

Houston Independent School District – Alternative Certification Program
Cycle 31 (including Rollovers)



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:	Learner Centered Knowledge
Instructor:	Iris Reyes ireyes@houstonisd.org
Beginning Date:	Monday, June 7, 2010
Ending Date:	Sunday, June 27, 2010

Course Name:	Learner Centered Instruction
Instructor:	Iris Reyes ireyes@houstonisd.org
Beginning Date:	Monday, June 7, 2010
Ending Date:	Sunday, June 27, 2010

Moodle is accessed via the Internet. Your Moodle classes are 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)

Step 1:

In the address window type this address (URL):

<http://learnonline.hisdacp.org>

Step 2:

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. On the left side, there are three menu items: 'Login', 'Calendar', and 'Online Users'. The 'Login' section contains a 'Username' field with 'jchase1', a 'Password' field with masked characters, a 'Login' button, and a 'Lost password?' link. The 'Calendar' section shows a calendar for March 2009 with the 4th of March highlighted. The 'Online Users' section shows 'Joe Chase' as the current user, with a note '(last 5 minutes)'.

User name:

- User name is the first part of your email address to the @ . Be sure to use the email address you wrote on the ACP Information card
- Omit any period or commas in your email address Example:
- Ireyes.nc@houstonisd.org
- user name is : ireyesnc
- Password is “password” all lower case. You are encouraged to view your profile and change your password.

Step 3:

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



The screenshot shows the Moodle dashboard after logging in. At the top, there is a blue header with the 'LearnOnline HISD@ACP' logo and a red apple icon. On the right, it says 'You are logged in as Joe Chase (Logout)'. Below the header, there are three main sections: 'Calendar' (showing March 2009), 'Messages' (showing 'No messages waiting Messages...'), and 'Available Courses'. The 'Available Courses' section lists two courses: 'Equity in Excellence for All Learners' and 'Learner-Centered Communication'. A 'Turn editing on' button is visible in the top right corner.

Look at 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. 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>

Be sure to complete all quizzes or activities in each unit and class to receive credit for the course. You may retake quizzes to increase your grade.

Passing Grade is 80% or better !