Finding your way around PropaGate Learning – video transcript

This video will show you how to use the PropaGate virtual learning environment. There have been many updates recently so this is for both new and existing users.

To login to PropaGate, enter your username and password in the top right, and click here to log in

Profile
Once you've logged in, you can access settings by clicking on your name, and then 'Preferences'.

Here, you can edit your profile.

For example:

- You can update your password, and add a profile picture, under 'Edit profile'

- You can use 'forum preferences' to configure notifications for online discussion boards.

- And you can change how courses notify you. By default, you will receive an email digest once a day but this can be changed in 'Notification Preferences'

Accessibility
Some users may find PropaGate more accessible if they change the theme from the default theme, called Lambda, to a previous theme, called Boost.

To access Boost, just click 'Edit Profile', and scroll to 'Preferred Theme', here, you can change it from 'Default' to 'Boost'.

Then click Update Profile at the bottom of the screen and you'll see that the site now uses a different theme.

I'm going to change back to Lambda, the default theme, for the remainder of this demonstration.

Navigation
One new feature of the new PropaGate site using the Lambda theme is this collapsible menu on the left hand side. Click these three lines in the top left corner to expand the menu. Click them again, and the menu will go away.

Sections such as Administration - for tutors - and Navigation will be in the left-hand collapsible menu. We'll discuss Navigation within a course later.

Dashboard
First we'll go to your dashboard. You can always access your dashboard from this menu on the top of the screen, simply by clicking on My Dashboard. [2023 update: “My Dashboard” is now just called “Dashboard” and is at the left end of the same menu]

This is where you'll find items such as News and you can also access all of the courses you're enrolled onto.

Courses
Next, I'll demonstrate a course.

Let's click into this course.

In the course you can scroll down the page. You'll see here the different sections that the course is broken into. Click the topic title to enter one of these sections. These sections are different in every course, but may include sections such as course content, course forums, or quizzes.

Once in a section, you can use the 'breadcrumb' text along the top of the screen to to go back to the main course page. You can also navigate the course using the Navigation panel within that left-hand collapsible menu.

Here you'll see different areas of the course, and you'll also see a link to 'Grades' to view all the grades you have received for this course.

On the right hand side of your course you'll see other blocks such as Latest Announcements, Upcoming Events, and information about the course organisers and tutors on the course. If your course uses MyPortfolio, there'll be a MyPortfolio link on this right hand side.

Mobile
To access PropaGate on mobile, we recommend visiting it using the web browser on your phone, such as Chrome or Safari, rather than using the Moodle app.

PropaGate is a responsive site so images and text will resize to work on your mobile phone or tablet screen.

Thanks for watching this demonstration.