Technical Support: 845-380-3437 | literacysolutions.net@gmail.com
http://gladescounty.literacysolutions.net

## Self-Registration and Self-Enrollment:

Getting into a course is *easy:*

    A - click into a course and download the course syllabus
    B - preview the assignments, objectives, and course description to find one that meets your needs
    C - click "login" to complete the self-registration and enrollment process (instructions will be on the right-hand side). View the tutorial on the front of the site for a video tutorial on the registration and enrollment process.

1. **Go through the first module of your selected course for instructions, to locate materials, and review course objectives**:

Welcome to Class! As you parcel through the course, it will be important that you keep a few things in mind. First and foremost, **read the course objectives in the course syllabus,** or read them in the **Course Objectives | Research | Materials** folder. Gather an understanding of the empirical research behind the course, the methods it teaches, and what the expectations are for completion. We are here to help you along the way - don't hesitate to send a question to your instructor.

- Review the **course tutorial** on the front of your school's site for an overview of Moodle navigation.
- **You will have 15 weeks to complete each 60 hour course.**
- If you need an extension, please email your instructor.
- Complete **one module at a time.** The system will auto-check with a **check** when the requirements for each section have been met (reading, viewing, responding).
- Some course elements are **optional** such as grade-band video and resources, in which case you can toggle over the check box and **self-check** to keep a record of your

  progress.
- Beneath the course objectives and research you'll find all the resources that align with this course, moving from theory to application. Be sure to save them to your hard drive, and/or print them out for use in your classrooms.
- Participants receive their certificate of completion in the final assignment que once all assignments have been submitted and participation requirements are met.
- **Instructor-led courses have a participation requirement**: all discussion forums must include 1 original post to the question prompt and one to another student in the cohort.
- Please complete the Survey following the course. Your feedback will help us continue to deliver the highest instructional value we can deliver.
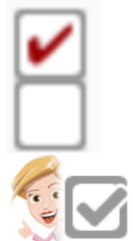
Finally, allow three days to receive feedback on any assignment from one of our instructors. For a more immediate response or answer to a question, please use the **Questions for Instructor** forum below and click **"Add a new topic"**. You may also send an email to literacysolutions.net@gmail.com, or call us at **845-380-3437**. Best wishes for an engaging course of instruction,

2. You may also view the tutorial on the front of the district site, locate course materials, review course
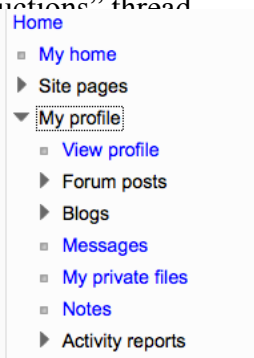
objectives:

3. Be sure to introduce yourself using the "Introductions" thread.

4. Set up your profile:
- Change your password
- Upload a picture
- Set up messaging capabilities
- View activity reports
- Archive information

Course completion is pass / fail:
- Forum discussion posts:

Discussion: Nine Effective Strategies for Teaching and Learning

- Module assignments:

Assignment 1: Let the Planning Begin!

- Final project
- 5-question quiz

System auto-checks and self-checks for forum posts and assignments: solid lines are optional, broken lines will auto-check:

Assignment 3: Final Project ☐

Quiz on Effective Instructional Planning and Preparation ☐

Discussion: Final Course Reflection ☐

Course Survey ☑

Parking Lot - Questions for Instructor Thread:

Questions for Instructor

Systems Check: There are a number of things that you will need to check before you start an online class in Moodle. Please go through this checklist carefully to make sure that you are ready.

1. You should have regular access to a desktop or a laptop computer with broadband Internet access. Having a computer at home is great. But, if you don't have one, make sure that you will

have regular access to a computer lab or an Internet cafe that has Internet access. Broadband Internet access includes cable and DSL Internet services.

2. You should have the Mozilla Firefox web browser installed. If you don't have Firefox, you can download and install it for free at... Link: http://www.mozilla.org/en-US/firefox/new/
   Make sure to Enable Cookies in Firefox. To learn how to check this, follow this link...
   http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences

3. Make sure that Pop-up Windows are not blocked. To learn how to check this, follow this link...
   http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting

4. Make sure that you have Adobe PDF Reader installed. If you don't have it, you can download and install it for free at... Link: http://get.adobe.com/reader/

5. Make sure that you have Adobe Flash Player installed. If you don't have it, you can download and install it for free at... Link: http://get.adobe.com/flashplayer/

6. Make sure that you have a Media Player installed. An excellent free media player is VLC Player. You can download and install it for free at... Link: http://www.videolan.org/

7. Make sure that your computer has an office suite, which is a collection of software including a word processor, a presentation program, and even a spreadsheet program. Microsoft Office is the most popular, but it is not free. If you don't have an office suite yet, here are your options:
   o Buy **MS Office Home and Student** version. This includes Word, Excel, PowerPoint, and OneNote. The average price is around $150.
     Link: http://office.microsoft.com/en-us/home-and-student/
   o **OpenOffice.org** is a FREE full-featured office suite that you can install on your computer. You just need to remember to save your files as MS Office files.
     Link: http://www.openoffice.org/
   o **ThinkFree Online** is a FREE, ONLINE full-featured office suite that you do not have to install anywhere. All you need is Internet access.
     Link: http://member.thinkfree.com/member/goLandingPage.action

8. Make sure that you have virus and spyware protection installed on your computer. Even if your computer does not get infected, you can still spread viruses to others from your computer. If you don't have any virus or spyware protection installed on your computer, you can buy a protection suite or you can use a free version. Free versions usually offer the absolute minimum protection and they do not include any support. Popular brands include the following:
   o **Bitdefender** - http://www.bitdefender.com/solutions/
   o **Norton** - http://us.norton.com
   o **Avast!** - http://www.avast.com/index
   o **AVG** - https://www.avg.com.au/

9. Make sure to save copies of all your work. Keep copies of all work submitted for your classes.