1. Logging on and registering

Step	Action	Object	Extra
1	Surf to	http://learnIT2teach.ca	
2	Click	All Levels	
3	Click	Login	
4	Click	Username text box	
5	Type	Your username	(given by trainer)
6	Click	Password textbox	
7	Type	Your password	(given by trainer)
8	Click	Login button	
9	Click	Your course name (Stage 1)	(given by trainer)
10	Click	Yes	You are about to enrol yourself as a member of this course. Are you sure you wish to do this?

Sample Moodle home page (LINC courseware)

2. Activities block (links to all activities in a course)

Step	Action	Element	Notes
1	Click	Assignments	
2	Click	One of the topics	In the list
3	Click	Course breadcrumb link	L2T001
4	Click	Choices	
			A list appears
5	Click	Course breadcrumb link	L2T001
6	Click	Forums	
			A listing appears
7	Click	Course breadcrumb link	L2T001
8	Click	Glossaries	
			A list appears
9	Click	Course breadcrumb link	L2T001
10	Click	Resources	
11	Click	Classroom Activities	A list of pdfs appears
12	Click	Course breadcrumb link	L2T001
13	Click	SCORMs/AICCs	
			A listing appears
14	Click	Course breadcrumb link	L2T001
15	Click	Wikis	
			A listing appears
16	Click	Course breadcrumb link	L2T001

3. Profile (access and edit personal information)

Step	Action	Element	Notes
1	Click	Profile	Administration block
2	Click	Edit profile tab	
3	Click	First name textbox	
4	Type	Your first name	
5	Click	Surname textbox	
6	Type	Your Surname	Family name
7	Click	Email address textbox	
8	Type	Your email address	
9	Click	City/town textbox	
10	Type	Your city/ town name	
11	Click	Country option box	
12	Choose	Your country name	Canada

13	Click	Timezone	
14	Choose	Your timezone	e.g. America/Toronto
15	Click	Description textbox	
16	Type	A short self description	
17	Click	List of interests textbox	
18	Type	Interests nouns (use commas)	Tennis, reading, …
19	Click	Update profile button	
20	Click	Continue button	??
21	Click	Course breadcrumb link	L2T001

4. News Forum (teachers broadcasting notices)

Step	Action	Element	Notes
1	Click	News Forum	Topic Outline area
2	Click	One of the topics	In the list
		Read the posting	
3	Click	News Forum breadcrumb link	
4	Click	One of the topics	In the list
		Read the posting	
5	Click	News Forum breadcrumb link	
6	Click	Course breadcrumb link	L2T001

5. Glossary (vocabulary lists for themes/tasks)

Step	Action	Element	Notes
1	Click	Keywords - Banking, Customer Service and Telephones	Topic Outline area
2	Scroll	Down the list	
3	Click	Page 2	Near top of page
4	Click	All	Near top of page
5	Click	The letter "M"	Near top of page
6	Click	Course breadcrumb link	L2T001

6. Resources (classroom activities/ LINC Curriculum Guidelines)

Step	Action	Element	Notes
1	Click	Classroom Activities (Banking, Customer…)	Topic Outline area
			A list appears

2	Click	One of the list items	In the list
		A file should appear and upload	Skim the file
	* * * *	Watch out what happens here depends on browser set up	* * * *
3	Click	"X" icon	Close the window
4	Click	Course breadcrumb link	L2T001
5	Click	Curriculum (Banking, Customer…)	Topic Outline area
		A file should appear and upload	Skim the file
6	Click	"X" icon	Close the window

7. SCORM Learning Objects (interactive exercises)

Step	Action	Element	Notes
1	Click	National Do Not Call List -- FAQs	Topic Outline area
			A contents list
2	Click	National Do Not Call List -- FAQs	In the list
		A file should appear and upload	Skim the file
3	Click	Click here for Canada's…	
4	Click	A website appears	
5	Click	"X" icon	Close the new window
6	Click	Continue	button
7		Try the activity	
8	Click	Check	
9	Click	OK	
10		Try the next two activities	
11	Click	Exit Activity	
12		Choose one of the Listening	Under Listening
13		Complete the activity	
14	Click	Course breadcrumb link	L2T001

8. Choice (poll activities)

Step	Action	Element	Notes
1	Click	Poll: Business Letters at a Glance (Activity 3)	Topic Outline area: LINC 5 #3
			A poll appears
		Read the prompt	
2	Click	One of the radio buttons	Hollow circles
3	Click	Save my choice	button

		The poll updates	
4	Click	Course breadcrumb link	L2T001
		Return later to check the results	

9. Forums (discussion activities)

Step	Action	Element	Notes
1	Click	Forum: Banking, Customer….	Topic Outline area: LINC 4
		A prompt appears	Read the prompt
2	Click	Add a new discussion topic	In the list
3	Click	In the Subject textbox	
4	Type	A topic title	
5	Click	In the Message textbox	
6	Type	A posting	
7		Review and check your spelling and syntax	
8	Click	Post to Forum	button
9	Click	Continue	text
10		The forum list appears	
11	Click	Another person's posting	
12		Read the posting	
13	Click	Reply	Text (bottom right side)
14	Click	In the Message textbox	
15	Type	A response to the posting	
16	Click	Post to Forum	button
17	Click	Continue	
18	Click	Course breadcrumb link	L2T001

10. Blogs (personal writing tool)

Step	Action	Element	Notes
1	Click	Blog: Classroom Activities (Banking, Customer…)	Topic Outline area
		A prompt appears	Read the prompt
2	Click	Course breadcrumb link	L2T001
3	Click	Profile	Admin. block
4	Click	Blog tab	At the top
5	Click	Add a new entry	Text

6	Click	In the "Entry title" textbox	
7	Type	A blog title	
8	Click	In the "Blog entry body" textbox	
9	Type	Your blog	
10	Click	In the "User defined tags…" textbox	
11	Type	Descriptive words separated by commas	
12	Click	Save changes	button
13	Click	Your name	breadcrumbs
14	Click	Course breadcrumb link	L2T001

11. Wikis (collaborative writing tools)

Step	Action	Element	Notes
1	Click	Wiki: Gender Neutral Language	Topic Outline area LINC 5 #9
		A prompt appears	Read the prompt
2	Click	Edit tab	
3	Click	Click in the "Edit this page…" textbox	
4		Edit the wiki area	Add content, colour and style
5	Click	Save	button
6	Click	Course breadcrumb link	L2T001

12. Grades (for SCORM learning objects)

Step	Action	Element	Notes
1	Click	Grades	Admin. block
		A list of grades appears	
2	Click	Course breadcrumb link	L2T001