

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

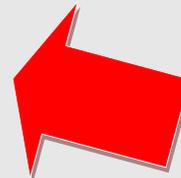
Launch the training site (Moodle) and click on "I don't have a moodle account." This will prompt a quick online form to register with your name, email and a password you create and confirm.

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

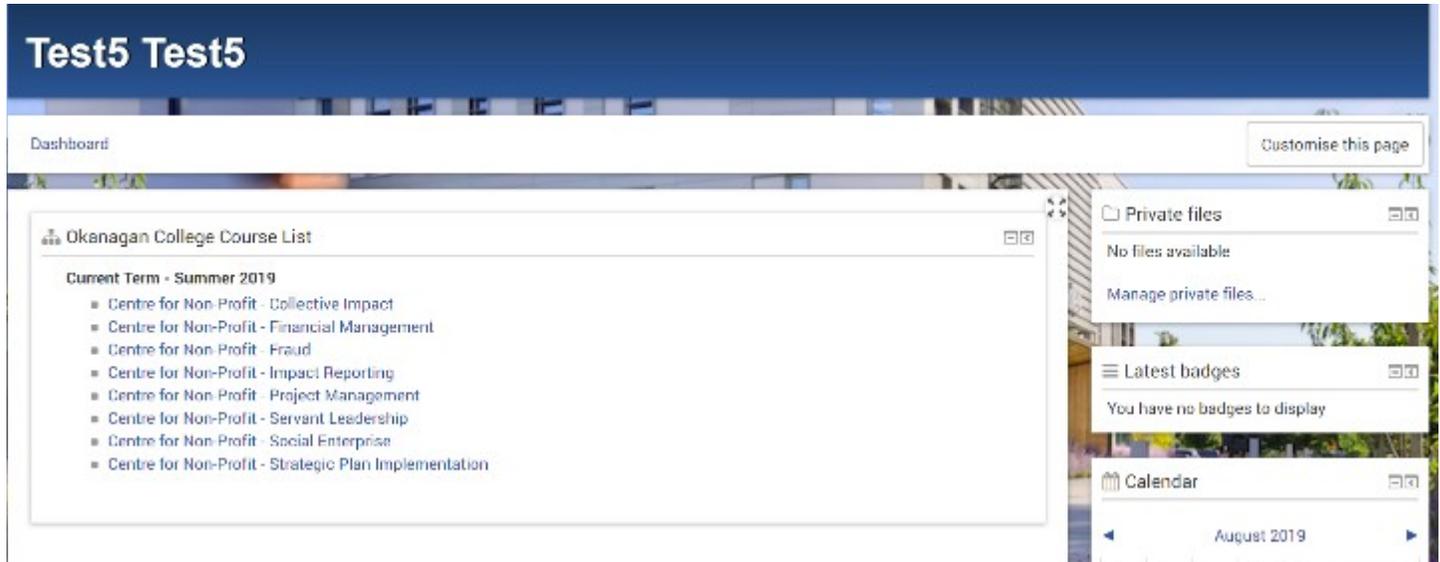


You will then be brought to this page, click on the green icon “manual login”

The screenshot shows the Moodle website interface. At the top, the Moodle logo is on the left, and navigation links for 'Moodle Help', 'Copyright Info', and 'You are not logged in. (Log in)' are on the right. Below the header is a banner image of a person with glasses. A 'CLICK TO LOGIN' button is visible in the top right of the banner. Below the banner is a 'Moodle Quicklinks' section with three buttons: 'Service Request' (red icon), 'Support Chat' (purple icon), and 'Manual Login' (green icon). A red arrow points to the 'Manual Login' button. To the right of the quicklinks is a 'Calendar' widget showing August 2019.

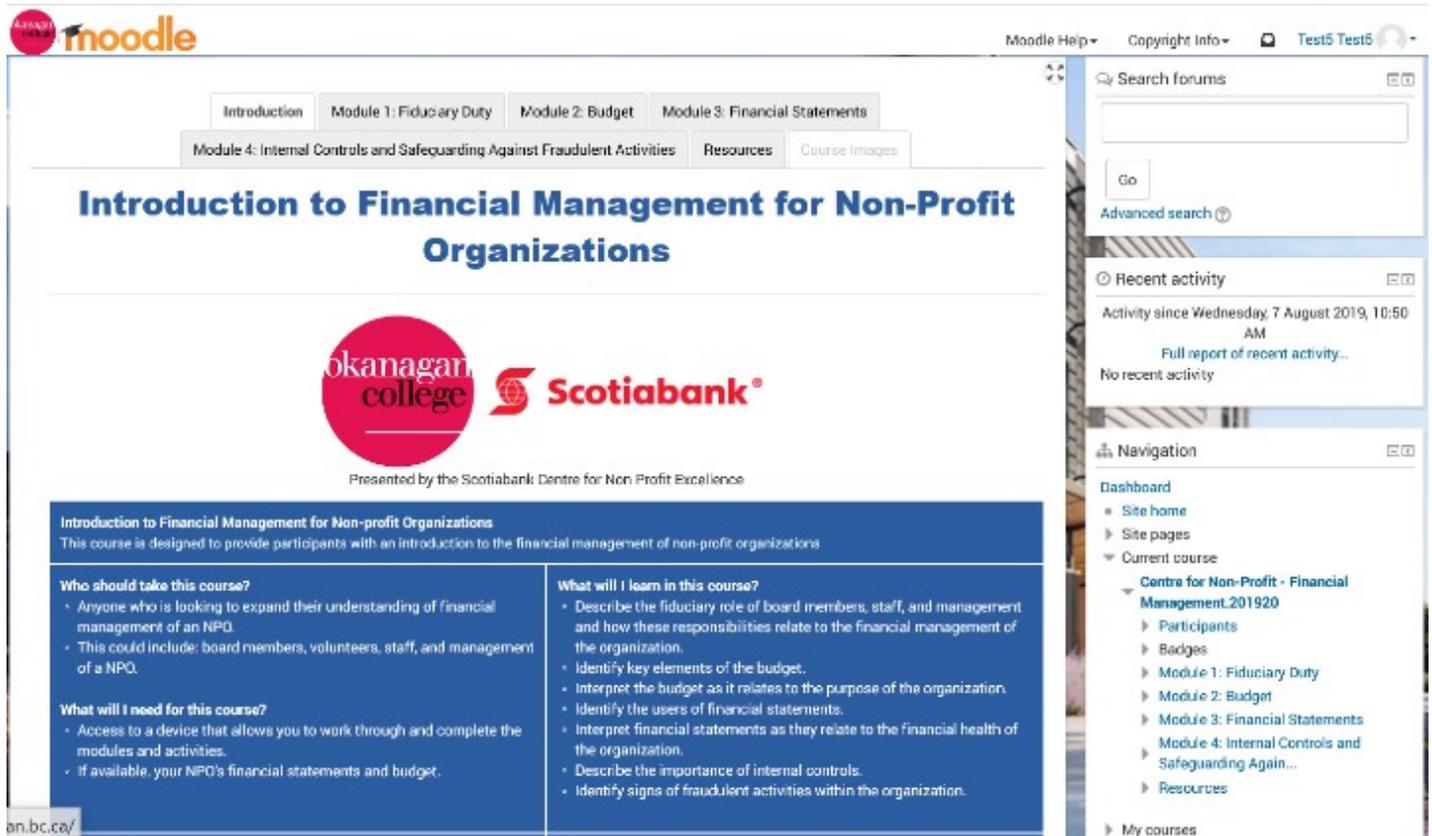
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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.

The screenshot shows the Moodle course interface. At the top, there are navigation tabs for 'Introduction', 'Module 1: Fiduciary Duty', 'Module 2: Budget', 'Module 3: Financial Statements', 'Module 4: Internal Controls and Safeguarding Against Fraudulent Activities', 'Resources', and 'Course Images'. The main heading is 'Introduction to Financial Management for Non-Profit Organizations'. Below this, there are logos for 'okanagan college' and 'Scotiabank', with the text 'Presented by the Scotiabank Centre for Non Profit Excellence'. A blue box contains the course description: 'Introduction to Financial Management for Non-profit Organizations. This course is designed to provide participants with an introduction to the financial management of non-profit organizations'. Below this, there are two columns of text: 'Who should take this course?' and 'What will I learn in this course?'. On the right side, there is a search bar, a 'Recent activity' section, and a 'Navigation' menu with options like 'Dashboard', 'Site home', 'Site pages', 'Current course', and 'My courses'.

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

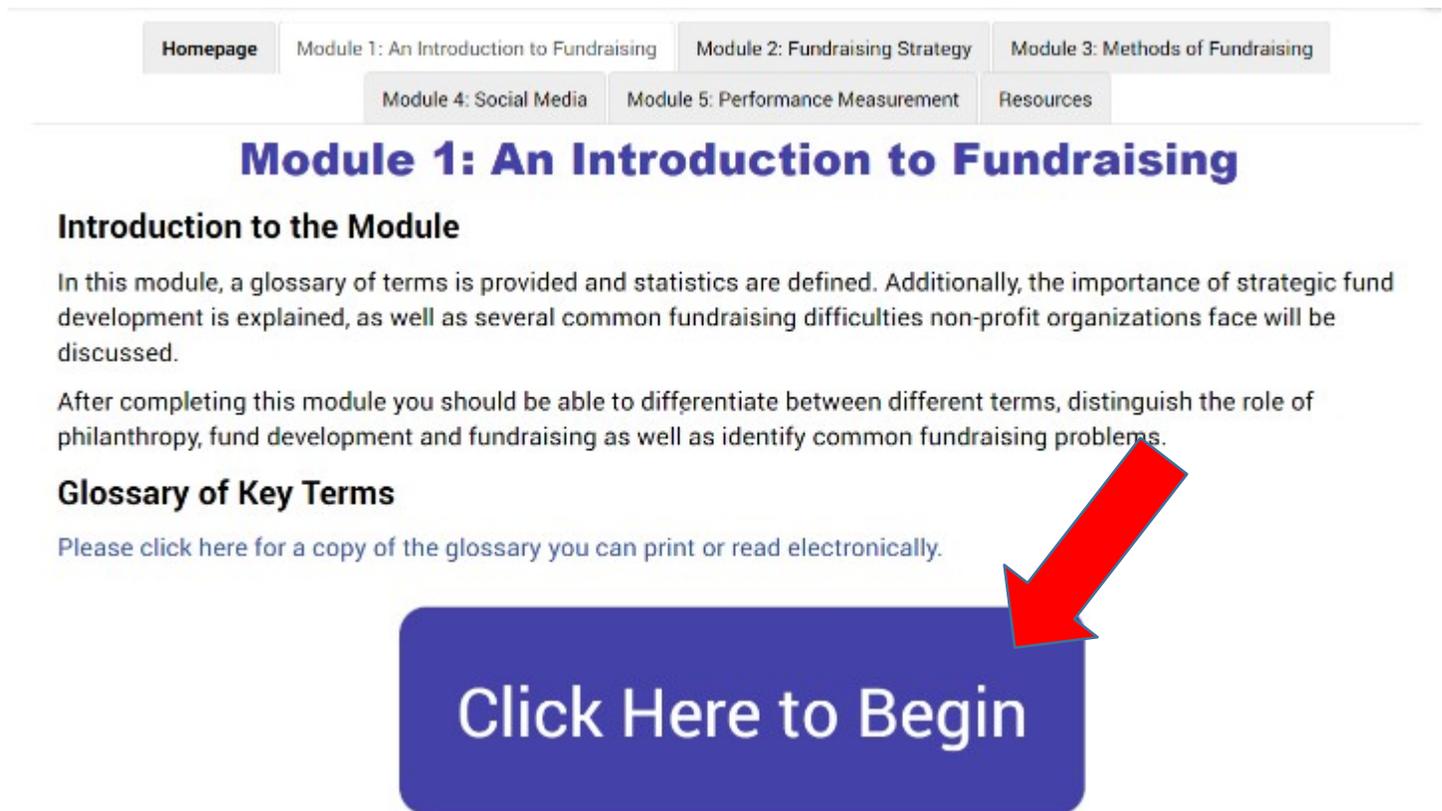
Module 4: Social Media

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.



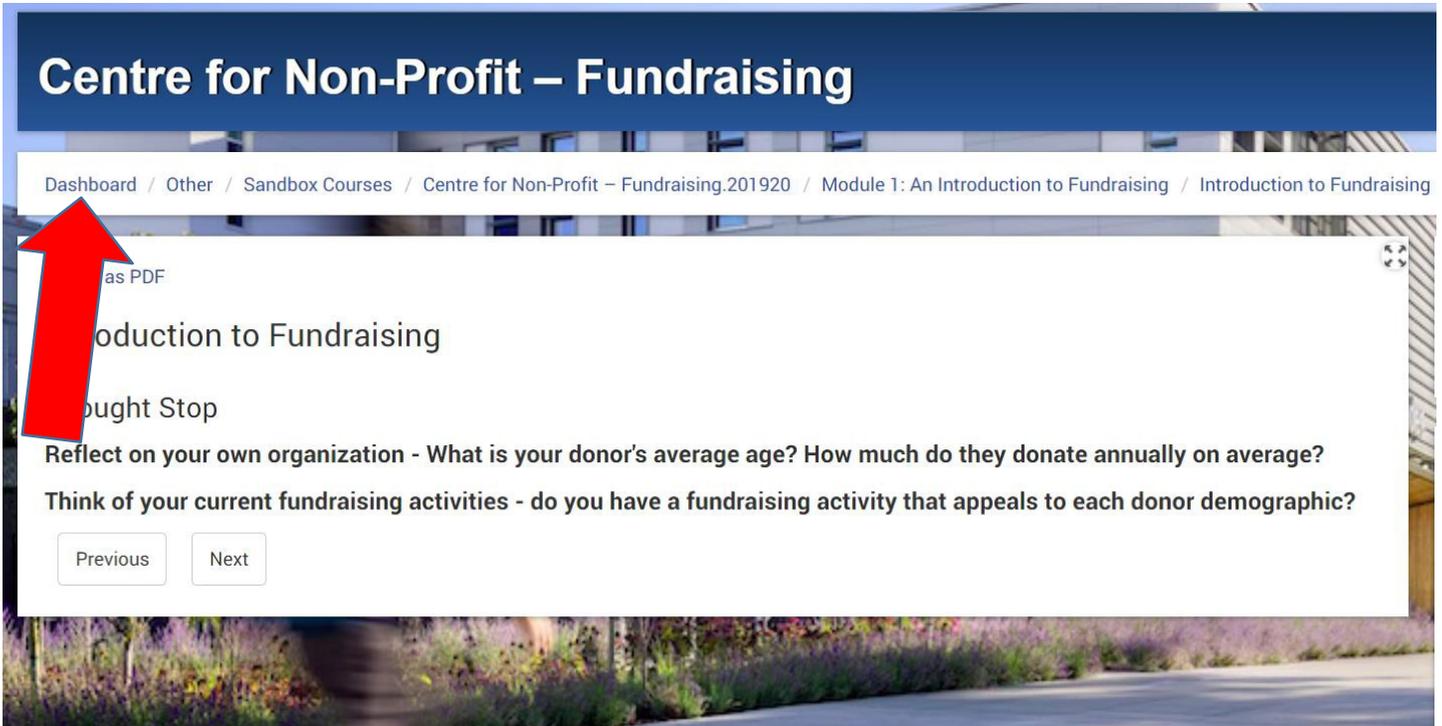
The screenshot shows a navigation bar with buttons for 'Homepage', 'Module 1: An Introduction to Fundraising', 'Module 2: Fundraising Strategy', 'Module 3: Methods of Fundraising', 'Module 4: Social Media', 'Module 5: Performance Measurement', and 'Resources'. Below the navigation bar is the title 'Module 1: An Introduction to Fundraising' in a large blue font. Underneath is the section 'Introduction to the Module' with two paragraphs of text. The second paragraph is followed by the section 'Glossary of Key Terms' and a link 'Please click here for a copy of the glossary you can print or read electronically.' At the bottom center is a large blue button with the text 'Click Here to Begin'. A red arrow points from the top right towards the 'Click Here to Begin' button.

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



The screenshot shows the content of the 'Introduction to Fundraising' module. At the top, there is a breadcrumb trail: 'Dashboard / Other / Sandbox Courses / Centre for Non-Profit – Fundraising.201920 / Module 1: An Introduction to Fundraising / Introduction to Fundraising'. Below this is a header 'Introduction to Fundraising' and a section titled 'Thought Stop'. The text under 'Thought Stop' asks: 'Reflect on your own organization - What is your donor's average age? How much do they donate annually on average?' and 'Think of your current fundraising activities - do you have a fundraising activity that appeals to each donor demographic?'. At the bottom of the content area are two buttons: 'Previous' and 'Next'. Two red arrows point from the bottom left towards the 'Previous' and 'Next' buttons.

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.

