

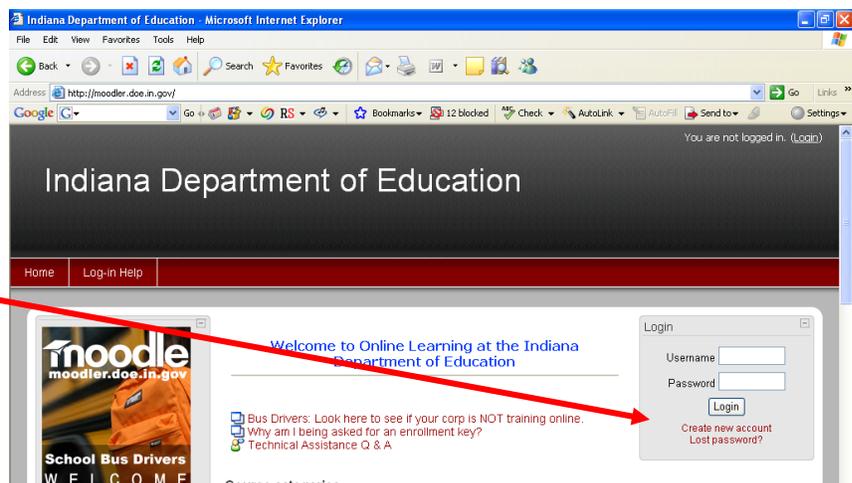
Online Professional Development Series for School Counselors

The intent of this series is to provide Indiana School Counselors with online professional development opportunities that may be used during staff professional development days. Indiana school counselors and agency partners developed these free training modules which require between one and two hours to complete and allow participants to earn Professional Growth Points for license renewal. We hope to continue to update and expand the list of available courses each year.

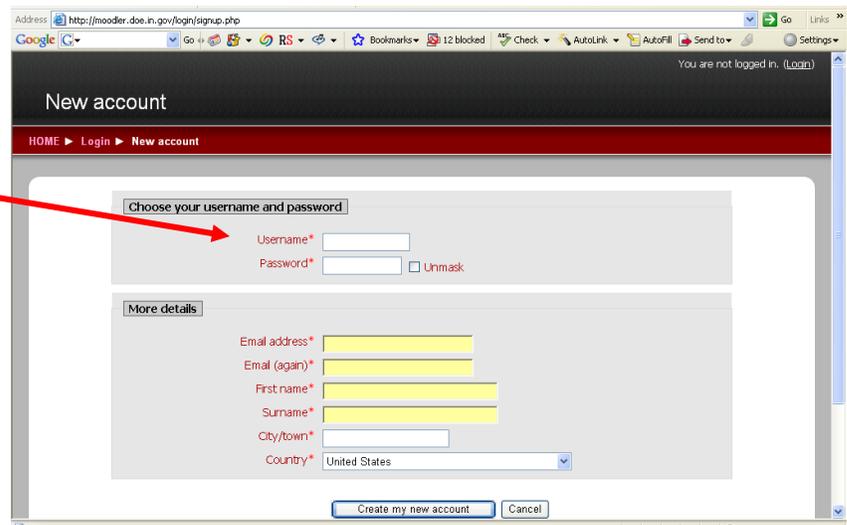
Getting Started

Moodle Registration:

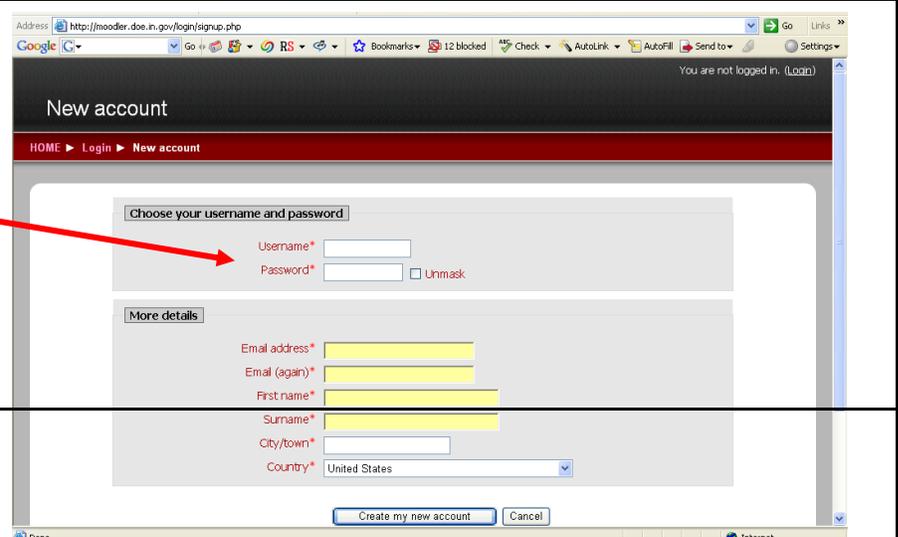
- First go to: <http://moodler.doe.in.gov/>
- On the right-hand side in the gray "Login" box, you will see "Create New Account"
- Click on this link.



- Complete the information on the "New Account" page including:
- Username – Use your entire school email address (all lower case). Example: aculhan@doe.in.gov (make sure your email address is correct as you will receive a confirmation email to this address. If incorrect, you will not receive a confirmation).



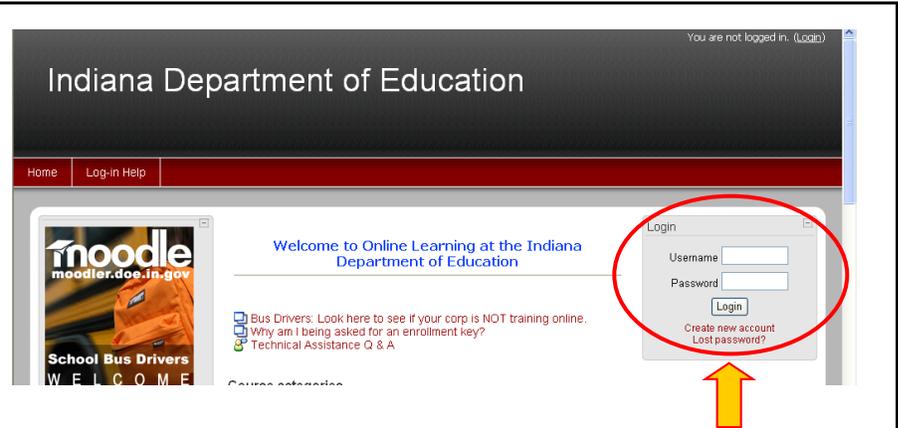
- Password – This can be any password of your choosing but should be something easily remembered by you but unfamiliar to others.
- Surname – (your last name).
- When finished, hit “Create my new account”.



- A confirmation email will be sent to the email address indicated on the login sheet. To confirm your registration, select the link as indicated in the email.
- When selecting the link, you will be directed to the Moodle site and you can get started!

Course Enrollment

- First go to: <http://moodle.doe.in.gov/>
- If you have already set up an account, login (upper right-hand side of page) using your Username (which is your email address in all lowercase letters) and your password.
- If you have forgotten your password, click, “Lost password?”
- If you haven’t created an account, see the instructions above.



- You will see Course Categories towards the top of the page. Scroll down until you see “School Counselors & Social Workers.”

- Underneath this category, you will see all of the courses that are currently available. If interested in participating in one of the courses, click on the lesson title.

The screenshot shows a Moodle course page for the Office of Student Services. The page is titled "Office of Student Services" and lists several course categories: "HIV/AIDS Education", "School Counselors & Social Workers", "New Courses", and "School Safety". The "School Counselors & Social Workers" category is expanded, showing a list of courses such as "21st Century Scholars - NEW", "Academic Remediation for Students", "Conducting a High School Grief Group", "Confidentiality and the Use of Technology: Implications for Student Service Providers", "Counselors Closing the Achievement Gap", "Ethical Boundaries in the New Age of Technology", "Ethical Considerations for Indiana Educators - Part I", "Ethical Considerations for Indiana Educators - Part II", "Implementing a Freshman Mentoring Program", "Middle School, Here I Come!", "Organization, Goal-Setting, & Time Management", "Raising Student Achievement", "School Counseling Response to Economic Crisis", "School-wide Bully Prevention Prog at the Elem School", "Student Assistance Services and the Privacy of Minors", "Student Connectedness", "Supporting English Learners - NEW", "The Role of the Student Assistance Professional in the New Era of RTI: Part One", "Trauma-Informed Care for Educators - NEW", and "Understanding the Grief of Children and Teenagers - NEW". A red arrow points to the "School Counselors & Social Workers" category name.

- Each course is protected and will require an “enrollment key” for entrance. The “enrollment key” for each of the School Counseling courses is the word “counselor” in all lowercase letters.

The screenshot shows a Moodle course page for the Decker-Middle School Career Guidance Framework. The page title is "-Decker-Middle School Career Guidance Framework". The page content includes the course title, teachers (Barb Decker, Matt Fleck, Amanda Snobarger), and a message: "This course requires an 'enrollment key' - as a guest you must enter it each time you enter the course. You should have received it from Matt Fleck." Below the message is an input field for the enrollment key, a button labeled "Enrol me in this course", and buttons for "Cancel" and "Login". A red arrow points to the enrollment key input field.

Course Completion

- For each course, you will be required to complete a post-test. To receive Professional Growth Plan points (PGPs), all course requirements must be completed including 100% mastery on the post-test.
- We encourage you to complete each of the lesson components in the order in which they are presented. Course Components may include the following:
 - A pre-test
 - PowerPoint presentations to review
 - Videos to link to and view
 - Resources to read or review including documents, handouts, posters, websites, etc.
 - A post-test. After successful completion of the post-test, you will email ahacker@doe.in.gov or jsmart@doe.in.gov to request PGP or CEU points. Specific instructions for who to contact or located at the bottom of the lesson.

Receiving PGP points or CEU's:

- When you have successfully completed a lesson (100% mastery on the post-test), email your name, title of lesson completed, email, mailing address, date of birth, and whether you are requesting PGP or CEU's to the following:
PGP points: ahacker@doe.in.gov
CEU's: jsmart@doe.in.gov

Troubleshooting

If you have technical difficulties:

1. *First check to see that your computer is connected to a high speed network, has Microsoft Word, PowerPoint, and or Adobe Acrobat programs and the ability to view Flash videos.*
2. *If at school, check with your technology director to make sure your school isn't blocking access to streaming video*
3. *Contact dgilroy@doe.in.gov if unable to resolve the issue.*

If you can't access a course:

1. *Make sure the course is listed under the School Counselor category.*
2. *Some courses require a password for enrollment (example: ISSSA – Indiana School Safety Specialist Academy). Some of these courses cannot be accessed unless you belong to that specific group of professionals.*

If you encounter a link that's not working or another problem:

1. *Contact Amanda Culhan, IDOE School Counselor Consultant at aculhan@doe.in.gov.*
2. *Please be specific about where you found the problem so we may correct it – thanks.*