



# Morcare Services Pty Ltd

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## MOODLE USER GUIDE

Welcome to Morcare's Moodle site for Online Learning.

Morcare's online learning site Moodle, provides learning modules relevant for you, our Support Workers. Please follow the steps below to create your new account so you may access your learning module e.g. Disability Support Work Induction Training. If you have any difficulties or concerns please contact the Training and Development team on (03) 9800 4433.

1. Go to the Moodle site: <http://www.mcs-elearning.com.au/login/index.php>
2. Click *Create new account*.

3. Complete the form then click *Create my new account*. Note: Your Username MUST be in lowercase.

English (en) Username Password Log In

**morcareservices**  
...making a difference

Log In New account

## New account

▼ Collapse

▼ Choose your username and password

Username\*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password\*  ☐ Unmask

▼ More details

Email address\*

Email (again)\*

First name\*

Surname\*

City/town

Country

[Create my new account](#) [Cancel](#)

Manage

4. A confirmation page will open. Click *Continue* to return to the Home page.

English (en) Username Password Log In

**morcareservices**  
...making a difference

Confirm your account

An email should have been sent to your address at ymauger@morcare.com.au  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

[Continue](#)

5. You will receive 2 emails – a **Welcome** email and an **Account Confirmation** email. In the **Account Confirmation** email click on the link to confirm your account.

Hi John Smith,

A new account has been requested at 'Morcare Services' using your email address.

To confirm your new account, please go to this web address:

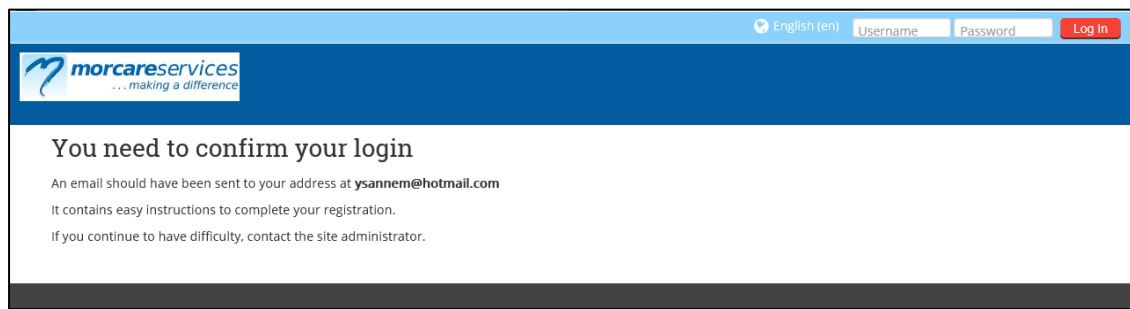
<http://54.164.10.84/login/confirm.php?data=kA0WUJrSLSiO3PR/jsmith>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator.

Admin User

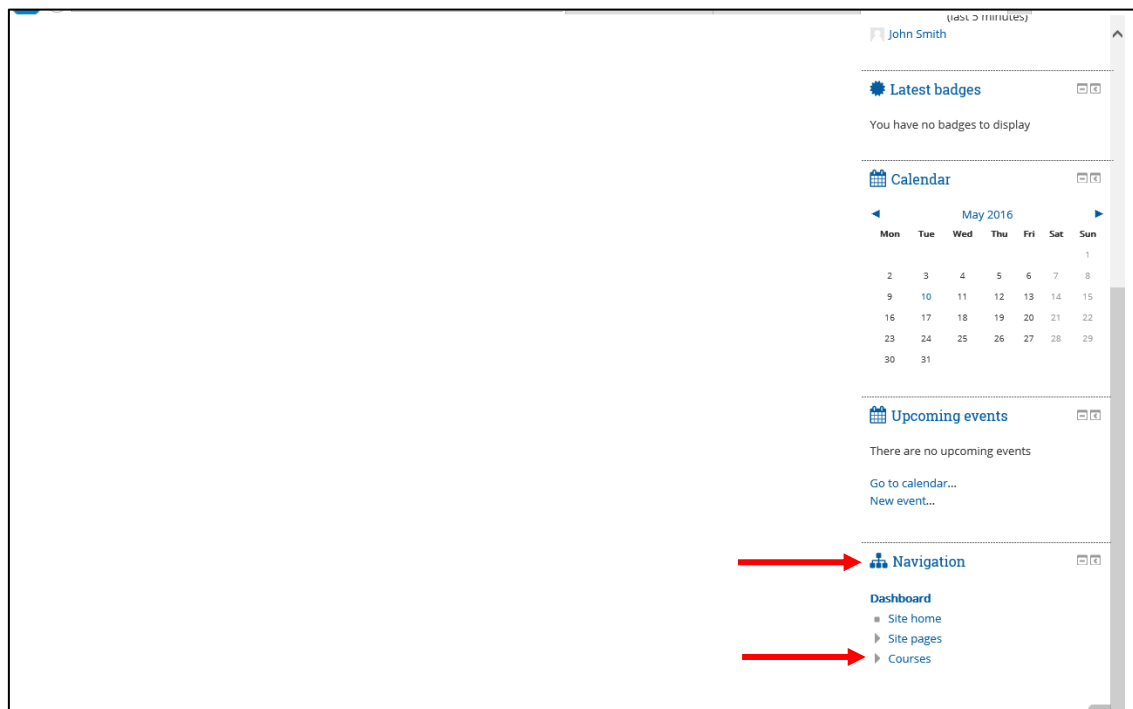
Note: If you do not confirm your account you will not be able to log in to the site and will see this error message:



6. Once you have clicked on the link in your email, your account page will open.




7. Scroll down to the Navigation section (found on the right side panel) and click *Courses*.



8. This page shows all of Morcare's online learning modules (courses). To enrol in a course, click the relevant course heading e.g. *Positive Behavioural Support Learning Module*.

Messages

English (en)Admin User



...making a difference


Manage courses

Courses


Search courses

Go

MCS Forms




DHHS Fire Safety Induction Program Training



Trainer Assessor: Ysanne Mauger

TAC Acquired Brain Injury Learning Module



This resource has been funded by the Victorian Transport Accident Commission.

The aim of the resource is to introduce participants to acquired brain injury - traumatic brain injury that has been the result of a transport accident.

Navigation

Home

- Dashboard
- Site pages
- Courses

Administration

Site administration

Search

9. The course page will open

The screenshot shows the Morcare Services website interface. At the top is a blue header with the Morcare Services logo and the tagline "...making a difference". Below the header is a navigation bar with a home icon and the path "Courses > Fire Safety". The main content area is titled "General" and contains a "News forum" link. Below this are three tiles: "Enrol me in this course" (with a red "CLICK HERE TO ENROL" button and a "New Activity" badge), "DHHS Fire Safety Induction Pro" (with a fire truck image), and "Completion Certificate Upload" (with a certificate icon). Below these is a "Feedback" tile with a checklist. On the right side, there are four sections: "Search forums" (with a search bar and "Go" button), "Latest news" (with a message "(No news has been posted yet)"), "Upcoming events" (with a message "There are no upcoming events"), and "Messages" (with a message "No messages waiting").

10. Select the 'Enrol me in this course' tab and click on 'enrol'

This screenshot shows the same Morcare Services website, but the "Enrol me in this course" tab is now selected, and the breadcrumb path is "Courses > Fire Safety > Enrol me in this course". The "Enrol me in this course" tile is highlighted with a green oval. Below this tile is a "Your progress" section with a checkmark icon. At the bottom of the main content area is a "Jump to..." dropdown menu. The right sidebar remains the same as in the previous screenshot.

11. An Enrolment Options page will open.

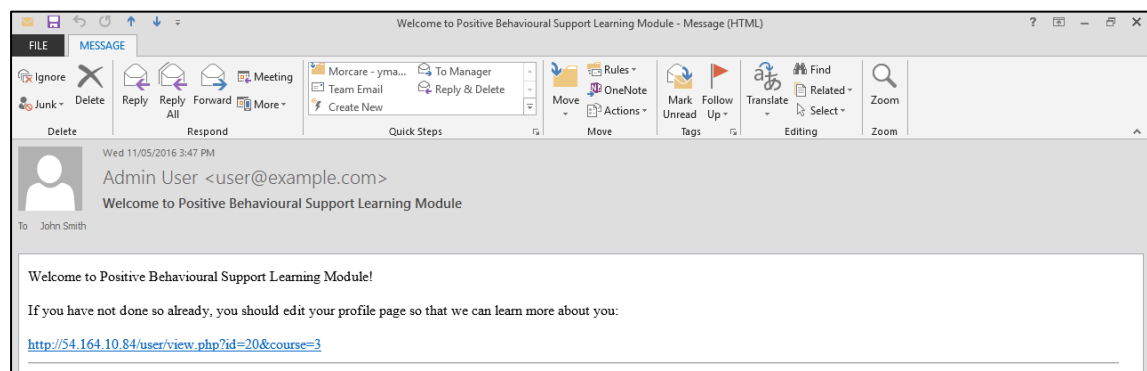
The screenshot shows the Morcare Services website interface. At the top, there's a header with 'Messages', 'English (en)', and 'Admin User'. Below the header is a blue banner with the Morcare Services logo and tagline '...making a difference'. The main content area has a breadcrumb trail: 'Home > Courses > Fire Safety > Enrol me in this course > Enrolment options'. The title 'Enrolment options' is prominently displayed. Below it, the course title 'DHHS Fire Safety Induction Program Training' is shown with a small image of fire trucks. A description states: 'This program has been developed to provide Department Health and Human Service's staff with instruction and information on emergency procedures, fire safety, portable fire attack equipment and fire prevention.' The trainer assessor is listed as 'Ysanne Mauger'. Under the 'Self enrolment (Learner)' section, there is an 'Enrolment key' input field with an 'Unmask' checkbox. A large 'Enrol me' button is at the bottom of this section. On the right side, there is a 'Navigation' menu with links to Home, Dashboard, Site pages, Current course, Fire Safety (Participants, Badges, General, Enrol me in this course, DHHS Fire Safety Induction Program Training, Completion Certificate Upload, Feedback), and Courses. An 'Administration' section is also visible at the bottom right.

12. Your course code, completion due date and enrolment key can be found on your letter/email from Morcare that requested you complete this learning module.

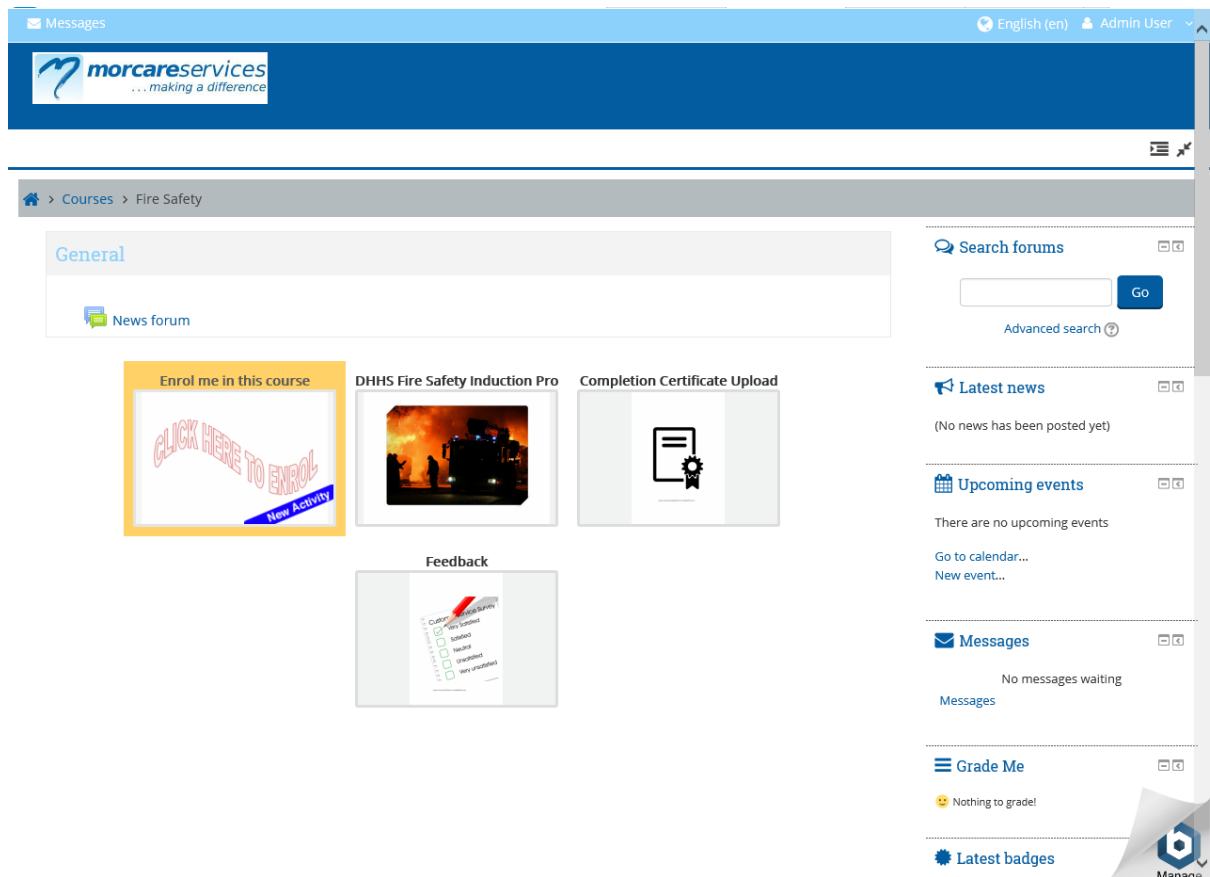
Under the relevant course code, type in the enrolment key shown on your letter (Note: **3 Week PBSLM** means you have 3 weeks from your enrolment date to complete the module) then click *Enrol Me*.

This screenshot shows the same 'Enrolment options' page but with the '3 Week PBSLM' section highlighted. Red arrows point to the '3 Week PBSLM' section header, the 'Enrolment key' input field (which contains a masked key '\*\*\*\*\*'), and the 'Enrol me' button. The '2WPBSLM' and '4 Week PBSLM' sections are also visible, each with their own 'Enrolment key' fields and 'Enrol me' buttons. The 'Self enrolment (Learner)' section is at the bottom. The right-hand navigation menu is identical to the previous screenshot, showing the course structure and administration links.

13. You will receive an enrolment confirmation email.



14. The course will now be displayed in full for you to complete the course as directed.



### Logging into an additional course:

After creating your account and creating your first online learning module you may be required to complete an additional learning module e.g Acquired Brain Injury training. To enrol in ANY additional courses you will need to follow the steps below.

1. Go to [www.mcs-elearning.com.au](http://www.mcs-elearning.com.au)

## Morcare Services is a disability and aged care provider of in-home attendant care services.

We specialise in services that assist people who are injured or who have a disability to achieve independence in daily living tasks. As a registered Aged Care Provider, we also support people in their later years to live as independently as possible in their own homes.

We exist to provide services that inspire people and make a difference in their lives. Our aim is to nurture individual aspirations and goals that maximise outcomes and increase life participation.



 Using the PDF guide, please follow the steps to enroll in your online learning module.

### Available courses



### 2. Login as normal in the top right hand corner of the page

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 Using the PDF guide, please follow the steps to enroll in your online learning module.

### Available courses






3. The following page will be displayed. Select the course you would like to enrol in

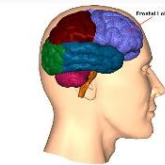
Using the PDF guide, please follow the steps to enroll in your online learning module.

### Available courses




DHHS Fire Safety Ind...

Course >




TAC Acquired Brain In...

Course >



Disability Induction L...

Course >



Positive Behaviour...

Course >

**Navigation**

- Home
  - Dashboard
  - Site pages
  - My courses

4. You will then see the content of the course displayed, however you are NOT yet enrolled in the course. Go to the BOTTOM RIGHT hand corner and select 'enrol me in this course' as shown below

Registration form fields:

- \* First Name
- \* Last Name
- \* Date Of Birth (Choose a date)
- \* Email Address
- Employee PIN / Reference Number
- \* Phone Number
- \* Program (Dropdown menu: Please select a program, DHHS Staff, Agency)
- Create Account

3. In the 'Organisation' window, select 'Other'

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Current course
    - Fire Safety
      - Participants
      - Badges
      - General
      - DHHS Fire Safety Induction Program Training
      - Completion Certificate Upload
  - My courses

**Administration**

- Course administration
  - Enrol me in this course

5. A screen requesting an enrolment key will be displayed. Please enter the enrolment key that has been provided to you in the letter from Morcare requesting you to complete this course. Then select 'enrol me'

Messages
English (en)
Sani Mauger

Home > Courses > Fire Safety > Enrol me in this course > Enrolment options

## Enrolment options

**DHHS Fire Safety Induction Program Training**

This program has been developed to provide Department Health and Human Service's staff with instruction and information on emergency procedures, fire safety, portable fire attack equipment and fire prevention.

Trainer Assessor: Ysanne Mauger

Self enrolment (Learner)

Enrolment key  ☐ Unmask

**Enrol me**

**Navigation**

- Home
- Dashboard
- Site pages
- Current course
  - Fire Safety**
    - Participants
    - Badges
    - General
    - DHHS Fire Safety Induction Program Training
    - Completion Certificate Upload
- My courses

**Administration**

- Course administration
  - Enrol me in this course**

6. You will then be directed to the course for completion, example shown below:

News forum

## DHHS Fire Safety Induction Program Training

The Fire Safety Induction Program (FSIP) provides Department of Health and Human Services (DHHS) staff with the necessary fire and emergency response skills to evacuate people safely from a residential facility and to comply with relevant departmental fire safety checks of the residence and the installed equipment. However it is also relevant to some of the work undertaken by Morcare staff.

After completing this program, you will understand:

- basic fire prevention and safety strategies
- the procedures to be followed during any emergency evacuation
- how to identify and use a portable dry chemical powder extinguisher and a fire blanket, and
- the use of smoke alarms or smoke detectors and sprinkler systems installed in 24 hour supported residential facilities owned, operated or funded by DHS

The link below will open the DHHS Fire Safety module on the DHHS website.

<http://dhhs.e3learning.com.au/content/register/>

Follow our instructions below to enrol then on completion of this training please upload your Completion Certificate into your Moodle account ('upload instructions' can be found at the bottom of this page).

TO ENROL:

1. Please follow the link below to an online enrolment with DHHS
2. Please enter the information as requested:

-when program is requested please select 'Agency'

\* Username

\* Password

\* Confirm Password

\* First Name

\* Last Name

**Go**

Advanced search

**Latest news**

(No news has been posted yet)

**Upcoming events**

There are no upcoming events

[Go to calendar...](#)

[New event...](#)

**Messages**

No messages waiting

[Messages](#)

**Latest badges**

You have no badges to display

**Recent activity**

Activity since Sunday, 7 August 2016, 11:43 PM

[Full report of recent activity...](#)

**COURSE UPDATES:**

Deleted URL

**Navigation**

- Home
- Dashboard

***If you have any difficulties or concerns please contact Morcare's Training and Development team on (03) 9800 4433.***