



## Directions for new staff to enroll in the online orientation course

*Note: This course must be viewed with a high speed internet connection. The videos and graphics will not function properly with a dial-up system.*

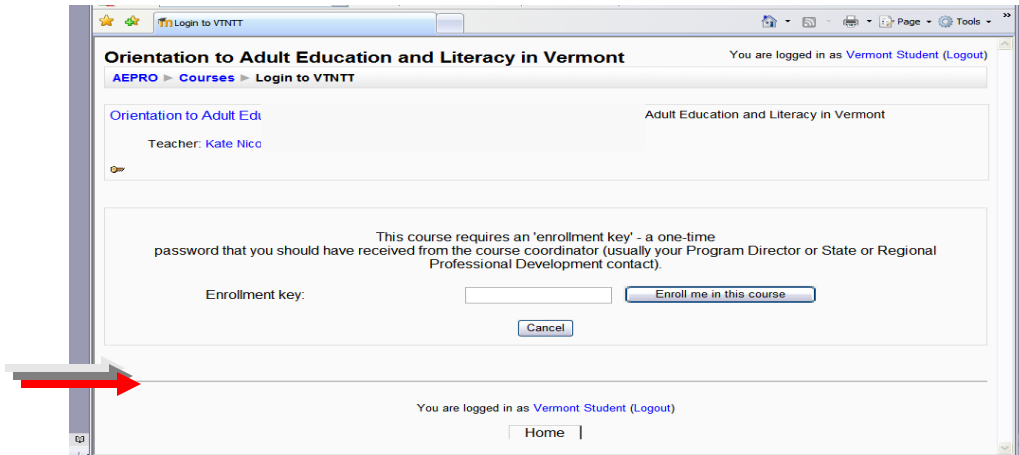
- To get started, you must first set up an account. To do this, go to the sign-up page at <http://jupiter.educ.kent.edu/moodle/login/signup.php> and complete ALL fields. **All fields are required.** Please make sure that you insert your email address very carefully. Double-check it for accuracy. When you are finished, click on "create my new account."

The screenshot shows a web browser window displaying the Moodle "New account" sign-up page. The page title is "New account" and the breadcrumb trail is "AEPRO > Login > New account". The user is logged in as "Kathi Polis (Logout)". The form is divided into two sections: "Choose your username and password" and "More details". The "Choose your username and password" section has fields for "Username\*" and "Password\*". The "More details" section has fields for "Email address\*", "Email (again)\*", "First name\*", "Surname\*", "City/town\*", and "Country\*" (a dropdown menu). There are "Create my new account" and "Cancel" buttons at the bottom of the form. A red arrow points to the "Create my new account" button. A message at the bottom of the form states "There are required fields in this form marked\*." The browser's address bar shows "Done" and the status bar shows "Internet" and "100%".

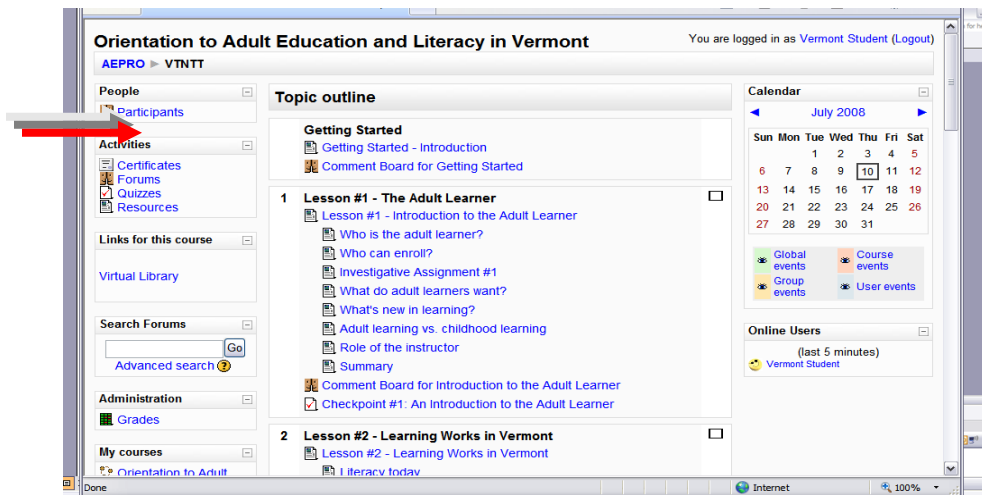
- You will then be sent an email containing instructions on how to complete the sign-up and login. **You will need to ask your center manager for the enrollment key assigned to your center.** The enrollment key is listed on a chart that he/she received via email from the Vermont AEL state office.
- Once you click the link in the email, you will be set up and taken to a page listing all the courses. You will choose the Vermont course entitled **Orientation to Adult Education and Literacy in Vermont.**

The screenshot shows the Moodle course listing page for the "Adult Education Professional Development Moodle Server". The user is logged in as "Vermont Student (Logout)". The page has a "Main Menu" with "Site news" and a "My courses" section. The "My courses" section lists the course "Orientation to Adult Education and Literacy in Vermont" with the teacher "Kate Nicolet". A red arrow points to the course name. Below the course listing is a search box and an "All courses" button. The "Site news" section shows "(No news has been posted yet)" and a "Subscribe to this forum" link. The "Course categories" section lists "North Carolina" (New Teacher Training), "National Courses" (Integration of Technology - Emerging Technologies, Integrating Technology with Productivity Software, NCSALL Study Circle: Research-based Adult Reading Instruction), and "New York" (TABE Test Administration). A calendar for July 2008 is visible on the right side of the page.

4. On the next screen, enter the **enrollment key** that you were given by your center manager and then click on “Enroll me in this course.”



5. That will take you to the main page of the course. Simply click on **Getting Started**, and you are on your way!



6. After that – you will be able to return using the link: <http://jupiter.educ.kent.edu/moodle/login/index.php>  
You will only need to enter your username and password to log in and access the course.

**For technical support, email**

[tponder@literacy.kent.edu](mailto:tponder@literacy.kent.edu)

OR

[dlhargrove@aol.com](mailto:dlhargrove@aol.com)