

Your Faculty Moodle Account @ the Faculty of Education, VIU

The Field Experience Office as well as many instructors use Moodle to provide documents, content & activities for courses. You will need to login to Moodle as an employee in the Faculty of Education at VIU.

This document is provided to help you access your Moodle account, access faculty materials in Moodle & to request your own Moodle shell for a course. If you would like additional support in using Moodle, or learning about what else you can do with Moodle, please contact Julia Hengstler, your Faculty of Education, Educational Technologist—Office: 356-223 Extension: 2630 Email: Julia.Hengstler@viu.ca

The username and password for your Moodle account is generated from your VIU employee Capitan account. Once you have an account on the VIU employee server, Capitan, this information is carried through to automatically create your Moodle account. Your Capitan account is not activated until you are officially on the VIU payroll. Once you have your account username & password, you may need the enrolment key for specific “courses” like “Education Faculty Support Site” or “Field Supervisors’ Templates and Resources”. If you do not have a key that you need, you can contact the “Teachers” listed in connection with that course. Please note that **Education has its own web address for Moodle—separate from the University’s generic Moodle, or that of other departments. The Education Moodle is located @ <http://educ.viuonline.ca>**. Remember to bookmark or favourite that site in your browser if you need it.

NOTE: If you are off campus, you will need to update your Capitan password about every 60 days. If you logon to computers at a VIU campus regularly, you will be prompted to change your existing password when it is getting close to expiry. If you do not use on-campus computers, you will need to update your password about every 60 days via the site <https://records.viu.ca/www/compserv/changepass.htmlx>. You will not be permitted to reuse any past password. Passwords must be at least 7 characters and can NOT include your username. You should receive an email via your official @viu.ca address when your password is approaching expiry. If you use an email program with reminders like Outlook or Google Calendar, it is helpful to create a reminder to update your password for Discovery.

Your Faculty a Moodle Account Information

- 1) You must first be active on the VIU payroll.
- 2) Your username will generally be your last name followed by your first initial to a maximum of 8 characters, like:
 - *smithb* for Bob Smith
 - If your last name is longer, it may be cut down to 7 letters, like
 - *rumplesj* for John Rumplestiltskin.
- 3) For your first login, your password is set to your social insurance number—with no spaces or dashes.
- 4) You will be prompted to change this password. Passwords must be at least 7 characters and can NOT include your username.
- 5) Every 60 days, thereafter, you will be prompted by email or at an on-campus login to change your Capitan password. You will not be permitted to reuse any past password. You should receive an email via your official @viu.ca address when your password is approaching expiry.

- If you do not use on-campus computers, you will need to update your password about every 60 days via the site <https://records.viu.ca/www/compserv/changepass.htmlx> .

6) Your Capitan username and password are now the same username & password you will use to access Moodle.

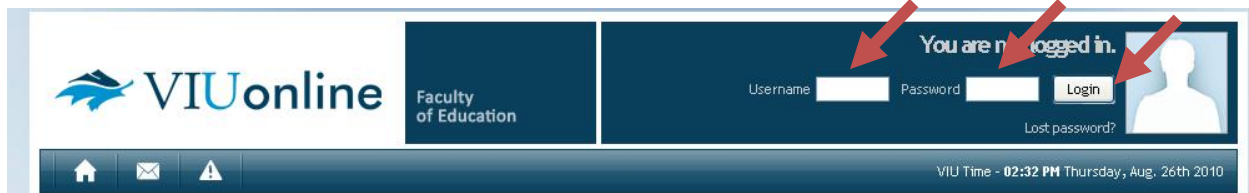
Accessing A Moodle Course in VIU's Faculty of Education

Each instructor creates his or her own Moodle course and sets a unique enrolment key. Think of it as a password to enter the course. If you are accessing courses created by others, you will need the enrollment key. If you would like access to a colleague's course as listed in the "Categories" section, please direct your request directly to the specific colleague.

- 1) With your Capitan account activated, & with the enrollment key from the " instructor", head to <http://educ.viuonline.ca/>

The screenshot shows the Moodle interface for the Faculty of Education at VIU. At the top, there is a navigation bar with the VIUonline logo and a login section that says "You are not logged in." with fields for Username and Password, and a Login button. Below the navigation bar is a calendar for August 2010. The main content area features a banner for the Faculty of Education with the text "VIU Discover more with us." and a welcome message: "Welcome to the Moodle site for the Faculty of Education @ VIU." A "NEW!" announcement states: "Please use your Capitan or Discovery login (same account you login to your VIU computer with) to access this site. Please contact us at online@viu.ca if you have any questions." To the right of the main content is a "Course Finder" section with a search box and a "Go" button. Below that is "Moodle Support" information for Julia Hengstler, including her contact details and hours. At the bottom, there are sections for "Site news" (with a note that no news has been posted yet) and "Course categories".

- 2) Enter your username & password that you created for your Capitan account in the fields at the top right corner & click on the login button.



- 3) Once logged in, you will see the Education "Course categories". Click on the appropriate course category to expand the list of available courses. For example, a new faculty member might click on "Faculty Materials" category.

Course categories	
Student Templates & Resources	4
Year 3 Courses (EDTE 300's)	1
Year 4 Courses (EDTE 400's)	9
Year 5 Courses (EDTE 500's, EDTE611)	11
Post Baccalaureate Courses (EDPB 500's & EDTE 612, 613, 615)	24
Saanich PB	4
Eportfolios	15
Year 6 Courses (EDTE 600's)	4
SETS Courses (EDPD's)	6
Master of Education (MEDL's)	9
Master of Education Spec Education (MEDS)	
Teaching Leadership Certificate Program	1
Faculty Materials	8
Other	17
General Discussion Groups	

- 4) The list of available courses in that category will then appear. For our new faculty example, you might see something like:

The screenshot shows two course cards. The first card is for 'Field Experience Supervisors' Templates and Resources (2008 / 09 - Ongoing) with teachers John Phipps, Ron Sandland, Pamela Hoy, and Jean Tonski. The second card is for 'Education Faculty Support Site' with teacher Jean Tonski. A red arrow points to the 'Education Faculty Support Site' card.

- 5) Click on the course you want to access. In our example, let's say you need to access in Education Faculty Support Site. Click on the course name.

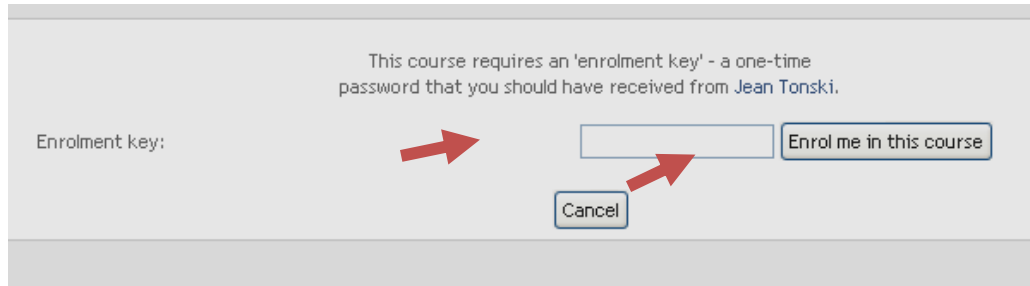
This screenshot is identical to the previous one, but with a red arrow pointing to the course name 'Education Faculty Support Site' in the second card.

- 6) You will be taken to the screen where you will need to enter the enrolment key. You get this key from a person listed as a "Teacher" for the course—or you might have been provided with the key some other way. If you do not have the enrollment key, click on the name of the "Teacher" as below. In this case we would click on the blue highlighted name, "Jean Tonski" and we could send her a message from within Moodle that we need the enrollment key.

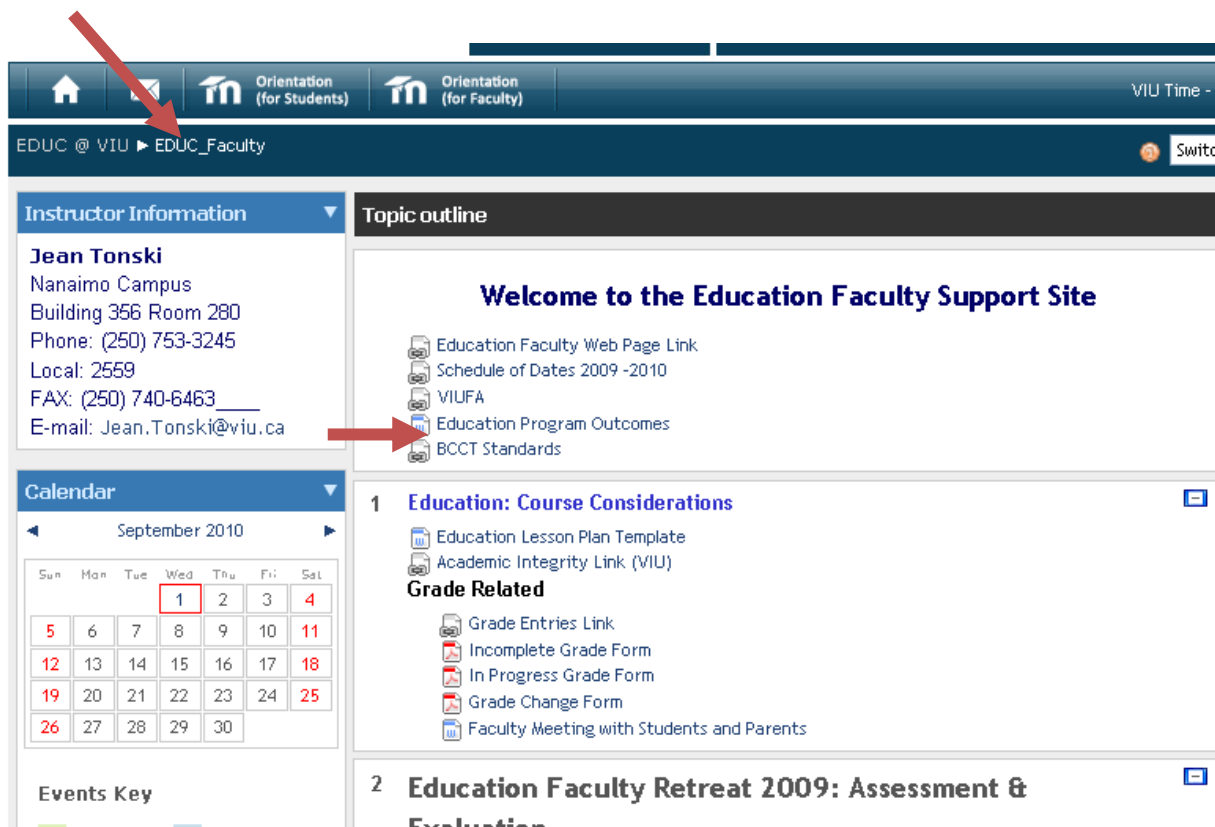
The screenshot shows an enrolment key form. At the top, it says 'This course requires an 'enrolment key' - a one-time password that you should have received from Jean Tonski.' A red arrow points to the name 'Jean Tonski'. Below this is a text input field for the enrolment key, an 'Enrol me in this course' button, and a 'Cancel' button.

Alternatively, you could email a person listed as "Teacher". Generally speaking, every employee on payroll has an @viu.ca address in the following format: Firstname.Lastname@viu.ca. So Jean would be Jean.Tonski@viu.ca

7) If you have the key, look below the course name & enter it. Click the “Enrol me in this course” button.



8) You will then be taken to the course’s homepage. Note the course’s short name in the upper left of Moodle. This area is called the “breadcrumb” trail. The full name should also appear in the centre panel with your instructor’s name and contact information in the upper left corner.



9) You return to your Moodle homepage by clicking the House icon  in the far upper left.

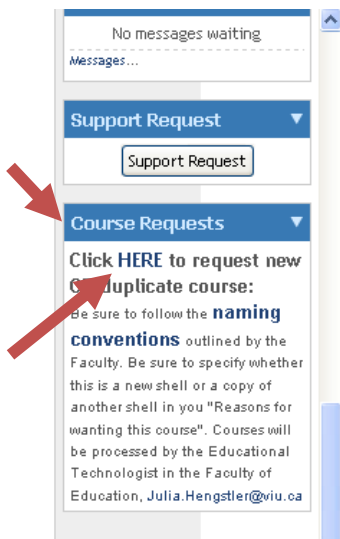


10) When on your Moodle homepage, you will see a section, “My courses” that lists all the courses to which you have access. Course categories will now appear below this. (Note: If you have not entered any courses with enrolment keys, you will not see the “My courses” area.)

Requesting a Moodle Course Shell for Your Course in VIU’s Faculty of Education

Moodle course shells can be requested for a course, event or activity. Once you have a course shell the way you like it, you can duplicate it as the basis for other courses, events, or activities—saving you time and energy.

- 1) Go to the Education Moodle homepage <http://educ.viuonline.ca> or if you are logged in, click on the home icon at the upper left of your screen.
- 2) Scroll down the right hand column to find the section “Course Requests” as below & click on the word “HERE”



3) On the next page, you will need to provide information about the course.

- First the full course name (follow the format below):

EDTE431: Application of Educational Technology (Hengstler, 2010)

Full name course format begins with a 4 letter code followed by the course number (no spaces) with a colon directly after the number. ("EDTE431:"). The colon (:) is followed by the course title, then the instructor name, year in parenthesis ("Application of Educational Technology (Hengstler, 2010)"). It is important to follow the format as best you can so the courses can be automatically sorted by name. 4 letter codes are as follows:

EDTE =most BEd courses

EDPB =most PB courses

EDPD =most SETS courses

MEDL =most MEd in Leadership courses

MEDS =most MEd in Special Education courses

If you have multiple sections of a course and will be requesting separate shells for them, indicate that just after the colon in parentheses as follows:

EDTE431: (Sect 1) Application of Educational Technology (Hengstler, 2010)

1) The next field asks you to supply the short course name (follow format described below):

EDTE431_F10

The short name is the 4 letter code for the course followed immediately by the course number (no spaces) followed by an underscore (" _"), a semester or year designation (F=Fall, S=Spring, Y=Year & I=Intersession) & the last two digits of the year it is offered. So "EDTE431_F10" means EDTE 431 offered in Fall of 2010.

If you have multiple sections of a course and will be requesting separate shells for them, after the first underscore designate the section number (S1, S2, etc.) then follow with another underscore , semester designation and year.

EDTE431_S1_F10

So, "EDTE431_S1_F10" is for section 1 of EDTE 431 for Fall 2010.

2) It is helpful to include a summary. The course summary can be cut & pasted from the VIU Calendar information for your course found here in the Education course listings:

<http://www.viu.ca/calendar/courses/ED.ASPX?crs=>To quickly find your course information, do a search on the page for your course number .

The screenshot shows the 'Course request' form in Moodle. The 'Details of the course you are requesting' section includes:

- Full name*: EDTE431: Application of Educational Technology (He)
- Short name*: EDTE431_F10
- Summary: A rich text editor containing the text: **EDTE 431 (3) Instructional Design: Application of Educational Technology**
An introduction to the pedagogical perspectives for teaching and learning using technology. Technical skills required for the design and use of custom, technology-enhanced curriculum are developed and applied. Topics include various strategies for the integration of educational technologies. Credit will only be granted for one of EDTE 611 or EDTE 431.

Below the summary is a path field: Path: body » p

- 3) Next, scroll down to specify the enrollment key. This is the course “password” that you will provide to your students so they may access the course. First click in the box next to “Unmask” so you can see what you type. Then type the phrase you will use

The screenshot shows the 'Enrolment key' field with the text 'techrocks' entered. To the right of the field is a checkbox labeled 'Unmask', which is checked. Red arrows point to the text input box and the 'Unmask' checkbox.

- 4) Now you give a brief reason for requesting the course & click the “Request a course” button

Reasons for wanting this course

Supporting information to help the administrator evaluate this request *

This is the EDTE 431 course for year 4's

Request a course Cancel

There are required fields in this form marked *

- 4) The request will be sent through the system via VIU Online to the Faculty of Education’s Educational Technologist to issue you a course shell. Expect an approximate 2 working-day turn-around time for requests.
- 5) When your shell is ready, it will appear in the “My Courses” section when you logon.

Should you have any questions or issues with Moodle, please contact your Educational Technologist:

Julia Hengstler
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Extension: 2630
Email: Julia.Hengstler@viu.ca