

## **INSTRUCTIONS ON HOW TO ACCESS OUR MOODLE COURSE**

1. Access our online platform: <https://training.bgci.org/> and click on the name of the module you wish to access. As an example in these instructions, we will use the newly created course titled: 'Programa de capacitación para los guardianes de los encinos:



### **Welcome to BGCI's Online Training Platform**

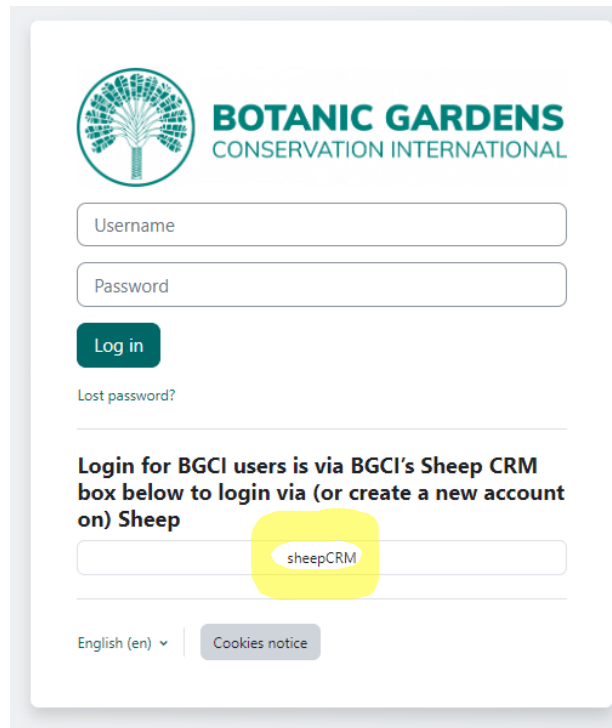
Here you will find a range of training modules specifically designed for botanic garden professionals. Browse our list of modules below to find the module that is right for you.


#### **Courses**

Collapse all

- ▼ Botanic Garden Basics
  - 🔄 Defining a Botanic Garden **i**
  - 🔄 Introduction to Master Planning **i**
  - 🔄 Plant Collection Policy Overview **i**
  - 🔄 Introduction to International Environmental Policies **i**
  - 🔄 Applying for a Global Botanic Garden Fund Grant **i**
  - 🔄 Managing Collections Data **i**
- ▼ Fundamentos de los Jardines Botánicos
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  - 🔄 Scaling Up Biodiverse Forest Restoration **i**
- ▼ Seed Conservation
  - 🔄 An Introduction to Seed Conservation **i**
- ▼ Protegiendo los árboles del mundo
  - 🔄 Programa de capacitación para los guardianes de los encinos **i**
- ▼ Plant Health
  - 🔄 The International Plant Sentinel Network (IPSN) **i**

2. Once you click on the course, the following box will appear. Click where it says SheepCRM as shown here:



 **BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

Username

Password

Log in

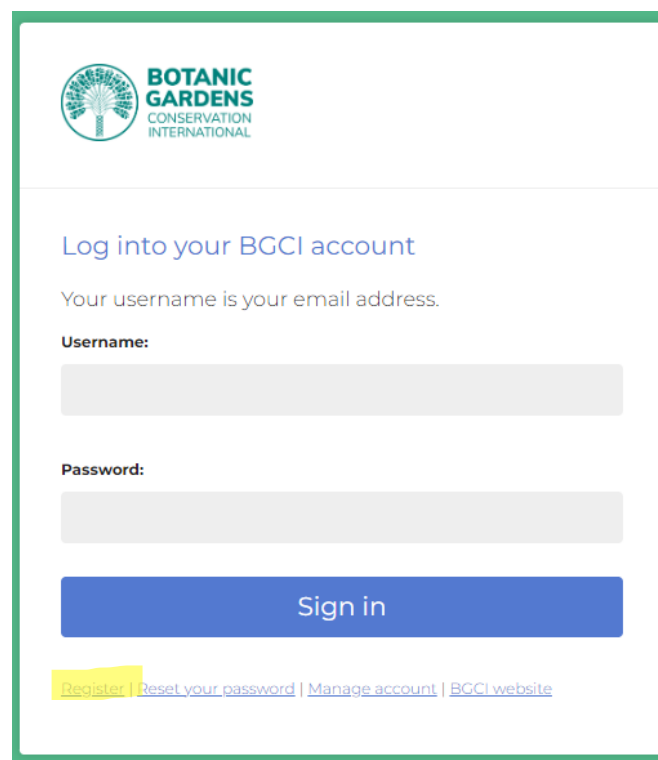
Lost password?


**Login for BGCI users is via BGCI's Sheep CRM box below to login via (or create a new account on) Sheep**

sheepCRM

English (en) | Cookies notice

3. When you click, the following box will appear. Click where it says 'Register' at the bottom left:



 **BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

Log into your BGCI account

Your username is your email address.

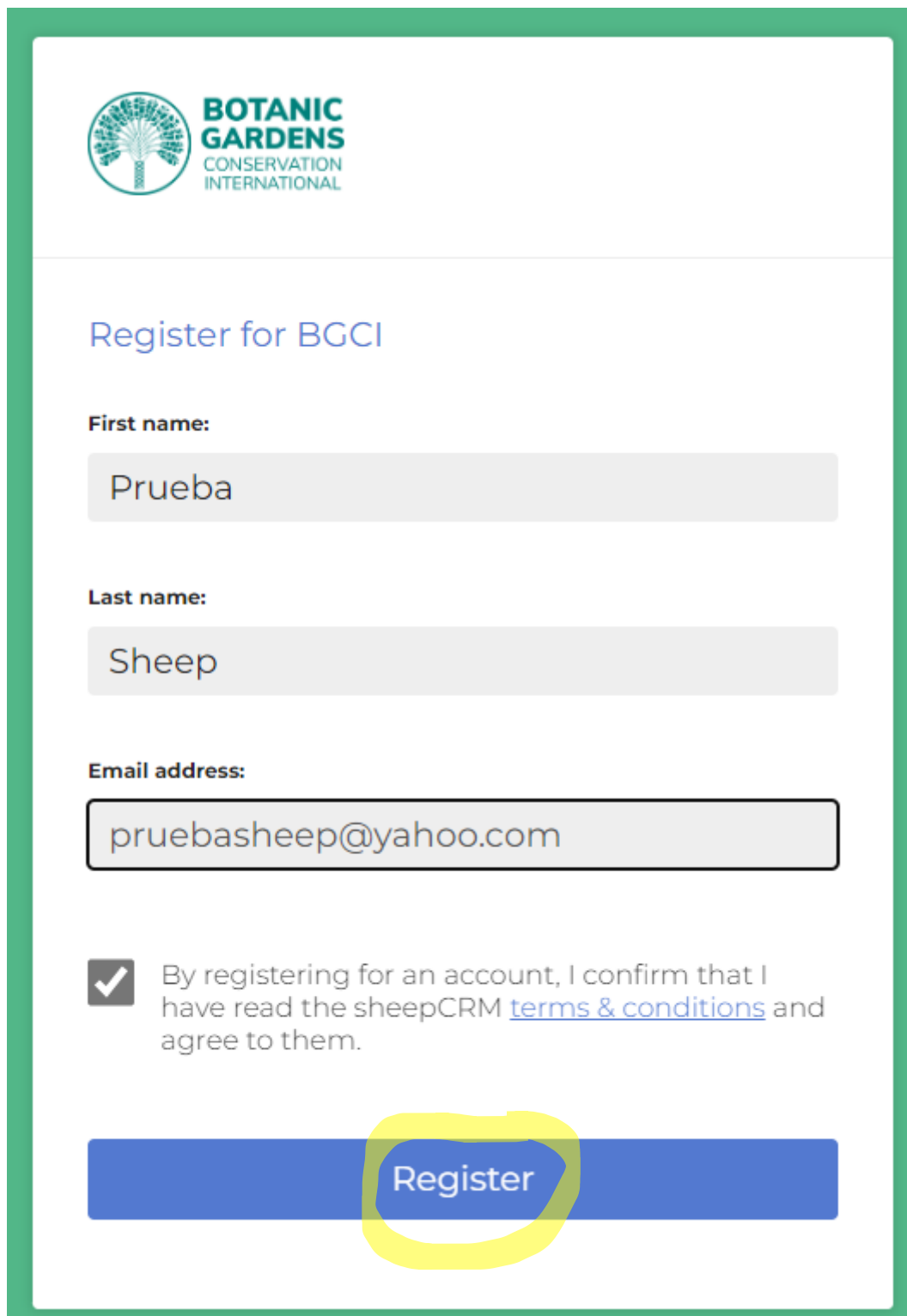
**Username:**

**Password:**


Sign in

Register | [Reset your password](#) | [Manage account](#) | [BGCI website](#)

4. Register your Sheep account, including the following data as indicated in this box: first name, last name, and an email address. Once you have entered the data, click on 'Register':.



The image shows a registration form for the Botanic Gardens Conservation International (BGCi). At the top left is the BGCi logo, which consists of a stylized tree icon and the text "BOTANIC GARDENS CONSERVATION INTERNATIONAL". Below the logo, the heading "Register for BGCi" is displayed in blue. The form contains three input fields: "First name:" with the value "Prueba", "Last name:" with the value "Sheep", and "Email address:" with the value "pruebasheep@yahoo.com". Below these fields is a checkbox that is checked, with the text "By registering for an account, I confirm that I have read the sheepCRM [terms & conditions](#) and agree to them." At the bottom of the form is a blue button labeled "Register", which is highlighted with a yellow circle.

 **BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

## Register for BGCi

**First name:**

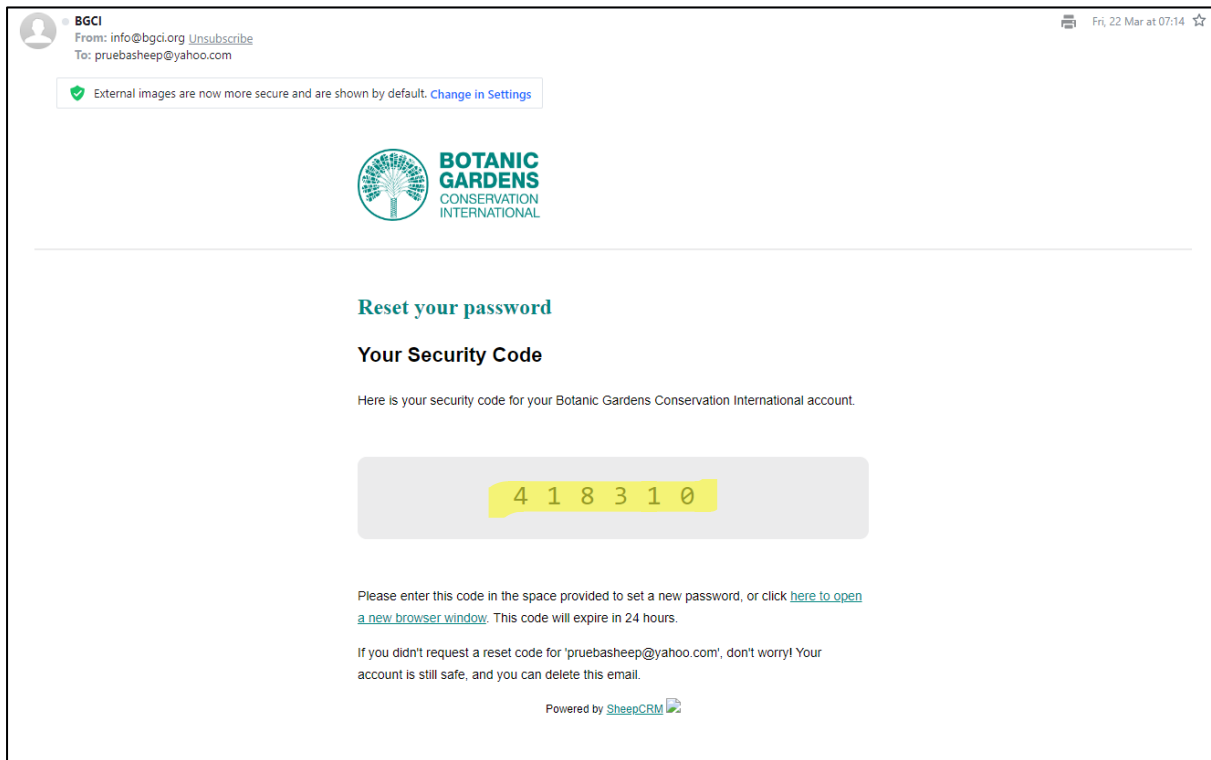
**Last name:**

**Email address:**

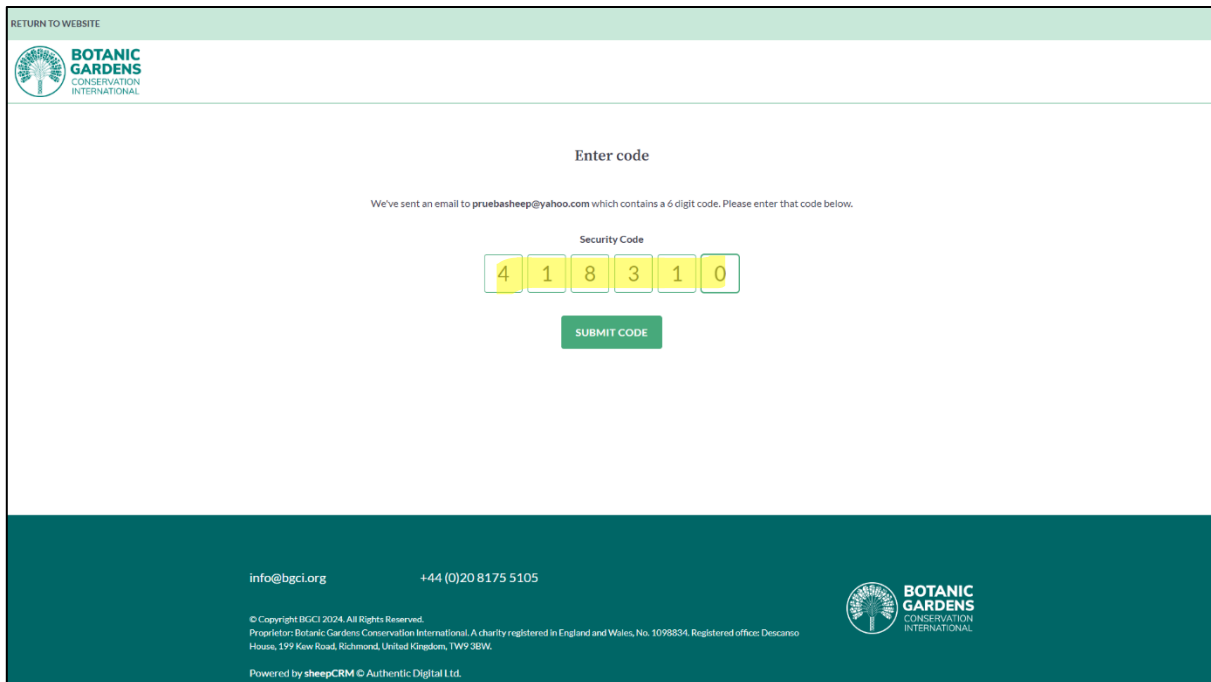
By registering for an account, I confirm that I have read the sheepCRM [terms & conditions](#) and agree to them.

**Register**

- As soon as you do this, a six-digit code will be sent to the email address you provided in the previous step. Please, write it down.




- Enter the code that was sent to you on the page that appears on Sheep, and once you have done so, click 'Submit code'.



7. You will see the following box prompting you to add your password.

RETURN TO WEBSITE



**BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

### Enter new password

Password


Please enter a new password for your account. To make your password stronger, it should include a mix of uppercase and lowercase letters, numbers and symbols.

**SET PASSWORD**

info@bgci.org      +44 (0)20 8175 5105


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Proprietor: Botanic Gardens Conservation International. A charity registered in England and Wales, No. 1098834. Registered office: Descanso House, 199 Kew Road, Richmond, United Kingdom, TW9 3BW.

Powered by **sheepCRM** © Authentic Digital Ltd.



8. Once you enter your password, click on 'Set Password':

RETURN TO WEBSITE



**BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

### Enter new password

Password

Strength: Excellent


Please enter a new password for your account. To make your password stronger, it should include a mix of uppercase and lowercase letters, numbers and symbols.

**SET PASSWORD**

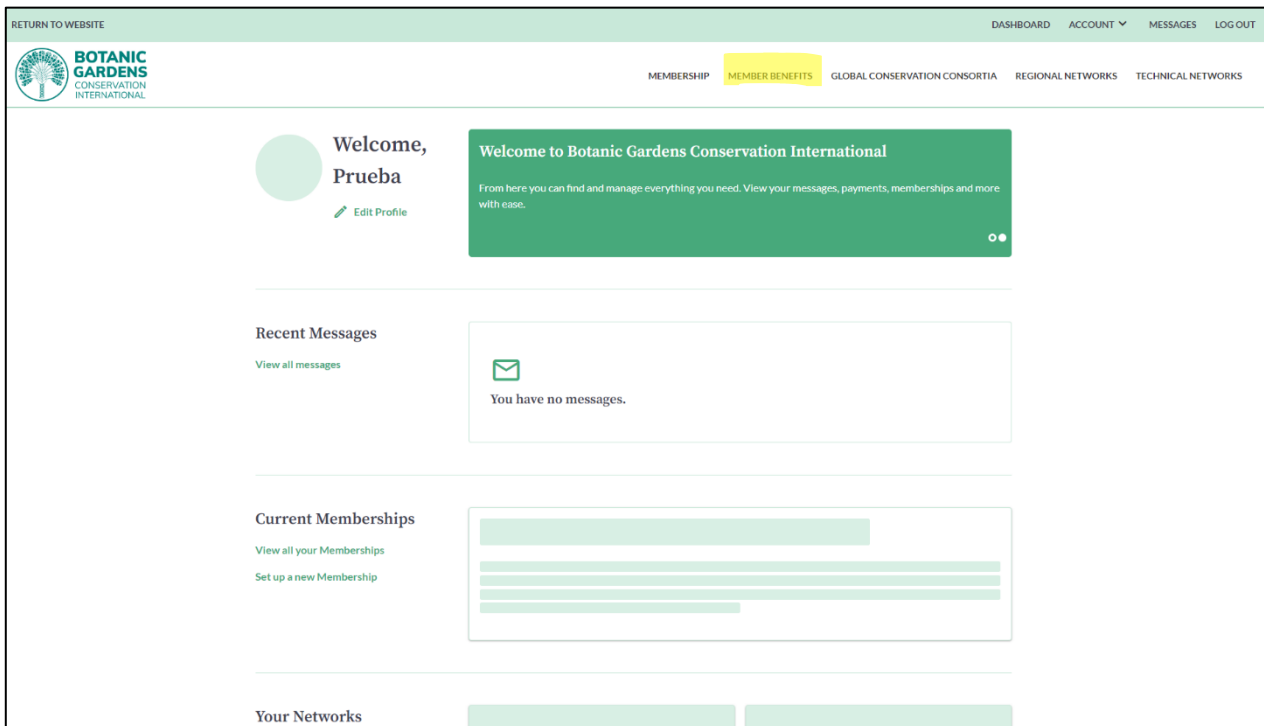
info@bgci.org      +44 (0)20 8175 5105

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Proprietor: Botanic Gardens Conservation International. A charity registered in England and Wales, No. 1098834. Registered office: Descanso House, 199 Kew Road, Richmond, United Kingdom, TW9 3BW.

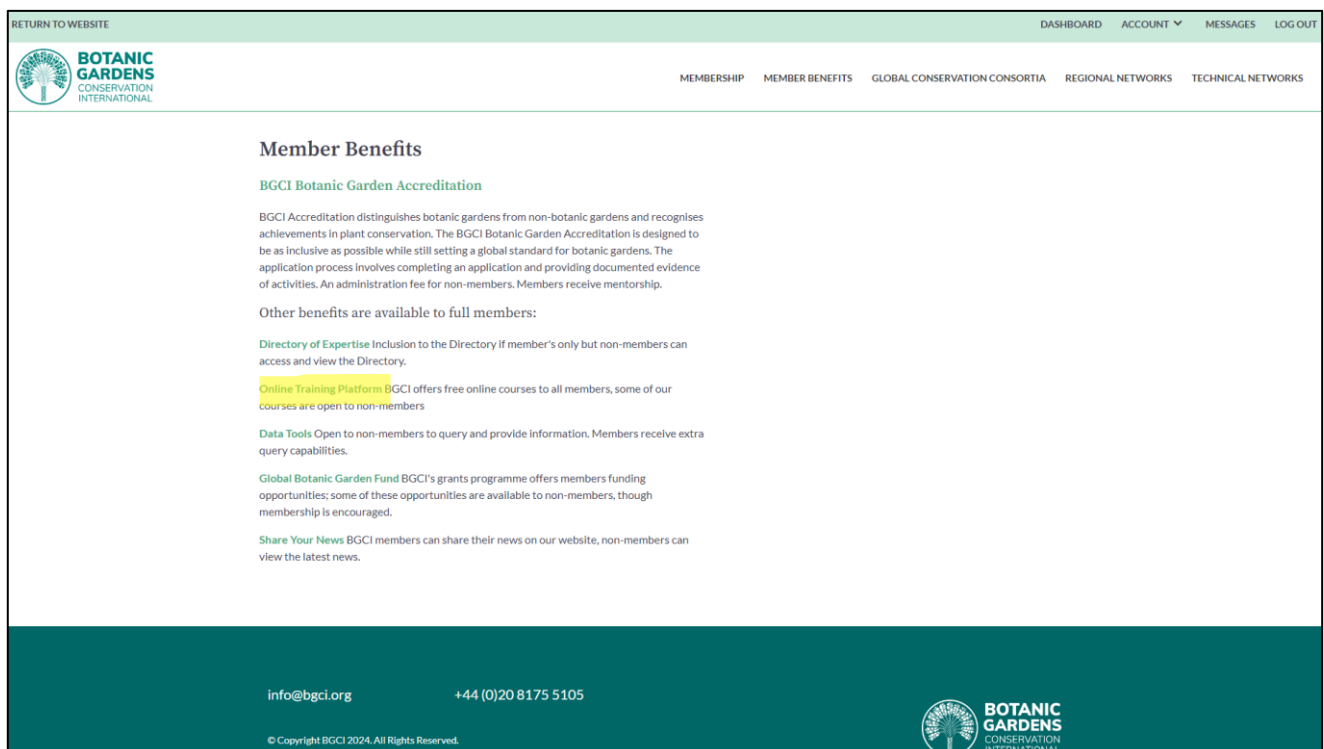
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9. And with this, you will have created your account on Sheep and accessed the main page.



10. If you are a member of BGCI and click on 'Members benefits', it will take you to this page. At the end of the paragraph where it says 'Online Training Platform', you will see the Enrolment Key that will be used to access courses that are only for members. Please, write it down. If you are a member, watch this video that also details all the steps: <https://vimeo.com/852388276?share=copy>



11. Now that we have created the account on Sheep, let's see how to access our courses on the platform. Go back to our online platform: <https://training.bgci.org> and click on the course you want to access. In this case it'll be the course titled: 'Programa de capacitación para los guardianes de los encinos':



## Welcome to BGCI's Online Training Platform

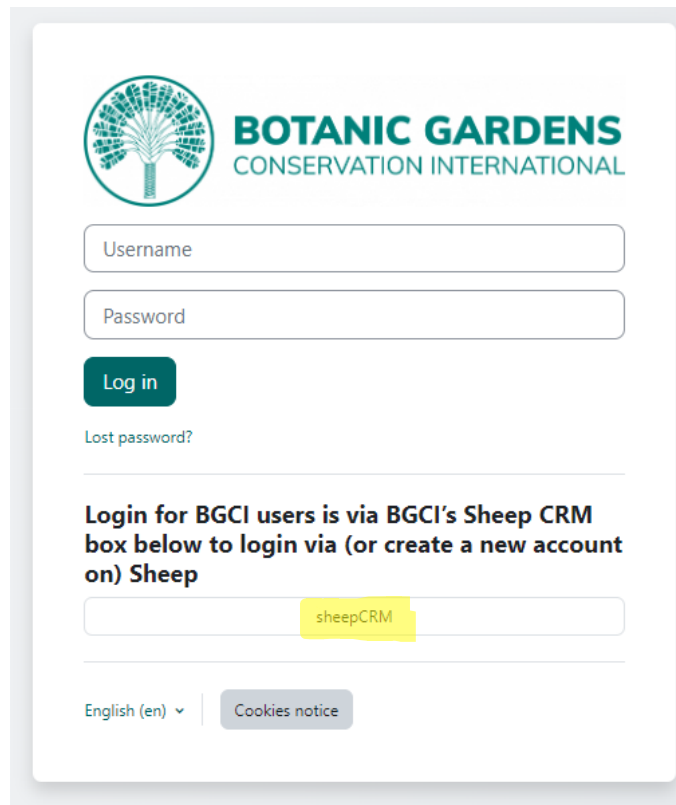
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### Courses

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12. It will show you this box again, and access it by clicking where it says SheepCRM:



 **BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

Username

Password

Log in

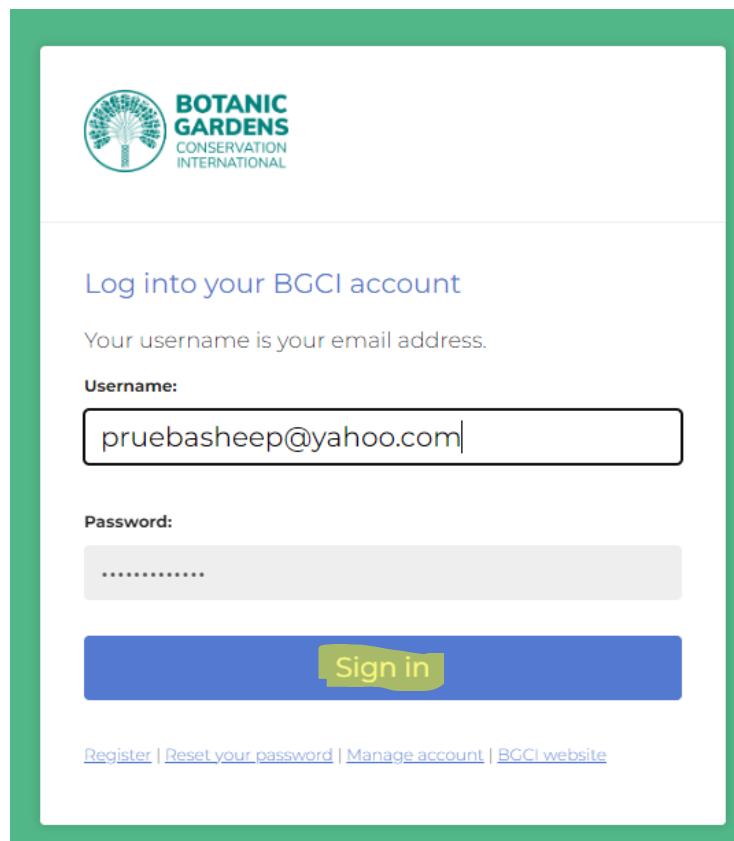
Lost password?


**Login for BGCI users is via BGCI's Sheep CRM box below to login via (or create a new account on) Sheep**

sheepCRM

English (en) ▾ Cookies notice

13. Since you've already created your Sheep account, enter your details in the following box and click 'Sign in':.



 **BOTANIC GARDENS**  
CONSERVATION INTERNATIONAL

Log into your BGCI account

Your username is your email address.

Username:

pruebasheep@yahoo.com

Password:

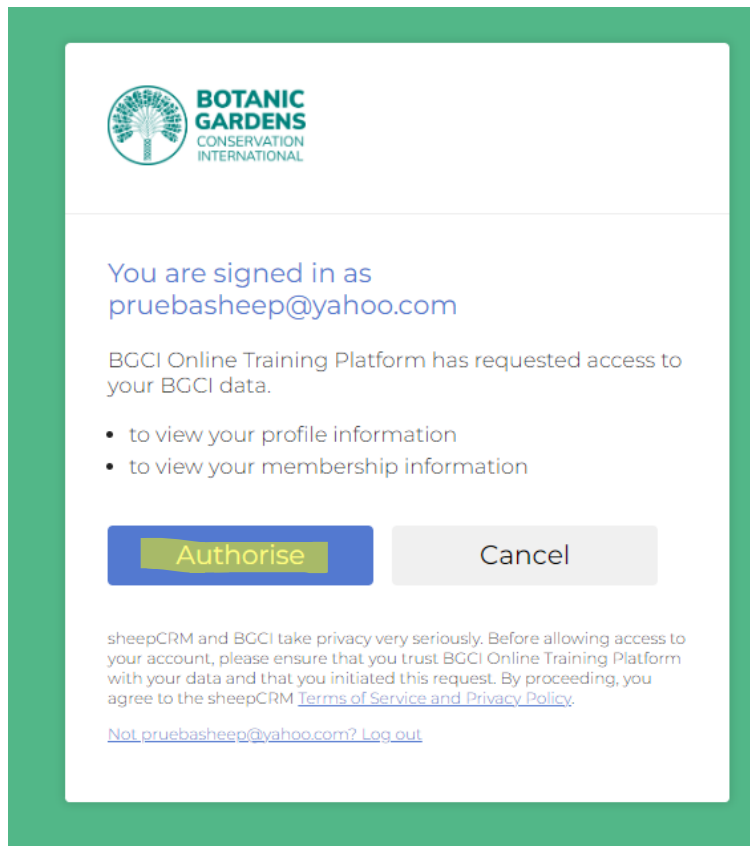
.....

Sign in

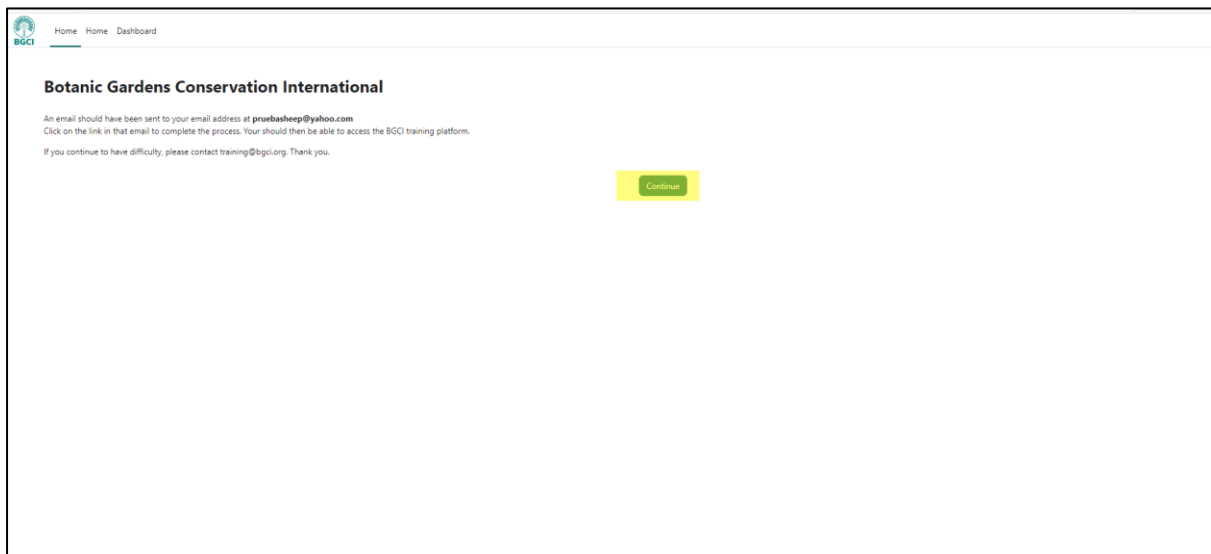
[Register](#) | [Reset your password](#) | [Manage account](#) | [BGCI website](#)



14. You will see this box where you have to click 'Authorize', and you will receive a notification saying that an email has been sent to you:

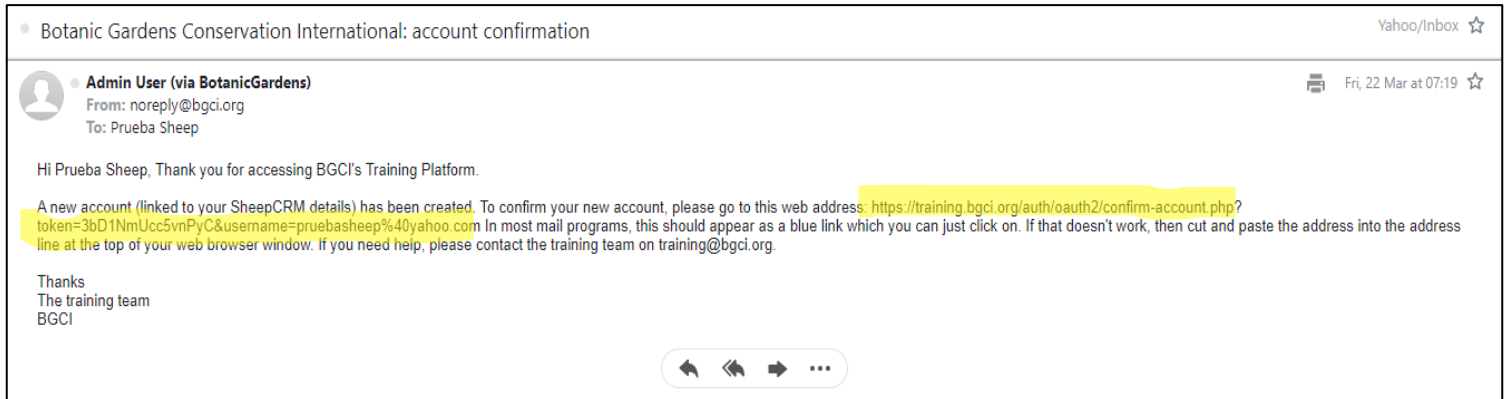


The image shows a white authorization dialog box with a green border. At the top left is the Botanic Gardens Conservation International logo. The text inside reads: "You are signed in as pruebasheep@yahoo.com". Below this, it states: "BGCi Online Training Platform has requested access to your BGCi data." A bulleted list follows: "• to view your profile information" and "• to view your membership information". There are two buttons: a blue "Authorise" button and a grey "Cancel" button. At the bottom, there is a privacy notice: "sheepCRM and BGCi take privacy very seriously. Before allowing access to your account, please ensure that you trust BGCi Online Training Platform with your data and that you initiated this request. By proceeding, you agree to the sheepCRM [Terms of Service and Privacy Policy](#)." Below the notice is a link: "[Not pruebasheep@yahoo.com? Log out](#)".

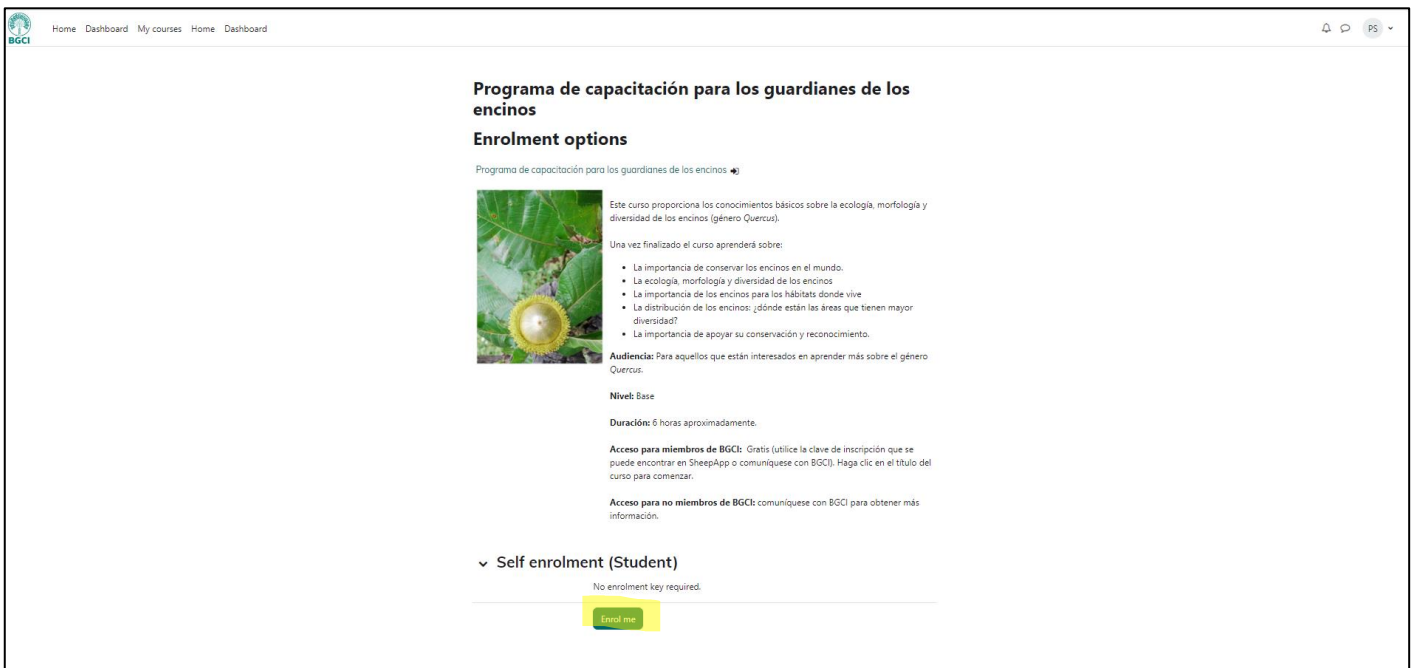


The image shows a confirmation page from Botanic Gardens Conservation International. At the top left is the BGCi logo and navigation links: "Home Home Dashboard". The main heading is "Botanic Gardens Conservation International". Below the heading, the text reads: "An email should have been sent to your email address at [pruebasheep@yahoo.com](mailto:pruebasheep@yahoo.com). Click on the link in that email to complete the process. You should then be able to access the BGCi training platform." Below this, it says: "If you continue to have difficulty, please contact [training@bgci.org](mailto:training@bgci.org). Thank you." At the bottom center is a yellow "Continue" button.

15. Check your email, and you will have received an email similar to this one. In the email, you will see a link that you need to click. If the link doesn't appear automatically, please select the address and copy and paste it into the navigation bar to access it:



16. Once you have done this, you will be ready. You will be redirected to the course page where you will see an option that says: 'Enrol me'. Click on that option:



17. When you click 'Enrol me', it will take you directly to the course, and you will be ready to start. Enjoy!

The screenshot shows a Moodle course page. On the left is a navigation menu with a tree view of course sections. The main content area on the right displays the course title, navigation tabs, a confirmation message, a banner image with logos, a welcome message, a course description, a list of sections, and an announcements box.

Home Dashboard My courses Home Dashboard

**Programa de capacitación para los guardianes de los encinos**

Course Participants Grades Badges Competencies More

You are enrolled in the course.

Este módulo ha sido desarrollado con la colaboración entre:

The Morton Arboretum BGI Global Conservation Consortium Oak

**Bienvenido/a al curso: 'Programa de capacitación para los guardianes de los encinos'**

Este curso proporciona los conocimientos básicos sobre la ecología, morfología y diversidad de los encinos (género *Quercus*). Se tarda unas 6 horas en completar, y una vez finalizado, comprenderá en mayor medida la importancia de conservar los encinos en el mundo, para así apoyar su conservación y reconocimiento.

El curso contiene los siguientes apartados:

- Bienvenido/a al curso.
- La importancia de los encinos, ¿cómo reconocerlos?
- Conociendo nuestras plantas y colecta de material biológico.
- Propagación y cultivo de encinos.
- Reforestación y restauración de encinares.
- Consorcio de Conservación Global de Encinos (GCCO): introducción, importancia y logros.
- Conclusiones.

Haga clic en las secciones del índice de la derecha para comenzar.

Announcements

► Open all ▼ Close all