



# User Guide

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Find CAnDO at <http://cando.moodle.com.au/>

# Table of Contents

<b>Introduction</b>	<b>1</b>
<b>Acceptable Use</b>	<b>1</b>
<b>Privacy</b>	<b>1</b>
Access to personal information	2
<b>Registration</b>	<b>2</b>
<b>Enrolments</b>	<b>2</b>
<b>Login</b>	<b>2</b>
<b>Dashboard</b>	<b>2</b>
Navigation Block	3
Course Overview	3
Settings	3
<b>Navigation</b>	<b>3</b>
Menus	3
Breadcrumbs	3
Navigation Block	3
Course Navigation	4
<b>Certificates of Completion</b>	<b>5</b>
<b>CPD</b>	<b>5</b>
<b>Help</b>	<b>5</b>
<b>Resources</b>	<b>6</b>
<b>Feedback</b>	<b>6</b>
<b>Contacts</b>	<b>6</b>

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## Introduction

**Welcome** to CAnDO, the online learning platform of the Community Legal Centres Association (WA) Inc (the Association). This user guide is designed to assist you in getting the most out of your experience with CAnDO.

CAnDO is available to staff, volunteers and Board Members of a community legal centres and provided to WA CLCs as part of their membership of the Association.

This CAnDO User Guide should be read in conjunction with the CAnDO Policies & Procedures.

## Acceptable Use

It is expected that users of CAnDO will comply with the following acceptable use policy:

- use the CAnDO site for the purpose it is intended ie online training and communication in relation to activities within the community legal sector.
- be respectful of others when posting to forums.
- not post any offensive language or images.

Offensive language or images means any language or image that is obscene, defamatory, profane, libellous, threatening, harassing or abusive to any other person or entity.

Where there is a breach of this policy, the user and that user's information will be deleted from CAnDO.

## Privacy

The Association is bound by laws which impose specific obligations when it comes to handling information.

The Association is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

In its role as CAnDO Provider, the Association collects and administers a range of personal information. The Association is committed to protecting the privacy of personal information it collects, holds and administers.

The Association recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

Community Legal Centres Association (WA) Inc as provider of CAnDO (the CAnDO Provider) will collect names and email addresses in the course of administering and facilitating online training via CAnDO. Names and email addresses and any other personal details uploaded to CAnDO will be used or disclosed for this purpose only or a directly related purpose or for another purpose with consent. All records contained within CAnDO will be kept confidential and held on a secure hosted server. The

Site Administrator will provide access to a person's information and the right to seek its correction upon request by that person.

Where a CLC gathers personal information in the administration of CAnDO, it will adhere to privacy principles in line with this Privacy Policy.

### Access to personal information

Where the identity of a CLC User requesting a change to personal information is not easily verified, the Site Administrator will change personal information on request by a CLC User once authorised by the Local Administrator.

## Registration

The person responsible for CAnDO in your Centre (Local Administrator) will, on your behalf, request a username and password from the Site Administrator.

You will receive that username and login from your Local Administrator.

## Enrolments

You will be enrolled in the courses requested by your Local Administrator. If you have any questions relating to the courses you are enrolled in they should be directed to your Local Administrator in the first instance, then to the Site Administrator.

## Login

You will find CAnDO at <http://cando.moodle.com.au/>

At the top left of the CAnDO front page you will see a login form. Enter your username and password exactly as you have received it.

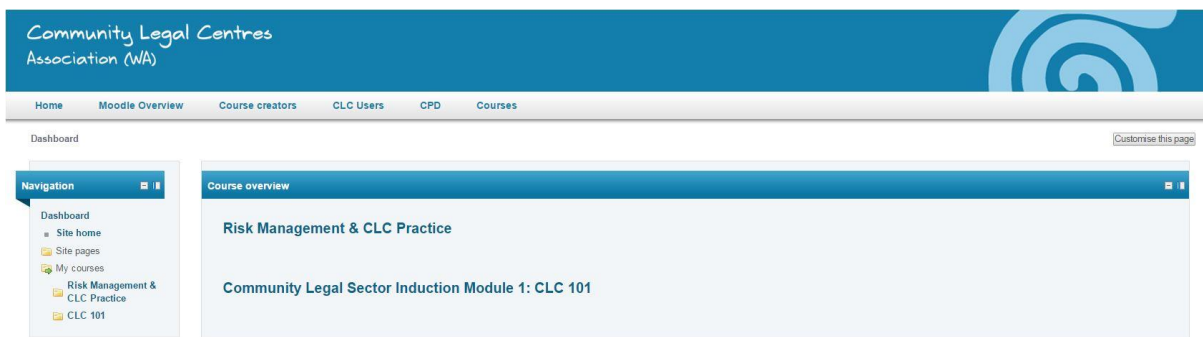
The login protocols are strict and you may not get into CAnDO on your first attempt. If you still cannot access CAnDO after several attempts contact the Site Administrator.



The screenshot shows a 'Login' form with the following elements: a 'Username' input field, a 'Password' input field, a checked checkbox for 'Remember username', a blue 'LOGIN' button, and a 'Lost password?' link.

## Dashboard

When you login you will land on your home page called your 'dashboard'. This is where you can manage your use of CAnDO and access your courses.



The screenshot displays the CAnDO dashboard for the Community Legal Centres Association (WA). It features a navigation menu on the left with options like 'Site home', 'Site pages', and 'My courses'. The main content area shows a 'Course overview' for 'Risk Management & CLC Practice', listing 'Community Legal Sector Induction Module 1: CLC 101'. A 'Customise this page' link is visible in the top right corner.

## Navigation Block

There are number of menu options here and you can click on any of these menus to move around CAnDO.

## Course Overview

This is a list of all courses you are enrolled in. You can access your courses by clicking the course name.

## Settings

Settings can be accessed by clicking on your username at the top right of the CLCA header. Here you can edit your profile, change your password, and manage your messaging preferences

## Navigation

There are various ways of navigating around CAnDO.

### Menus

Click on each menu to take you to its destination. Clicking on the CLCA header from any page will take you back to your dashboard.



Dashboard > CLCA (WA) Inc > Induction Modules > CLC 101

### Breadcrumbs

This is a menu positioned below the top menu bar which shows where you are in CAnDO and looks like this.



Dashboard > CLCA (WA) Inc > Induction Modules > CLC 101

You can click on any of the items in the breadcrumb trail to navigate from place to place. Keep an eye on this as you navigate around, you will notice that it changes to reflect your current position.

## Navigation Block



The navigation block is found on the left hand side of any page and can be minimized if you prefer. This gives you access to your dashboard and site home from the one menu.



## Course Navigation

Courses can use any number of the following navigation methods. Read the instructions at the beginning of the module on how to navigate through the course.

**Arrows** 

**Objects** like pictures or icons may be linked eg  

**Hyperlinks** at bottom of pages and throughout the text

[HOME](#) \* [Intro](#) \* [CLCs in WA](#) \* [Meeting Community Legal Needs](#) \* [Overview of CLC Sector](#)

**Table of contents** click on the menu item you want to go to.



**Table of contents**

- 1 Overview of the Risk Management Guide
- 2 An Introduction to the Risk Management Guide
- 3 Mandatory Standards and the RMG
- 4 Risk Management & PII
- 5 Case Study
- 6 Final Quiz

Follow instructions specific to each module.

## Certificates of Completion

Where Certificates of Completion are issued, a minimum time requirement is usually set. It is important to note that the time spent inside a lesson is not cumulative and as such you should not exit a lesson and resume it later as this will reset the clock on your certificate. The lesson commences once you have clicked the green 'go' or 'start' button. A tip is to make sure you follow the lesson through using the arrows ◀▶ rather than clicking menu links as you may inadvertently exit the lesson. It is possible to exit the lesson without leaving the course.

## CPD

For WA solicitors wishing to obtain CPD points for completing CPDable courses, eg Risk Management & CLC Practice, a certificate proving completion of the module will be issued from CAnDO

CPD points can be issued only once for any CPDable module taken via CAnDO.

Interstate solicitors will need to refer to local State Rules that govern the issue of CPD points.

## Help

If you need assistance on any aspect of using CAnDO, contact your Local Administrator in the first instance or the Site Administrator on [communications@communitylaw.net](mailto:communications@communitylaw.net).



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## Resources

You can also get answers to your questions in the Moodle Community Forums at <https://moodle.org/>

## Feedback

Your feedback is welcomed. If you have ideas on how CAnDO could be improved, if you have a suggestion on topics that might be useful on CAnDO, if a link doesn't work or something doesn't make sense, please tell us.

## Contacts

### **CAnDO Provider**

Community Legal Centres Association (WA) Inc

e: [administrator@communitylaw.net](mailto:administrator@communitylaw.net)

t: 08) 9221 9322

### **Site Administrator**

e: [communications@communitylaw.net](mailto:communications@communitylaw.net)