

Login Instructions for the IDOE Moodle Schoolwide Remediation Plan Course, Office of School Improvement

Please use the following directions as a guide to log into the Indiana Department of Education Moodle server.

Go to the following web address:

<https://moodle.doe.in.gov/course/view.php?id=229>

1. You will be greeted with this screen. Note the box in the upper, right corner of the screen reading Login.
2. If you already have a Moodle account on our server, please enter your username and password and skip to step #8.



3. If you do not have a Moodle account, please click the link just below the Login button reading "Create new account".

4. Fill in all the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle because many of the features (lost password, messages from the coordinator) rely on an email address. You'll also be asked to confirm your account via email.

When you have filled in all the blanks and completed the security question click the "Create my new account" button.

5. Read this screen carefully. You are being asked to go to check your email to continue the registration process. We do this for security reasons. This helps prevent people from signing up other people without their permission. Clicking the Continue button on this screen is not necessary. If you do not receive a confirmation email, contact moodle_support@doe.in.gov for assistance within 24 hours of registering.

6. Read the email thoroughly and click the link within the email. If the link is not "clickable" copy it, paste it into the location field of your web browser and hit "Enter" or "Return" on your keyboard.

7. When you click the link in the email, you should be sent back to our Moodle Server. Click the link that reads Courses or Home in the breadcrumb.

8. You'll see a list of courses offered on this server. You are going to scroll down to the major heading "Office of School Improvement" and enter "Schoolwide Remediation Plans". Click the link.

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9. In order to gather data related to the use of the program, we have locked it with an enrollment key. The 'enrollment key' for the Schoolwide Remediation Course is waivers2018. Type **waivers2018** in the box labeled "Enrollment Key" then click "Enroll".

10. Next you should see the class main page.

Congratulations!

You have created a new account on our server and you have successfully enrolled yourself in the Schoolwide Remediation Plan Course. Please follow the directions within the course to submit your Schoolwide Remediation Plan.