

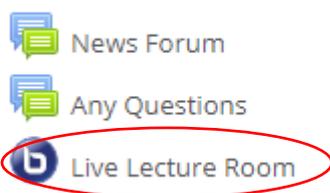
First Polymer Training Moodle Log on Instructions

For those not familiar with online courses using this platform (Big Blue Button on Moodle) we have put together the step by step instructions below.

We are also happy to talk anyone through this over the phone.

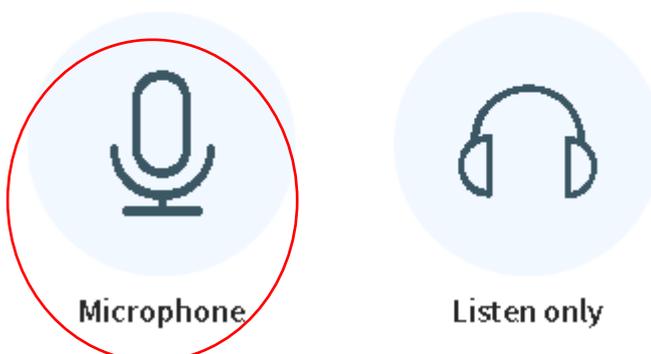
We recommend you wear a **head set or earphones** on the live lectures for better audio.

1. Log onto <https://lms.firstpolymerskillnet.com/> with your username and password (you will need to have already completed the **username and password steps as below**
2. Your username is your **email address**, that you registered for this course with. You will then get an email to reset your password and log in.
3. Scroll down the page to 'Available Courses' where you should see the course you have enrolled in and click to 'enter this course'.
4. The notes for each session will be on this page in the relevant weekly slot and can be downloaded/ printed off in advance if you wish.
5. To enter the live lecture room, click the Link to the '**Live Lecture Room**' at the top of the course page (see below). Lectures will be recorded should you miss any and can be viewed afterwards on this same page.

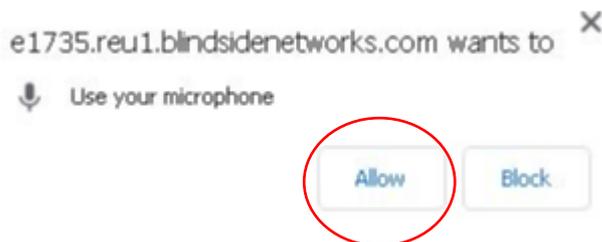


- a) Then click '**Join Session**' and a new tab will open up.
- b) You will then be asked 'How would you like to join the audio'. **Select microphone.**

How would you like to join the audio?

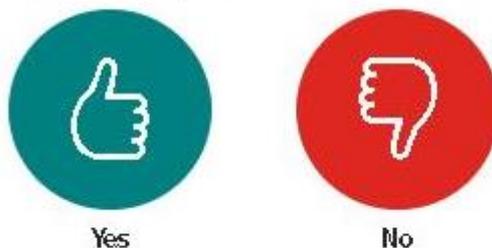


- c) You may then be asked to allow the site to 'access your microphone', select **Allow.**



- d) You should then see the box below. **Speak** and if you hear the audio then press Yes.

This is a private echo test. Speak a few words. Did you hear audio? ×



- e) You should then be in the *live* lecture room. All of our lectures are recorded and can be accessed later by enrolled trainees only, for the duration of the programme. After the programme is complete, it will remain available for students for a short period after the course has completed.
- f) Your controls for during the lecture are shown below.



Mute/Unmute **Leave the Lecture** **Camera – share webcam (optional)**

- g) Please mute yourself when not speaking. You can share your video camera (if you wish), while speaking to the trainer, otherwise we recommend leaving your camera off. (Again, you need to give permission to allow access to your camera as you did with the microphone). Any issues with audio or camera permissions you may need to change your settings. For **Chrome** see here <https://support.google.com/chrome/answer/2693767?co=GENIE.Platform%3DDesktop&hl=en>

- h) If you have any issues with a browser, (e.g. Chrome, Firefox etc) try using another browser. Generally, we find Chrome results in a better experience.

For camera and microphone privacy settings see here

<https://support.microsoft.com/en-us/help/4468232/windows-10-camera-microphone-and-privacy>

Please don't hesitate to get in touch if you have any issues at all. Many thanks and we look forward to meeting you online. Any issues, call us on 087 2396447/ 090 6471223 and we can also do a test.