



Introduction to Moodle

What is Moodle?

Moodle is a course management system. This is also sometimes known as a VLE (Virtual Learning Environment). As Moodle is web based, learners and trainers can access it from anywhere at anytime.

Birmingham Hotel Catering Academy (BHCA) has designed a learning environment that can be used by learners remotely and as a blended learning tool. The course you have signed up for is mapped out and can be explored using Moodle.

Logging into Moodle for the first time

To start using Moodle, you need to access the internet, if you have your designated website saved as a favourite open up your favourite internet browser, in the address bar type.

<http://bhca-online.org.uk/>

If you have not saved this address into favourites then use a known search engine such as Google for instance and type the companies name in, when you have found your websites correct address then click on it.

This will take you to a login screen. Enter your username and password
(This will have been sent to you via email)

The screenshot shows the Moodle login page for Birmingham Hotel Catering Academy. The page has a dark blue header with the BHCA logo on the left and "You are not logged in" on the right. Below the header, the text "HOTEL & CATERING ACADEMY" is displayed. On the left side, there is a "Login" form with fields for "Username" and "Password", a "Login" button, and a link for "Lost password?". Below the login form is a section for "BHCA e-Portfolios" with a graphic of colorful puzzle pieces and a link to "Click here to link to your e-portfolio". The main content area features several navigation tiles: "Moodle Introduction" with the Moodle logo, "Staff Area" with a blue button, "Learner Area" with a tile showing hands holding a paper with a red 'L', "Employer Area" with a tile showing hands shaking, "Business Administration" with a tile showing people around a table, and "Customer Service" with a tile showing a "Customer service" survey with "Excellent" checked and "Poor" unchecked.



At this point, your internet browser may ask you if you would like to remember the password you just entered. If at anytime you wish to change your password, please contact the main telephone number for BHCA which s 0121 456 3458 and ask for your specified tutor/assessor.

To access your course details

From the front screen click into your course title I.E Business Admin and then click on the applicable level either 2 or 3.

As you can see there a number of courses available. To access the course, simply click on the relevant icon I.e. Front Office

A list of the Mandatory units you will have to complete

Showing the title of chosen course

In order to successfully complete this qualification candidates must complete all of the mandatory units and 2 units from option (A) and option (B)

- Mandatory Units**
- Click the links below to access the Mandatory Units which you MUST successfully complete in order to achieve your full NVQ qualification.
- Unit 501 - Maintain a safe, hygienic and secure working environment
 - Unit 504 - Contribute to effective teamwork (CfA)*



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Optional Units (A)

Click the links below to access the Optional Units which are also available for this NVQ. Please select 2 from this section.

- Unit 502 Maintain and deal with payments
- Unit 654 Prepare customer accounts and deal with departures
- Unit 653 Deal with bookings
- Unit 652 Deal with the arrival of customers

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Optional Units (B)

Click the links below to access the Optional Units which are also available for this NVQ. Please select 2 from this section.

- Unit 663 Identify and provide tourism related information and advice
- Unit 662 Enter, retrieve and print data in a database (CfA)*
- Unit 661 Resolve customer service problems (ICS)*

These are the list of optional units given for this particular course; some courses have one, two or several choices of units. You will be told by your tutor how many optional units you need to complete to for this course.

BHCA ► FO

People

- Participants

Topic outline

FRONT OFFICE

- Groups
- Backup
- Restore
- Import
- Reset
- Reports
- Questions
- Files
- Profile

News forum

In the top right hand corner of the page, you will notice your username. Simply click on your name and you will be redirected to your Moodle account. From here you will be able to update your online profile.



In order to successfully complete this qualification candidates must complete all of the mandatory units from option (A) and option (B)