

Department of Inclusive Education
Ministry of Education, Higher Education and Skills Development



EDUCATOR PROFESSIONAL DEVELOPMENT PROGRAMME FOR EQUITY AND INCLUSION (EPDP-EI)

USER MANUAL

Educator Professional Development Programme for Equity and Inclusion (EPDP-EI)

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Submitted to:

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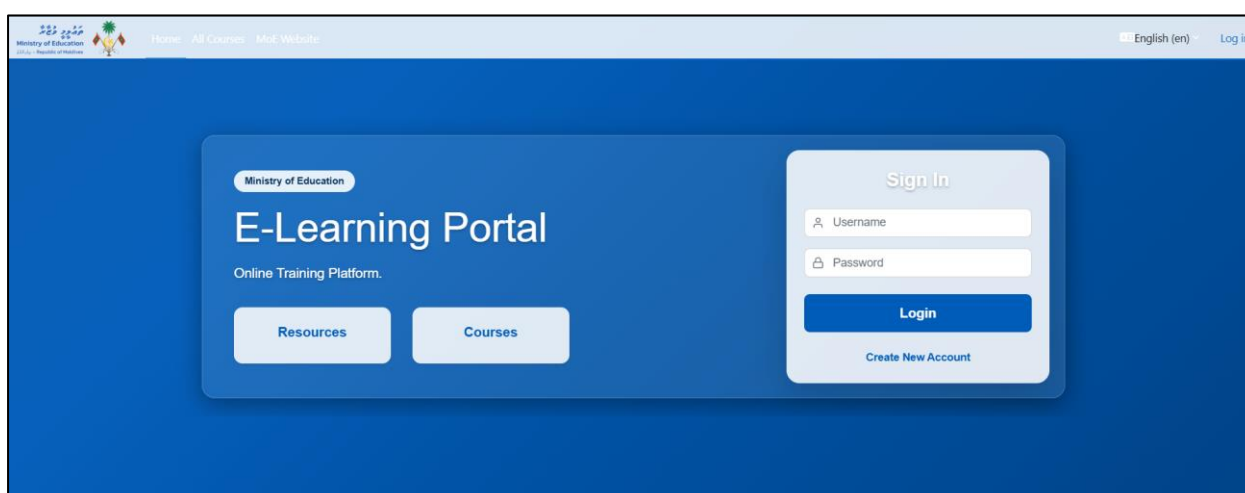
This manual is extracted from the Educator Professional Development Programme for Equity and Inclusion (EPDP-EI) programme outline. It is intended to guide users navigate the e-learning platform.

MOODLE USER MANUAL: NAVIGATING THE LEARNING ENVIRONMENT

This section serves as a practical guide for educators to navigate the asynchronous EPDP-EI environment. The interface is designed to support self-directed learning while fostering a national community of practice.

1. Getting Started

- **Visit the dedicated website:** Open the browser (preferably Google chrome). Type the web address of the Moodle page edhuru.nie.edu.my. The following page will then appear.



- **Sign-up & Login:** On the first page (shown above) click **Create New Account**. The registration form (shown below) will open. Fill in all the required details and click **Create My New Account**. Once the new account is created, go to the home page and type the username and password in the appropriate boxes.

New account

Username 

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 special character(s) such as *, -, or #

Password 

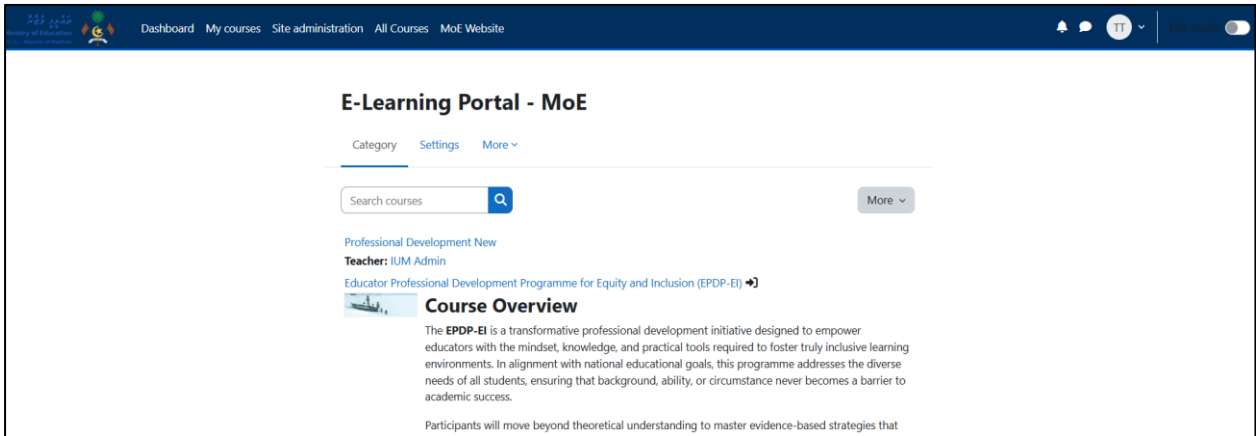
Email address 

Email (again) 

First name 

Last name 

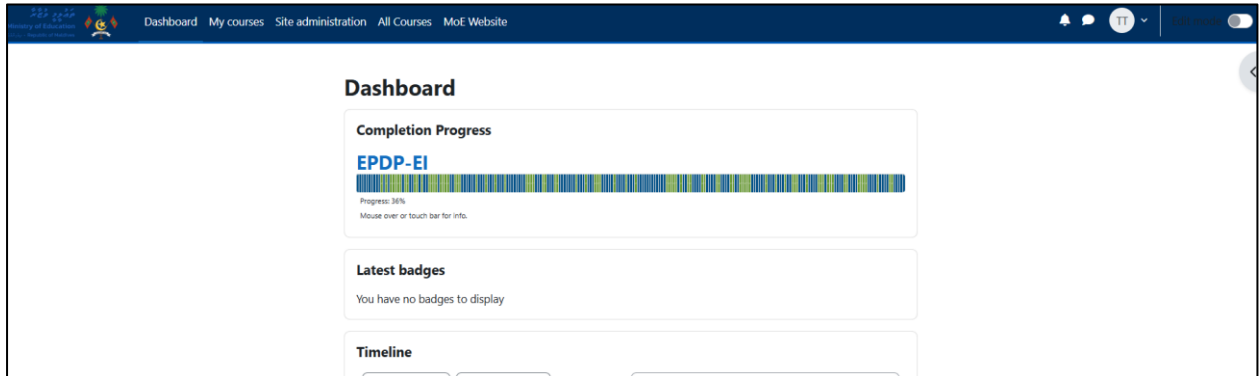
- **Enrolling in a course:** Once logged-in, participants will be taken to the dashboard (as shown below). On the first visit, participants will have to get enrolled in one of the available courses. To do so, go to **all courses** from the menu bars shown at the top of the page.



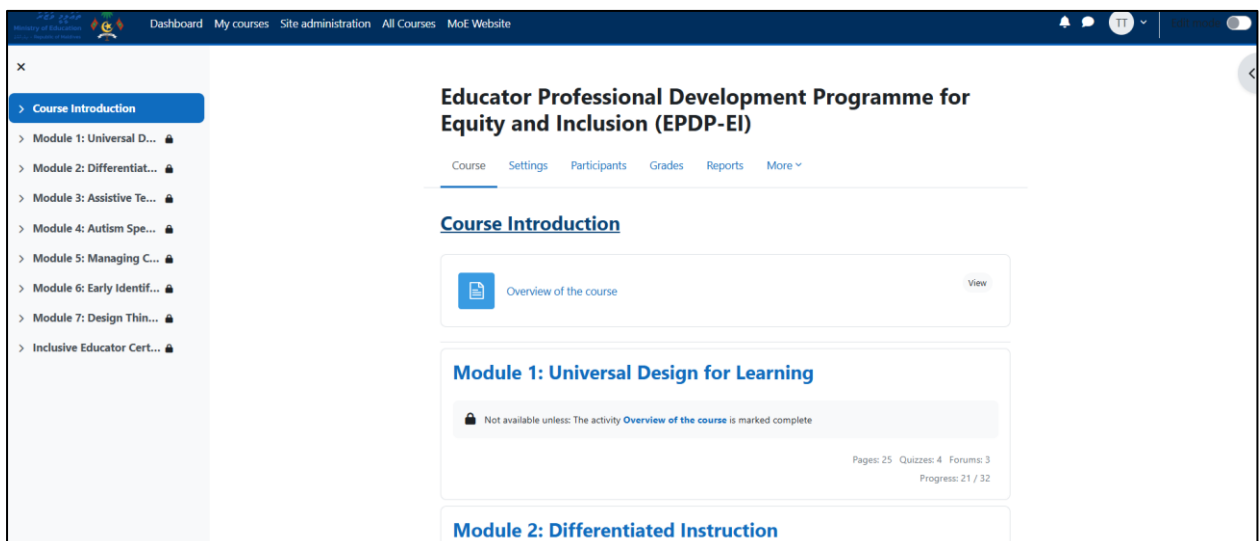
The screenshot shows the E-Learning Portal - MoE dashboard. At the top, there is a navigation bar with links: Dashboard, My courses, Site administration, All Courses, and MoE Website. Below the navigation bar, the main content area displays the course overview for the 'Professional Development New' course, taught by 'IUM Admin'. The course title is 'Educator Professional Development Programme for Equity and Inclusion (EPDP-EI)'. The course overview text states: 'The EPDP-EI is a transformative professional development initiative designed to empower educators with the mindset, knowledge, and practical tools required to foster truly inclusive learning environments. In alignment with national educational goals, this programme addresses the diverse needs of all students, ensuring that background, ability, or circumstance never becomes a barrier to academic success. Participants will move beyond theoretical understanding to master evidence-based strategies that'.

- From the displayed list of courses, click the desired one and then click enroll.

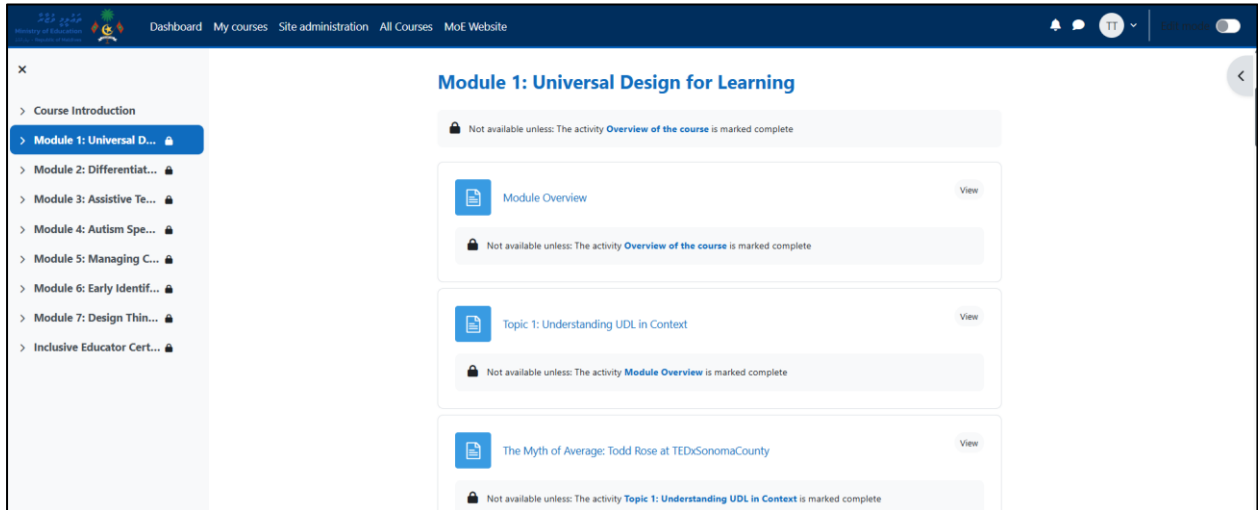
- **The User Dashboard:** Once enrolled in a course, it will be shown directly on the dashboard (as shown below). The dashboard shows the progress of the participant on a course to which the participants has been already enrolled. To continue the course, simply click the name of the course.



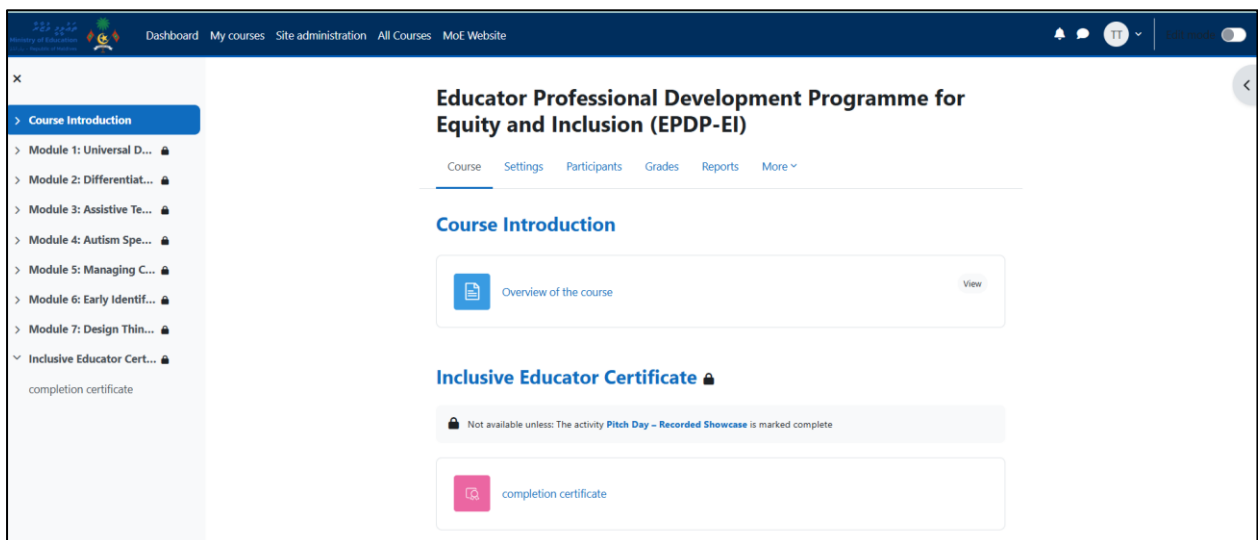
- **Navigating the Course:** Click on the *course introduction* and view the given content under this topic. The course is designed in a such a way that the next topic will only be accessible once the current topic is completed.



- Click **Module 1** to view its content (as shown below). Click the title and view/read or follow the instruction to complete the task. Once it is completed, the next topic will be accessible. Likewise, continue the first module, and then the next until all modules are completed.



- Completion certificate:** Once all modules are completed, click **completion certificate** (as shown below) to generate the official certificate of course completion.



2. Completing a Module: The Scaffolding Flow

To support the **BRIDGE Model's** focus on "Resilient & Reflective Practice," each module follows a consistent four-step instructional flow:

1. **Reading Material (Discovery):** Comprehensive reading materials, infographics, and examples. These are optimized for low-bandwidth to support the "Building Equity & Access" (Pillar B) objective.
2. **Video Lectures (Instruction):** Short, high-impact clips. These include interactive videos where the video will pause to ask a reflection question, ensuring active engagement. Transcripts of all the videos are available to download.
3. **Discussion Forum (Social Construction):** A critical space for peer-to-peer learning. Teachers are encouraged to share personal experiences and strategies, turning individual knowledge into a collective resource (Pillar G: Growth through Collaboration).
4. **Knowledge Check (Validation):** A summative quiz. A score of 80% or higher is required to "unlock" the next module. Participants have unlimited attempts, encouraging a growth mindset rather than a fear of failure.

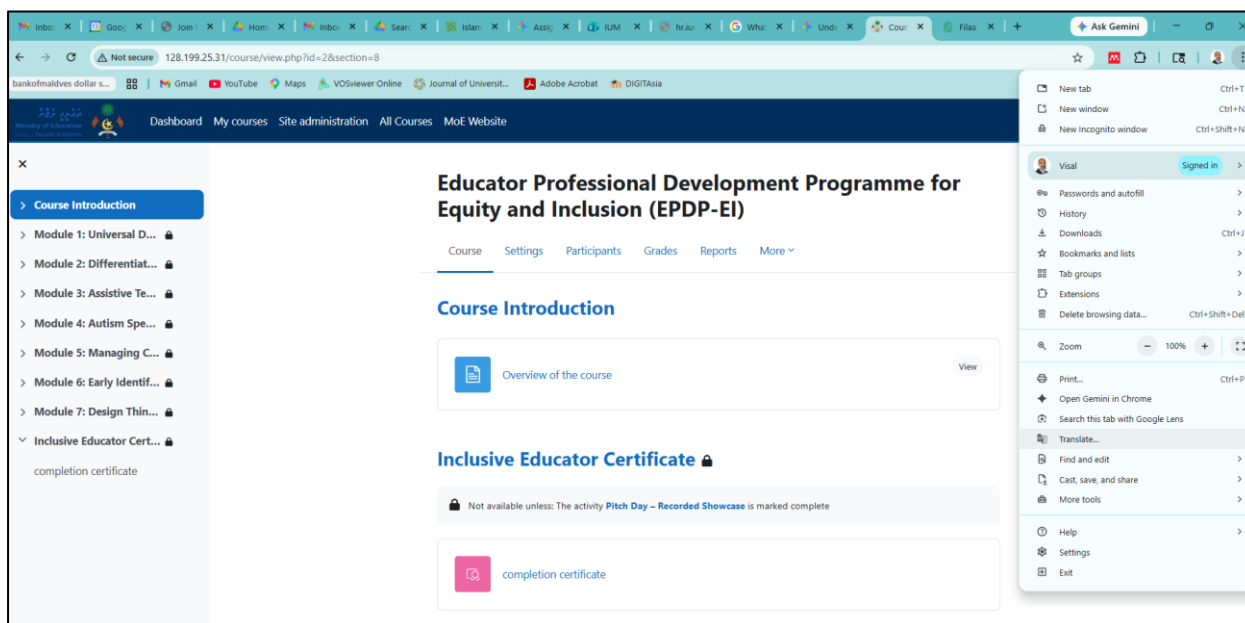
3. Tracking the Journey

- **The Progress Bar:** Located at the top of the course page, this visual tool turns green as participants complete activities. It provides real-time feedback on the journey toward the Inclusive Educator Certificate.
- **Activity Completion Checkboxes:** On the right side of each resource, participants will see a circle. Some will tick automatically upon viewing (e.g., videos), while others require a manual tick once participants have completed the task (e.g., optional readings).

4. Badge Rewards: Upon completion of each module, participants will receive a customized badge.

CHOICE OF LANGUAGE AND TEXT-TO-SPEECH

While the primary language of the platform is English, participants may use the translation service provided by the web browser to translate the content into Dhivehi. In Google Chrome, this can be done by navigating to **“translate”** from the **“customize and control”** menu which can be access from the top-right corner of the window (as shown below).



Additionally, those who would like to listed to the audio of the content can activate the reading also available in Google Chrome. To do so, right-click anywhere on the course page and choose **open in reading mode** (as shown below).

