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Introduction

Hello and welcome to the Moodle Quick Guide!

Moodle is an online learning management system similar to other options such as Blackboard. It is a place to: conduct courses solely online; have a course site to supplement a face-to-face class; conduct organizational business; offer trainings and more.

Maine Roads to Quality uses the Moodle platform for all of its online courses. The Moodle Quick Guide has been developed to introduce you to using Moodle so that you may feel confident with your online learning experience.

We are invested in having your online learning experience be successful, rewarding, engaging and educational! If you have questions about how to use Moodle, staff and trainers are here to help!

Logging on to Moodle

You will receive an email from a staff member one day before the start date of the training. This email will inform you of the website of the training, as well as login information (username and password).

You will be given explicit information to support the login process. You will also be given contact information should you have questions about how to login or if you have any difficulties logging in. Remember, we are here to help you!

Moodle website address: http://mrtq-training.mrooms.org/
Navigating Around Moodle
Once you log on to Moodle you will be brought to a course overview page where you can select your course. After you click your course, you will be brought to the course homepage where you will be able to access your course objectives, assignments and forums etc.
The News Forum, Professional Ground Rules, Participant Expectations for Online Trainings can all be found on your course homepage, just scroll down further on the course homepage.

Course content can be accessed by selecting a module from the top of your course homepage (see image at the top of this page). Once you click on a module from the homepage you will be brought to a page that will allow you to access several different activities including: reading course assignments, discussion forums and other written assignments.
Under the course navigation you will see a “course dashboard” button. This will bring you to quick overview of your work. You can click on any of the icons to get more information.
Module Tasks

You will notice that there are a lot of links that you can follow on a module homepage (just scroll down on your module homepage to find these). Module tasks are color coordinated by type, you will notice a colored line above each link.

**Green task:** Indicates that your task is to participate in an interactive forum by responding to a question, as well as to answers of your fellow classmates.

**Yellow task:** Indicates a folder with several documents in it. You may have the option of selecting your choice of reading from these documents.

**Red task:** Indicates a PDF that you will be required to read.

**Blue task:** Indicates an assignment or journal entry that you submit to the teacher. Your classmates will not be able to see your responses like when you post in a forum.

**Gray task:** Indicates a link that you should follow. Usually links will open a new window and take you to an external source. Your Moodle window should still remain open when you follow a link.
Forums

FORUMS are public (meaning everyone in the course may view them). There are two types of FORUMS: the NEWS FORUMS and the DISCUSSION FORUM.

The News Forum is where the trainer will post important information and announcements for the class. You will not be able to post in the News Forum, only the trainer can. The NEWS FORUM is one method in which your trainer may post information to all participants.

Accessing News Forum: Find the course navigation at the top of the page where all of the modules are listed. Click on the Introduction link. Scroll down the page a little ways and you will see the News Forum link. Once you have clicked on the News Forum you will see a list of topics under a heading called “Discussion” and it will also tell you who made the post and what day it was made. Simply click the title to read the post. For example, “Final Reminder” (see below).
Introduction

MAINE ROADS TO QUALITY
Early Care and Education Professional Development Network

Welcome to the online training "Curriculum and Development for Preschool." Before you begin Module 1, please take some time to review the introductory documents on this page:

- News Forum (Includes a Welcome post from your instructor - please read this carefully)
- Professional Ground Rules
- Notes on Early Childhood Inclusion and Talking about Disabilities

Finally, please introduce yourself in the Introduction Discussion Forum. Once you have completed the introduction, you should move on to Module 1.
The Discussion Forums are where you respond to a prompt and then engage in written conversation with your classmates and trainer by posting responses to another’s post. Think of this like a class discussion/debate. There is usually more than one discussion per module.

Accessing Discussion Forums: Select the module you wish to work within from the navigation at the top of the course homepage. Scroll down and click on the forum activity you wish to participate in.
The same as navigating the News Forums, to read what somebody has posted, simply click the title under the “discussion” column. You will also be able to view the responses by others.
It is easy to make a new post on the Discussion Forums.

Once you are ready to add to the discussion simply click on the “Add a New Discussion Topic” button.

"Each of us must come to care about everyone else's children. We must recognize that the welfare of our children and grandchildren is intimately linked to the welfare of all other people's children. After all, when one of our children needs lifesaving surgery, someone else's child will perform it. If one of our children is threatened or harmed by violence, someone else's child will be responsible for the violent act. The good life for our own children can be secured only if a good life is also secured for all other people's children." — Elizabeth Kate

Please view this video: CLICK HERE.

Respond to the following prompt:

- As someone who "cares for other people’s children" through your work, how might this quote influence your teaching?
- Complete this sentence: "To be a teacher of young children is to..."
- What can you apply from the video to your teaching?
You will then be prompted to enter a subject for your post. Write your post in the message box. You will also have the option to add an attachment.

Activity 1: Being an Early Childhood Teacher – The Journey Begins

"Each of us must come to care about everyone else's children. We must recognize that the welfare of our children and grandchildren is intimately linked to the welfare of all other people's children. After all, when one of our children needs a heart transplant, someone else's child can perform it. If one of our children is threatened or harmed by violence, someone else's child will be responsible for the violent act. The good life for our own children can only be secured if the good life is also secured for all other people's children." – Elizabeth Raum

Please view this video CLICK HERE

Respond to the following prompt:

- "As someone who 'cares for other people's children' through your work, how might this quote influence your teaching?"
- "Complete this sentence: 'To be a teacher of young children is to..."
- "What can you apply from this video to your teaching?"

Subject

Message

Discuss subscription

Attachment

After you are through composing your post, simply push “post to forum”.

- "As someone who 'cares for other people's children' through your work, how might this quote influence your teaching?"
- "Complete this sentence: 'To be a teacher of young children is to..."
- "What can you apply from this video to your teaching?"

Subject

Message

Discuss subscription

Attachment

Post to forum
To respond to a post select ‘reply’. This can be found underneath a post.

Assignments

Assignments are similar to forums only they are not public (meaning what you post here can only be seen by yourself and your trainer). This is where you will respond to assignments. Remember, assignment prompts are blue, as seen below!
To submit your assignment, click on the activity. You will then be brought to the assignment page. Click the “Add submission” button to input your work. Input your work and then hit the “save changes” and you are good to go!

Reflection Journal #1

“**There are three Reflection Journals during this training - in Modules 1, 3, and 10.**”

We explored four big ideas about planning for children’s learning in this module. The first three - DAP, curriculum, and inclusive practices - are considered foundational to our field. The fourth - learning standards, such as the MELD@ - reflect and support the first three key concepts. Module 1 presented an overview of these big ideas, but there is a wealth of additional information that will inform your growth as a professional. Please write a reflection here on how you can further your learning, then set some specific goals. Feel free to add other personal reflections to this entry - Reflection Journals are read only by you and your instructor.

Prompts to help with your reflection:

- Reread the objectives for this module, which are listed at the top of the module page.
- What are your main strength(s) as a teacher?
- In what areas of knowledge, skills, and abilities would you like to grow and develop during this training?
- What questions about curriculum and preschool-aged children would you like to explore?
- What other information would you like to add to your reflection?

Submission status

<table>
<thead>
<tr>
<th>Submission status</th>
<th>No attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Last modified</td>
<td></td>
</tr>
</tbody>
</table>

Add submission

Make changes to your submission
**Sending Messages Through Moodle**

You can send email messages to your trainer and classmates through Moodle. Go to your course dashboard and find the tab that says “participants” and click it.

Click on the name of the person you wish to message and find the “message” button underneath their picture.
Type your message in the message box and push “send”. The message you have sent will then appear in the dialoged box above where you send the messages.

**Turning on E-mail Notifications**

Click on your name.
Under “user details” click on “preferences”.

Find the things you wish to have notifications sent to your inbox for and click the tabs “on”. Note: you will not receive internal Moodle messages in your e-mail inbox unless you select to have notifications sent to you.
Editing Profiles

To edit your profile click your name. Then find the “edit profile” link. After click “edit profile” fill in your information and upload a picture!
We hope this guide has helped you to become more comfortable and familiar with using Moodle. Once you have taken one Moodle course you will no doubt feel very comfortable using this online learning platform.

Remember though, both the staff at MRTQ and our trainers are here to help you!

Happy Moodling!