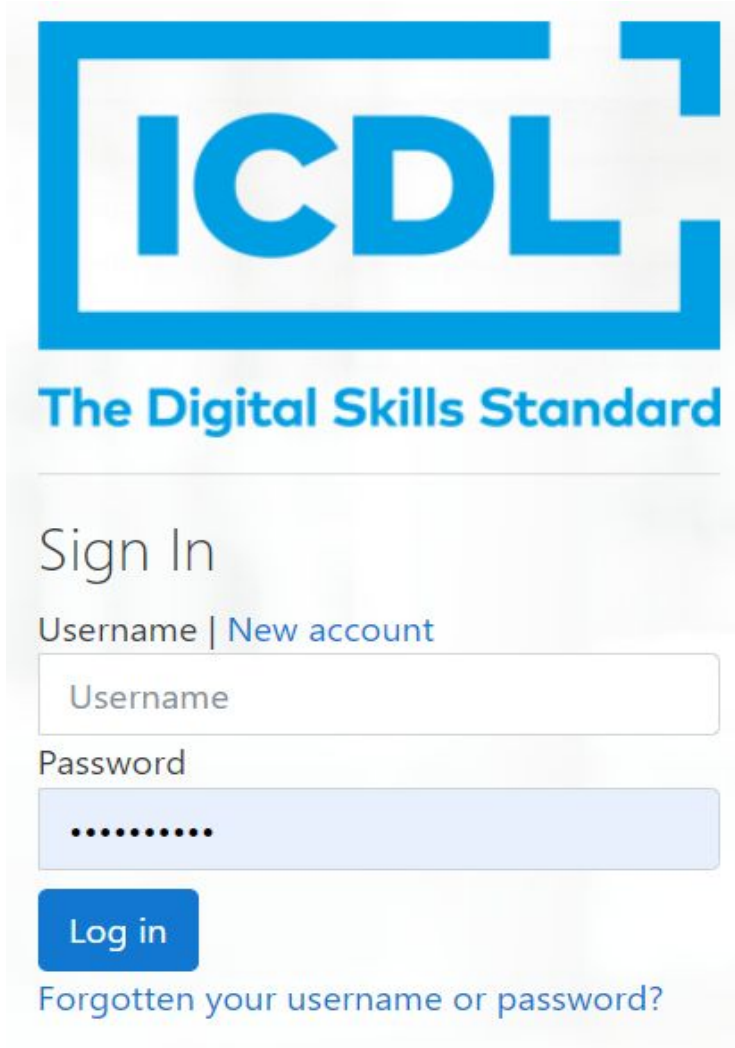




# **NDE Moodle**

## **- Student Guide**

# Login to NDE Moodle



The screenshot shows the ICDL login interface. At the top is the ICDL logo and the text 'The Digital Skills Standard'. Below this is a 'Sign In' section. It includes a link for 'New account' and a text input field for 'Username'. Below the username field is a password input field with masked characters. A blue 'Log in' button is positioned below the password field. At the bottom of the sign-in section is a link that says 'Forgotten your username or password?'.

1. Go to <https://learn.icdlasia.org>

2. **Login** with the Username and password given to you.

Username: **Student iCON email** [XXX@students.edu.sg](mailto:XXX@students.edu.sg)  
Password: **WSSnde\*XXX**

# Terms of Use

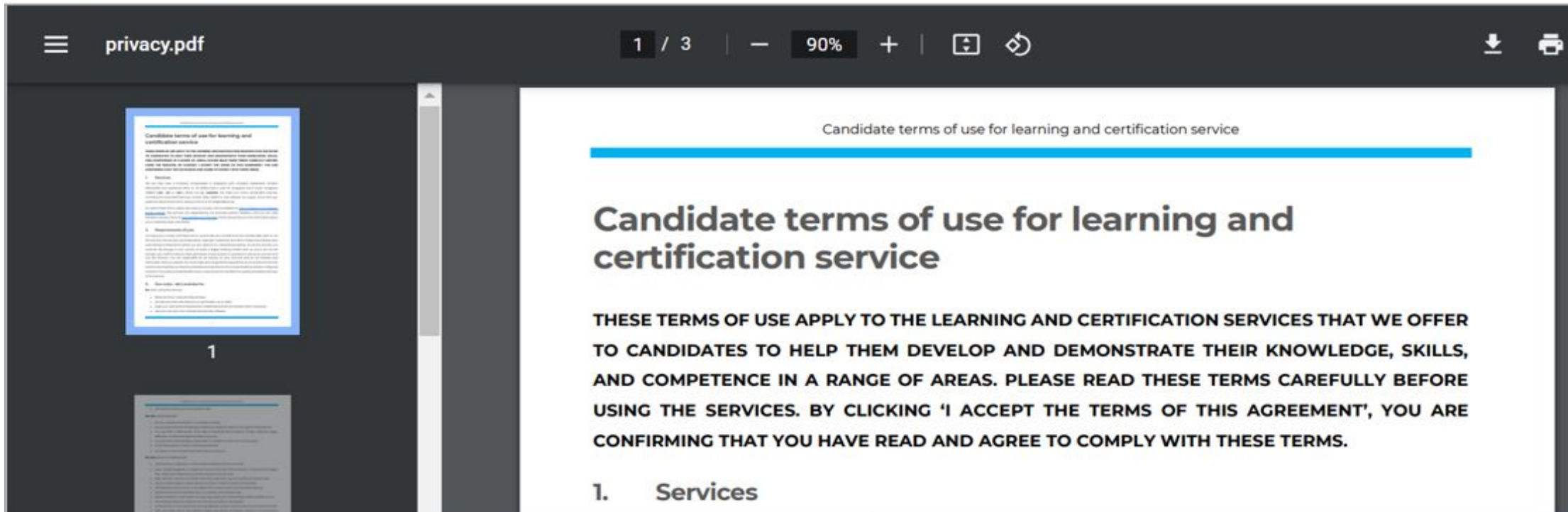
## ICDL eLearning

Home / Site policy agreement

**Scroll down and click 'Yes' to accept the 'Terms of Use'.**



Site policy agreement



The screenshot shows a PDF viewer interface. At the top left, there is a hamburger menu icon and the text 'privacy.pdf'. In the top center, there is a page indicator '1 / 3', a minus sign, '90%', a plus sign, and icons for full screen and refresh. At the top right, there are icons for download and print. The main content area displays the title 'Candidate terms of use for learning and certification service' followed by a blue horizontal line. Below this is the main heading 'Candidate terms of use for learning and certification service' in a large, bold font. The text below reads: 'THESE TERMS OF USE APPLY TO THE LEARNING AND CERTIFICATION SERVICES THAT WE OFFER TO CANDIDATES TO HELP THEM DEVELOP AND DEMONSTRATE THEIR KNOWLEDGE, SKILLS, AND COMPETENCE IN A RANGE OF AREAS. PLEASE READ THESE TERMS CAREFULLY BEFORE USING THE SERVICES. BY CLICKING 'I ACCEPT THE TERMS OF THIS AGREEMENT', YOU ARE CONFIRMING THAT YOU HAVE READ AND AGREE TO COMPLY WITH THESE TERMS.' Below this is a section heading '1. Services'. On the left side of the viewer, a thumbnail of the document is visible with the page number '1' below it.

# Starting The Course



**Dashboard** with  
modules appear

## Welcome to National Digital Explorer 2023!

The National Digital Explorer (NDE) 2023 is a nationwide digital literacy initiative designed to empower Singapore students to learn real-world skills that enable them to think critically and be more productive learners.

As you embark on this journey with ICDL, you can access our comprehensive range of eLearning content and activities to build your skills and knowledge on the effective use of office productivity tools.

On this eLearning platform, self-directed learning is made accessible as you can learn at your own pace using your personal learning devices.

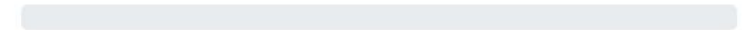
Once you have completed the programme, we encourage you to participate in our national and regional competitions to apply what you have learnt and connect with students beyond your community.

We hope you have an enjoyable learning experience with ICDL Asia and gain mastery of practical digital skills for the future digital workplace.

## My courses

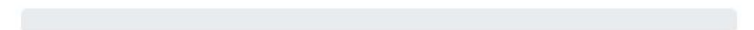
ICDL Documents (MS Office 365)

Course completion



ICDL Spreadsheets (MS Office 365)

Course completion



# Starting The Course

## My courses

ICDL Documents (MS Office 365)



ICDL Spreadsheets (MS Office 365)



ICDL Presentation (MS Office 365)



ICDL Application Essentials (MS Office 365)

**Click** on the module.  
Sec 1 – ICDL **Presentation**  
Sec 2 – ICDL **Document**  
Sec 3 – ICDL **Spreadsheets**

Course completion

Course completion



## Course Lessons

 Unit 1 Office Productivity Basic Skills and Common Tasks

**To do:** Complete the activity

 Unit 2 Working with Documents and Formatting Text

**To do:** Complete the activity

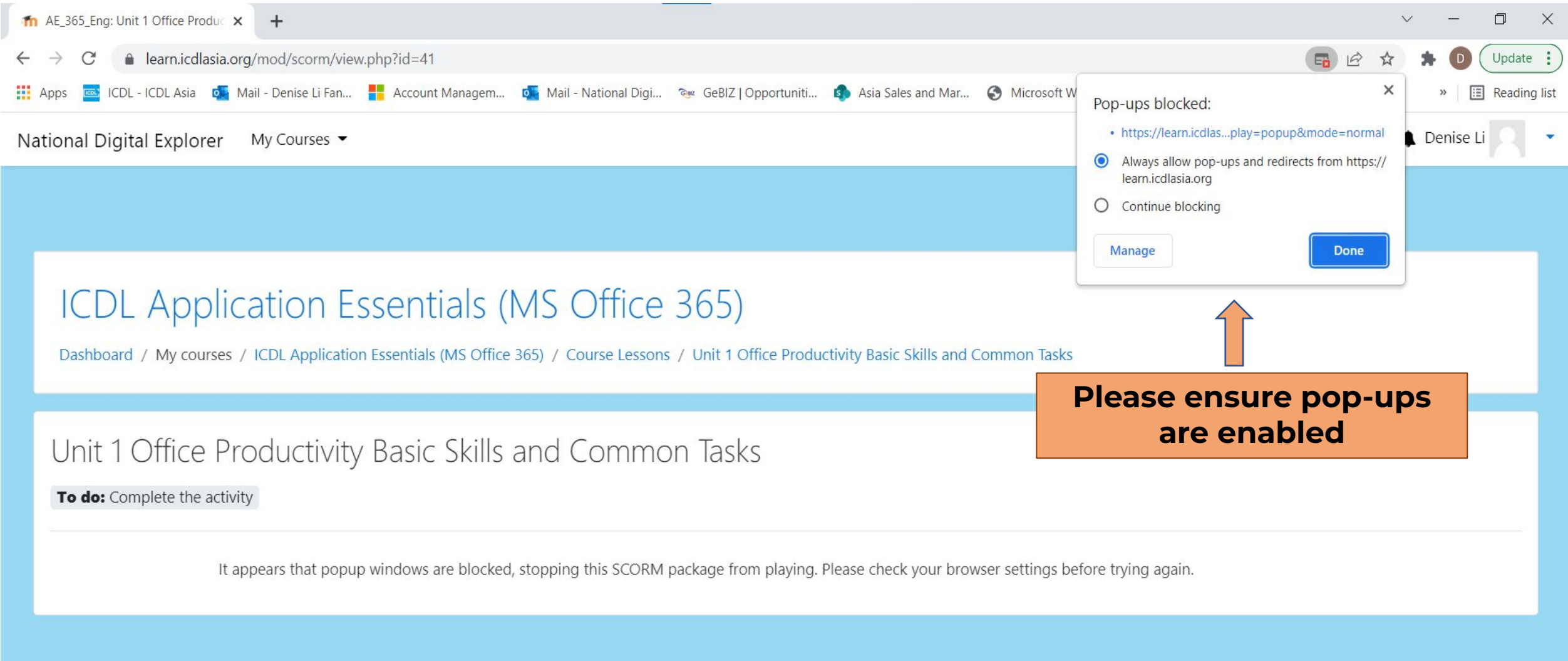
 Unit 3 Adding Objects and Preparing Document Outputs

**To do:** Complete the activity

Inside the module,  
Click on **Unit 1** to begin



# Starting The Course



The screenshot shows a web browser window with the URL `learn.icdlasia.org/mod/scorm/view.php?id=41`. The browser's address bar and tabs are visible at the top. Below the browser, the course page content is displayed. A 'Pop-ups blocked' notification box is overlaid on the right side of the page, showing the blocked URL and options to allow or continue blocking pop-ups. An orange arrow points from a text box below to the notification. At the bottom of the page, a message states: 'It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.'

AE\_365\_Eng: Unit 1 Office Product x +

learn.icdlasia.org/mod/scorm/view.php?id=41

Apps ICDL - ICDL Asia Mail - Denise Li Fan... Account Managem... Mail - National Digi... GeBIZ | Opportuniti... Asia Sales and Mar... Microsoft W

National Digital Explorer My Courses ▾

## ICDL Application Essentials (MS Office 365)

Dashboard / My courses / ICDL Application Essentials (MS Office 365) / Course Lessons / Unit 1 Office Productivity Basic Skills and Common Tasks

### Unit 1 Office Productivity Basic Skills and Common Tasks

**To do:** Complete the activity

It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.

Pop-ups blocked:

- <https://learn.icdlas...play=popup&mode=normal>

Always allow pop-ups and redirects from <https://learn.icdlasia.org>

Continue blocking

Manage Done

**Please ensure pop-ups are enabled**

# All Set To Go!

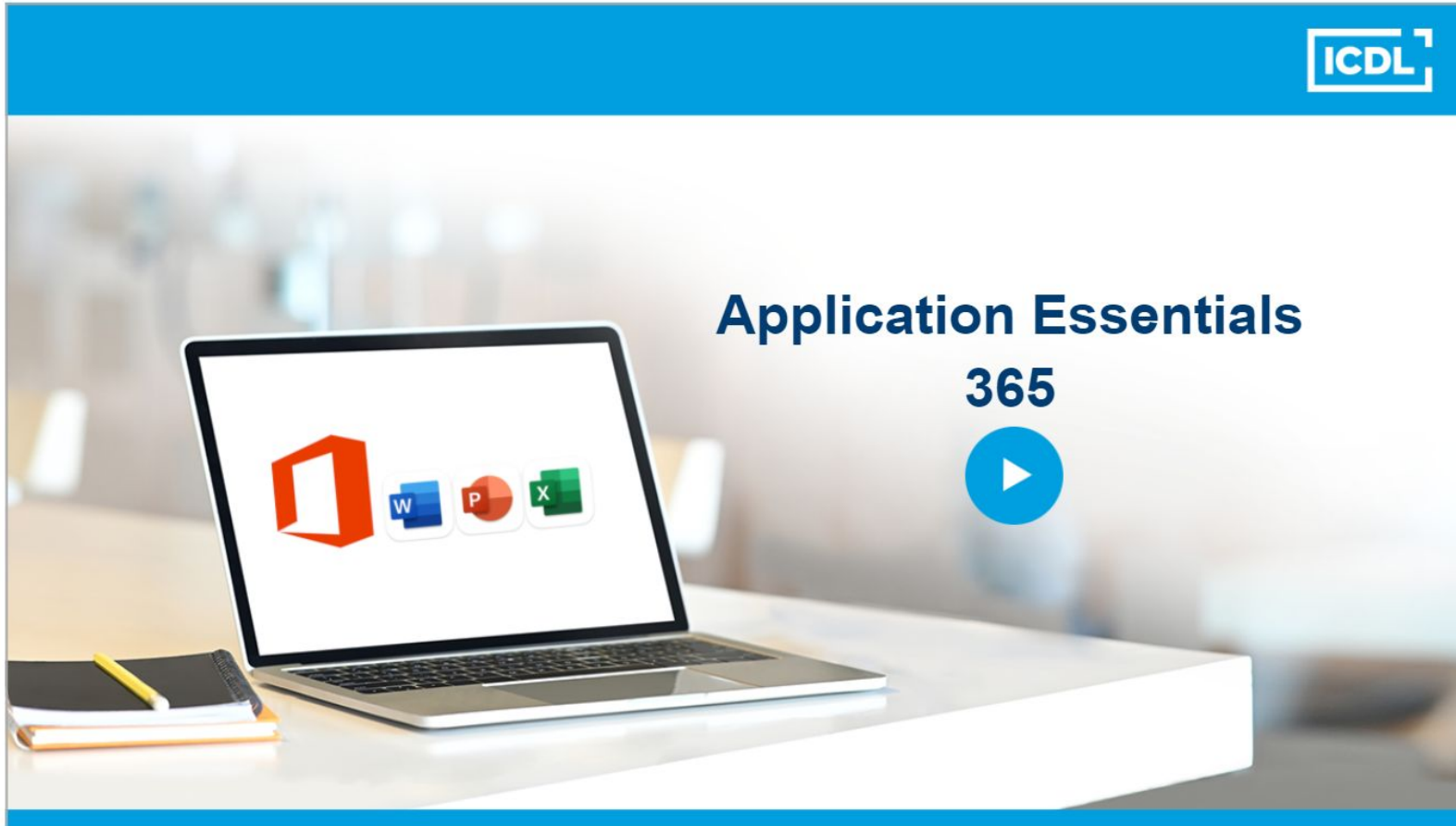


Unit 1 Office Productivity Basic Skills and Common Tasks

HELP EXIT



Click here to view the **sub-unit chapters.**

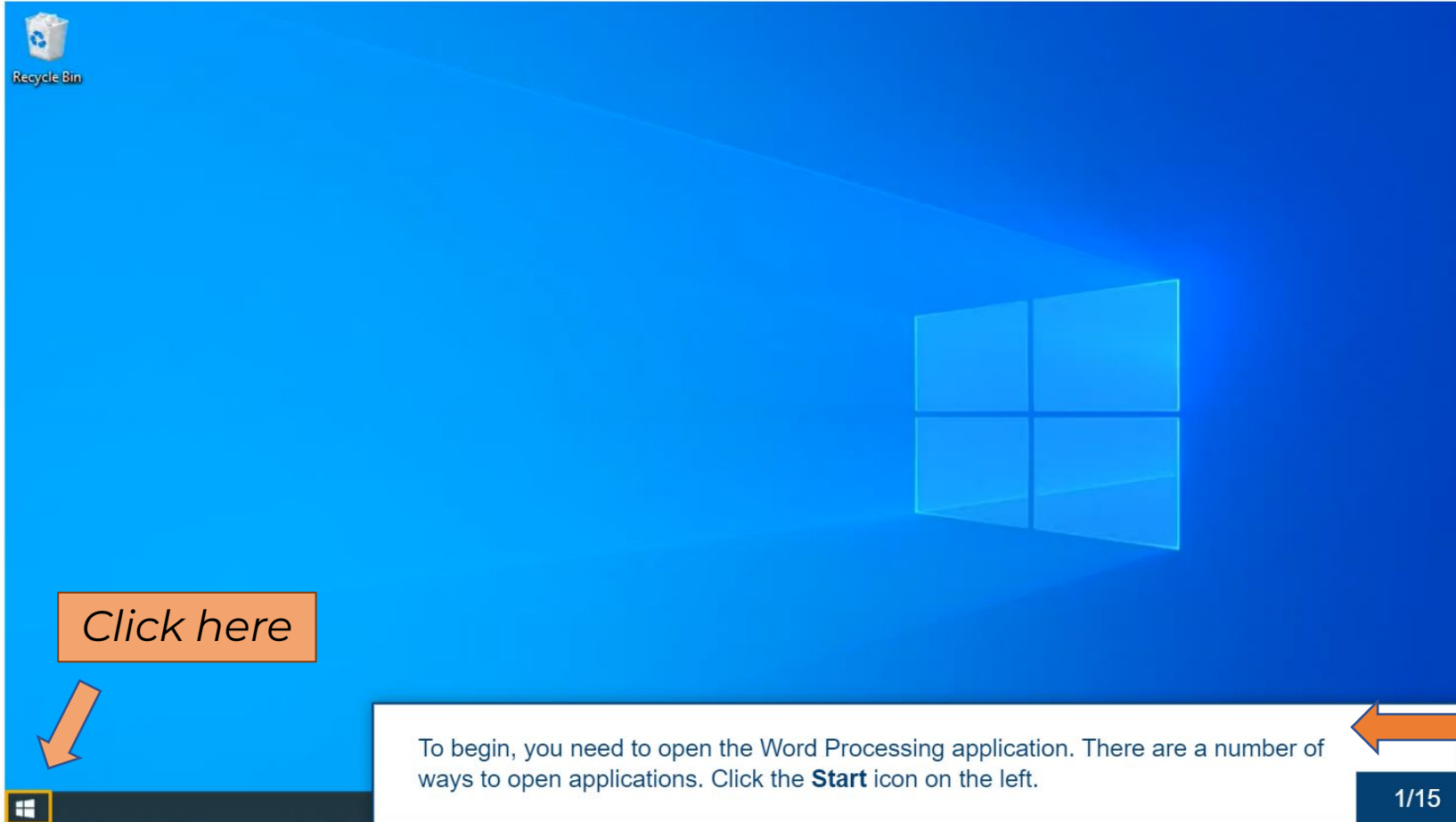


The video player shows a blue header with the ICDL logo. The main content area features a blurred background of a laptop on a desk. The laptop screen displays icons for Office applications: OneDrive, Word, PowerPoint, and Excel. To the right of the laptop, the text 'Application Essentials' is displayed in a large, dark blue font, with '365' below it. A blue play button icon is positioned below the number '365'. The ICDL logo is also present in the top right corner of the video frame.

**A new window pops up for each Unit and you're all set to go!**



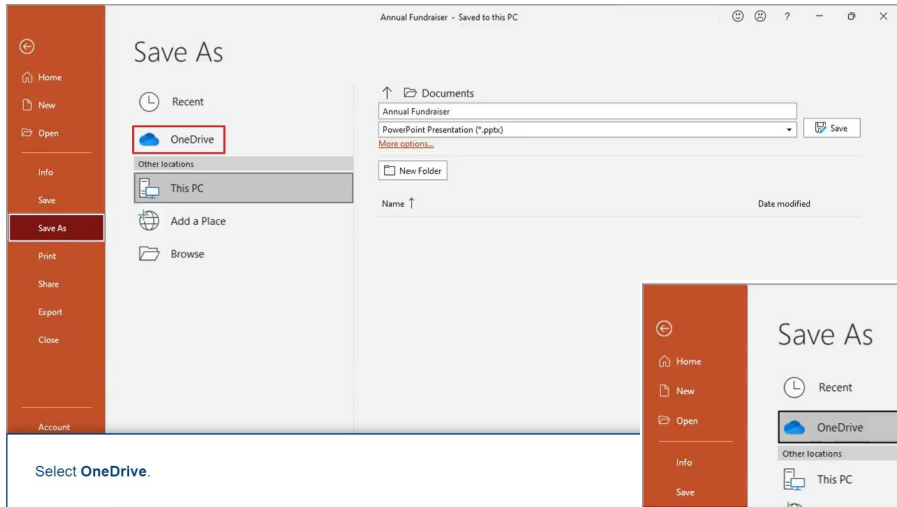
# Guided Learning



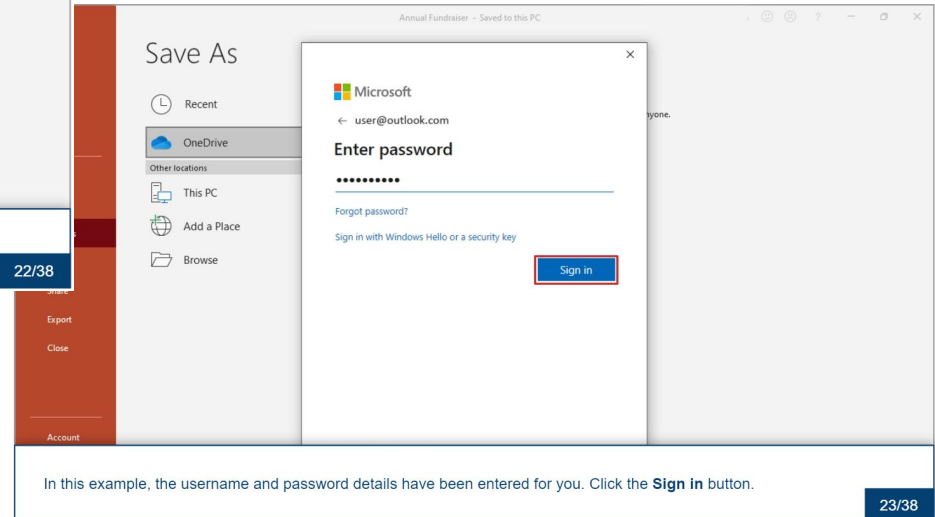
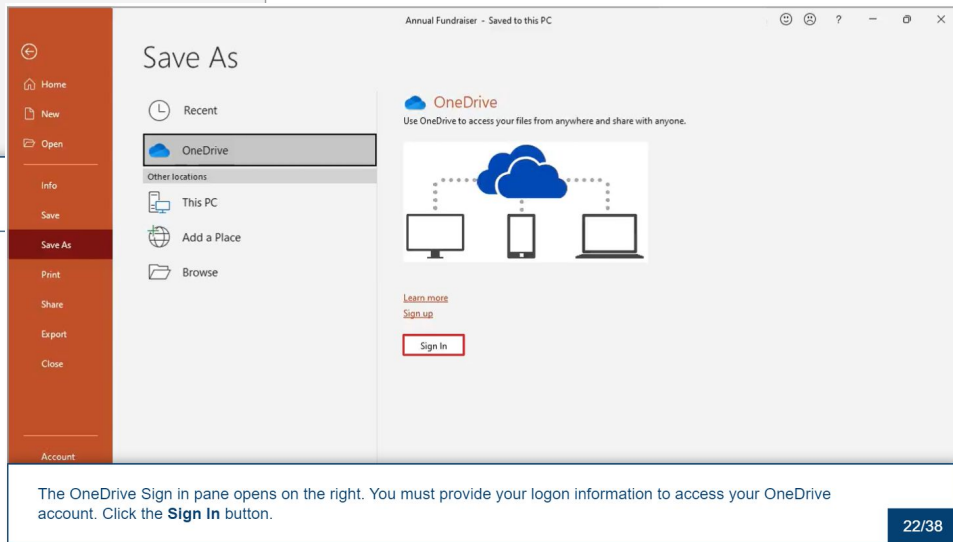
**Follow the instructions** on screen to complete requested tasks



# Guided Learning



Ensure **all tasks are completed** in each page before clicking on Next



# Completing The Course

 Unit 3 Adding Objects and Preparing Document Outputs

**Done:** Complete the activity

 Unit 4 Working with Spreadsheets Formatting and Formulas

**Done:** Complete the activity

 Unit 5 Adding Objects and Preparing Spreadsheet Outputs

**Done:** Complete the activity

 Unit 6 Working with Presentations and Formatting Slides

**Done:** Complete the activity

 Unit 7 Adding Objects and Effects and Preparing Presentation Outputs

**Done:** Complete the activity

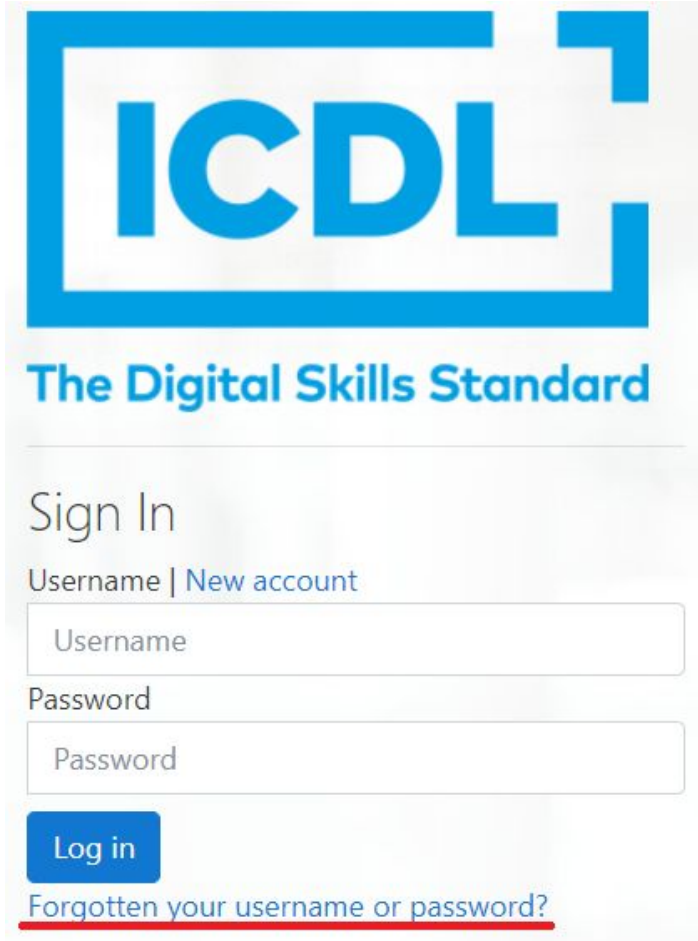
Fully completed units will show **'Done'** with a **green status**.

Digital Certificate

 ICDL Application Essentials - Certificate

Once **ALL units** are done, you will see your **e-cert** here!

# Resetting Password



The ICDL logo is displayed at the top left of the form, with the text "The Digital Skills Standard" below it. The form is titled "Sign In" and includes a link for "New account". There are two input fields: "Username" and "Password". A blue "Log in" button is located below the fields. At the bottom of the form, there is a red underlined link that reads "Forgotten your username or password?".



Click here to **reset password** only if you have forgotten it.

# Resetting Password

## National Digital Explorer

[Home](#) / [Log in](#) / [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

Username

Search



Search by using your **e-mail address** registered

### Search by email address




Email address

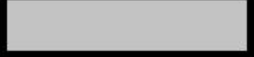
Search



# Resetting Password

## [EXTERNAL] National Digital Explorer: Password reset request

 Admin User (via National Digital Explorer) <noreply@icdlasia.org>    
Fri 11/03/2022 14:43

To: 

Hi Emmanuel,

A password reset was requested for your account  at National Digital Explorer.

To confirm this request, and set a new password for your account, please go to the following web address:



[https://learn.icdlasia.org/login/forgot\\_password.php?token=AXJ5yoOQN1SJJCIhhTR5DPpK3C7IcKMY](https://learn.icdlasia.org/login/forgot_password.php?token=AXJ5yoOQN1SJJCIhhTR5DPpK3C7IcKMY)  
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User  
noreply@icdlasia.org

1. **Email notification** is sent to your mailbox instantly.
2. **Click the link** given to set a new password (valid for 30 mins only).
3. Login with your **new password**.



# Thank you!