Scotiabank Centre for Non-Profit Excellence

Returning User Instructions

Presented by the Scotiabank Centre for Non-Profit Excellence

Below – instructions are included outlining how to log back into the Scotiabank Centre for Non-Profit Excellence training courses.

Step 1. Visit: www.okanagan.bc.ca/npc

Step 2. Scroll to the Training section

Step 3. Click on the "Log into training site" button:

Training

You can use the training resources as often as you would like, and enter and exit each topic area at the module or points you need. We encourage you to share these resources with others at your organization and through your networks!

What's available

Training resources to assist non-profit organizations build capacity and skill development in areas determined during gap analysis research.

- collaboration and collective impact
- financial management
- fraud
- impact reporting
- project management
- servant leadership
- social enterprise
- strategic plan implementation
- fundraising

These materials are flexible and geared to individual self-paced learning. There is no evaluation or review of your work by an outside instructor; it is informational and skill-based for your own growth and development.
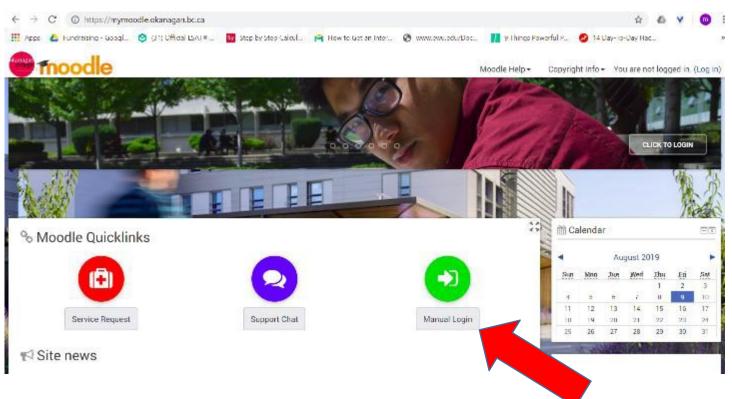
New user registration

Launch the training site (Moodle) and click on "I don't have a moodle account." This will prompt a quick online form to register with your name, email and a password you create and confirm.

Register now

Returning user login

Launch the training website (Moodle) and select the green "Manual Login" option. Once you enter your information, you will be redirected to the training page.
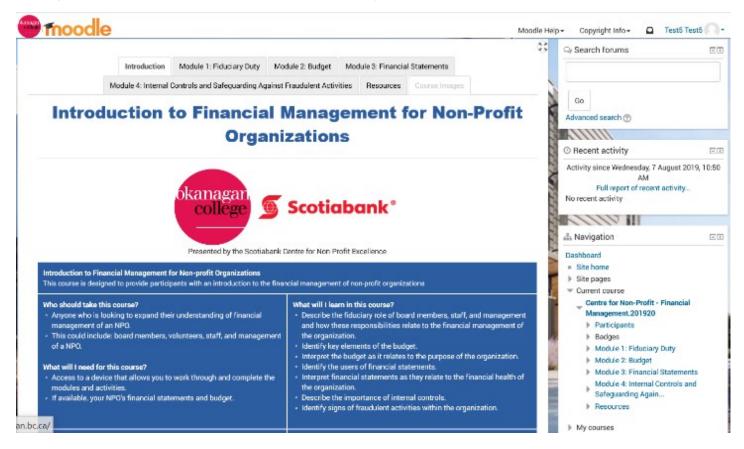
Log into training site

You will then be brought to this page, click on the green icon "manual login"

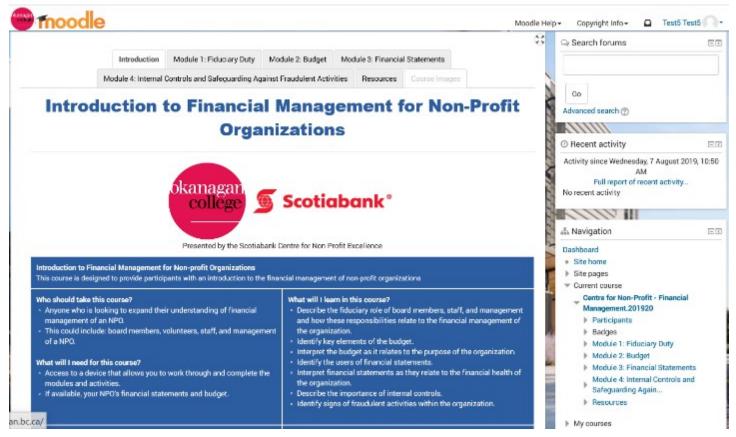**Step 4. Enter in your information and you will be brought back to the training page:**

To navigate through the courses once logged in. Follow the instructions below:

Choose any of the courses on your dashboard. Once on the landing page for a course (as shown below) completion of the course is explained throughout.

The instructions detailed below show how to navigate through a course in Moodle once you have completed the registration process.

Step 1: Click on a course you wish to complete - the example below showcases the Fundraising course.

Step 2: Read through the main page for details about the course including: how long each module will take, what information you can expect to learn, and what materials you will need to complete the course.

Step 3: Scroll to the bottom of the main page and click on the large blue button to begin the course.

To understand the content of the course, it has been separated into the following five modules.

Module 1: An Introduction to Fundraising

Module 2: Fundraising Strategy

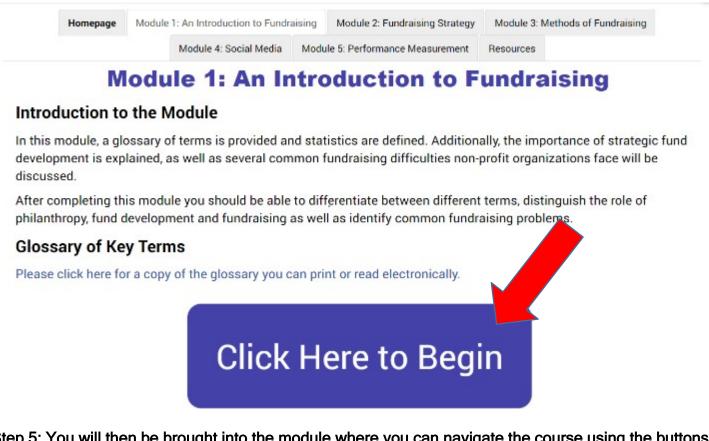**Module 3:** Methods of Fundraising

Module 4: Social Media

Module 5: Performance Measurement

To navigate the course, click on the **Next** button at the bottom of each page, if you would like to return to a previous page, click on the **Previous** button.

Let's Get Started!

Step 4: After clicking on the start button you will be brought to the first module of the course where you will be given a brief overview of that individual module. Click the 'begin' button at the bottom of the page to start the module.

Homepage	Module 1: An Introduction to Fundraising	Module 2: Fundraising Strategy	Module 3: Methods of Fundraising

Module 4: Social Media	Module 5: Performance Measurement	Resources

Module 1: An Introduction to Fundraising

Introduction to the Module

In this module, a glossary of terms is provided and statistics are defined. Additionally, the importance of strategic fund development is explained, as well as several common fundraising difficulties non-profit organizations face will be discussed.

After completing this module you should be able to differentiate between different terms, distinguish the role of philanthropy, fund development and fundraising as well as identify common fundraising problems.

Glossary of Key Terms

Please click here for a copy of the glossary you can print or read electronically.

Click Here to Begin

Step 5: You will then be brought into the module where you can navigate the course using the buttons located on the bottom.

Dashboard / Other / Sandbox Courses / Centre for Non-Profit – Fundraising.201920 / Module 1: An Introduction to Fundraising / Introduction to Fundraising

Export as PDF

Introduction to Fundraising

Thought Stop

Reflect on your own organization - What is your donor's average age? How much do they donate annually on average?

Think of your current fundraising activities - do you have a fundraising activity that appeals to each donor demographic?

Previous   Next

Step 6: If at any point while you are completing a course, you wish to return to the listing of course offerings click 'dashboard' in the top left corner.

Step 7: You will then be brought back to the course listings where you can choose to continue your current course or begin a new one.

Step 8: Once you have begun a course, you can always navigate between modules by using the top bar which lists all of the modules in an individual course. Click on the module you would like to be directed too.