

Technical Support: literacysolutions.net@gmail.com or call **845-380-3437**

Chat: www.literacysolutions.net

Highlands ESOL Self-Registration and Self-Enrollment:

Participants: **Please notify Margaret Provencher (email) with the course name and date you self-registered.** The courses are self-paced and non-facilitated.

Getting into a course is easy:

A - Click into a course and download the Course Descriptor and Outcomes Document.

B - Find one that meets your needs.

C - Click "login" to complete the self-registration and enrollment process (instructions will be on the right-hand side). **View the tutorial on the front of the site for a video tutorial on the registration and enrollment process.**

- 1. Go through the first module of your selected course for instructions, to locate materials, and review course objectives:**

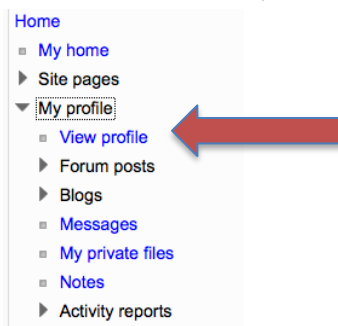
As you parcel through the course, it will be important that you keep a few things in mind. First and foremost, **read the course objectives in the course syllabus**, or read them in the [Course Objectives | Research | Materials](#) folder. Gather an understanding of the empirical research behind the course, the methods it teaches, and what the expectations are for completion. We are here to help you along the way - don't hesitate to contact Technical Support for any questions or assistance at literacysolutions.net@gmail.com or 845-380-3437.

- Review the **course tutorial** on the front of your district's site for an overview of Moodle navigation.
- **You will have 12 weeks to complete each 60-hour course**, after which time you will be unenrolled.
- The courses are funded by the district **at no cost to the participants**. **Courses not completed within the 12-week timeline will be subject to a reimbursement fee of \$195.00 per course (amount subject to change).**
- Inactivity over a two week period will cause the course to go dormant. Participant will need to contact Literacy Solutions and More, Inc. to reactivate. This will not be the case for courses outside of the 12-week completion window.
- Complete **one module at a time**. The system will auto-check with a **check** when the requirements for each section have been met (reading, viewing, and responding).
- Some course elements are **optional** such as grade-band video and resources, in which case you can toggle over the check box and **self-check** to keep a record of your progress.
- Beneath the course objectives and research, you'll find all the resources that align with this course, moving from theory to application. Be sure to save them to your hard drive, and/or print them out for use in your classrooms.
- Participants receive their **certificate of completion** in the [final assignment](#) queue once all assignments have been submitted and participation requirements are met. **A copy of the certificate of completion must be submitted to Ani Guedes, Certification Analyst, for course credit.**
- **Participation requirements:** all videos must be viewed, all books read, lessons completed in full, and final quiz taken and passed.

- Please complete the Survey following the course. Your feedback will help us continue to deliver the highest instructional value we can deliver.
- 2. You may also view the tutorial on the front of the district site, locate course materials, review course objectives:

3. **Set up your profile:**

- Change your password
- Upload a picture
- Set up messaging capabilities
- View activity reports



- 1) You should have regular access to a desktop or a laptop computer with broadband Internet access. Having a computer at home is great. But, if you don't have one, make sure that you will have regular access to a computer lab or an Internet cafe that has Internet access. Broadband.
- 2) **Moodle for Android:** <https://play.google.com/store/apps/details?id=com.moodle.moodlemobile>
- 3) Moodle for iPhone: Moodle works well (and best) using the regular browser on most mobile devices without any app. If you view Moodle using a phone, side blocks usually display at the bottom of the page. You will also be provided with the option to switch to normal view.
- 4) You should have the Mozilla Firefox web browser installed. If you don't have Firefox, you can download and install it for free at... [Link: http://www.mozilla.org/en-US/firefox/new/](http://www.mozilla.org/en-US/firefox/new/) Make sure to Enable Cookies in Firefox. To learn how to check this, follow this link... <http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- 5) Chrome and Safari will also work with Moodle, as long as they are recent versions:
 - a. <https://www.google.com/chrome/browser/desktop/>
 - b. https://support.apple.com/en_US/downloads
- 6) Make sure that Pop-up Windows are not blocked. To learn how to check this, follow this link... <http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>
- 7) Make sure that you have Adobe PDF Reader installed. If you don't have it, you can download and install it for free at... <http://get.adobe.com/reader/>
- 8) Make sure that you have Adobe Flash Player installed. If you don't have it, you can download and install it for free at... <http://get.adobe.com/flashplayer/>
- 9) Make sure that you have a Media Player installed. An excellent free media player is VLC Player. You can download and install it for free at... <http://www.videolan.org/>
- 10) Make sure that your computer has an office suite, which is a collection of software including a word processor, a presentation program, and even a spreadsheet program. Microsoft Office is the most popular, but it is not free. If you don't have an office suite yet, here are your options:
 - a. Buy **MS Office Home and Student** version. This includes Word, Excel, PowerPoint, and OneNote. The average price is around \$150.
Link: <http://office.microsoft.com/en-us/home-and-student/>
 - b. **OpenOffice.org** is a FREE full-featured office suite that you can install on your computer. You just need to remember to save your files as MS Office files.
Link: <http://www.openoffice.org/>
 - c. **ThinkFree Online** is a FREE, ONLINE full-featured office suite that you do not have to install anywhere. All you need is Internet access.
Link: <http://member.thinkfree.com/member/goLandingPage.action>

- d. **If you have a Gmail account**, Google offers Office compatibility through shared documents: <https://docs.google.com>
 - e. **Dropbox** is a free service that lets you bring all your photos, docs, and videos anywhere. After you install Dropbox on your computer, any file you save to your Dropbox will automatically save to all your computers, your Android device, iPhone, iPad, and the Dropbox website. Files can be uploaded from your Dropbox when submitting assignments or to other places in Moodle where files can be uploaded. There are versions for Mac, PC, [iPhone](#) and [Android](#).
- 11) Make sure that you have virus and spyware protection installed on your computer. Even if your computer does not get infected, you can still spread viruses to others from your computer. If you don't have any virus or spyware protection installed on your computer, you can buy a protection suite or you can use a free version. Free versions usually offer the absolute minimum protection and they do not include any support. Popular brands include the following:
- a. **Bitdefender** - <http://www.bitdefender.com/solutions/>
 - b. **Norton** - <http://us.norton.com>
 - c. **Avast!** - <http://www.avast.com/index>
 - d. **AVG** - <https://www.avg.com.au/>
- 12) Make sure to save copies of all your work. It is always best to type forum posts into a document, and then cut-and-paste them into the window. **Keep copies of all work submitted for your classes.**