

## Introduction to Moodle 2.4

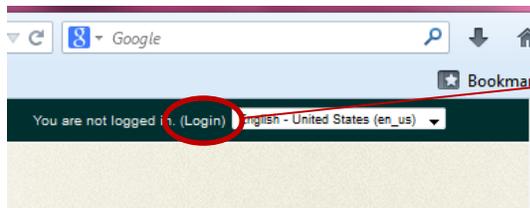
You can access the Pennsylvania Data Quality Certification (DQC) Program by going to <http://www.padqc.org/learn>

Welcome to the Pennsylvania Data Quality Certification (DQC) Program. Before getting started with your chosen track, please take some time to go through this brief Introduction to Moodle and the DQC Program. This introduction is to assist you in effectively navigating the tracks and tools within Moodle.

The Modular Object Oriented Dynamic Learning Environment, or Moodle, is an online learning management system (LMS), designed to create opportunities for rich instruction between instructors and learners. Moodle allows users to store, communicate, and collaborate through a variety of resources from forums and messaging to uploading files, adding links, and more.

What will you need for the DQC Program?

- The provided login and password
  - User Name: first name.last name (ex. john.doe)
  - Password: xxxxxxx (after the first initial login you will be prompted to change your password)
- Enrollment information



### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username   
Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

If you have trouble logging in or locating a specific course, or if you have any questions about the program please email [padqc@iu1.org](mailto:padqc@iu1.org).

Once logged in to the DQC Moodle site you will be taken directly to the home page. Once there you will find a brief overview of the program: tracks and modules within the DQC Program.

- Entry Level PIMS Administrators Track
- PIMS Administrators Track
- LEA Administrators Track
- Data Entry Track
- Specialty Modules

Located on the right of the site is contact information, should you have any questions or problems, as well as a calendar for events and track schedule.

**DQC Program Contact** ☰ ☰

**Information**

For more information on the DQC Program go to [padqc.org](http://padqc.org) or

**Email us at...**  
[padqc@iu1.org](mailto:padqc@iu1.org)

**or call...**

Sarah D'Urzo  
Intermediate Unit 1  
724.938.3241 ext. 282

Mindy Fetcko  
Intermediate Unit 1  
724.938.3241 ext. 201

Located on the left of the site you will find resource information, navigation options, and setting functions.

### Resource Information

- The resource information will be found throughout the DQC Moodle site. These resources are to be used while taking your chosen track and include documents as well as links to sources such as the Pennsylvania Department of Education (PDE) website, EdNA, NCES, webinars, and the PIMS manual and collection calendar.

**The Pennsylvania** ☰ ☰

**Department of Education**

**(PDE)**



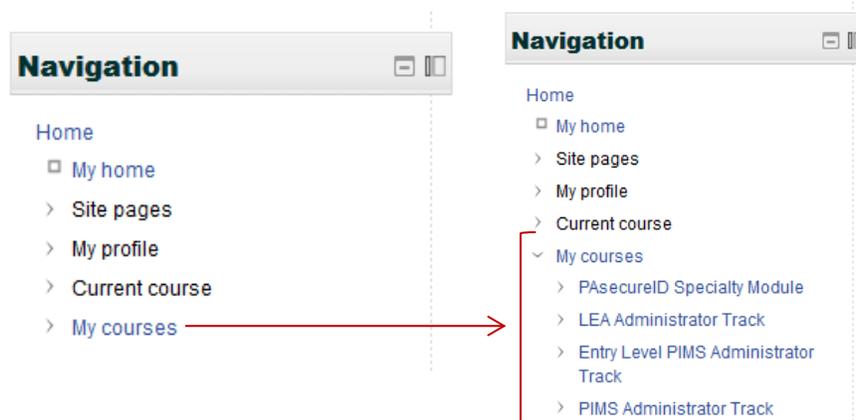
**Education Names &** ☰ ☰

**Addresses (EdNA)**



## Navigation

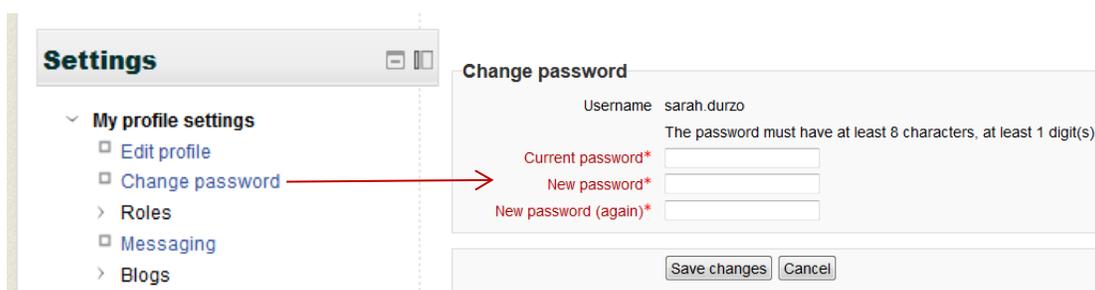
- Navigation options include links to the Home page, as well as My Home, Site pages, My Profile, and My Courses.
  - The Home page link will bring you back to the main page of the DQC Moodle site.
  - My Home gives an overview of the tracks you have been enrolled in, links to access the tracks, and allows for uploading and access to your private files.
  - My Profile allows for you to view your profile, participate and review in forum posts and discussions, add and view blog entries, access to messages, upload and retrieve your private files, track notes, tags which allow for information to be easily found, and the calendar for track events.
  - Site pages allow the user to view other participants in their enrolled course, site blogs, notes, tags, and the calendar.
  - My Courses, when dropped down, allows for quick access to your enrolled tracks.



## Settings

My Profile Settings will allow you to edit your profile, change your password, and access grades. Once a quiz or assignment had been completed, grades will be assigned upon the close of the exercise. You may view your grades for each individual quiz or assignment or for the entire course you are enrolled in.

- Upon logging in for the first time you will be asked to change your password. From the Home page on the left hand side of your screen under Settings click on the drop down arrow ( ▾ ) next to My Profile Settings. Once expanded select Change Password and you will be redirected to a new page. Enter the new password information in the correct fields and click on Save Changes.



- To view grades select a course within which you are currently enrolled. On the left hand side of your screen under Settings click on the drop down arrow (  ) next to Course Administration. Once expanded select Grades. You will be able to view individual scores for each quiz under User Reports and under Overview Reports you will be able to view the total grade for each course in which you are enrolled. (*Grades are reflected according to what has been completed.*)



## User report

Grade item	Grade	Range	Percentage	Feedback
Entry Level PIMS Administrator Track				
 SIS Vendor Verification Form	-	0-5	-	
 NCES Forum Guide to Building a Culture of Quality Data	-	0-10	-	
 NCES Forum Guides Exercise	-	0-10	-	

## Overview report

Course name	Grade
PAsecureID Specialty Module	-
LEA Administrator Track	-
Entry Level PIMS Administrator Track	-
PIMS Administrator Track	-
Moodle 2.2 Online Training	-
Sarah D'Urzo Practice Course	-
Pilot1 - PIMS Admin	-

### Beginning your course work

Once you are comfortable with navigating Moodle, select your track. You will be taken to the selected tracks homepage, where you will find a brief overview. All exercises will be listed under Sessions on the tracks home page, including links for quizzes, exercises, and materials. Track exercises can also be accessed from the navigation bar on the left of the screen.

*Selecting your Track or Module example:*

### My courses

**PAsecureID Specialty Module**

Teacher: Sarah D'Urzo  
 Teacher: Mindy Fetcko  
 Teacher: Jordan Lozosky  
 Teacher: Melissa Marruff

*My courses is found on the home page, your enrolled tracks or modules are listed below with a brief description.*

*PAsecureID is the lynch pin  
 Information Management S  
 PAsecureID specialty modu*

Exercise and Quiz example:

## Working with Student Data Session

Exercise

# Working with Student Data Evaluation

Please conclude your Student Data Session by completing the following evaluation.



Working with Student Data Session Evaluation

Quiz

## Taking quizzes on Moodle



When ready to take the quiz, click on the quiz link icon at the bottom of the exercise session. You will be redirected to take the quiz for the selected session and track. When you have completed the quiz click submit. Remember to make sure that you have answered all questions before the quiz is submitted as you cannot return.

## Working with Student Data Session

# Working with Student Data Evaluation

Please conclude your Student Data Session by completing the following evaluation.

Quiz



Working with Student Data Session Evaluation

## Submitting an assignment on Moodle



Assignments are located within the corresponding exercise and track. The assignment submission page will show the assignment deadline and further details. To submit an assignment you may use one of the following options:

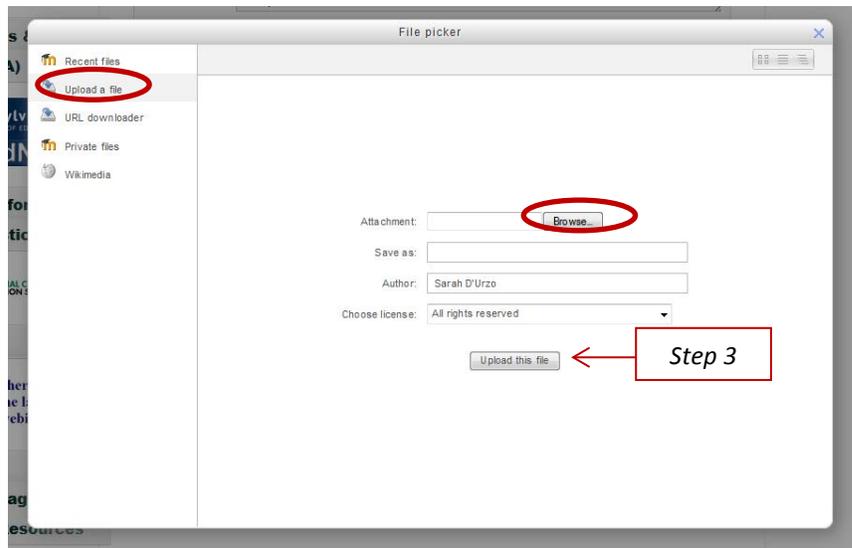
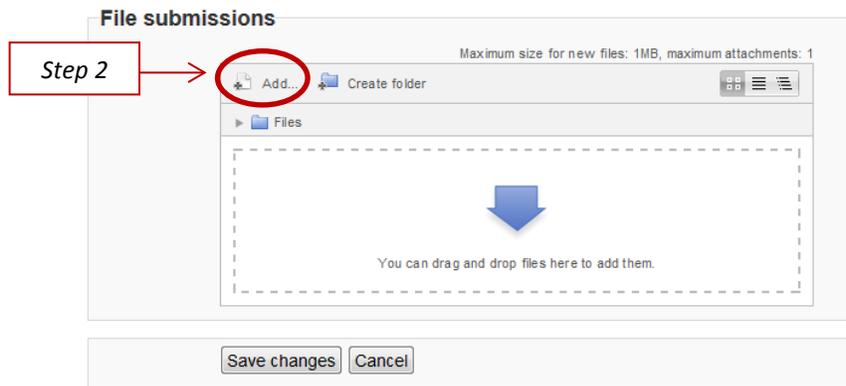
- For file submissions, click *Add submission*, then click on *Add...* to browse for the file to upload. Finally, click *Save changes* to confirm.

## Submission status

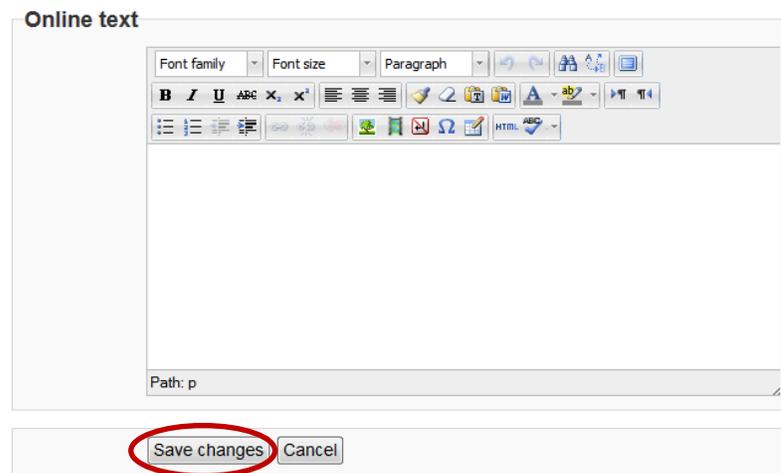
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded

Add submission

Step 1



- For text only submissions, enter text in the field seen below and click *Save Changes*.



You may be able to read, edit and resubmit your assignment type depending on the settings your instructor has chosen. If your instructor is providing feedback and grades through Moodle you will be able to see this by clicking on the assignment once it has been marked. You will usually receive an email notification.

## Logout

When you are ready to Logout, the Logout option can be found in the upper right hand of your screen. Before you logout make sure that you have fully completed the current tasks, such as quizzes, as you may lose your current progress.

