

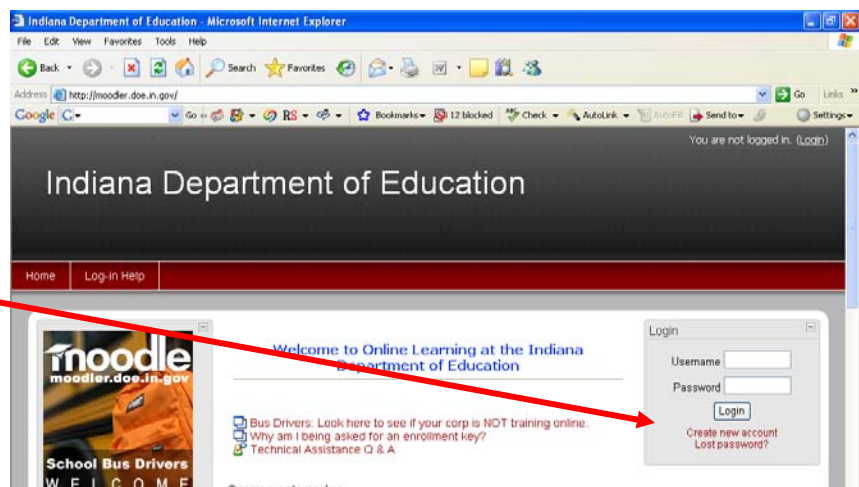
Online Professional Development Series for Professional School Counselors

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

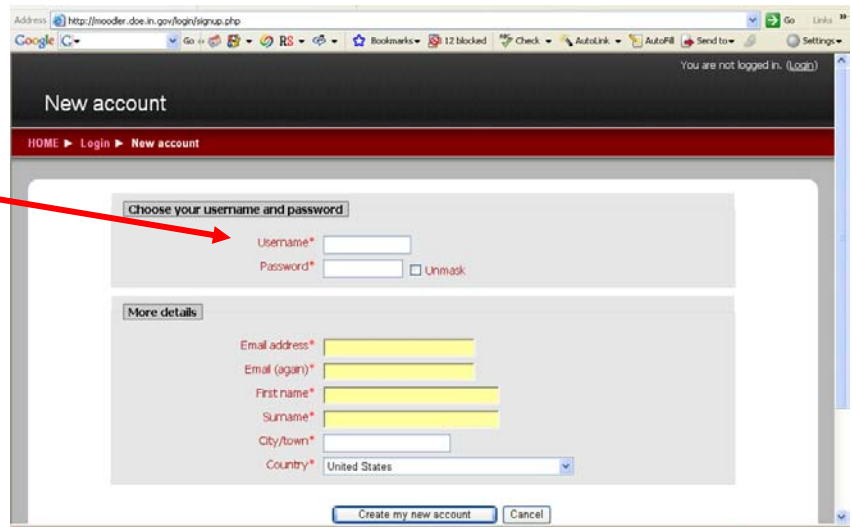
Getting Started

Moodle Registration:

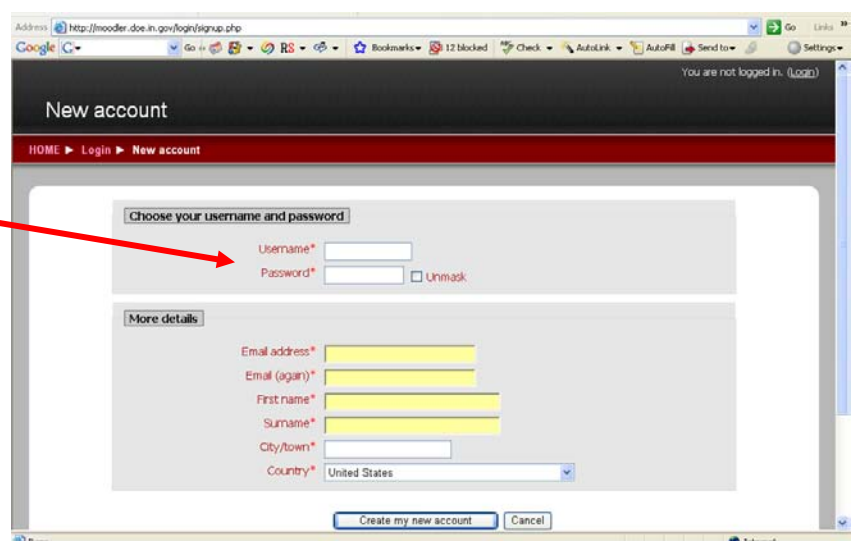
- First go to: <http://moodler.doe.in.gov/>
- On the right-hand side in the gray “Login” box, you will see “Create New Account”
- Click on this link.



- Complete the information on the “New Account” page including:
- Username – Use your entire school email address (all lower case). Example: asnobarg@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).



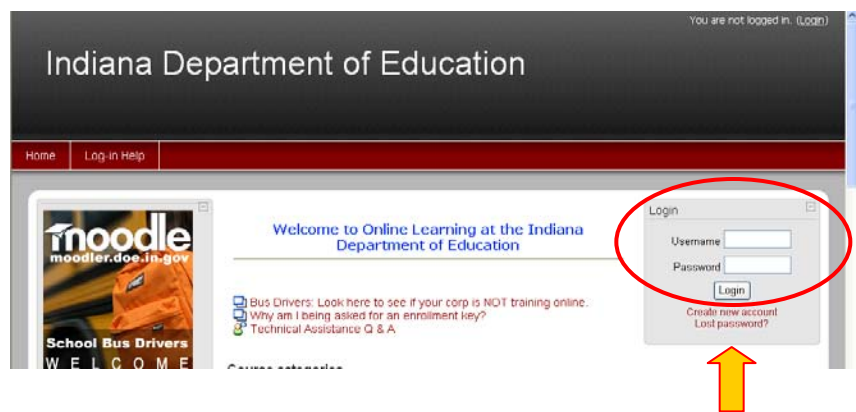
- Password – This can be any password of your choosing but should be something easily remembered by you but unfamiliar to others.
- Surname – (your last name).
- When finished, hit “Create my new account”.



- 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

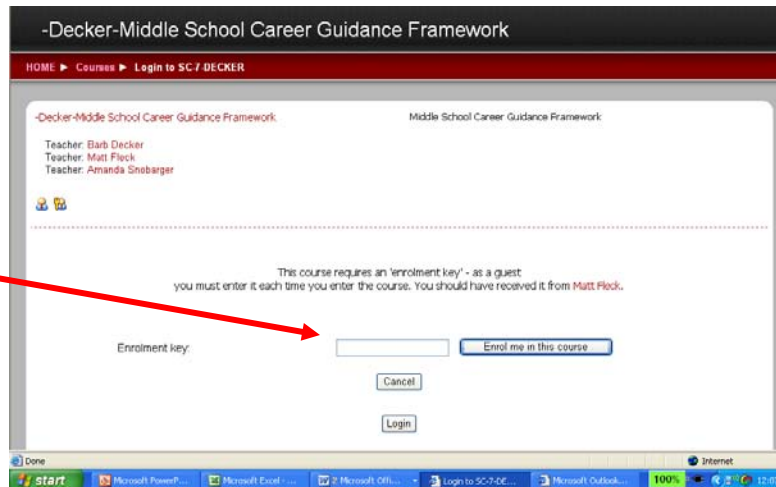
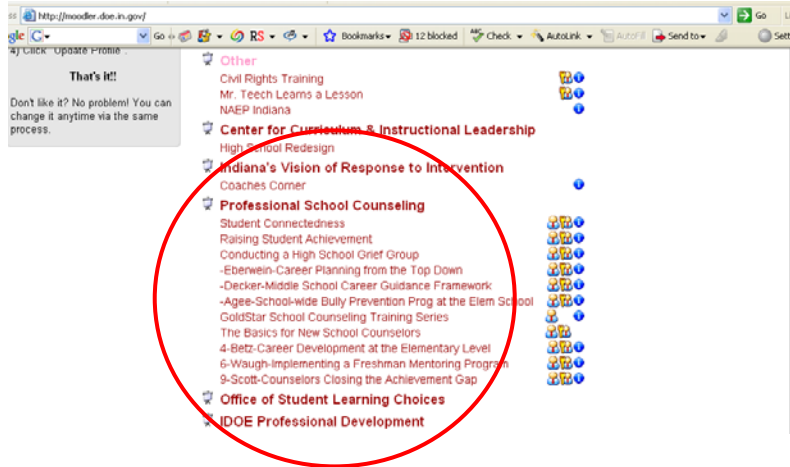
- First go to: <http://moodle.doe.in.gov/>
- If you have already set up an account, login (upper right-hand side of page) using your Username (which is your email address in all lowercase letters) and your password.
- If you have forgotten your password, click, “Lost password?”



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

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



Course Completion

- For each course, you will be required to complete a pre-test and a post-test. To receive Continual Renewal Units (CRUs) or 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 watch
 - Videos to link to and watch
 - Resources to read or review including documents, handouts, posters, websites, etc.
 - A post-test. After successful completion of the post-test, you will receive a note indicating that an email will be sent to you in the spring with information regarding CRU and PGP points.

Receiving CRU's, 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, mailing address, date of birth, last 4 digits of your SSN, and whether you are requesting CRU, PGP, or CEU's to the following:
CRU's or PGP points: asnobarg@doe.in.gov
CEU's: dkempson@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. *Click and read the "Technical Assistance Q & A" towards the top of the page at: <http://moodler.doe.in.gov/>.*

If you can't access a course:

1. *Make sure the course is listed under the Professional 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 Snobarger, IDOE School Counselor Consultant at asnobarg@doe.in.gov.*
2. *Please be specific about where you found the problem so we may correct it – thanks.*