

NIAB digital training platform technical requirements

Part 1: Recommendations and settings to improve your experience using the NIAB digital platform and ensuring access to the activities and tools in your courses.


Part 2: How to log in to the course and navigate around the site


Part 1: Recommendations and settings

NIAB use the training platform Moodle to host its courses. Moodle is a software package to help educators create effective online learning communities and is used by two thirds of higher education institutions. It is compatible with most modern PCs and Macs, and many Mobile devices as well. The most important thing to ensure compatibility is that you keep your browser updated.

PCs and Macs

For PCs and Macs, we recommend using the newest version available of the following browsers:

 Chrome – [download here](#)

 Firefox – [download here](#)

Other browsers will work but there may be issues with some of the applications used by the system and they may not function correctly.

- Popups, Cookies and JavaScript must be enabled in your browser for the course to function properly.
- The NIAB digital training platform uses **YouTube** for the course presentations.
- You will need to make sure the device you are using has audio, using either speakers or headphones and make sure it is not on mute.






Browser Settings

The following browser settings should be selected:

- **Enable Cookies**
- **Enable Javascript***

* Some devices such as Smartboards, certain tablets and PCs with touch screen capabilities may exhibit problems with Moodle's drag-and-drop features. If you experience problems with such devices, we recommend that you use a desktop computer when you need these features. You can also turn off Javascript in your browser (see below) and use the alternative interface instead of drag-and-drop.

Instructions for browser settings are available here:

	Firefox help: http://support.mozilla.org
	Chrome help: http://www.google.com/support/chrome/ ?
	Internet Explorer help: http://support.microsoft.com/en-us/products/internet-explorer
	Microsoft Edge help: https://support.microsoft.com/en-gb/products/microsoft-edge
	Safari help: go to Safari > Preferences. The settings are located on the Security and Privacy tabs

Note: In most browsers you can make an exception for Moodle if you do not want to use these settings for all websites but not Safari.

Browser Troubleshooting

1. Check supported browser versions.

Check to see if your problem is related to known issues with your browser version, above.

2. Clear your browser's cache.

Clearing your browser's cache may help to resolve problems such as trouble using drag-and-drop features, or trouble viewing the gradebook. See Clear Your Browser's Cache.

3. Try a different browser and/or move to a different computer.

You may find it helpful to have more than one browser installed on your computer. If you run into problems using Moodle, moving to another browser may resolve your issues. You can also try moving to a different computer to see if the problem persists. This may help to discern whether your issue was a problem with your browser or computer, or with Moodle.

4. Still having problems?

If the issue persists in different browsers, and on different computers please contact us using the details on the course page or in the email sent with this attachment and we try and help resolve the issue.

Mobile Devices

NIAB do not recommend you use a mobile device to undertake this type of training.

Courses will automatically display properly using your mobile device's standard web browser app. Once loaded, your course content will respond to your device's display dimensions without the need for using a special app.

When accessing Moodle from a mobile device, keep in mind the courses have been developed for larger devices and some features may not function correctly.

It is not advised to take exams or quizzes/ tests on a mobile device.

The Moodle app for mobile devices may not function correctly with the NIAB Moodle site.

Plugins and Software

Operating systems

Some resources in your course, such as videos or multimedia, may require up to date plugins to function correctly.

Links to some commonly used plugins can be found below:

Microsoft Office: The courses run on Windows 7 and above. If using an earlier version of Windows you may need to consider looking for a more up to date operating system to do this course.

Linux: Moodle works well on Linux operating systems and to be honest if you are using Linux there is nothing we can tell you in this brief overview that you will not already know!!

Mac: The NIAB digital platform will work well in the latest update of Safari on a MAC, however, be aware that it is known that some plugins used within Moodle do not function properly and this may impact your experience.

Browser Add-ons

Adobe Flash Player

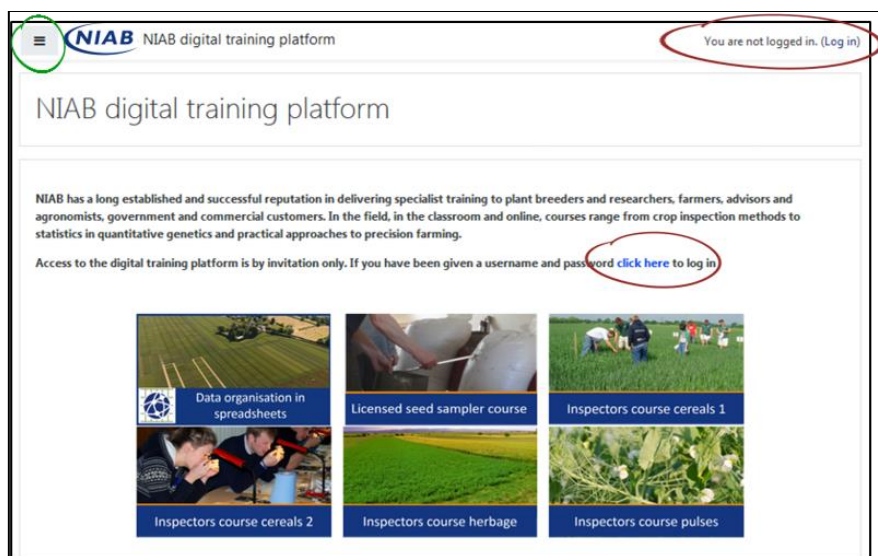
Adobe withdrew their support for Adobe Flash at the end of 2020. Some elements of the course have been developed to use html5. Older browsers will not have the capability to use this and will use Adobe Flash as an alternative. Be aware the reason Adobe have withdrawn Flash is because there are serious security issues and you should consider updating your web browser to one that supports html5. The latest versions of Firefox and Chrome default to HTML5

Adobe Reader

Any documents included with the course will be in the pdf format. Many browsers will open a pdf in a separate tab or you can download Adobe Reader (note: Be sure to uncheck the "Optional Offers" listed on this page before downloading the player.) [Download here](#)

Part 2: How to access your course

1. Use the link below to go to the NIAB digital training page:
<https://elearning.globaltrials.network/>
2. You will have received an email from us with your username and password to access the course to which you have been enrolled. There are other courses on the page so make sure you select your course
3. Click on the log in link on the top corner of the page or the click here link in the text to sign into the course
4. Once you have logged in your username will be in the top righthand corner.
5. Click on the course you are undertaking.



There is a menu on the righthand side of the page which you can ignore as it is a resource we are not using. You can collapse it using the hamburger menu sign in the top lefthand corner next to the NIAB logo.

The log in page

1. Enter your username and Password in the boxes provided.
2. You must have cookies enabled to access the site

The course layout

The first page is the course homepage that has an introduction to the course and then links to the sessions or modules. Click on one of these and it will take you to that part of the course. There may also be links to additional content, other training sessions (such as Zoom or Team meetings) and contact details in case you experience technical problems or would like some help with the course content.

Licensed seed sampler course

The course is aimed at candidates wishing to become licensed seed samplers and includes comprehensive training in both the theory and practice of seed sampling. Training will be a background to relevant seed certification procedures and detailed guidance on the official requirements for labelling, bag sealing and course will conclude with an examination in theory and practical. Success in the exam is recognised by APHA as the qualification required for the issue of a seed sampler licence. **Candidates are advised that they are expected to pass all sections of the exam.**

 Session 1 Cert 5 Go to course	 Session 2 Sampling Go to course	 Session 3 Packing Go to course
 Session 4 Labelling & sealing Go to course	 Session 5 Preparing submitted sample Go to course	 Session 6 Review of document checks and calculations Go to course

Throughout the course reference will be made to the 'Instructions to licensed and official seed samplers in England and Wales' and to the 'Samplers' which can be downloaded from the following links:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645457/seed-samplers-instructions.pdf
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/606691/form-cert14.pdf

Need to contact us?

You may contact us at time throughout the course for guidance and advice:

Telephone: 01223 342263
 email: lsscource@niab.com

The session or module page

At the top of the session page is an index listing all of the sessions or modules in the course. You can move around the course using these links.

The next part of the page is an introduction to the session or module

Home
Session 1
Session 2
Session 3
Session 4
Session 5
Session 6

Session 3: Packing

This session will explain:

- the definitions of, and differences between small packages and small containers.
- the calculations required when sampling from small containers and
- the requirements for mixtures -
 - which mixtures are permitted.
 - what conditions a mixture seed lot has to meet and
 - what the licensed seed sampler's responsibilities are in relation to mixtures.

At the end of the session you will understand the sampling requirements from small containers, especially the calculations involved, and about mixture seed lots.

The video is presented by qualified seed sampler Gill Durant, who is one of the laboratory managers in the OSTL, and is 35 minutes long.

Download a copy of the slides in this presentation [click here](#)

At the end of each module is a short test to help you assess your understanding of the course content. These tests do not count towards your examination score but will help you gauge your understanding of the subject.

Click on the button below to begin.

The test will open in a new window, click enter to start. If the new window does not open it is quite likely you need to change the settings on your internet browser to allow popups. Alternatively on the new page click the launch course button.

Once you have completed the test close the window and return to this page and use the tabs at the top of the page to navigate to the other sessions.

If there are any problems please let us know and we will get technical support to assist you.

Begin test

Need to contact us?

You may contact us at time throughout the course for guidance and advice:

Telephone: 01223 342263
 email: lsscource@niab.com

Training presentations

All presentations have been uploaded to YouTube and should open automatically when you start the video.

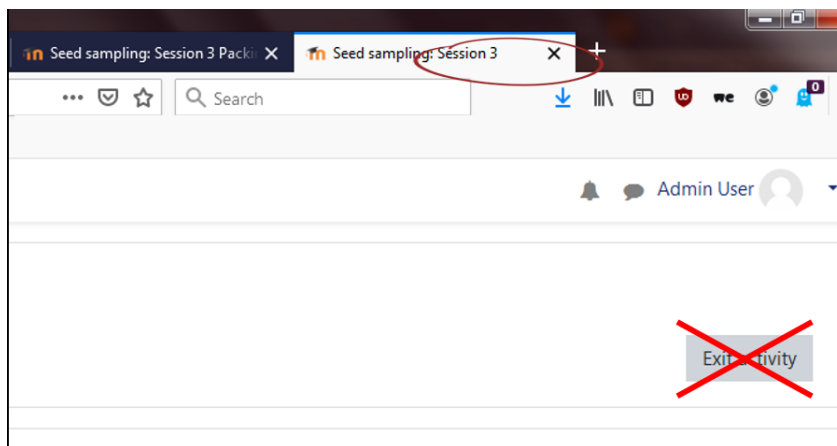
You can enlarge the video player using the box in the bottom right corner of the video player. Please make sure the audio on your computer is working

The course presentation will also be available to download as a pdf using the link below the video.

Tests and exams

These start by clicking the begin test button. This will open a new tab on your browser and a pop-up window should open automatically. If the pop up doesn't open automatically press the enter button and this should open the new browser window.

Once you have completed the exam or test, you can close the pop-up window and the extra tab using the X on the tab. **Do not use the exit activity button** on the page



If you are having problems, please contact us at NIAB using the details on your courses page or on the email you received with this booklet.

How did we do?

The current pandemic has meant we have had to change the way we are running courses, hopefully only in the short term. We would however appreciate your feedback on what was good and not so good and how we could make it better.