

# Instructions for accessing and completing the Pronoun and Gender-inclusive Language Training on Moodle

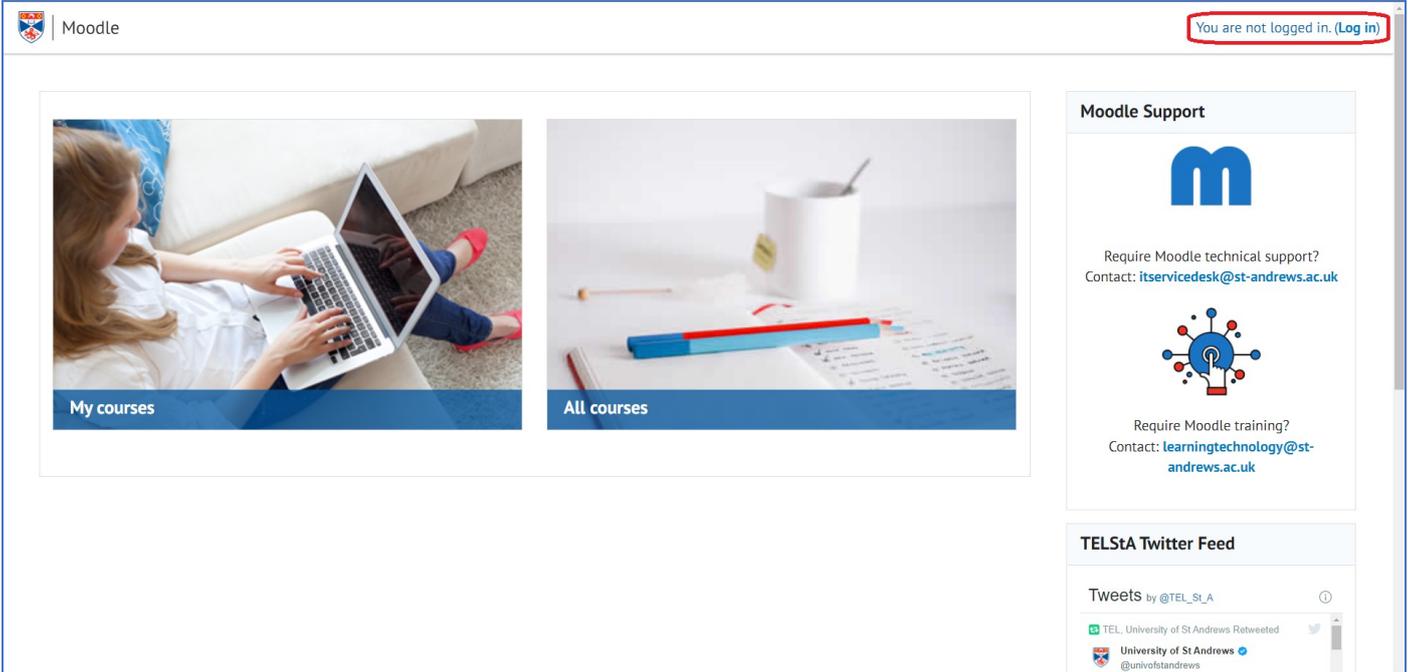
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## Step 1 – Log in to Moodle

Visit the Moodle homepage by going <https://moody.st-andrews.ac.uk/moodle/>

Then select/click on the “You are not logged in. (Log in)” icon in the top-right of the screen. *This is highlighted by a red box in the image below.*

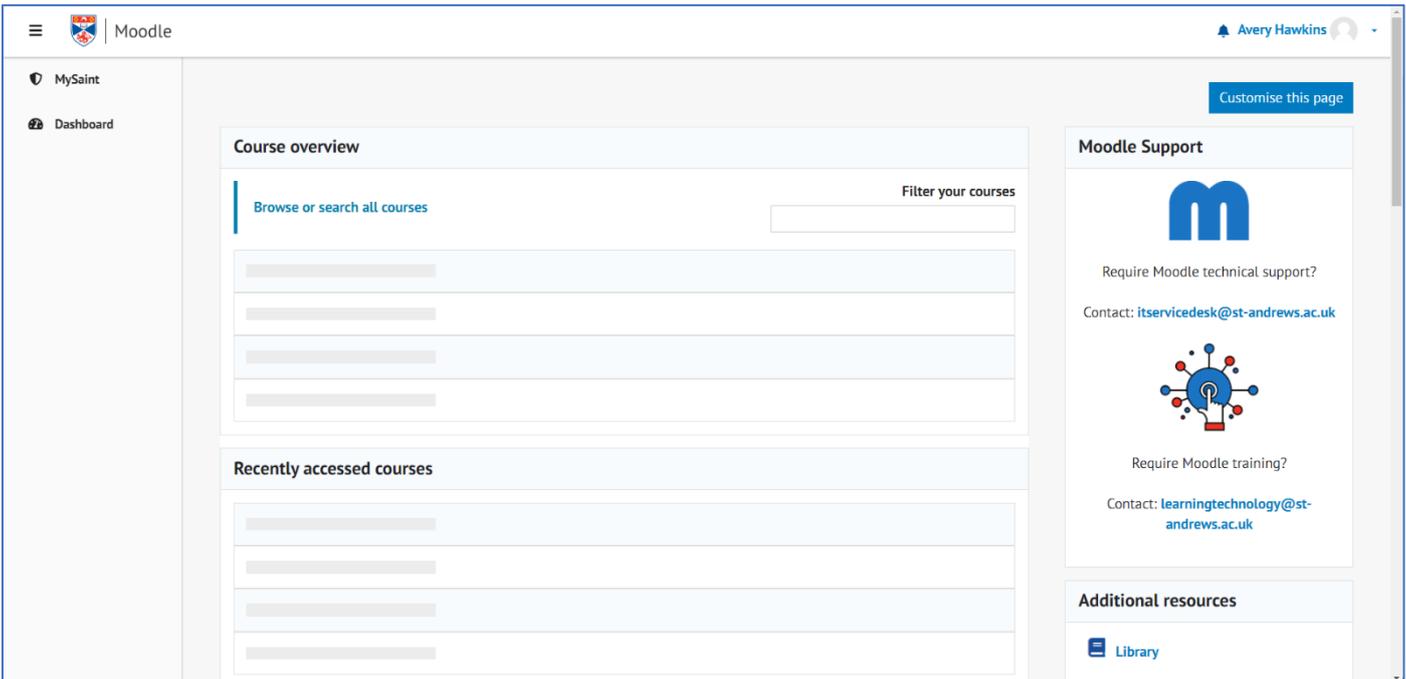


The screenshot shows the Moodle homepage. In the top right corner, the text "You are not logged in. (Log in)" is enclosed in a red rectangular box. The page features a header with the Moodle logo and the word "Moodle". Below the header, there are two main content areas: "My courses" with an image of a person using a laptop, and "All courses" with an image of a desk with a cup and pens. On the right side, there is a "Moodle Support" section with the Moodle logo, contact information for technical support (itservicedesk@st-andrews.ac.uk) and training (learningtechnology@st-andrews.ac.uk), and a "TELStA Twitter Feed" section showing tweets from @TEL\_St\_A.

Enter you email address and password into the Single Sign-on and follow the instructions to log into Moodle.

## Step 2 – Enrol in the Pronoun and Gender-inclusive Language Training module

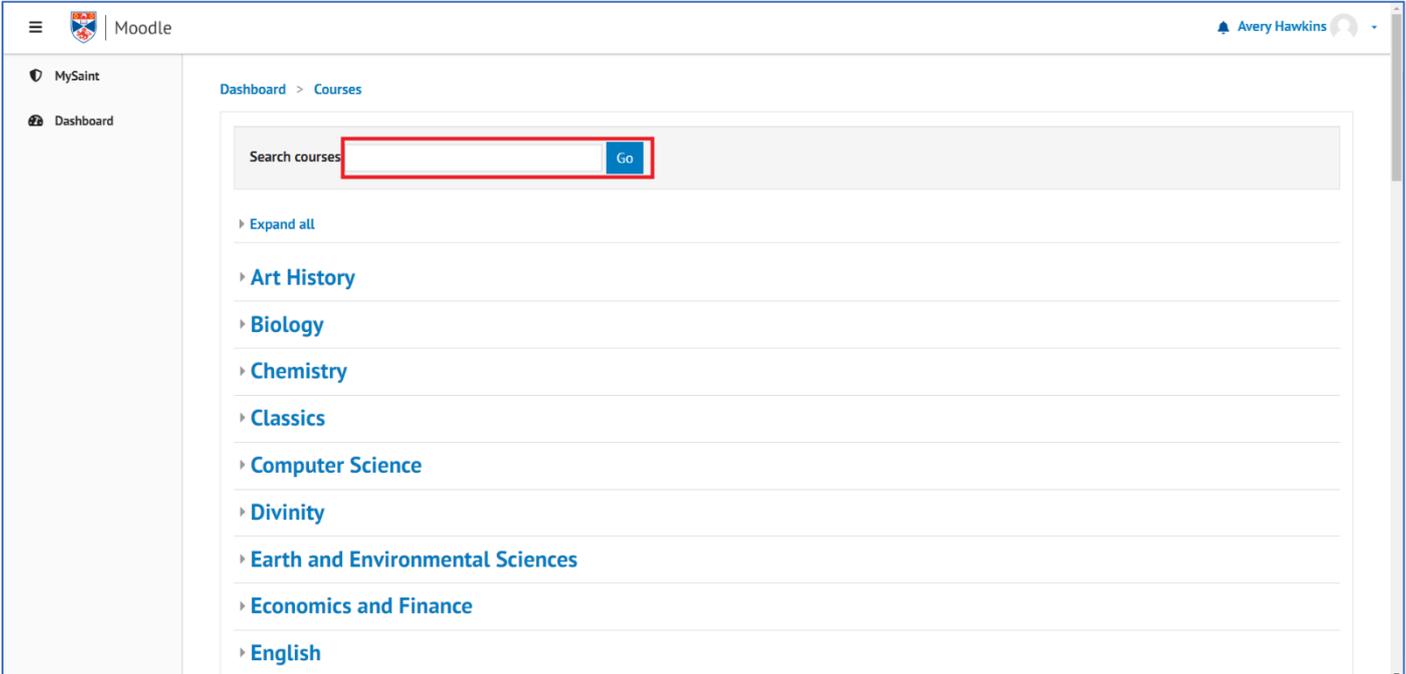
Now that you have logged into Moodle, you will now have available your personal Moodle homepage with your name in the top-right of the screen.



The screenshot shows the Moodle homepage for user Avery Hawkins. The main content area is titled "Course overview" and includes a search bar labeled "Browse or search all courses" and a "Filter your courses" input field. Below these are sections for "Recently accessed courses" and "Moodle Support" (with contact information for technical support and training). A "Library" link is visible under "Additional resources".

From here, select/click on **“Browse or search all courses”**.

In the search bar, type in **“Pronouns and Gender-inclusive Language – Training Video”**, and select/click the **“Go”** button.



The screenshot shows the Moodle search results page. The search bar is highlighted with a red box, and the "Go" button is also highlighted. Below the search bar, there is a list of course categories: Art History, Biology, Chemistry, Classics, Computer Science, Divinity, Earth and Environmental Sciences, Economics and Finance, and English. The "Go" button is highlighted in blue.

You will then have a single search result on the page. Select/click on the “Pronoun and Gender-inclusive Language – Training Video”. *Blue text, highlighted by the red box*, to access the course.

The screenshot shows the Moodle interface. The top navigation bar includes the Moodle logo and the user name 'Avery Hawkins'. The breadcrumb trail is 'Dashboard > Courses > Search > Pronouns and Gender-inclusive Language - Training video'. A search bar on the right contains the text 'Pronouns and Gender-incl' and a 'Go' button. The main content area displays 'Search results: 1' with a single result: 'Pronouns and Gender-inclusive Language - Training Video', which is highlighted with a red box. Below the title is a description: 'This training video is designed to equip staff and students with a basic understanding of the importance of adopting an inclusive approach towards gendered language and the use of pronouns within the University community. The intention of this video is to provide people with the tools and understanding to help you treat everyone with respect and dignity with respect to gender and inclusivity.' A list of topics covered in the video is provided: Gender identity, Pronouns, Titles, Gender-inclusive language in practice, What to do when things go wrong, Where to find further support and information, and Give feedback to the University.

You will now be on the Pronoun and Gender-inclusive Language – Training Video module page. To enrol in the course, select/click on “Enrol me in this course”, *highlighted in the red box*, to enrol in the course.

The screenshot shows the Moodle course page for 'Pronouns and Gender-inclusive Language - Training Video'. The breadcrumb trail is 'Dashboard > Courses > Pronouns and Gender-inclusive Language > Enrol me in this course > Enrolment options'. The user name is 'Hayley Mathews'. The main content area is titled 'Enrolment options' and features the course title 'Pronouns and Gender-inclusive Language - Training Video' highlighted with a red box. The description and list of topics are identical to the search results page. On the right side, there is an 'Administration' panel with a dropdown menu for 'Course administration' containing the option 'Enrol me in this course', which is highlighted with a red box. At the bottom left, there is a section for 'Self enrolment (Student)'.

You are now enrolled in the module and you will see “You are enrolled in this course” appear on the screen.

The screenshot shows a web interface for a course titled "Pronouns and Gender-inclusive Language - Training Video". The page is divided into several sections:

- Navigation:** A left sidebar contains "MySaint", "Pronouns and Gender-inclusive Language", "Badges", "Grades", and "Dashboard". The top navigation shows "Dashboard > Courses > Pronouns and Gender-inclusive Language".
- Enrollment Confirmation:** A green-bordered box at the top contains the text "You are enrolled in the course." with a close button (X).
- Course Overview:**
  - Course overview:** A paragraph explaining the video's purpose: "This training video is designed to equip staff and students with a basic understanding of the importance of adopting an inclusive approach towards gendered language and the use of pronouns within the University community. The intention of this video is to provide people with the tools and understanding to help you treat everyone with respect and dignity with respect to gender and inclusivity."
  - Content:** "The video includes information on the following:" followed by a bulleted list:
    - Gender identity
    - Pronouns
    - Titles
    - Gender-inclusive language in practice
    - What to do when things go wrong
    - Where to find further support and information
    - Give feedback to the University
  - Actions:** "► Open all" and "▼ Close all" buttons.
  - Resources:** "► Training video and resources" and "► Supporting resources for the training" with expand/collapse icons.
- Right Sidebar:**
  - Administration:** "Course administration" with a link "Unenrol me from Pronouns and Gender-inclusive Language".
  - Course completion status:** "Status: Not yet started". "All criteria below are required:" followed by a table:

Required criteria	Status
Activity completion	0 of 1

 A "More details" link is below.
  - Search forums:** A search input field with a "Go" button and an "Advanced search" link.
  - Upcoming events:** A section header with a plus icon.

### Step 3 – Viewing the training video

Select/click the “Open all” button to open the training material.

The screenshot shows the Moodle course overview page. The left sidebar contains navigation options: MySaint, Pronouns and Gender-inclusive Language (selected), Badges, Grades, and Dashboard. The main content area is titled 'Course overview' and includes a 'Your progress' indicator. Below the overview text, there is a list of topics covered in the video. At the bottom of this section, the 'Open all' button is highlighted with a red box. Below this is the 'Training video and resources' section, which contains a video player and a transcript link.

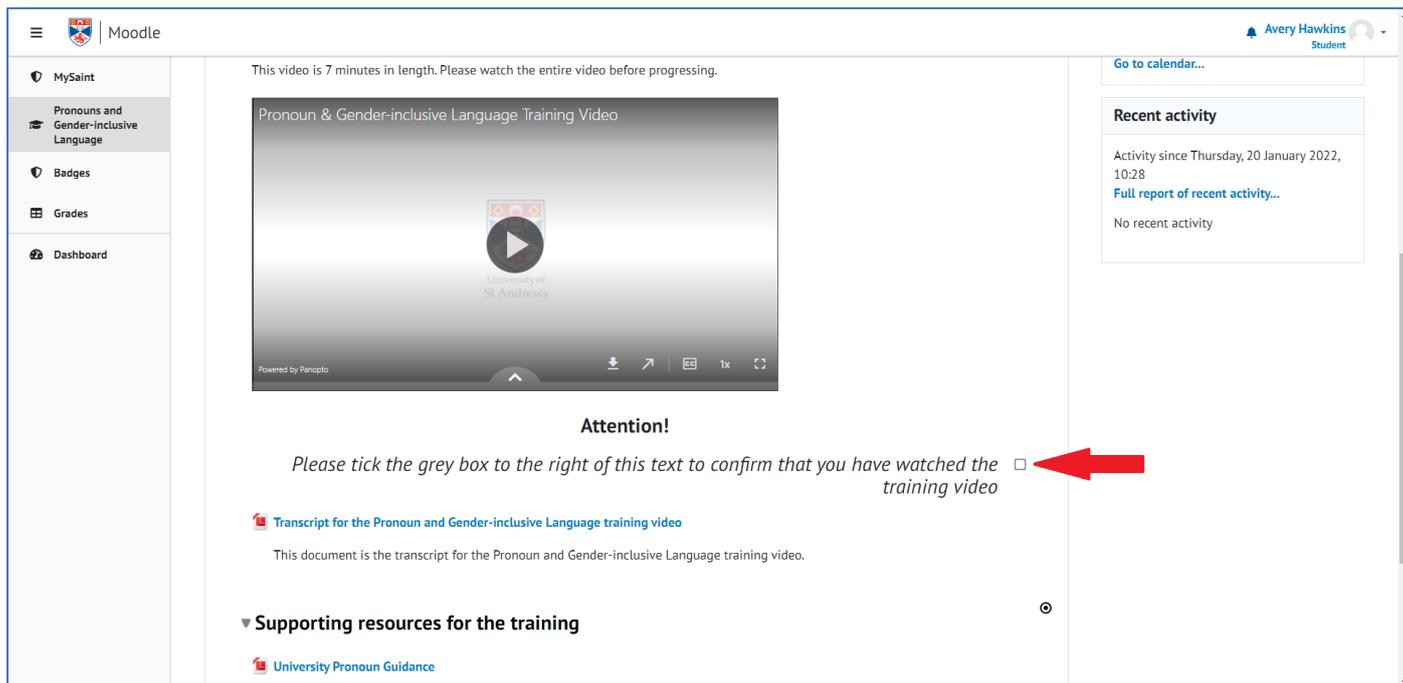
(In order to be view the video within your web-browser, you may need to adjust the zoom of your web-browser to view all of the video).

Select/click the “Play” arrow on the video to start the video. Select/click the “CC” symbol, *highlighted by a red box*, along the bottom of the video window to turn on the subtitles for the video.

This screenshot shows the 'Training video and resources' section of the Moodle course. The video player is displayed with a play button and a red arrow pointing to the 'CC' (closed captions) icon in the bottom right corner. Below the video player, there is an 'Attention!' section with a checkbox and a link to the transcript. The transcript link is highlighted with a red box.

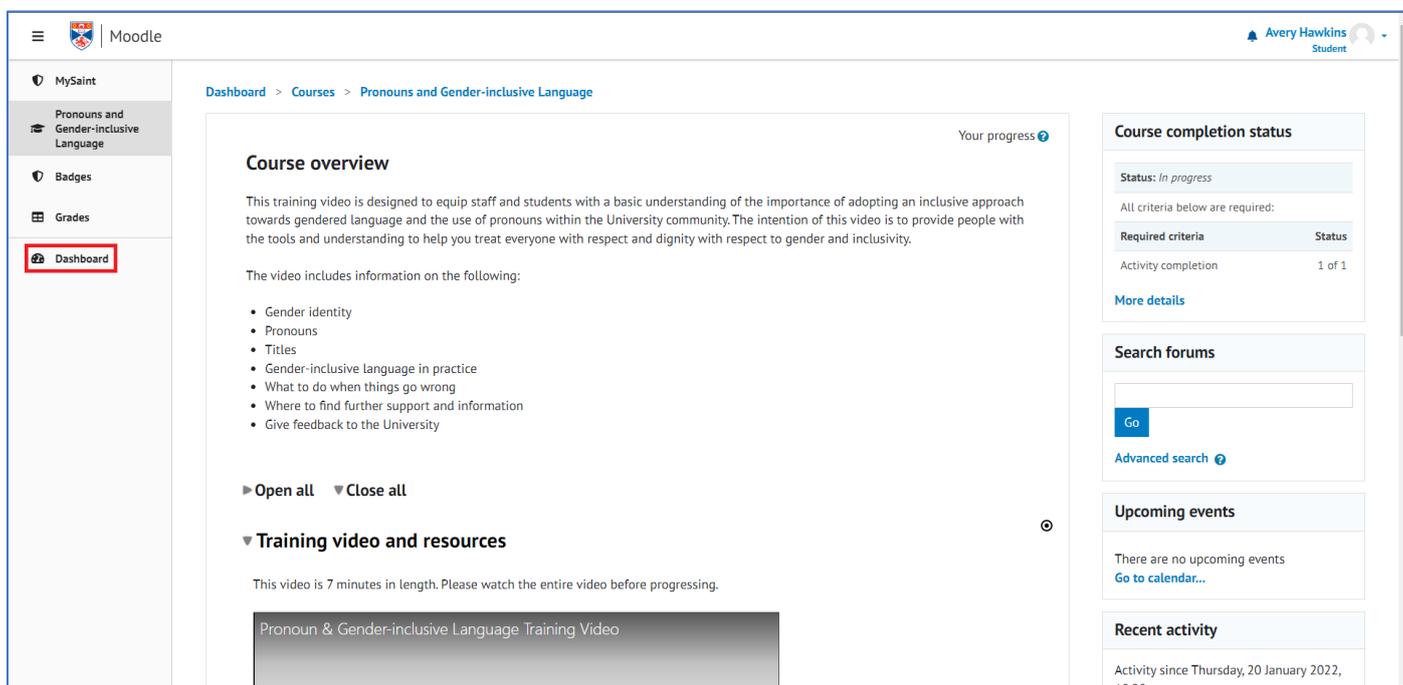
## Step 4 – Completing the training module

Once you have completed the video, select/click the box to the bottom right of the text under the video titled “Please tick the grey box to the right of this text to confirm that you have watched the training video”, *highlighted by the red arrow*, to mark the module as completed.



The screenshot shows a Moodle course page for "Pronouns and Gender-inclusive Language". The main content area features a video player titled "Pronoun & Gender-Inclusive Language Training Video" with a play button and a progress bar. Below the video, there is an "Attention!" section with the text: "Please tick the grey box to the right of this text to confirm that you have watched the training video". A red arrow points to a small, empty checkbox to the right of this text. Below this text, there is a link for a transcript and a section for supporting resources.

Now scroll up to the top of the screen and select/click the “Dashboard” button on the top-left of the screen, *highlighted by the red box*, to return to the home screen. You have now completed the course.



The screenshot shows the Moodle course page after returning to the dashboard. The left sidebar has a red box around the "Dashboard" button. The main content area displays the "Course overview" for "Pronouns and Gender-inclusive Language". It includes a description of the training video, a list of topics covered, and a section for "Training video and resources". The right sidebar shows the "Course completion status" as "In progress" with a table of required criteria.

Required criteria	Status
Activity completion	1 of 1