

# User guide - ESTA Learning Portal

## Logging in

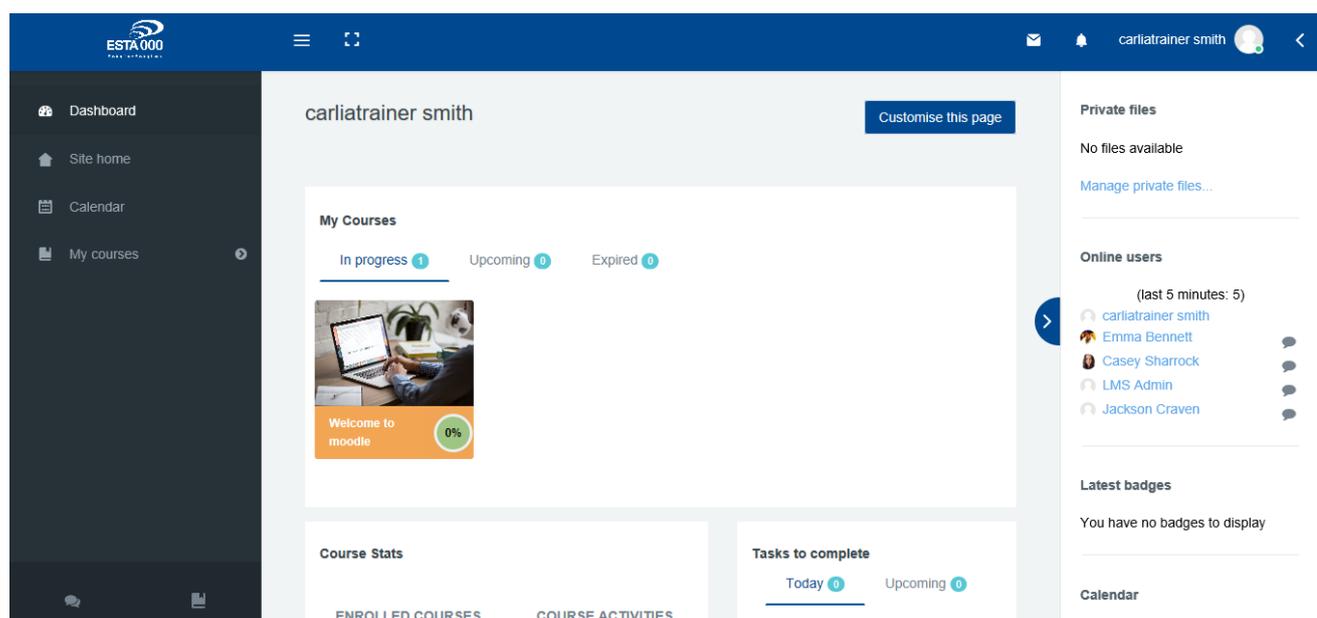
Log in to the ESTA Learning Portal here:

<https://esta.learnbook.com.au/login/index.php>

If you have forgotten your password, click the 'forgot your password' option and follow the links to have it reset & emailed to you

## User dashboard (home page)

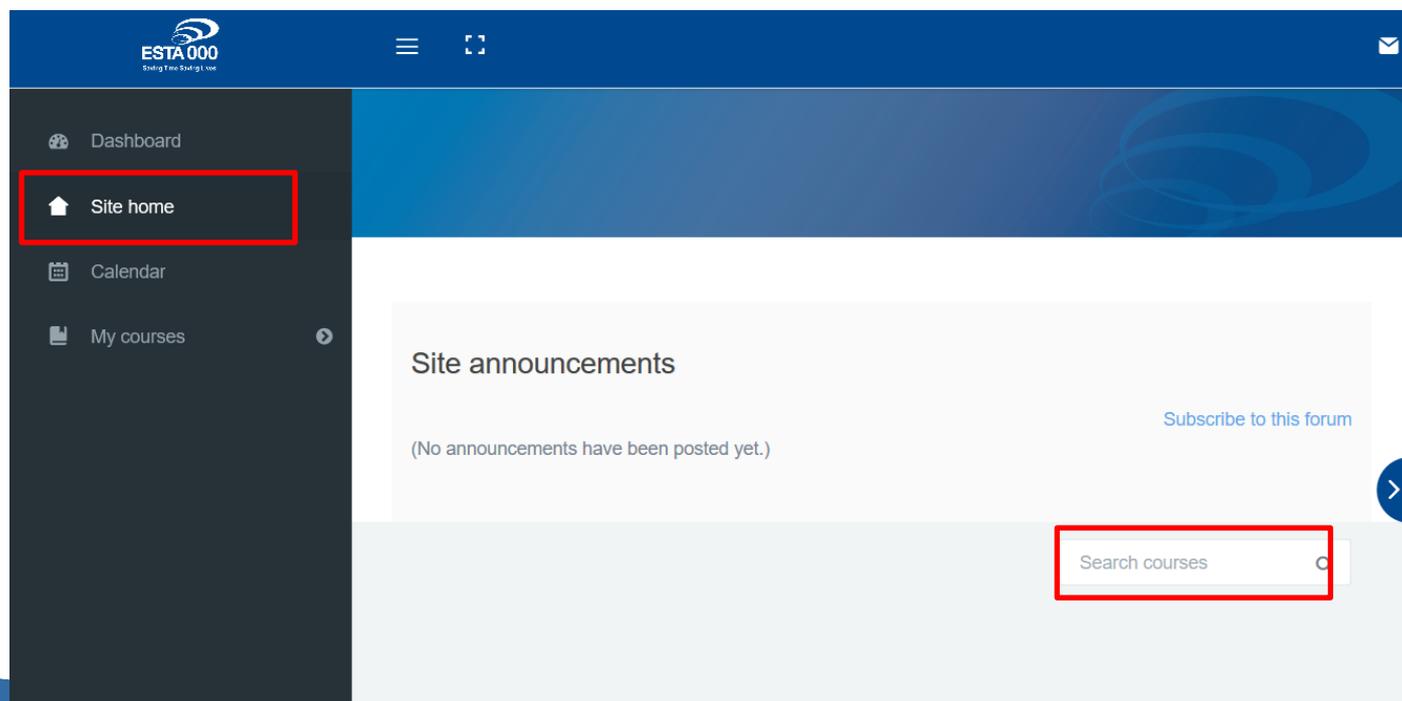
You will likely have now logged in to the ESTA Learning Portal. Your initial landing page will look similar to below, with any courses you are enrolled in visible:



The screenshot shows the user dashboard for 'carliatrainer smith'. The top navigation bar includes the ESTA 000 logo, a menu icon, a refresh icon, and the user's name 'carliatrainer smith' with a profile picture and a 'Customise this page' button. The left sidebar contains navigation options: Dashboard, Site home, Calendar, and My courses. The main content area is titled 'My Courses' and shows 'In progress 1', 'Upcoming 0', and 'Expired 0'. A course card for 'Welcome to moodle' is visible with a 0% progress indicator. Below this are sections for 'Course Stats' (with sub-sections 'ENROLLED COURSES' and 'COURSE ACTIVITIES') and 'Tasks to complete' (with sub-sections 'Today 0' and 'Upcoming 0'). The right sidebar shows 'Private files' (No files available), 'Online users' (last 5 minutes: 5), a list of users including 'carliatrainer smith', 'Emma Bennett', 'Casey Sharrock', 'LMS Admin', and 'Jackson Craven', 'Latest badges' (You have no badges to display), and a 'Calendar' section.

## Courses

Click on any course visible on your home page to view the course. Alternatively, if you would like to complete a course you are not enrolled in, you will need to search for it. Click 'site home' on the left hand side of the screen, and then type the course name into the search box:

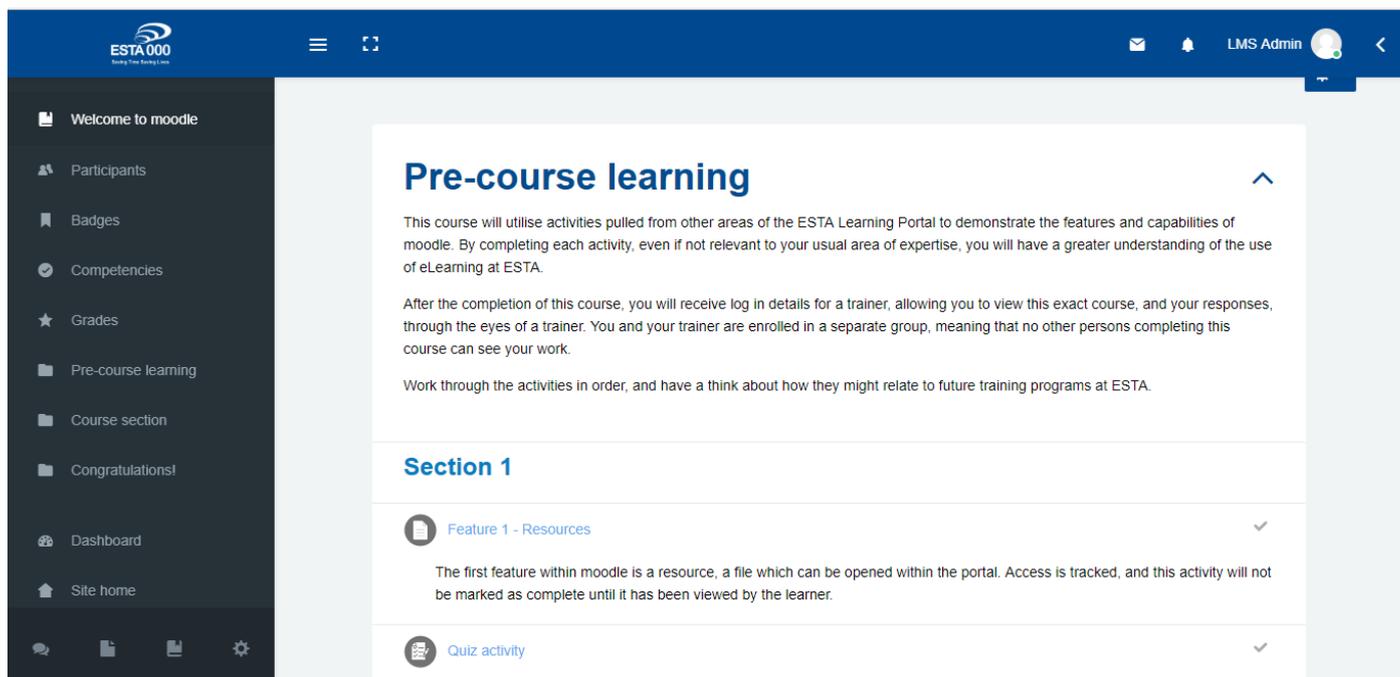


The screenshot shows the 'Site home' page. The left sidebar has 'Site home' highlighted with a red box. The main content area is titled 'Site announcements' and contains the text '(No announcements have been posted yet.)' and a 'Subscribe to this forum' link. At the bottom right, there is a search box labeled 'Search courses' with a magnifying glass icon, also highlighted with a red box.

*Hint: course searches work best when you only use one word*

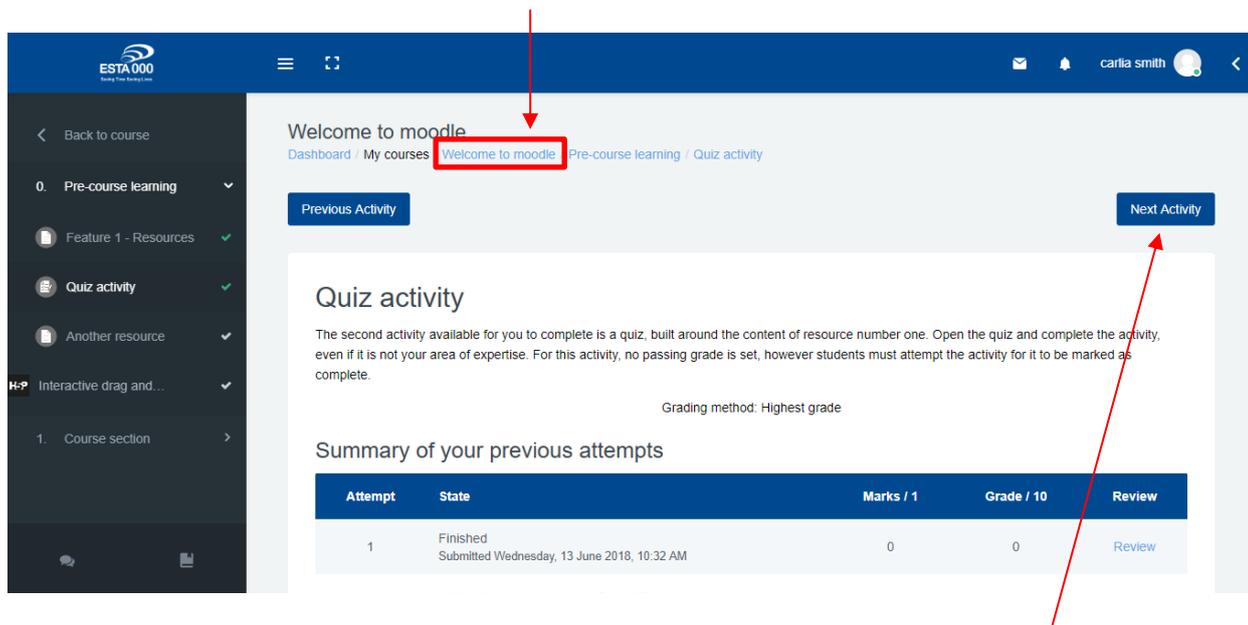
## Navigating through courses and activities on the ESTA Learning Portal

Courses in the ESTA Learning Portal are generally navigated sequentially, moving through a series of resources and activities down the page.



The screenshot shows the Moodle interface for a course titled 'Pre-course learning'. The left sidebar contains a navigation menu with items like 'Welcome to moodle', 'Participants', 'Badges', 'Competencies', 'Grades', 'Pre-course learning', 'Course section', 'Congratulations!', 'Dashboard', and 'Site home'. The main content area has a header 'Pre-course learning' and a sub-header 'Section 1'. Below this, there are two activity items: 'Feature 1 - Resources' and 'Quiz activity', both marked as complete with checkmarks. The 'Feature 1 - Resources' activity description states: 'The first feature within moodle is a resource, a file which can be opened within the portal. Access is tracked, and this activity will not be marked as complete until it has been viewed by the learner.'

Once within an activity, such as the quiz activity, there are two ways to move about. At the completion of the activity, you can use the 'breadcrumb' menu to get back to the course page, clicking the title of the course as per below:



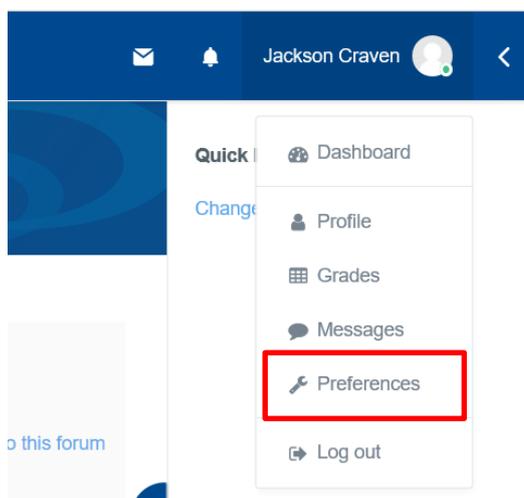
This screenshot shows the 'Quiz activity' page. The breadcrumb trail at the top reads: 'Dashboard / My courses / Welcome to moodle / Pre-course learning / Quiz activity'. A red box highlights 'Welcome to moodle' in the breadcrumb, with a red arrow pointing to it from above. Another red arrow points from the 'Next Activity' button at the top right of the activity content area towards the breadcrumb. The main content area shows the quiz title 'Quiz activity', a description, and a table of previous attempts.

Attempt	State	Marks / 1	Grade / 10	Review
1	Finished Submitted Wednesday, 13 June 2018, 10:32 AM	0	0	Review

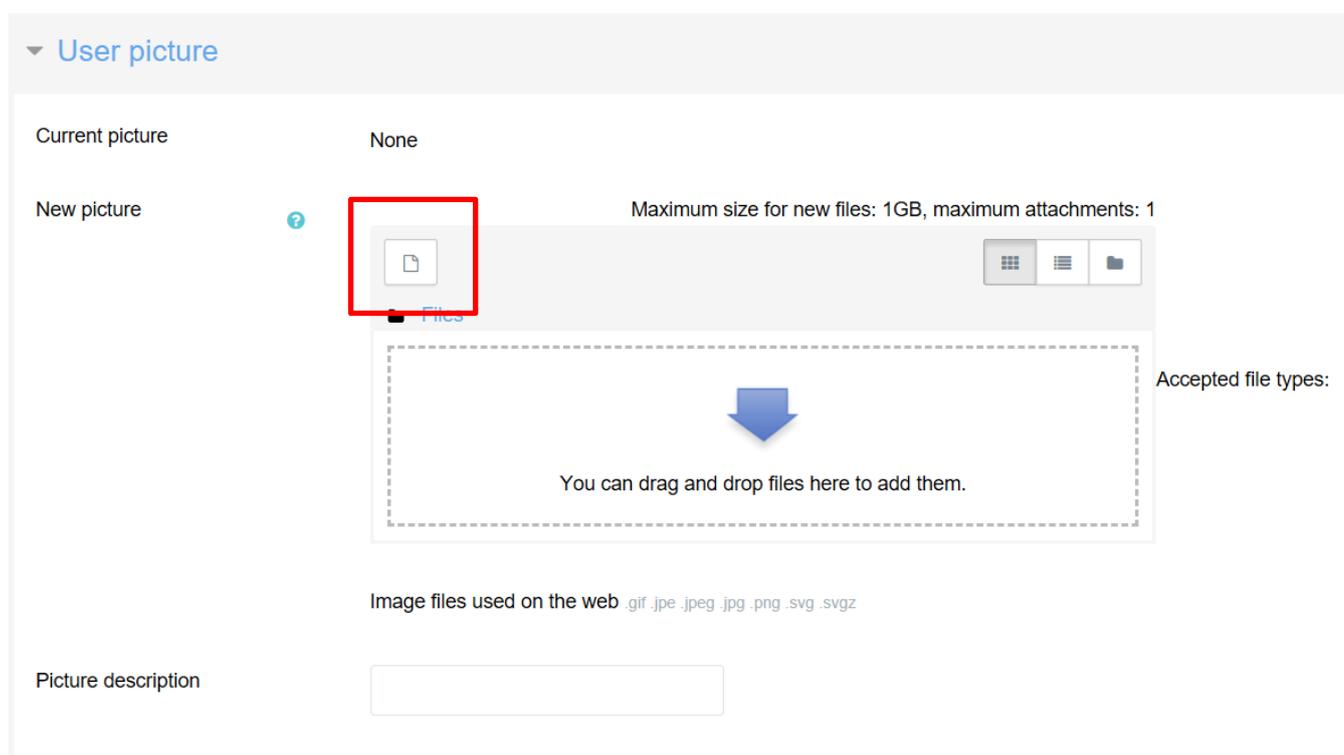
Alternatively, you can navigate through the course using the 'next activity' button. This will move you to the next activity in the course, or will direct you back to the course page to look at the next resource.

## Your profile

Your profile can be edited to include a profile picture and some introductory information about yourself. Click on your name in the top right hand side of the screen, and select 'preferences'



Select 'edit profile' and complete your details. Include an introductory description and upload a profile photo so that you can best interact with your team members:



## Navigating the ESTA Learning Portal

If you need to get back to your dashboard, the easiest way to navigate back is to click the ESTA logo in the top left hand corner:

