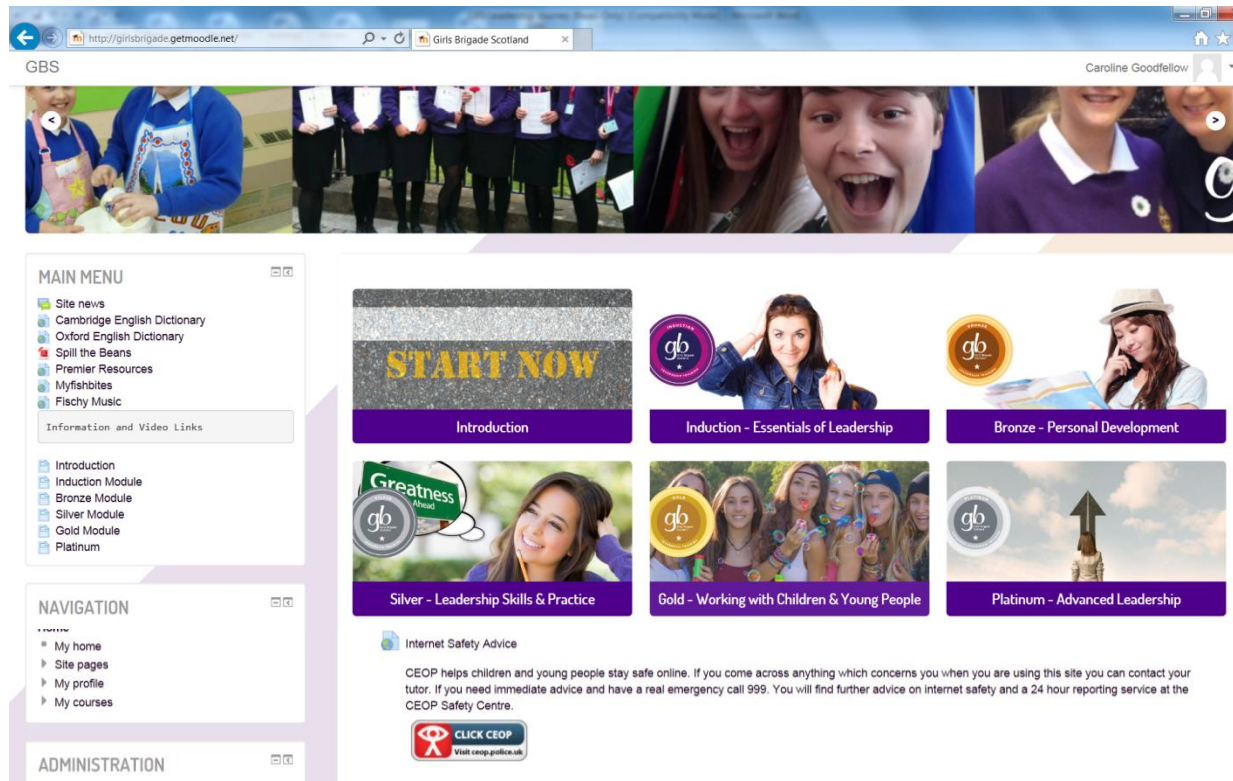


GBS LEADERSHIP JOURNEY – GUIDE TO MOODLE

For access to the GBS training courses go to <http://girlsbrigade.getmoodle.net>

The home screen of the GBS Moodle site looks like this.

There are GB photographs across the rolling banner at the top of the page.



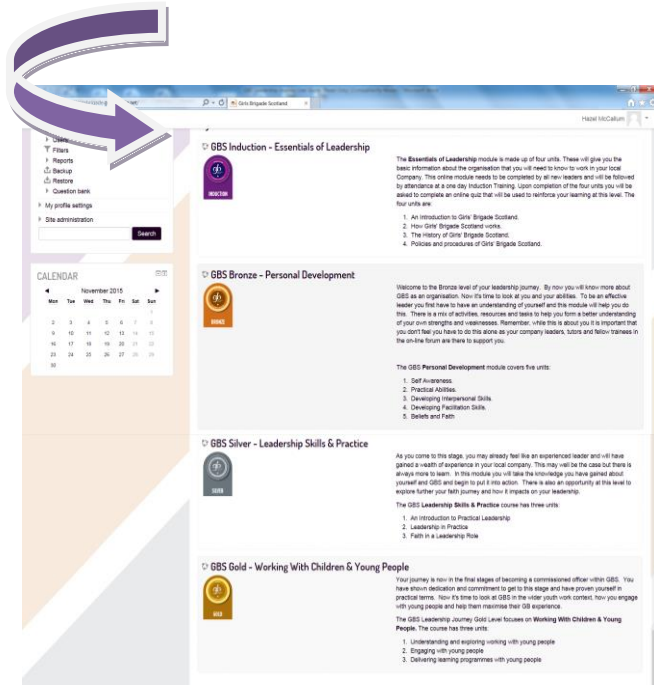
The screenshot shows the Moodle site interface. At the top, there's a browser window with the URL <http://girlsbrigade.getmoodle.net>. Below the browser window is a header with the GBS logo and a user profile for Caroline Goodfellow. A large banner of photos shows girls in blue and purple uniforms. The main content area is divided into sections: a 'MAIN MENU' on the left with links like 'Site news', 'Cambridge English Dictionary', and 'Premier Resources'; a central grid of six course introduction buttons; and a 'NAVIGATION' section on the left with links like 'My home', 'Site pages', 'My profile', and 'My courses'. At the bottom, there's an 'ADMINISTRATION' section and an 'Internet Safety Advice' section with a CEOP logo and text about online safety.

The six large buttons link to short introductory videos for each course.

These can be accessed by anyone without needing a system log-in but do not link to any of the course material.

Available courses are all shown on the home page but cannot be accessed unless the user is signed into the system. You will have received your login details along with this user guide and should use them to log into the system.

1. Click on the title of the course you wish to access.



2. Click on the continue button to bring up the sign in menu

Enrolment options

GBS Induction - Essentials of Leadership

The **Essentials of Leadership** module is made up of four units. These will give you the basic information about the organisation that you will need to know to work in your local Company. This online module needs to be completed by all new leaders and will be followed by attendance at a one day Induction Training. Upon completion of the four units you will be asked to complete an online quiz that will be used to reinforce your learning at this level. The four units are:

1. An Introduction to Girls' Brigade Scotland.
2. How Girls' Brigade Scotland works.
3. The History of Girls' Brigade Scotland.
4. Policies and procedures of Girls' Brigade Scotland.

Guests can not access this course, please try to log in.

Continue

3. Enter your user name and password.

Welcome to the GBS Leadership Journey

Home ▶ Log in to the site

Log in

Username

Password

Remember username

Log In

Forgotten your username or password?

Cookies must be enabled in your browser

4. The system will ask you to reset your password.

Welcome to the GBS Leadership Journey

Home ▶ My profile settings ▶ Change password

Change password

You must change your password to proceed

Username: laccount2

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)

Current password*

New password*

New password (again)*

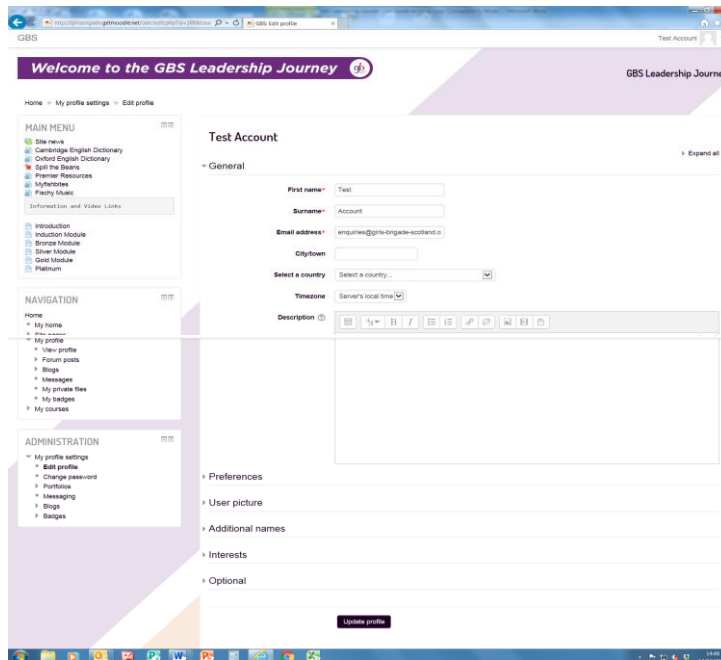
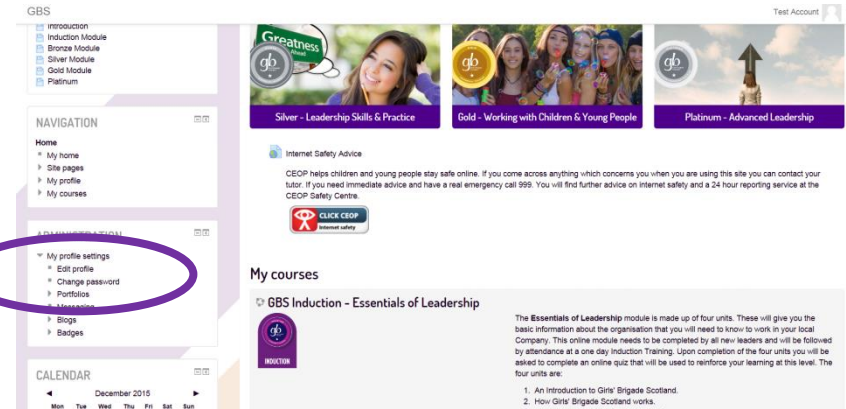
Save changes

There are required fields in this form marked *

You are now signed into your training course on Moodle and can begin to familiarise yourself with how to use the resource.

Setting up your profile

To customise your profile, go to the left hand side of the screen and under **“My profile settings”**, click on edit profile.



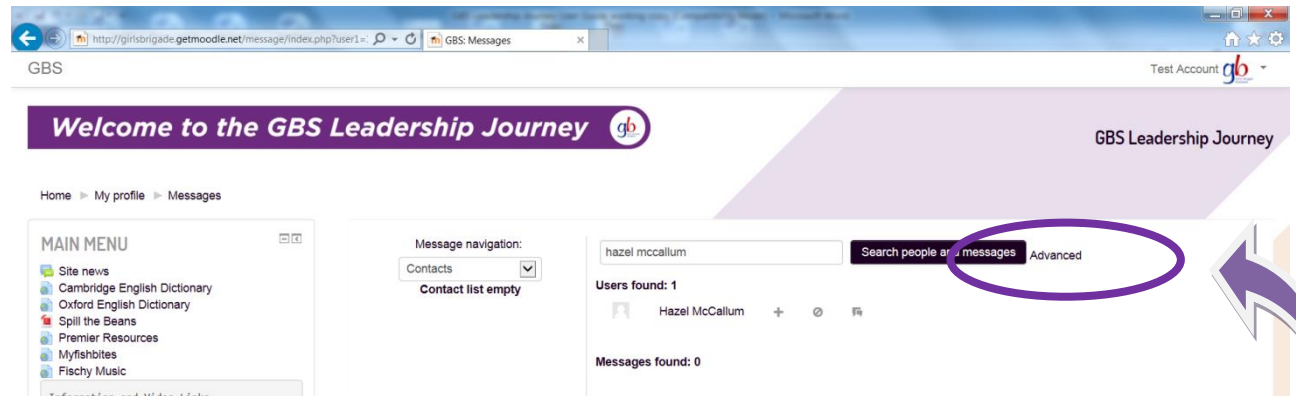
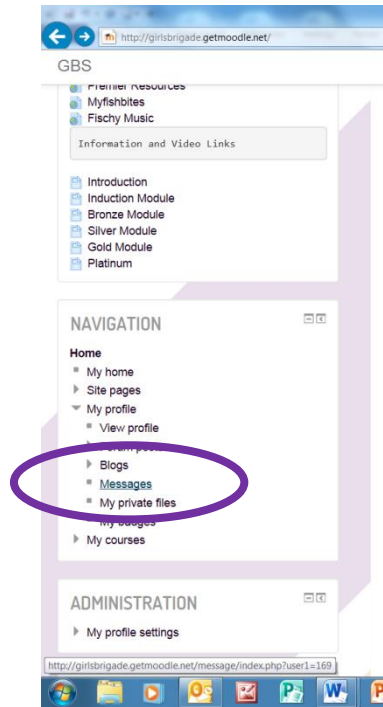
You can then change various aspects of your account, including adding a profile picture and a short biography of who you are and a little about you and your interests and experience. Every participant is required to do this when they sign onto the system for the first time.

This is a good way to introduce yourself to your fellow students and allows everyone in the same course to feel part of a team of learners. It also lets your online tutor gather some information about you and helps to build a relationship between the two of you. (Please note that a tutor is not allocated for Induction level)

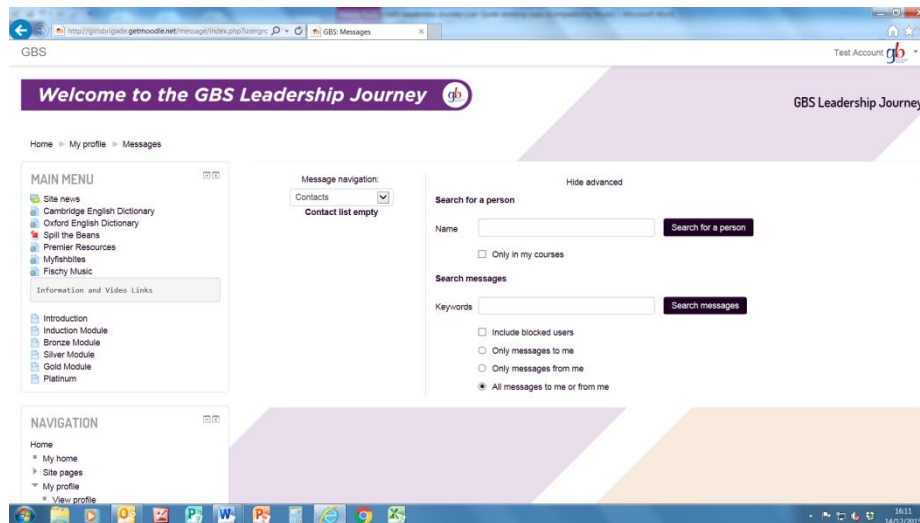
The more information you put here, the more personal your training account will become.

Messaging other users

You can email others within Moodle by selecting **My profile/Messages** in the left hand panel and then searching for someone you want to send mail to or looking at messages sent to you by that person.



The advanced search link is useful to limit your search. Once you have found the person you are looking for you can add them to your contacts.



CALENDAR

There is a built in calendar on the home page to help you keep track of events like training days and residential events. Simply hover over the calendar and click to view more details of events. There is different colour coding for all learning events, for module events and for events set by any groups you belong to. It is here that the Induction Day dates will be advertised so remember to check this and register your attendance at one of them. You are required to attend an Induction Day within 3 months of completing the online modules. The Induction level of training is not fully complete until both elements have been completed.

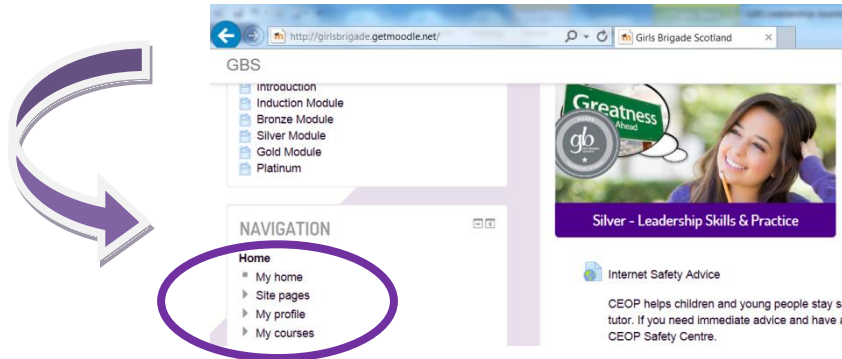
You can register for an Induction Day before you complete the online Induction modules by simply emailing Don.Barr@girls-brigade-scotland.org.uk.

If you are a leader who is attending Company for 6 weeks or less each GB year then you are not required to attend the day but are more than welcome to do so if you want to. If in doubt, check with GBHQ.

The screenshot displays the GBHQ website interface. On the left, a navigation menu includes 'Site pages', 'My profile', 'My courses', 'ADMINISTRATION', and 'My profile settings'. The 'CALENDAR' section shows a calendar for August 2015, with dates 24, 25, and 26 highlighted in orange. A purple oval highlights this calendar area. The main content area features a CEOP safety notice with a 'CLICK CEOP' button. Below this is the 'My courses' section, which lists two courses: 'GBS Induction - Essentials of Leadership' and 'GBS Bronze - Personal Development'. The 'Essentials of Leadership' course description states it consists of four units and is followed by a one-day Induction Training. The four units are: 1. An Introduction to Girls' Brigade Scotland, 2. How Girls' Brigade Scotland works, 3. The History of Girls' Brigade Scotland, and 4. Policies and procedures of Girls' Brigade Scotland. The 'Bronze - Personal Development' course description begins with 'Welcome to the Bronze level of your leadership journey. By now you will know more about GBS as an organisation. Now it's time to look at you and your abilities. To be an effective leader you first have to have an understanding of yourself and this module will help you do this. There is a mix of activities, resources and tasks to help you form a better understanding of your own strengths and weaknesses. Remember, while this is about you it is important that you don't feel you have to do this alone as your company leaders, tutors and fellow trainees in...'.

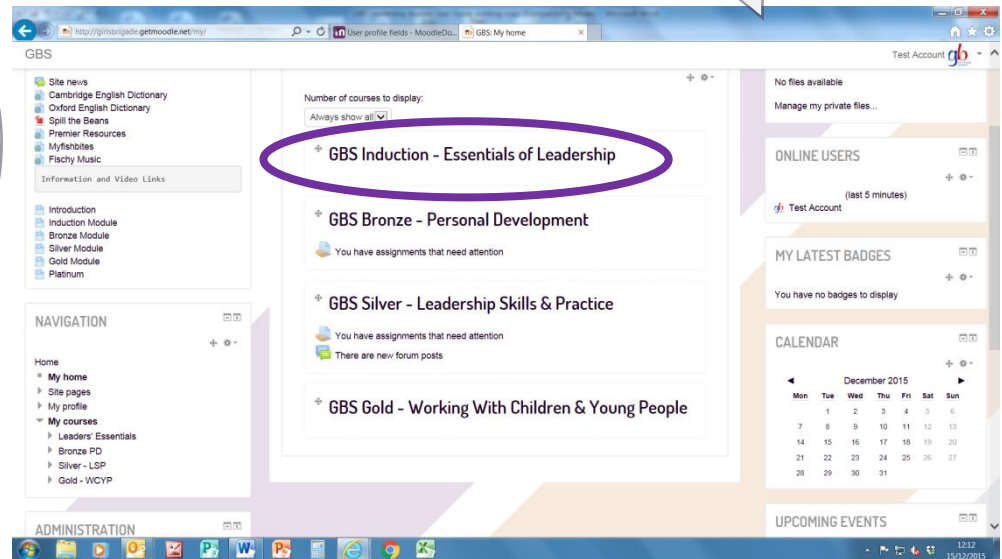
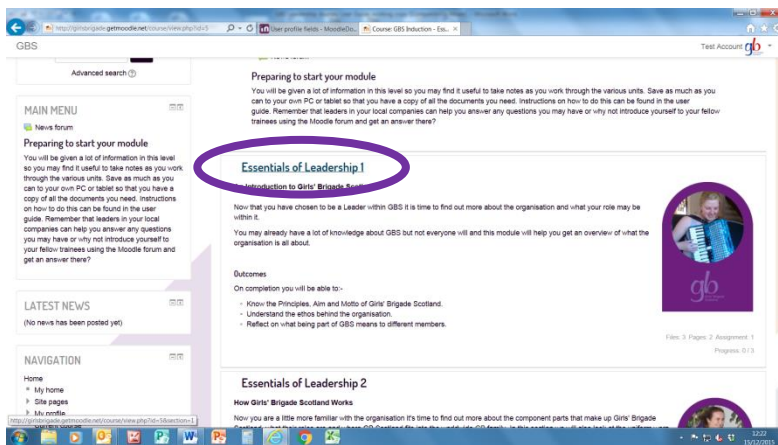
Courses

Any course or activity that you are signed up to complete is accessed from the 'My Courses' or the 'My Home' link on the left-hand side of the home page.



Clicking in "My courses" will open this screen. Clicking on the course title will give access to the course modules.

Click on the module title to move onto individual exercises.



Work your way through each exercise, following the instructions given until you reach the end of your enrolled course.

Essentials of Leadership 3

The History of Girls' Brigade Scotland

Girls' Brigade Scotland has a long history that we are very proud of. We have been serving the girls and young women of Scotland for more than 125 years and value the traditions that we have built up over that time.

While it is important that GBS moves forward with modern thinking, techniques and technologies, it is equally important that we remember the roots of the organisation and how it all started.

Outcomes

On completion you will:-

- Know the origins of GBS.
- Identify the component parts of the GBS badge.
- Understand the symbolism behind each part of the GBS badge.

File: 1 Feedback: 1
Progress: 0 / 2

Essentials of Leadership 4

Policies and Procedures of Girls' Brigade Scotland

Being a leader in GBS puts you into a position of trust. All our leaders have to be current members of the PVG scheme before they can work with girls in any capacity. In addition, there is a **mandatory requirement** that all GBS leaders are required to read the Policies and Procedures which govern behaviour within the organisation. There is no expectation that you will commit these to memory, but you do need to know where they can be accessed if needed and to have a working knowledge of what they contain.

There are a wide range of policies and procedures that have been developed for working within GBS. These have all been designed with the **welfare of our young people** in mind. They are also there to protect **you as a leader** and the **organisation as a service provider** to young people. While adherence to the policies may seem unnecessary in some sections, it is worth it to remember that



Each course is made up of a series of individual modules that should be worked through in order, starting at number 1, then moving to number 2 and so on until all are completed.

In each module you will see a title, a short description of what the module is about and a list of completion outcomes. The completion outcomes define what you are expected to be able to do when all the exercises have been completed.

Each exercise will explain exactly what you are required to do to complete it. In Induction, many of the exercises have been designed to increase your knowledge of Girls' Brigade as an organisation so you may only be required to read a document or watch a video. It is up to each participant how much of the information is saved to personal devices for future reference.



Test Account

Essentials of Leadership 1

An Introduction to Girls' Brigade Scotland

Now that you have chosen to be a Leader within GBS it is time to find out more about the organisation and what your role may be within it.

You may already have a lot of knowledge about GBS but not everyone will and this module will help you get an overview of what the organisation is all about.

Outcomes

On completion you will be able to:-

- Know the Principles, Aim and Motto of Girls' Brigade Scotland.
- Understand the ethos behind the organisation.
- Reflect on what being part of GBS means to different members.

What is GBS? - A Brief Overview

Read this short document to help you begin to get a better understanding of what GBS stands for

What does it mean to be a part of GBS?

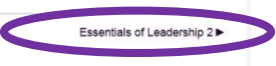
Watch this video to hear directly from some of the girls and leaders about what their involvement with GBS means to them

Your progress

Jump to...

Essentials of Leadership 2

There is a link at the end of each module that will progress you to the next, or you can go back to the course home page to navigate from there.



Downloading and Uploading documents

Any of the documents contained in Moodle can be saved onto your own PC or tablet for your own information at a later date. You can choose to save these in the way best suited to how you are using the site. If you are working from your own PC, then create a Leadership Portfolio folder where you can save relevant files; if you are working from a tablet then you need to save files to google docs; if you are working on a public or shared computer then you will need to save files to a memory stick.



The screenshot shows a web browser window displaying a PDF document. The address bar shows the URL: girlsbrigade.getmoodle.net/pluginfile.php/150/mod_resource/content/6/Whos%20GBS%20is%20for.pdf. The browser's download toolbar is highlighted with a purple circle and a purple arrow pointing to it. The toolbar contains icons for refresh, back, forward, and download. The PDF content shows a group of children on a rope bridge with a red vertical bar on the left containing the word "EXPLORE". The Windows taskbar is visible at the bottom of the screen.

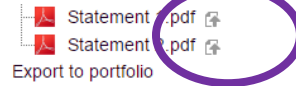
Some files will have this symbol next to them.



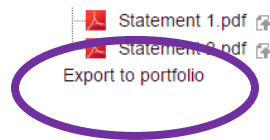
2. I believe that following a moral lifestyle will meet Christian principles

Click on statement 1 or statement 2 below that corresponds to your choice to gain a better leadership in regards our Christian core.

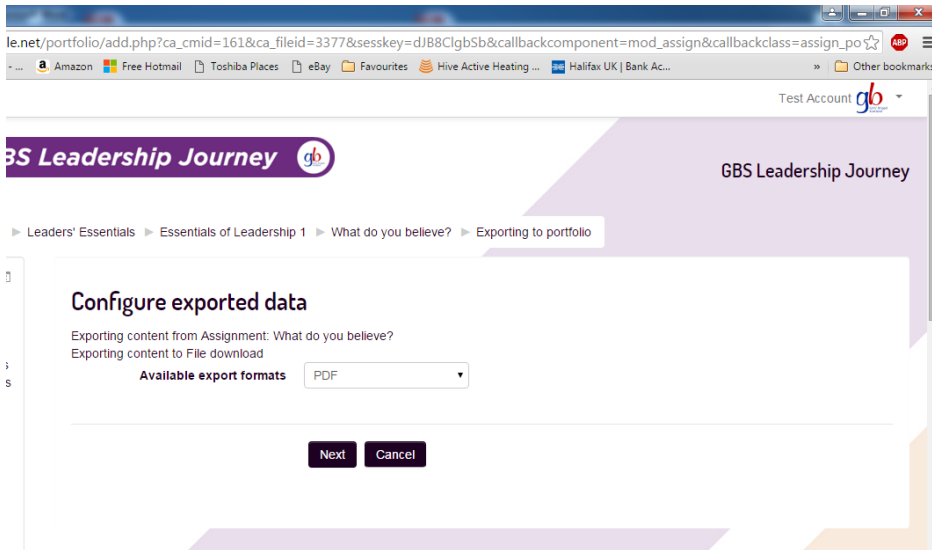
Remember that as a leader in GBS you are part of a bigger team so take time here to react leaders may be approaching their leadership roles. Your fellow trainees and local leaders - help with questions that may arise when you begin to consider what position your own faith around faith issues throughout your involvement with GBS and there will be further opporrt GBS leadership training.



IMPORTANT – CLICKING ON THE “EXPORT TO PORTFOLIO” BUTTON IS NOT CURRENTLY FUNCTIONAL. YOU MUST CLICK ON THE DOWNLOAD SYMBOL TO ACCESS THE EXPORT SCREENS



Clicking on this symbol will open a new screen where you will be able to export the file to your own device



Click on continue to confirm that this action has been completed.



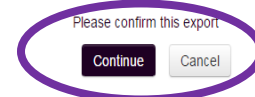
Leaders' Essentials > Essentials of Leadership 1 > What do you believe? > Exporting to portfolio

Please confirm this export

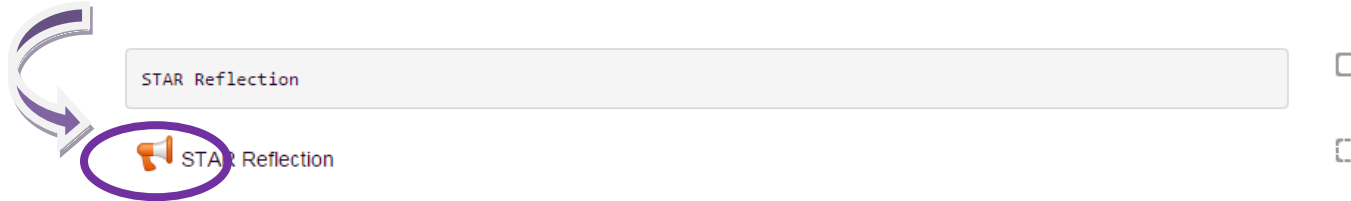
Exporting content from Assignment: What do you believe?
Exporting content to File download

Summary of your export

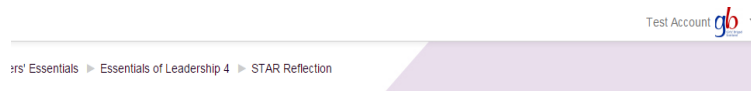
Selected export format PDF



At the end of the Induction modules you will be asked to complete a STAR reflection and review template to record your learning throughout this level of the GBS training material. The symbol indicated tells you that this is a feedback exercise that requires to be submitted to the Moodle site. This will be used in preparing the format for the Induction training days.



Full instructions on how to use this tool are given within the Moodle site itself and this template will be used throughout all levels of the training material.



STAR Reflection

This is your chance to pause and reflect on what you have learned so far using the **STAR Reflection** template. So, what is this template all about?

The **STAR Reflection** template breaks down your experiences of the leadership journey into the **Situation, Task, Action, Results and Reflection**. It is a tool that will support learning throughout the leadership journey by making sure that we understand the:

Situation we are working within.

Task we are undertaking, knowing what we hope to achieve and how we make decisions about what we are doing.

Action, focusing on what we need to do as a leader to make things work.

Results, thinking about what we produce, create or establish and to consider the evidence - how we know and prove that we have done what we set out to achieve.

Reflection, the time we need to really think over the process we undertook to determine what worked well, what lessons we learned and what we might change or improve in future. It is this final part which is key to your ongoing learning throughout the leadership journey. It will make the whole leadership journey a more meaningful and relevant experience to you.

This is not something that you should undertake quickly. Rather you should take your time to think about what you are being asked and what your response to the question tells you about your own learning. This exercise lets you identify what you have achieved at this level and how your learning will equip you to move forward as a GB leader. To do this you need to be able to record your answers by clicking on the worksheet link below and saving the document to your own PC or tablet. You can then spend time working through your answers at your own pace.

When you are completely satisfied with what you have recorded, click on the 'answer the questions' link you can find below this STAR Reflection diagram. This will take you to the Moodle answer sheet where you can then submit your work by copying and pasting from your worksheet.

Don't worry if you find some of the questions difficult to relate to this section of your learning. This is the first time in the GBS Leadership Journey that you are being asked to use this template to reflect on your learning but you will be visiting it again in the future - each time you will have more to say and more to think about as you progress through the training material.

[STAR Reflection Worksheet](#)



Clicking on the worksheet link at the bottom of the page will open a word Document that should be saved onto your own PC or tablet where you can add and save your work as appropriate.

When your STAR Reflection template is complete, you will then be required to copy and paste your answers back into Moodle, using this link.

