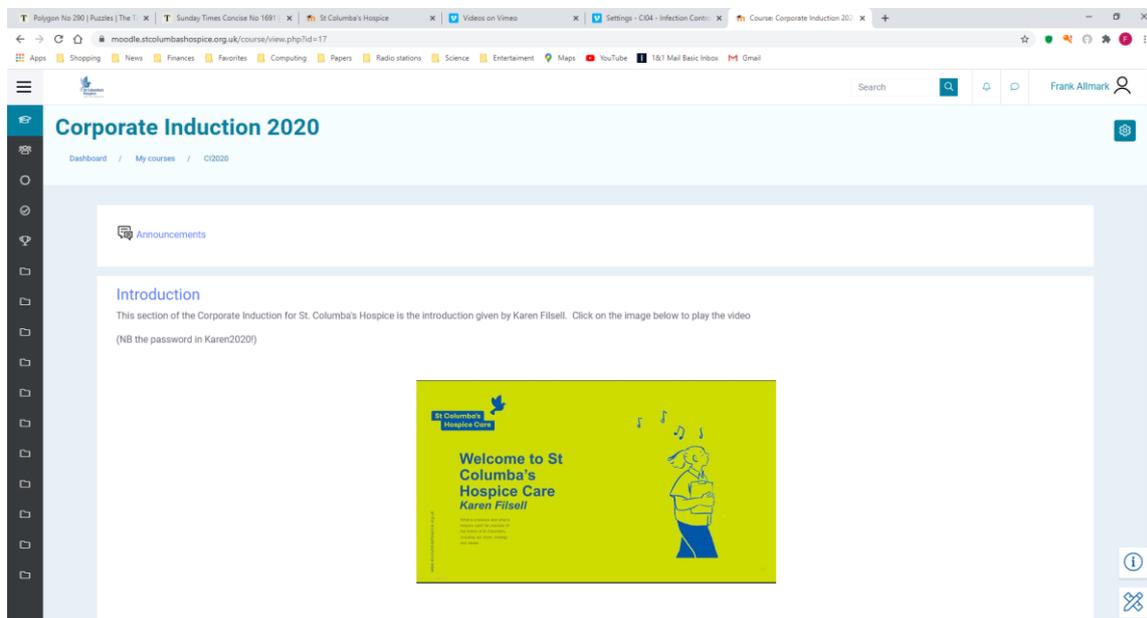
Step 7

Scroll down the screen until you find a **Course** called **Corporate Induction 2020**, it will look like this. The course is indicated with an arrow.



Step 8

Click on the **Course** called **Corporate Induction 2020** and you will see the following image



Step 9

Click on the **slide** to play the video. Clicking on this image will open a new **Tab** in your Internet Browser (e.g. Chrome, Explorer, Firefox). You will be asked for a Vimeo password which you will find above the slide.

When you have finished watching the video, click on the tab in your browser “Course : Corporate Induction 2020”, this will take you back to Moodle from and allow you to watch other videos.

Scroll down the screen for other videos.