Royal Dutch Kentalis

Basic Audiology

Introduction and website navigation

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2 GENERAL INFORMATION ABOUT THE WEBSITE

This Kentalis Academy E-Learning website is built with the Moodle E-Learning platform. Currently we are using Moodle version 2.8.

With this website the Kentalis Academy international department will offer E-learning and blended courses to peer professionals worldwide.

The first course we are offering now is Basic Audiology. We have chosen for this course because the content will apply for a large group of people and it can be offered fully online so for this we don't need a training structure in all the countries where participants come from.

Later in 2016 a blended learning course will follow for Audiological Technicians. For that course we will partner with some local training institutes, first in Uganda and Ghana.

For general information about this website email: international@kentalis.nl

Website: http://www.e-kentalis.org
3 LOGGING IN TO THE WEBSITE

3.1 LANGUAGE SETTING

The content of the entire course is in English. However for your convenience it is possible to change the navigation language of the website in either, English, Kiswahili or Dutch.
This can be done by clicking on the arrow at the word Language on the right top of your screen. It will open a pull down menu in which you can make the selection.
The default setting is depending on your browser and for the most of you this will be English.

3.2 LOGIN

If you have been provided with log in details by Kentalis or your own institution you can click on the Log in button, which brings you to the Log in screen. Then you can enter your credentials in the left part of the screen and you will be transferred to your personal home page, from where you can select to enter your course.

Be aware that the first time that you log in you will need to change your password.
That means that in the next screen you will have to type again the password that was provided to you in the field "Current password" and you can create a new password by typing it at "New password". You will have to confirm your New Password in the next box. And then click "Save changes" to confirm.
After this the screen shows that your password had been changed and you can press the continue button.

This will bring you to a page with the summary of your personal profile. Note that you can add your picture, birth date and other information in your profile settings in the administration block on the right of your page.

This is also where you can change your password when necessary.
Next: click on “Home” in the breadcrumbs on the left top of the screen to navigate to your home page. On your home page scroll to the header “My Courses” and click on the link “Basic Audiology”.

If you haven’t been registered for the course yet you will have the option to enroll by choosing a payment method. When you are already enrolled in the course you will immediately go to the Basic Audiology home page.

### 3.3 SELF REGISTRATION

To register for a course yourself you first will have to create a new account for the website. This has to be done before you can subscribe to a course. At the moment only the Basic Audiology course is available. You can create an account by clicking the login button on the right top of the screen.

On the next screen you can create a new account with your own Username and Password. We suggest to use your email address as username (without capitals). This can be done by clicking on the green “Create new account” button in the middle of the screen.

The Password can consist of both lower case and upper case characters and should exist of at least:

- 8 characters
- at least 1 digit(s), at least 1 lower case letter(s), at least 1 uppercase letter(s) and at least 1 alphanumeric character(s).
Also fill in the other required fields as shown in the screen below.

After this you can enroll yourself in a course. See chapter 4.
ENROLLING TO COURSES

If you haven’t been enrolled to a course by Kentalis or your own organization you also will be able to enroll yourself. That means that first you will have to go through the payment module to enroll yourself. After you have logged in to the website scroll to available courses and select the Basic Audiology course.

You can make the payment online by clicking the green Purchase with mollie button.

This will give you several payment options, including PayPal, direct bank transfer with a limited amount of banks, credit card and through Sepa Direct Debit.

After you have completed your payment you will see the below message and the “Continue” button will bring you back to your homepage. And you will be able to start with the Basic Audiology course.
5 MY HOME PAGE WITH COURSE OVERVIEW

On your home page you will find the courses that you are enrolled in:

Available courses
Basic Audiology

In the blocks on the right you can also see who is online and you can navigate to your profile settings page.

Everywhere in the course it is possible to go to the Basic Audiology course by clicking the link “Basic Audiology” or by using the navigation block “Courses” on the right.
On the home page of this course you will find a forum to discuss issues with our staff or other students and you will find a glossary which explains the terminology used in this course. You will find more information on it later in this guide.

By clicking on the pretest button you will start the first module. All modules are numbered and the best way to proceed is going through them in the right order from 1 to 9.

After you have completed all the 8 modules you will be able to do the final test in module 9.
7  PROFILE SETTING

7.1  EDIT PROFILE

To change your personal profile click on “Edit Profile” in the navigation block.

Here you can change your details, set preferences and upload your picture.

Don’t forget to press “Update profile” at the bottom of the screen when you are finished.

Navigate back to your home page by clicking on one of the breadcrumbs on the Top Left of your screen:

You can always navigate back to the Basic Audiology overview page by clicking the link in the right navigation block.
7.2 MESSAGING

In the Basic Audiology course we have limited options for sending messages to fellow students.

It is possible to send a message to other participants or to the course administrator through the inbuilt messaging system when they are online. To do that click on the sign behind the name of that person in the online users box. This will open the messaging window.

When you receive a message a popup will appear at the bottom of your screen when you log in.

On the Basic Audiology home page you can find a chatroom where you also can chat with other participants that are online.
Another option to reach other participant or the support desk is to place information in the discussion forum. You will find the forum on the Basic Audiology home page.

Here you can either enter one of the threads or you can start a new topic yourself. This forum will be monitored by the Kentalis staff.

We encourage sharing questions and information with fellow students.

You can navigate back to the Basic Audiology homepage by clicking BASAUD in the breadcrumbs or you can navigate to the home page.
Each course will get its own glossary where jargon and other terminology will be explained. You can find the glossary at the Basic Audiology homepage.

There are different search options:

It is possible to enter a word in the search box, but it is also possible to search using the alphabet. If you want to browse by category you can use the “Browse by category” tab. This will show you all the entries categorized. To select just one category, press on the arrow all categories and a pull down menu with all the categories will open.

It is possible to browse by Author or entry date but these options will not be used very often.

Also participants can add their own entry by pressing the “Add new entry” button. On the left.

Note that new entries first have to be approved by one of the Kentalis lecturers, but if you have good additions it also can help other students.
10 HOW TO NAVIGATE WITHIN THE COURSE

10.1 INTRODUCTION AND PRETEST

The Basic Audiology Course consists of 9 different modules.

Module 1 is the introduction module, with an introduction video by one of our course developers, Noor van Iersel and with a pretest.

The pretest is just for your own reference to get an idea about the topics of this course and what your own knowledge is about these items. The score of this pretest does not count towards your final examination.

To start videos in this course you will need to click on the play button. If you only have a low bandwidth internet connection available you can press the HD button which will give you the choice of a lower quality video which will speed up the playback of the movie. It is also possible to use the playback slider to move back and forth in the videos.

The Pre-test quiz can be started by pressing the red link “Pre-test quiz”. After that press the green button “Attempt quiz now”.

A total set of 21 quiz questions (Tru/False) will be presented to you. Per page you will see three questions. After having answered the three questions you can press the next button to proceed.

On the left side of the page you will see the navigation panel. By clicking on a number you can navigate directly to that question. After you have answered a question the square around that number will be grayed out. You can submit your answers by pressing the next button on the last
page after question 21 and then press the submit all and finish button. Navigate back to the Basic Audiology homepage by clicking on the BASAUD breadcrumb.

10.2 NAVIGATION WITHIN THE LESSONS

To start an actual lesson you will have to click on the icon or the link just above the icon. After this a page with information about the subject and another link (orange box) will open:

The link with the orange box is a so called "SCORM" package. When you click on this link a new tab in your browser will open and it will load the lesson module. Depending on your internet speed this can take a few seconds.
In the left panel under "Contents" you will find the different subjects of this module. A slightly more detailed contents menu can be found in the upper right corner in green. There you also find the “Stop” button which stops this module and brings you back to the Basic Audiology homepage.

Throughout this module you can find the three green navigation buttons on the right top

Stop  Contents  Home

“Home” will always bring you back to the first page of this lesson module. In the lessons you often will find a continue button that will give you more text or graphics and if you have gone this way through the page you will be able to enter the next page.

| Continue |

At the end of the module there will be a summary of what you have learnt in the module.

When you click next you will enter the final page. If you want to review things you can navigate back and forth through the contents pull down menu.

If you really have finished the moduel you can click the “Yes” button and the module will close and you will come back in the Basic Audiology homepage.
10.3 FINAL TEST

With each module that you have finished you will earn an electronic badge. After you have earned all the eight badges you are permitted to enter the final test. The link for entering the final test will only open if you have finished the prior modules. The final test consists of 21 Multiple Choice questions. To pass this test a score is needed of 70% (15 correct answers). If you don't pass the final test you will have an option to retake the test after 24 hours.

When you have passed the final test you will be allowed to print your certificate. Royal Dutch Kentalis will keep a database with records of persons who have passed the exam of this course.