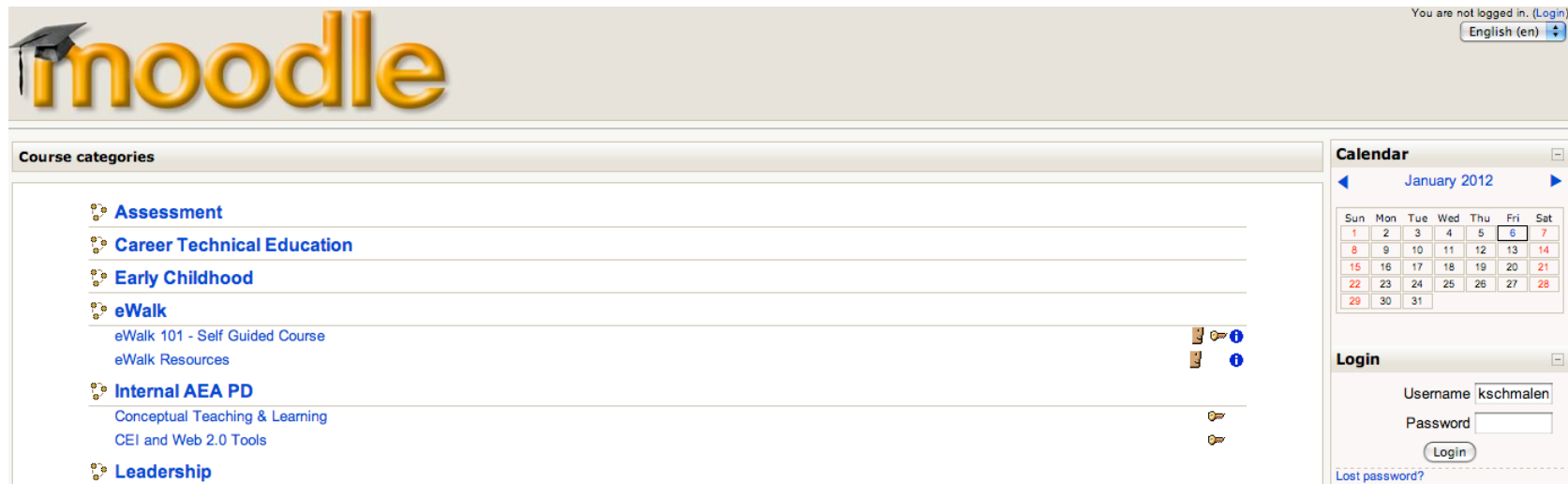


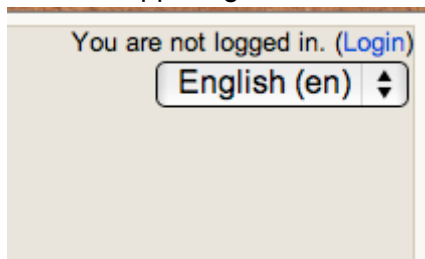
## To Access the AEA 267 Moodle

1. Go to (click on the address to access the Moodle) <http://moodle.aea267.k12.ia.us/>



The screenshot shows the Moodle homepage. At the top left is the Moodle logo with a graduation cap. In the top right corner, it says "You are not logged in. (Login)" and "English (en)" with a dropdown arrow. Below the logo is a "Course categories" section with a list of categories: Assessment, Career Technical Education, Early Childhood, eWalk (with sub-items: eWalk 101 - Self Guided Course, eWalk Resources), Internal AEA PD (with sub-items: Conceptual Teaching & Learning, CEI and Web 2.0 Tools), and Leadership. To the right of the categories is a "Calendar" for January 2012 and a "Login" form with fields for "Username" (containing "kschmalen") and "Password", and a "Login" button. A "Lost password?" link is also present.

2. In the upper right hand corner, click on Login



3. Enter your username and password and click on *Login*.
  - Your username is your firstnamelastname in all **lowercase letters**. For example John Smith would be *johnsmith*.
  - Your password is your first name with the **first letter capitalized**. In John's example his password would be *John*.

**Note: Your first and last names are associated with the AEA 267 Professional Development system. The first and last name that you used in this system is what was used to create your username and password.**

### Returning to this web site?

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

Username

Password



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Some courses may allow guest access


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Forgotten your username or password?


4. After logging in, it will take you back to the home page of the Moodle. Locate the course category, *Mentoring and Induction* and select the appropriate course, either Mentors or Beginning Teachers.

[Electronic Integration of ESC Information Online](#)  


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 **Mentoring and Induction**

[Mentoring and Induction - Mentors](#) 

[Mentoring and Induction - Beginning Teachers](#) 

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 **Professional Development**

[PD Sandbox](#)

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5. The **first** time you access the course, you will need to input an enrollment key- you won't have to do this step again.  
Enrollment key for **Mentoring and Induction- Mentors**: **mentoring**  
Enrollment key for **Mentoring and Induction- Beginning Teachers**: **mentoring**

6. Once you have entered an enrollment key, it will take you to the home page of the course. If you are **bookmarking the course**, this is the page that you will want to bookmark. Otherwise, you will have to go through the home page of the AEA 267 Moodle and click on the course name again.

AEA-267OnLine ► MI201

**People**

[Participants](#)

**Activities**

[Forums](#)

**Search Forums**

[Advanced search](#)

**Administration**

[Profile](#)

**Course categories**

**Topic outline**

Welcome to our assignment center! Participating in these assignments covers the On-line discussion portion of the rubric.

[General Directions](#)

1 [PMI strategy of responding to an article](#)

2 [Link to brief and directions](#)

3 [Choose and respond to two questions](#)

4

5

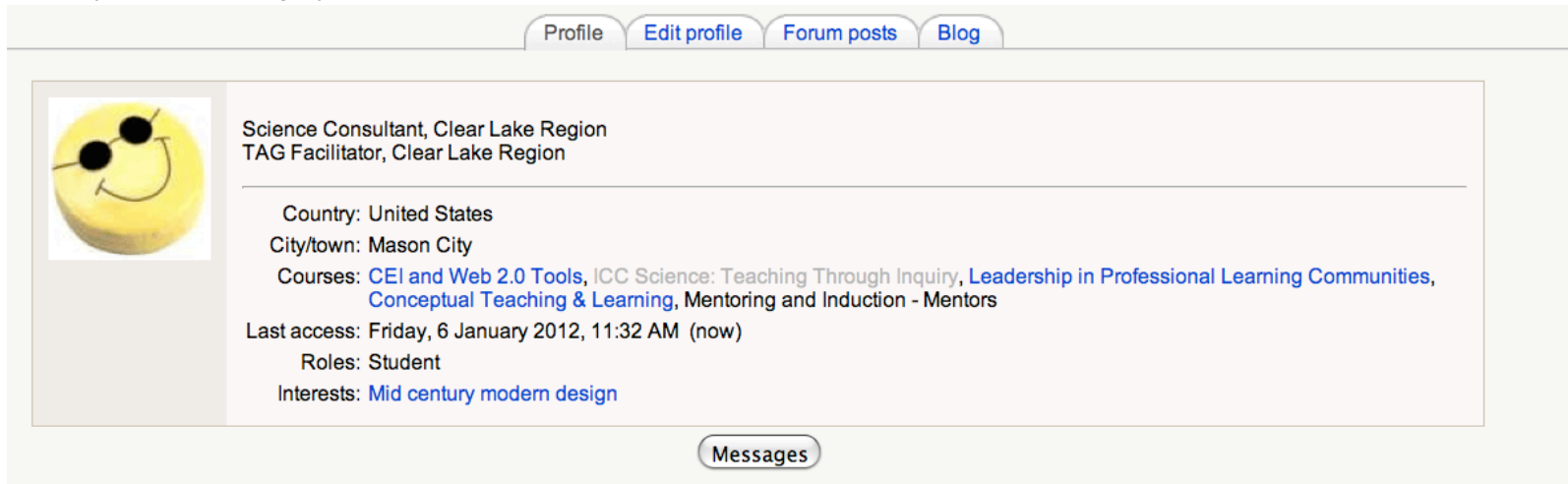
You are logged in as [Kav Schmalen](#): Student ([Return to my normal role](#))

7. The **first** time you access your profile to ensure accuracy of the information. On the left hand side of the Moodle page, click on *Profile*



A screenshot of the Moodle navigation menu. It shows two main sections: 'Administration' and 'My courses'. Under 'Administration', there is a link for 'Profile' with a small person icon. To the right of the 'Administration' section is a box containing the number '4'. To the right of the 'My courses' section is a box containing the number '5'. Below 'My courses', there is a link for 'CEI and Web 2.0 Tools' with a small gear icon.

8. On your profile page you will see the basic information and 4 tabs across the top.



A screenshot of a Moodle user profile page. At the top, there are four tabs: 'Profile', 'Edit profile', 'Forum posts', and 'Blog'. Below the tabs is a profile card. On the left side of the card is a profile picture of a yellow smiley face with black eyes. To the right of the picture, the user's name and roles are listed: 'Science Consultant, Clear Lake Region' and 'TAG Facilitator, Clear Lake Region'. Below this, there is a horizontal line. Under the line, the following information is displayed: 'Country: United States', 'City/town: Mason City', 'Courses: CEI and Web 2.0 Tools, ICC Science: Teaching Through Inquiry, Leadership in Professional Learning Communities, Conceptual Teaching & Learning, Mentoring and Induction - Mentors', 'Last access: Friday, 6 January 2012, 11:32 AM (now)', 'Roles: Student', and 'Interests: Mid century modern design'. At the bottom of the profile card is a 'Messages' button.

9. Click on *Edit profile* you will see the following page. Make any modification as necessary. **\*\*Note the Email address displayed is the email address where ALL communication from the Moodle will be delivered.** If this address is not accurate or is not where you would like these communications to be delivered, please change it accordingly. The items marked with a red \* are required fields. The other fields are optional. When you are satisfied with the information, scroll to the bottom of this page and click on the word

Update profile

*Update.* You will be returned to the home page of your profile.

The screenshot shows the 'Edit profile' page in Moodle. At the top, there are navigation tabs for 'Profile', 'Edit profile', 'Forum posts', and 'Blog'. The 'Edit profile' tab is active. Below the tabs, the 'General' section is visible, containing various user settings. A 'Hide Advanced' button is located in the top right corner of the settings area. The settings are as follows:

Field	Value
First name*	Dee
Surname*	Dienst
Email address*	ddienst@aea267.k12.ia.us
Email display	Hide my email address from everyone
Email activated	This email address is enabled
Email format*	Pretty HTML format
Email digest type*	No digest (single email per forum post)
Forum auto-subscribe*	Yes: when I post, subscribe me to that forum
Forum tracking*	No: don't keep track of posts I have seen
When editing text*	Use HTML editor (some browsers only)
AJAX and Javascript*	Yes: use advanced web features
Screen reader*	No
City/town*	Mason City
Select a country*	United States
Timezone	

**Tip to successfully navigate the AEA 267 Moodle:**

The AEA 267 Moodle uses *breadcrumbs* at the top of each page for ease of navigating between pages. It is recommended that you utilize these breadcrumbs rather than your browser's back/forward buttons.



AEA-267OnLine --> Takes you back to the home page of the AEA 267 Moodle

MI201 ---> Takes you to the home page of the course

Participants --> Takes you to the current list of participants in the course.

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**Tip regarding forum posts:**

To see the forum posts that only you have posted, click on the tab labeled *Forum Posts* on your profile page.



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How to use the discussion forum within the AEA 267 Moodle <http://goo.gl/b5ss1>

Contributing to Discussion  
Forums  
AEA 267 Moodle

