



## Welcome to Moodle Online

All CWEP online classes are offered through the learning management system, MOODLE. If you have not taken an online class previously, this will be a new adventure for you. Class materials are accessed through the Internet. Communication is done within the online class (**Announcements & Discussions**).

Private messaging between you and the instructor can be done by clicking on the “messaging” icon in the upper right corner of the class:



The following information is **very important** for you to read in order to be able to successfully access your online class.

### Computer Requirements and Technical Issues

- **Web Browser** – The best browsers are Chrome, Firefox, and Safari when using Moodle.
- **Laptop or Smartphone** - Moodle is now user-friendly with Smartphones. If you are having difficulty using your phone, please try a laptop or desktop computer.
- **Internet access** for up to three hours a week or for the entirety of the course.
- **Free software** such as Java or Flash.
- **“Pop-up ads”**, check that your computer security and adware is up to date. It is not the class. It is *your* computer. While there are ads on websites and videos you will be viewing, those are part of the internet and are not the same as “pop-up” ads.

If you need assistance, contact [gail.thomas@granite.edu](mailto:gail.thomas@granite.edu) as soon as possible.

## Course Access Information

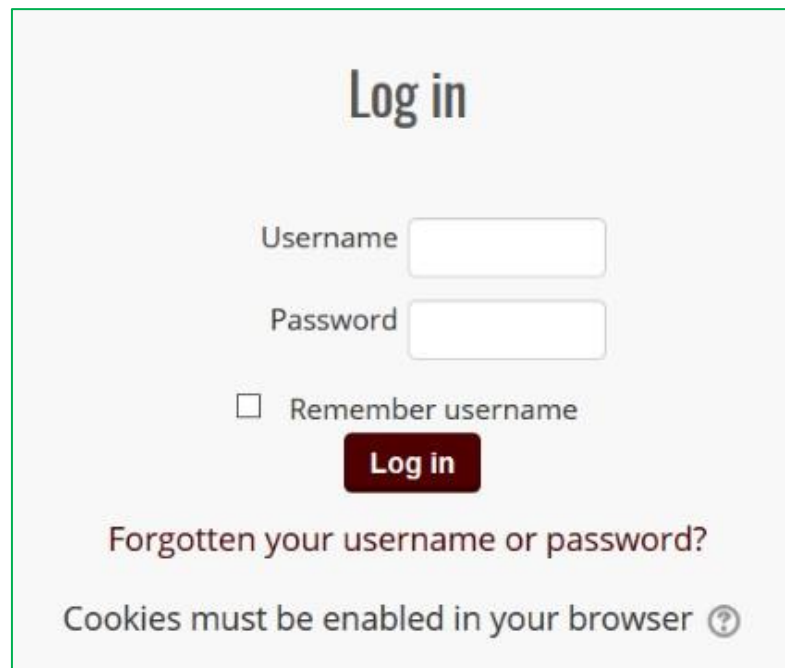
To Access your online class, type the following into your browser address bar:

<https://community.granite.edu> (do not type www into the address)

- ❖ USERNAME: **the full email you provided to CWEP when you registered** for this class – the one this email was sent to.
  - **Must be typed in “all lower case”**
- ❖ PASSWORD:
  - ❖ **1st time users** – please click **“Forgotten your username or password”** at the log in page (see below screenshot). A secure password will be sent to you.
  - ❖ **Returning Users:** if you have taken a Moodle training, please use the password you created.

If you've forgotten your password, click on **“Forgotten our username or password”** at the log in page (see screenshot below). A secure password will be sent to you.

### Once you have logged in:



The screenshot shows a login form with the following elements:

- Log in** (title)
- Username
- Password
- Remember username
- Log in** (button)
- Forgotten your username or password?
- Cookies must be enabled in your browser [?](#)

Click on “my dashboard”:

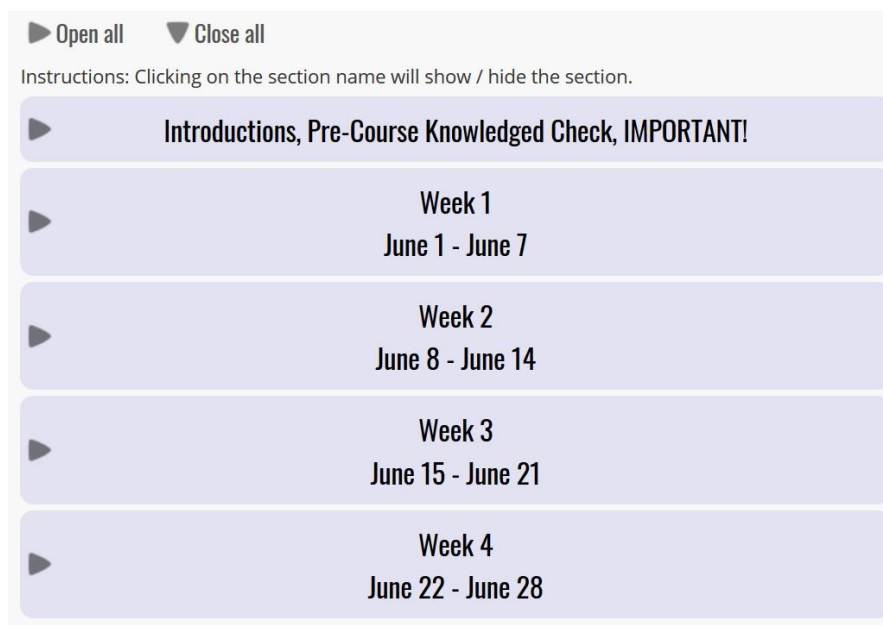


then find and click on your class and begin.

**Moodle** has made it easy to scroll through the assignments. See sample below:

**OPEN or CLOSE** sections by clicking on the gray arrows on the left.

**OPEN OR CLOSE ALL** sections all at once by clicking on the respective button.



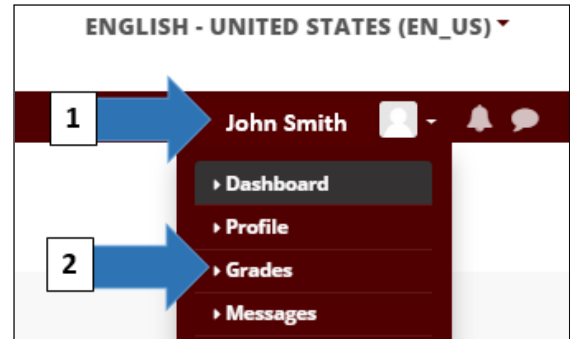
## Attributes Required for Online Course Work

- ❖ **Ability** to work independently with **set weekly deadlines**.
- ❖ **Motivation** to access learning through websites, Moodle discussions, and other online activities.
- ❖ **Create** username and password using directions provided by CWEP, then log on.
- ❖ **Understand** how to contact CWEP to resolve technical issues.

## Grades

You will now be able to access your grades in Moodle. CWEP will no longer be mailing your record of training. Go to your Dashboard after logging in.

1. In the upper right corner click on your "Name" to open the dropdown menu.
2. Click on "Grades" and your grades will be listed for your most current classes.



You can also see your grades while in a class by accessing your personal profile. Allow time for the instructor to enter grades if they don't show up right away.

## Certificate of Completion

You will be able to print or email yourself a **Certificate of Completion** after successfully completing a training. At the end of the class, check the date the certificate will be available and follow the instructions.

## Course Expectations

**Each online course is divided into weekly segments:**

- **Complete ALL** readings and videos. They are part of the expectations of the class and instructors take that into consideration while grading.
- **Check** the discussions and announcements for new posts each time you log into the course.
- **Break-up** the work into smaller sections and complete them over the course of the week. It is best learning practice to break up the work into smaller sections and complete them over the course of the week.
- **Plan on logging in frequently** – preferably more than once per week
- **Participate** in all Moodle Discussions. Read and follow the **Discussion Forum Rubric** to understand what your expectation will be during the discussions. **DO NOT WAIT** until Friday to begin participating in the discussions.
- **Turn on "Forum tracking"** in your profile (go to Settings, Edit profile, Forum Tracking: "Yes, highlight new posts for me").
- **Respect** – Topics may provide opportunities for debate; please treat others with respect during all communications (refer to the GSC cod of conduct policy):  
<http://www.granite.edu/safety/conduct.aspx>
- **Confidentiality – Maintaining confidentiality** is a necessity within all online interactive classes.
- **Resources** – Check the resources at the end of the course for further and/or advanced information. Don't limit yourself to the basics.

## BEST PRACTICES Checklist

- Carefully review the “**Getting Started**” page.
- Read “**Announcements**” and check back frequently for updates.
- Introduce yourself by Tuesday (Week 1) in the “**Introduce Yourself**” forum.
- Review the **Course Resources**.
- Questions of Concerns? Contact the instructor using the “messaging” icon in Moodle.

**Complete the class Evaluation at the end of the class!**

Please make sure to complete **BOTH THE PRE and POST KNOWLEDGE CHECK**. Results will be used by the CWEP to update and revise curricula and to ensure consistency in practice across the Caregiver Ongoing Education (COE) classes. Unlike tests or quizzes, knowledge checks are not used for measuring individual participant performance and will not be part of your final grade. Instead, the participant data will be aggregated for reporting purposes and for better measurement of knowledge transfer. **Please make sure you complete the Knowledge Check in your online interactive training.** THANKS!

*We are here to support you!  
Let us know if you need assistance.*