

Houston Independent School District – Alternative Certification Program
Cycle 30



How to Use My Online Moodle Class

Welcome to your online courses! If you have never used Moodle, the information below will help you login to your courses. Once you access your class you will find information on contacting your instructor. Below are the two (2) online courses you will need to complete.

Course Name:	Assessment for Learning, Evaluation and Grading Procedures
Instructor:	Your ACP Supervisor – for interns <u>with teaching positions</u> Lidia G. Zatopek – for interns <u>without teaching positions</u>
Beginning Date:	Monday, September 21, 2009
Ending Date:	Sunday, September 27, 2009

Course Name:	Equity in Excellence for All Learners
Instructor:	Your ACP Supervisor – for interns <u>with teaching positions</u> Lidia G. Zatopek – for interns <u>without teaching positions</u>
Beginning Date:	Monday, September 28, 2009
Ending Date:	Sunday, October 4, 2009

Moodle is accessed via the Internet. Your Moodle class is available 24 hours a day, seven days a week from any location in the world. You must have Internet access and a browser (software to view the Internet).
Recommended Browsers

Windows

Internet Explorer

Firefox

Macintosh

Firefox

(Safari will work with our next upgrade)

In the address window type this address (URL):

<http://learnonline.hisdacp.org>

When you arrive at the Moodle login screen you will see the following menu along the left side of the screen:

The screenshot shows the Moodle login interface. At the top is a 'Login' box with fields for 'Username' (containing 'jchase1') and 'Password' (masked with dots), a 'Login' button, and a 'Lost password?' link. Below this is a 'Calendar' section for March 2009, with the 4th of the month highlighted. At the bottom is an 'Online Users' section showing '(last 5 minutes)' and a single user 'Joe Chase'.

- User name is the first part of your email address you wrote on the ACP Information Card (the part before the @)
- Password is "password". You are encouraged to view your profile and change your password.

Once you have logged in your screen will look similar to this:

The screenshot shows the Moodle home page. The top navigation bar includes the 'LearnOnline HISD@ACP' logo and a user status 'You are logged in as Joe Chase (Logout)'. A 'Turn editing on' button is visible. The main content area features a 'Welcome to the Online Learning Collaborative!' message, followed by 'Available Courses' listing 'Equity in Excellence for All Learners' and 'Learner-Centered Communication'. On the left, there are sidebars for 'Calendar' (March 2009) and 'Messages' (No messages waiting).

The center column, **Available Courses**, will list all online courses you are enrolled in. Each class is similar to a classroom. Work done and turned in within a class can only be viewed within that class. An example would be if you are posting comments for a forum in Class A, you cannot see responses in Class B. If you have an assignment that must be submitted for Class B, you cannot submit it in Class A and get credit. Remember each online class is treated as a separate classroom. If you have a question about an online class, please contact the instructor. To enter an online classroom, click on the class name under **Available Courses**.

Software

Some instructors might request documents that are Microsoft Office files. If you do not have access to Microsoft Office on your home computer there are programs that can save as Microsoft Office files and are free.

Windows or Macintosh

OpenOffice

http://openoffice.org-suite-3.com/index.asp?aff=101&camp=gg_oo_us&se=google

Macintosh

NeoOffice

<http://www.neooffice.org/neojava/en/index.php>