

Cultural Diversity Foundation

Registering for the Online Courses: Getting Started

Registration:

Students will complete the online registration form. They will create a login and password. The login and password will be used to access the course on the start date. The student will receive a confirmation registration message via Email from the Cultural Diversity Foundation.

Payment:

Payment must be received no later than one day before class starts. Students will not be able to access the course until payment is received. Payment can be made online, or a check can be made payable to the Cultural Diversity Foundation. They will be notified via email or phone by the CDF office when payment has been received.

What time does the course start?

The one-day, online course starts at 8:00 a.m. and ends at 4:00 p.m. However, it will be accessible until 11:00 p.m. on the scheduled date for the course. The student will be able to access the lecture, assignment, discussion board, Email, and the live, online classroom.

How Do I Login?

To login to the registered course, go to www.cdfnv.org/onlineworkshops.html Advance to the bottom of the screen. Locate the red “login” icon. Click the icon. Enter your username and password. The title of the course will display on the screen. Click the link. At that point, you will enter the course management system, called Moodle.

How do I get started in Moodle?

Before the student begins to view the prerecorded lecture, they will review the recorded workshop overview called “**Getting Started**”, which will explain in detail how to locate resources in Moodle, post messages on the discussion board or forum, Email the instructor, view the lecture, and submit your homework assignment.

How do I contact the instructor?

Once you have access to the course in Moodle, you can contact the instructor by clicking the Messages link, select the instructor’s name, and sending him/her a message. You can also post a message under the instructor forum heading on the discussion board. (The instructions will be outlined in the “Getting Started” prerecorded lecture in Moodle.

Communicating with the Instructor Live:

At 11:00 am, the students will meet the instructor in the online, live classroom called Elluminate. There will be a link to Elluminate on the course homepage in Moodle. It will be labeled “**Participant Live Classroom**” **Note:** the instructor may change the time of the live classroom meeting. Check the Instructor Forum to verify the time.

During the live discussion, the students will be able to interact with the instructor, live. The objective of the classroom meeting is to allow the instructor to assist the students with the class activity. Students will need a headset or microphone and speakers to talk and listen. They can use the chat box to type in text if they do not have a microphone.

When do I submit the assignment?

A link to the assignment will be located under the link for the online lecture on the course homepage in Moodle. You will click on the link to display and print the assignment. Follow the directions. Instructions are also outlined in the “Getting Started” lecture.

After the student has practiced learning how to use the software application or any other activity, they will complete a short assignment that will be used to assess their learning. The assignment must be submitted by 1:00 pm. **Note:** The instructor may change the time to submit the assignment to allow you more time to practice.

Where do I submit the assignment?

Instructions for submitting the assignment will be covered in the “Getting Started” lecture. To submit the assignment, you will locate the assignment dropbox. It is displayed when you click on the assignment link. You will upload and the assignment from your disk to the assignment dropbox.

The instructor will review the assignment and provide the students with feedback by communicating with them via Email in Moodle by 3:00 p.m. **Note: The instructor may change the time.** At this time, the student will be able to correct any mistakes and resubmit the assignment or ask the instructor questions via the discussion board until 5:00 p.m., which is when the class ends.

How long do I have access to the course?

The student can review the online lecture and continue practicing until 11:00 p.m., but the instructor will not be online after 5:00 p.m. The student will be sent an online survey to complete via email. In addition, a certificate of completion will be sent to each student via email.