

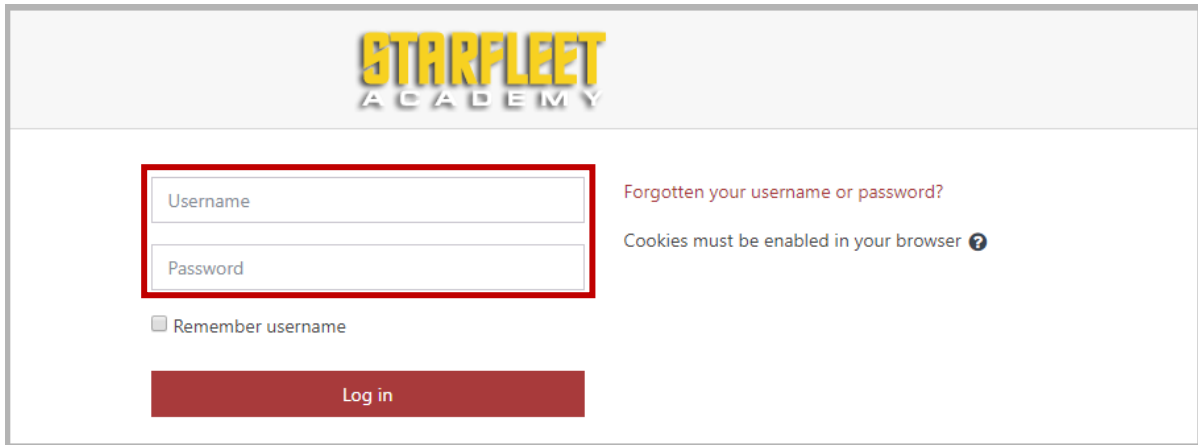
# STARFLEET Academy- Moodle

## How to take a course

1. Go to <http://academy.sfi.org>
2. Click on **Moodle Courses**



3. Enter your **username and password**

A screenshot of the STARFLEET ACADEMY login page. The page has a grey header with the "STARFLEET ACADEMY" logo in yellow and white. Below the header is a white login form. The form contains two input fields: "Username" and "Password", both of which are highlighted with a red rectangular border. To the right of the "Username" field is a link that says "Forgotten your username or password?". Below the "Password" field is a checkbox labeled "Remember username". At the bottom of the form is a red "Log in" button. Below the form, there is a note: "Cookies must be enabled in your browser" with a question mark icon.

**NOTE:** If you don't have a username and password, refer to the Appendix A of this document for steps to create a new student account.

**NOTE:** If you have forgotten your username or password, click on the 'Forgotten your username or password?' link beside the username and password fields and refer to the Appendix B of this document for steps to recover/reset this information.

4. Click **Log in**



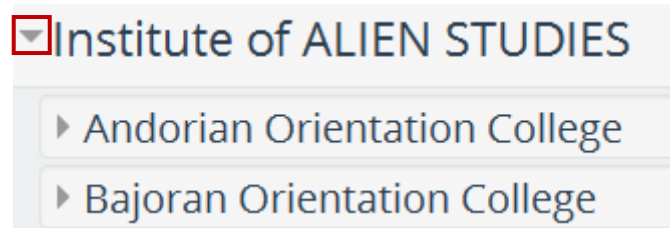
5. From the Dashboard, click on the **All Courses** icon



6. Navigate to the Institute you are interested taking courses

**NOTE:** If you want to see what colleges are in each Institute, click the arrow beside the Institute name in the middle of the screen.

Click the arrow beside the Institute name again and it will hide the college listing



7. Click on the **College name** to open it

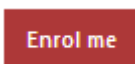
▶ College of Intelligence in Movies

8. The College page opens
9. Read the college description for any important notes
10. Scroll down the list and click on the **exam** you wish to take

**NOTE:** Any exam specific details or pre-requisites should be listed in the exam description from the college page

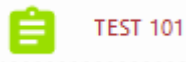


11. An Enrolment options screen will now appear for the exam you clicked on
12. Click **Enrol me**

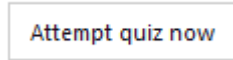


13. For taking the **non QAM (online) version of the exams:**
  - a. Download the PDF exam provided
  - b. Complete your exam on either the provided answer sheet or in a new document
  - c. Make sure to PDF any non PDF worksheets
  - d. Go back to the course and find the link to submit your exam. It should say 'Alternative Exam Submission'
  - e. Once you have click on the link in Step 13d, you will be at the submission screen
  - f. Click on 'Add submission'
  - g. Click and drag or upload your PDF assignment answer sheet
  - h. Click Save changes
  - i. You will return to the same screen as in Step 13e
  - j. You will have up until the Director marks your submitted exam to upload any corrected versions
  - k. Once the Director marks the exam (manually), they will add any notes as applicable, enter in your grade into Moodle and Save their grading
  - l. You will then be notified that your exam was graded
  - m. Return to the course to view the grade and the marked exam (with comments)
  - n. If you passed the exam, the certificate on the course page will be available to you to download

14. For **Online exams** (which is the preferred method (unless it is not available for a specific exam))
- Click on the **Course Code** beside an icon with a 'clipboard' on it on the main page

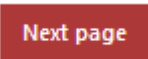


15. Click **Attempt quiz now**

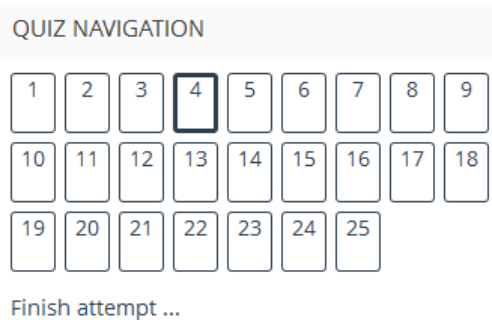


16. Attempt the online exam by reading the questions and making the appropriate answer responses for each question

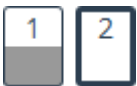
17. Click **Next page** to progress through each exam question in turn



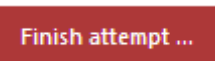
**NOTE:** You can also jump back and forwards between exam questions by clicking the exam number in the top left-hand corner of the Quiz screen



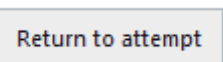
18. A completed question will show with a half filled square



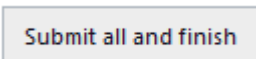
19. Once you have completed the exam, click **Finish attempt...**



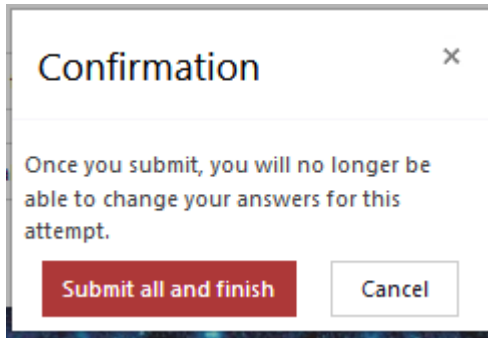
20. If you wish to go back and change your answers, click **Return to attempt**



21. To submit your exam answers for completion, click **Submit all and finish**



22. Click **Submit all and finish** at the 'Confirmation screen'



23. A summary page of your results will appear with your grade and a list of the questions and answers

24. Scroll to the bottom

25. Click **Finish review**

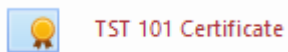
**Finish review**

26. You should be returned back to the main exam page, if not click on the **first course code** from the breadcrumbs

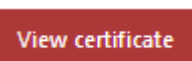


27. You should now see and be able to click on the course certificate link

28. Click the **course certificate** to open it



29. Click **View certificate**



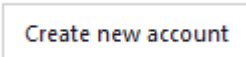
30. At the pop up window choose where you would like to save the certificate on your computer (if you browser/PDF program settings is set to open PDF's inside a browser, you will need to save it from there instead)

## Appendix A – Creating a Student Account

1. Go to <http://academy.sfi.org>
2. Click on **Moodle Courses**



3. From the Log in screen, click **Create new account**



4. Enter in the requested information

**NOTE:** Only items marked with a ! are mandatory, the others are optional

5. Click **Create my new account**



**NOTE:** Your application will be reviewed within 24 to 48 hours to verify the information provided with the member records located in the STARFLEET Database. Once this has been completed, a SFA Moodle Admin will grant you access.

## Appendix B – Recovering/Resetting your Password

1. Go to <http://academy.sfi.org>
2. Click on **Moodle Courses**



3. From the Log in screen, click **Forgotten your username or password?**

Forgotten your username or password?

4. Enter in your **email address** (that you used at sign-up) in the **Search by email address** section  
**OR**  
Enter your **username** (that you use to log in for SFA Moodle) in the **Search by username** field

### Search by username

Username

Search

### Search by email address

Email address

Search

5. Click **Search** (*beside the option you are using*)

Search

6. You will be taken to the next screen advising “If you supplied a correct username or email address then an email should have been sent to you”
7. You will receive an email from SFA Electronic Services Team (noreply(at)acad.sfi.org). This email confirms your username and a URL link that you will need to click on to reset your password
8. At the Moodle reset password screen, enter in your new password (and the confirmation password) and save the change
9. Your new password will now be in effect. Refer back to the steps at the very start of this document – **‘How to take a course’** to continue with login

**NOTE:** Do not reply to or email noreply(at)acad.sfi.org as the email account is not managed and any email going to it is automatically deleted. Login issues should be directed to either sfiacademy.webmaster(at)gmail.com