Technology Training Sessions

	Moodle Session I	Training Date
	Log in and identify major page elements	
	Navigate using the breadcrumb trail	
	Move blocks or page elements	
	Enter editing mode	
	Edit user profile	
	Add or remove unit topics/ Hide show page elements	
	Course id/URL	
	Edit topic summary	
	Insert a label	
	WYSIWYG Editor overview	
		Training Date
	Insert an Image	
	Create an Anchor	
	Display a directory of files	
	Add/configure a Web Page Resource	
	Link to a website	
	Link to a file	
	Add/configure Book Resource	
	Configure page to align with current moodle policy	
	Block positioning	
	Creating Section Links	
	Moodle Message Me Block	
	Student Withdraw Process	
	Moodle Session III	Training Date
	Add/configure an Offline Activity	
	Add/configure an Online Text Acitivty	
	Add/configure an Advanced Uploading of Files Activity	
	Add/configure a Questionnaire Activity	
	Add/configure a Choice Activity	
	Moodle Session IV	Training Date
	Add/configure a Quiz Activity	
	Configure various question types within quiz	
	Create a quiz category	
	Add questions to quiz category	
	Add questions to quiz	

	Moodle Session V	Training Date
	Add/configure a Forum Activity	
	Add/configure a Glossary	
	Settings	
	Dashboard overview	
	Gradebook overview	
	Categories and Items overview	
	Configure gradebook settings	
	Set up Custom Scales	
	Export grades	

	Moodle Session VI	Training Date
	Import course modules	
	Generate course report/ view course logs	
	Import/export question banks	
	Set up folders in files	
	Navigate Report Card Entry page	
	Lesson Overview and opt in function	
	Add/configure an .mp3 file to be played in Moodle	
	Add/configure a movie file to be played in Moodle	
	Log in as Notareal Student	

	Moodle Session VII	Training Date
	MSIS Overview	
	Search a parent/student	
	Grading assignments	
	Quick grading	
	Grading assignments with uploaded files/revert to draft	
	Grading offline assignments	
	Grading an online quiz	
	Quiz data analysis	

	Moodle Session VIII	Training Date
	Add a custom HTML block	
	Use PALCSmail	
	NanoGong Recorder	
	Moodle Policy Updates	
	Teacher Tools	
	Standardized Themes	
	Standards Based Reporting	
	Simplified Grades Link	
	New S/A/K Interface	
	Multi-Interim Progress Reports	

Turnitin	

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