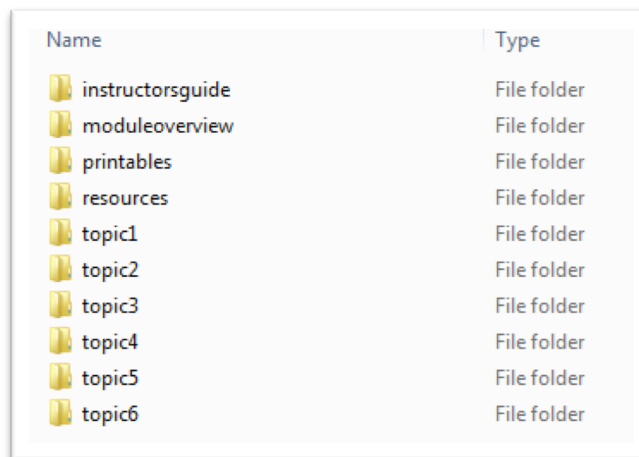


Workplace Ready Module Setup

Moodle™ - Understanding Health, Wellness, and Safety

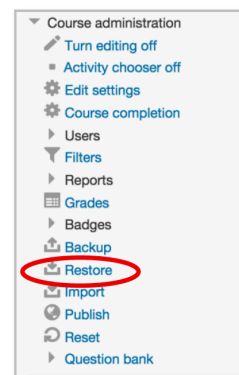
In order to set up the *Understanding Health, Wellness, and Safety* Module on a Moodle™ server, please refer to the step-by-step directions below.

1. Create a new directory on the Moodle™ server named, **UHWSblended**, in the resource folder. The file path for this is as follows:
.../server/moodle/mod/resource/UHWSblended
2. Put a copy of the Workplace Ready (WPR) Module files and folders in this newly created **UHWSblended** folder. The **UHWS_blendedbackup-nu.mbz** does not need to be installed onto the server but should be copied to your desktop. This file will be used in step #4. The file structure should look like the following image:



Name	Type
instructorsguide	File folder
moduleoverview	File folder
printables	File folder
resources	File folder
topic1	File folder
topic2	File folder
topic3	File folder
topic4	File folder
topic5	File folder
topic6	File folder

3. After the WPR files and folders have been installed on the Moodle™ server, create a course in Moodle to follow a Topics Format with 9 sections.
4. From inside this newly created course shell in Moodle™, run a Restore process using the **UHWS_blendedbackup-nu.mbz**. The suggested steps for this process are as follows:
 - a. Turn editing on by clicking on the button in the course shell
 - b. In the Course Administration widget, click **Restore**
 - c. Import the **UHWS_blendedbackup-nu.mbz** file, click **Restore**, and follow the Moodle™ window prompts:



1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

- Confirm Page: Click **Continue**
- Destination Page: Use the **Restore into this course** Section and click **Continue**

Restore into this course

Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐


Continue

- Settings Page: Click **Next**
- Schema Page: Click **Next**
- Review Page: Click **Perform restore**
- The process runs automatically and then displays the Complete Page: Click **Continue** to return to the populated course

- Check that each link works properly. If a window does not open up with displayed content, modify the link to match the naming convention of the Moodle™ server in which the course files were installed. In order to check a link, follow the steps below:
 - Click the cog icon or selected **Edit Settings**
 - Modify the **External URL** path to correlate with the Moodle™ server: `/mod/resource/UHWSblended/(FOLDERNAME)/story.html`. In some instances, a server title might precede the URL: `(SERVER Name)/mod/resource/UHWSblended/(FOLDER NAME)/story.html`

NOTE: Always link to the story.html file even though the folder contains other .html files

Name* Topic 1 - Your Physical Health

Description* 

Topic 1 - Your Physical Health

Is this course page ☐

External URL* /ms/mod/resource/UHWSblended/topic1/story.html

- c. Click **Save and return to course** to view the working link.
- d. Repeat this process for the following nine links in the course:
 - Instructor's Guide
 - Module Glossary
 - Module Resources
 - Module Tutorial and Overview
 - Topic 1 – Your Physical Health
 - Topic 2 – Healthy Habits
 - Topic 3 – Your Mental Wellness
 - Topic 4 – Safety Laws and Organizations
 - Topic 5 – First Aid and Report Accidents
 - Topic 6 – Preventative Safety in the Workplace

6. Once the course is set up, it should look like the following images:

Understanding Health, Wellness, & Safety

 [Instructor's Guide](#)



UNDERSTANDING HEALTH, WELLNESS, AND SAFETY



Hampton Roads
Community Foundation
Inspiring Philanthropy. Changing Lives.

Welcome to the Understanding Health, Wellness, and Safety module. There are six lessons, listed as topics, in this module. You must visit each topic at least once to access the final assessment. Each topic consists of content, self-checks, and quizzes. You may use the links below at any time in the course to assist you. The *Module Resources* link has helpful content that will support your learning. After you view a link, close the browser window to return to this page.

 [Module Resources](#)

 [Module Outline](#)

 [News forum](#)

Module Introduction

Begin this module by clicking the *Module Tutorial and Overview* link below. You will quickly understand why Understanding Health, Wellness, and Safety is so important.

 [Module Tutorial and Overview](#)



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Topic 1 - Your Physical Health

In Topic 1, you will learn about common measures of physical health, as well as setting fitness goals and integrating fitness into your daily life. Click the *Topic 1 - Your Physical Health* link below to get started.

 [Topic 1 - Your Physical Health](#)

 [Topic 1 Printable](#)

Topic 2 - Healthy Habits

In Topic 2, you will explore healthy eating habits and nutrition. In addition, you will examine how harmful habits impact your health and your well-being. Click the *Topic 2 - Health Habits* link below to get started.

 [Topic 2 - Healthy Habits](#)

 [Topic 2 Printable](#)

Topic 3 - Your Mental Wellness

In Topic 3, you will explore causes of stress and how stress affects you. In addition, you will learn some ways to manage stress when it does happen. Click the *Topic 3 - Your Mental Wellness* link below to get started.

 [Topic 3 - Your Mental Wellness](#)

 [Topic 3 Printable](#)

Topic 4 - Safety Laws and Organizations


In Topic 4, you will explore some of the organizations and laws that help keep you safe at work. Click the *Topic 4 - Safety Laws and Organizations* link below to get started.

 [Topic 4 - Safety Laws and Organizations](#)

 [Topic 4 Printable](#)

Topic 5 - First Aid and Reporting Accidents

In Topic 5, you will learn about some basic first aid supplies and procedures. IN addition, you will explore why it is important to report workplace accidents. Click the *Topic 5 - First Aid and Report Accidents* link below to get started.

 [Topic 5 - First Aid and Reporting Accidents](#)

 [Topic 5 Printable](#)

Topic 6 - Preventative Safety in the Workplace

In Topic 6, you will learn about preventative safety in the workplace, including the basics about workplace hazards, safety rules that can help protect you in the workplace, principles of ergonomics, and how personal practices can help prevent communicable diseases. Click the *Topic 6 - Preventative Safety in the Workplace* link below to get started.

 [Topic 6 - Preventative Safety in the Workplace](#)

 [Topic 6 Printable](#)

Module Survey

Now that you have completed the module content, please complete a brief survey about your experience. After you finish answering these questions, you will be able to take the Module Assessment and receive your Certificate of Completion. Please click the *Module Survey* link below to get started.

 [Module Survey](#)

Module Assessment

After you have successfully completed each topic in this module, you should be ready to take your final assessment. The Module Assessment will allow you to demonstrate what you have learned in this module. Click the *Assessment* link below to begin. You must earn a score of 75% or higher to receive your Certificate of Completion.

 [Understanding Health, Wellness, and Safety Module Assessment](#)

NOTE: If you are viewing this content on a mobile device, you should download the free app *Articulate Mobile Player*. This is a free app available for iOS® and Android™ operating systems.