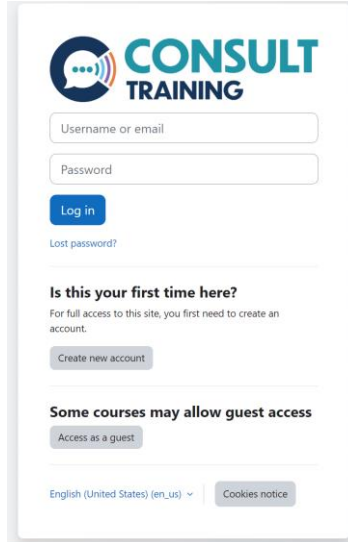


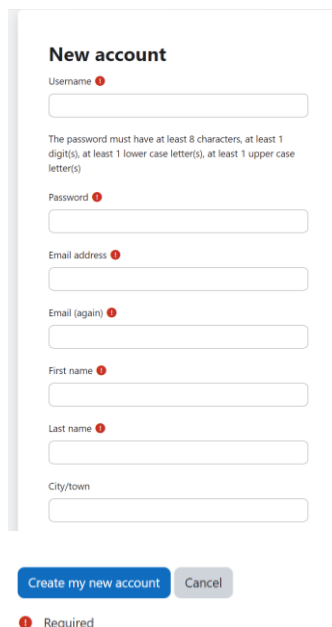
## Instructions for registering for CONSULT e-learning

1. Go to the **CONSULT Training Moodle site**: <https://consulttraining.moodlecloud.com>
2. On the log in screen, click on '**Create new account**'



The screenshot shows the login page for CONSULT Training. It features the logo at the top left, followed by input fields for 'Username or email' and 'Password'. A blue 'Log in' button is positioned below these fields. A link for 'Lost password?' is also present. A section titled 'Is this your first time here?' explains that full access requires account creation and includes a 'Create new account' button. Below this, a section titled 'Some courses may allow guest access' includes an 'Access as a guest' button. At the bottom, there is a language dropdown set to 'English (United States) (en\_us)' and a 'Cookies notice' button.

3. Agree to the **terms and conditions** and then click 'Next'
4. Create a **new account** by entering a username (*only lowercase letters are allowed*) and a password, your email address, first and last name, then click on 'create my new account'



The screenshot shows the 'New account' registration form. It has a title 'New account' and several input fields, each with a red required field indicator: 'Username', 'Password', 'Email address', 'Email (again)', 'First name', 'Last name', and 'City/town'. A note specifies password requirements: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'. At the bottom, there are two buttons: 'Create my new account' (in blue) and 'Cancel' (in grey). A legend at the bottom left shows a red circle with a white exclamation mark followed by the text 'Required'.

5. An **email** to complete the registration process will be sent to the email address registered

6. Go to the email and click on link to **confirm your new account**

7. This will take you to a **confirmation in Moodle** that your registration is complete

8. Click '**Continue**' which takes you to the self-enrolment option for the CONSULT Training course

## CONSULT Training for Researchers

### Enrollment options

[CONSULT Training for Researchers](#) →]



- This e-learning will help you to design and conduct trials involving adults with impaired capacity to consent.
- It has been developed by a team of researchers from Centre for Trials Research at Cardiff University
- It covers the legal and ethical frameworks that apply to research involving adults lacking capacity, and the methodological issues to consider.
- It is aimed at researchers who are interested in learning more about the topic, and those who already have experience in this area.
- The e-learning is free to use and has 4 modules with case studies and links to further information and resources.
- There is a short quiz at the end of each module.
- You can complete it at your own pace or access any of the content when needed.
- A certificate can be downloaded on completion of the training and marking each module as 'done' in the main menu
- If you have any questions, please contact Dr Victoria Shepherd, Centre for Trials Research [CONSULTtraining@cardiff.ac.uk](mailto:CONSULTtraining@cardiff.ac.uk)

Teacher: [Victoria Shepherd](#)

#### Self enrollment (Student)

No enrollment key required.

[Enroll me](#)

9. Click on '**Enroll me**' which will take you to the course page where you will see confirmation you are enrolled (you will also receive a confirmation email) and the course webpage and main menu

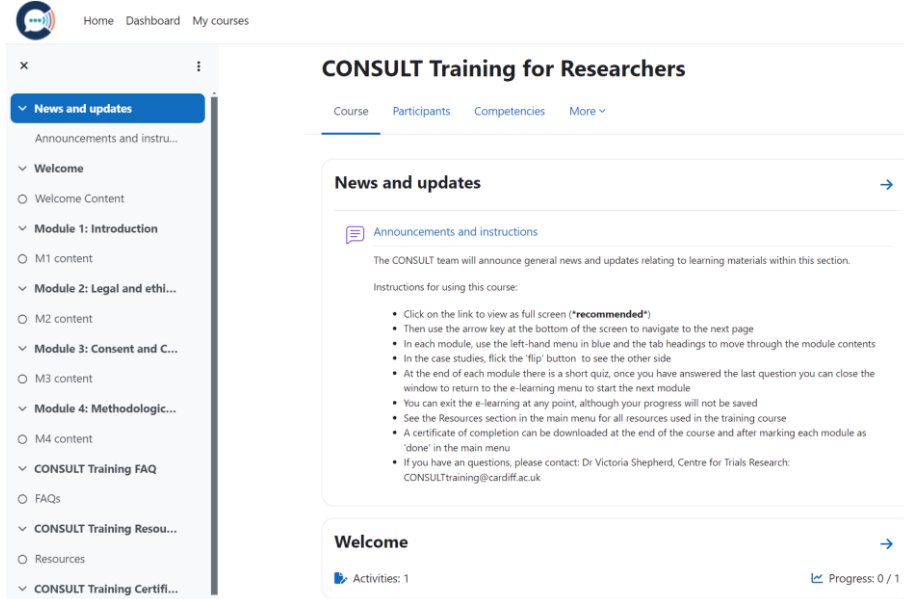
10. You can unenroll from the course at any time by clicking on the 'More' tab in the main menu



**For more information please contact: Dr Victoria Shepherd**  
**[CONSULTtraining@cardiff.ac.uk](mailto:CONSULTtraining@cardiff.ac.uk)**

# Instructions for completing CONSULT e-learning

1. The **main web page** has course announcements, instructions for the course, and the main menu



Home Dashboard My courses

## CONSULT Training for Researchers

Course Participants Competencies More

### News and updates

Announcements and instructions

The CONSULT team will announce general news and updates relating to learning materials within this section.

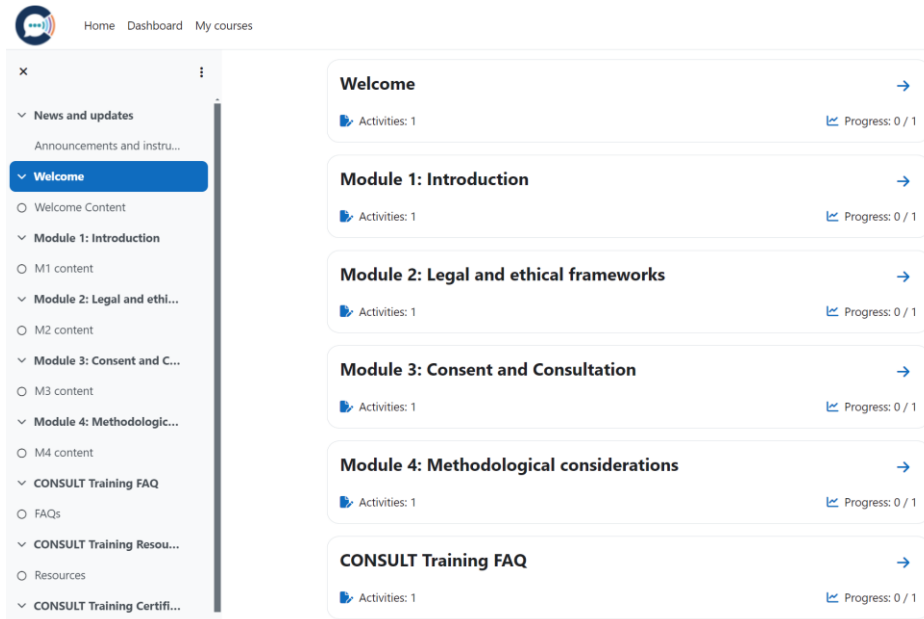
Instructions for using this course:

- Click on the link to view as full screen (**recommended**)
- Then use the arrow key at the bottom of the screen to navigate to the next page
- In each module, use the left-hand menu in blue and the tab headings to move through the module contents
- In the case studies, flick the 'flip' button to see the other side
- At the end of each module there is a short quiz, once you have answered the last question you can close the window to return to the e-learning menu to start the next module
- You can exit the e-learning at any point, although your progress will not be saved
- See the Resources section in the main menu for all resources used in the training course
- A certificate of completion can be downloaded at the end of the course and after marking each module as 'done' in the main menu
- If you have any questions, please contact: Dr Victoria Shepherd, Centre for Trials Research: CONSULTtraining@cardiff.ac.uk

### Welcome

Activities: 1 Progress: 0 / 1

2. You can access the course content via the **left-hand menu**



Home Dashboard My courses

## CONSULT Training for Researchers

Course Participants Competencies More

### Welcome

Activities: 1 Progress: 0 / 1

### Module 1: Introduction

Activities: 1 Progress: 0 / 1

### Module 2: Legal and ethical frameworks

Activities: 1 Progress: 0 / 1

### Module 3: Consent and Consultation

Activities: 1 Progress: 0 / 1

### Module 4: Methodological considerations

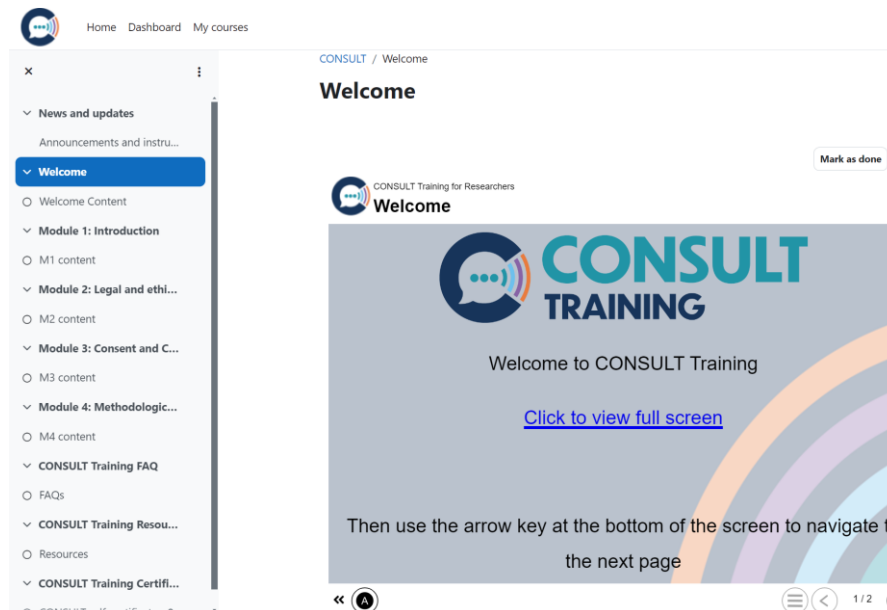
Activities: 1 Progress: 0 / 1

### CONSULT Training FAQ

Activities: 1 Progress: 0 / 1

3. We recommend starting with the **'Welcome'** section by selecting 'Welcome content'

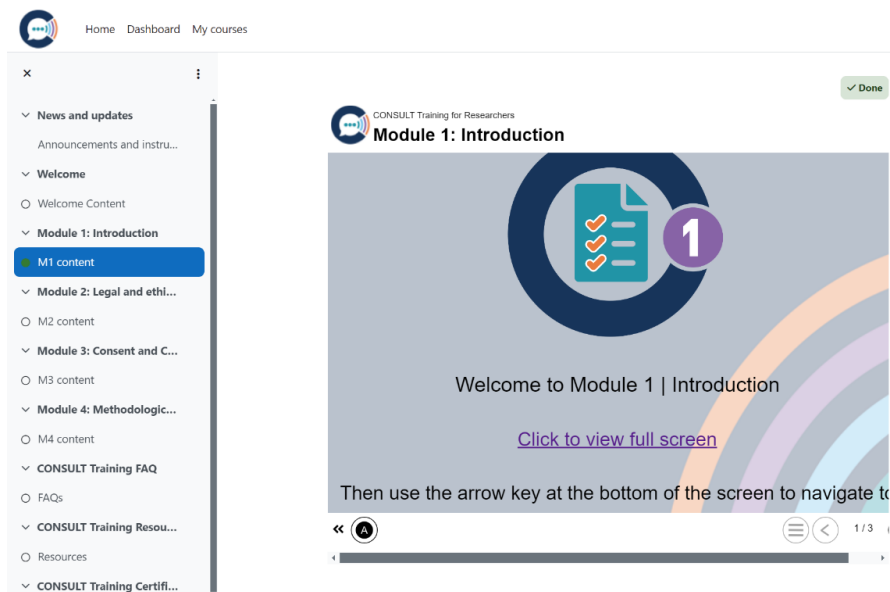
4. Click on the **'full screen'** instruction which opens a new window, and then use the **arrow key** bottom right of the screen to navigate to the next page



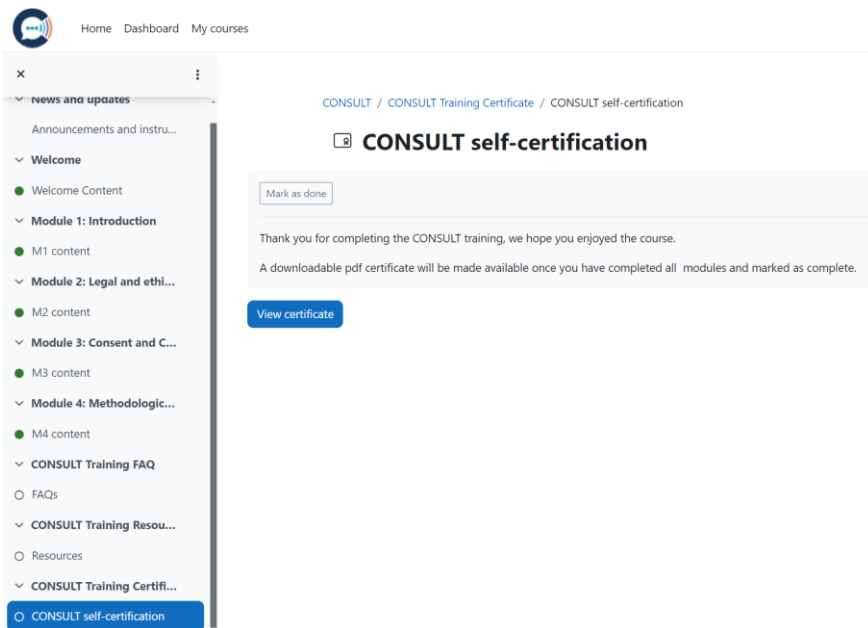
5. After completion of the module **close the window** to return to the menu

6. Then select **Module 1 Introduction** in the left-hand menu and follow the same process

7. Once complete, close the window to return to the menu page and mark the module as **'done'**



8. We recommend working through the Modules in order
9. You can complete them in more than one session if you wish – your progress in each module will not be saved, however any modules marked ‘done’ will remain so
10. There is also a **FAQ page** and a **Resources** page with collated resources from across the modules. You can access the modules and these additional pages at any time as it is intended to be used as an ongoing resource.
11. You may wish to **‘bookmark’** the page in your web browser.
12. Once all four modules have been marked as ‘done’, you can **download a certificate** of completion by clicking on the ‘CONSULT self-certification’ in the left-hand menu



7. Click on **‘View certificate’** to download a certificate as a PDF file which you can save or print. You will also receive a copy of the certificate **by email**.
8. We would appreciate your valuable feedback on the CONSULT e-learning. Please click on the **‘evaluation survey’** in the left-hand menu and complete the questions in part one and two. Responses are anonymous and it will help us to improve it for future users.



**For more information please contact: Dr Victoria Shepherd**  
**CONSULTtraining@cardiff.ac.uk**