

How to Use *Powerful Tools for Family Caregivers*

Registration

You will receive a unique username and password, so you can log into *Powerful Tools for Family Caregivers*, when you register for the course. This will allow you to track your progress within the course. Future plans for the online tool may include extra features, such as online conferences and the "Ask an Advisor" forum.

If you are a caregiver in Alberta and wish to register, send an email to

Rene Donaldson
Education Coordinator
Learning and Development Centre
Glenrose Rehabilitation Hospital
rene.donaldson@albertahealthservices.ca

Rene will provide you with a username and password via return email. Of course, your email address will be kept confidential and not distributed.

What You Need

To use this course, you should

- have at least a basic knowledge of how to use a computer, tablet or smartphone, including using a mouse and keyboard or other input devices
- be familiar with your web browser and navigating between pages on the Internet. It doesn't matter which web browser you use or which operating system; the course should function on any device that has Internet access.

Don't worry about clicking the wrong button! You cannot break anything or cause any problems.

Moodle?!?

Powerful Tools Family for Family Caregivers uses an e-learning program called Moodle to deliver the course's content, navigation, interactive features and student tracking. Moodle is used by thousands of organizations throughout the world, including the following in Alberta

- Athabasca University
- NAIT
- University of Alberta
- University of Lethbridge

Cookies

Cookies must be enabled in your browser. Two cookies are used:

- The essential one is the session cookie, usually called MoodleSession. You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server).
- The other cookie is purely for convenience, usually called something like MOODLEID. It just remembers your username within the browser. This means when you return to this site the username field on the login page will be already filled out for you. It is safe to refuse this cookie – you will just have to retype your username every time you log in.

Click your browser's name for information about enabling cookies:

- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Safari](#)
- [Chrome](#)

Logging In

To access the login page, click “Login” in the top or bottom right corner of the webpage. If you attempt to access *Powerful Tools for Family Caregivers* without first logging in, you will be taken to the login page, where you can:

- Provide your username and password and then click the **Login** button.
- Click the **Login as a guest** button. Remember, if you login as a guest your progress through the course will not be tracked for you.

Accessing *Powerful Tools for Family Caregivers*

Powerful Tools for Family Caregivers can be accessed from the Alberta Caregiver College website by

- going to www.caregivercollege.ca
- clicking the *Powerful Tools for Family Caregivers*
 - image panel above the “Available courses” heading
 - course name under the “Available courses” heading

Course Layout

When you access *Powerful Tools for Family Caregivers*, you will see the main course page as shown below.

The screenshot shows the course page layout for 'Powerful Tools for Family Caregivers' on Alberta Caregiver College. The page features a blue header with the course title and a breadcrumb trail: 'Home > Powerful Tools for Caregivers'. On the left, there are sections for 'Latest news', 'Upcoming events', and a 'Navigation' menu. The main content area is titled 'Powerful Tools for Caregivers' and includes a 'News forum' and a grid of 'Tabs' for various modules. A 'Current Module' section is highlighted, showing an 'Introduction - Overview Including How to Use These Modules' with a photo of a family. Below this, 'Module Content' is displayed, including 'Your History as a Caregiver' and 'Follow-Up Information'. Annotations with arrows point to the 'Tabs', 'Current Module', and 'Module Content' sections.

Each module has its own tab. To view the content in any module, click its tab. You can then click specific module content to view that content.

You can use the Breadcrumbs to keep track of your location and to navigate from module content to the main course page or the Home page.

When viewing module content, the left side panel will change as shown on the following page:

- The **Latest news** and **Upcoming events** blocks will be hidden.
- The **Text to Speech** block will appear.
- The **Navigation** block will display all the content of the current module, so you can easily click to select other content items.

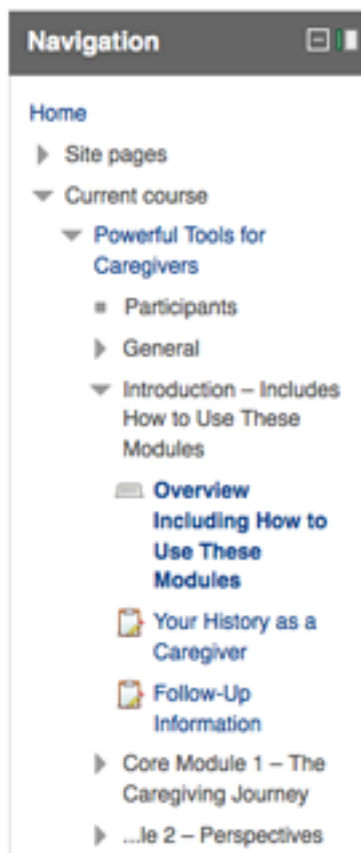
The Dock

The panels can be docked at the side of your screen in order to expand the size of the content area. To dock a panel, click on the docking icon that appears in the top right corner of each block. The block will then show as a tab on the left side of your screen. Move your cursor over the tab of a docked block to expand it. You can click the undock icon in the top right of each docked block to undock it. You can also click the undock icon at the bottom of a series of docked blocks to undock all blocks at the same time.



Text to Speech

The **Text to Speech** block, which is at the top of the left column, converts text to audio. Click on text anywhere on a page to begin reading from that point. You can mute the audio by clicking the bottom right icon in the block.



When viewing information in tab displays, you must click where you want to begin reading. If **Text to Speech** starts automatically, it reads the names of the tabs and then begins reading at the first tab. This occurs even when you are viewing a different tab.

If you click the text in a tab name, the **Text to Speech** block will start reading the names of all the tabs. If you click the blue area around the text, the **Text to Speech** block will not start.