

Creating an Account

1. Visit <http://moodle.tamhsc.edu>
2. Select “Log In” from the top right corner.

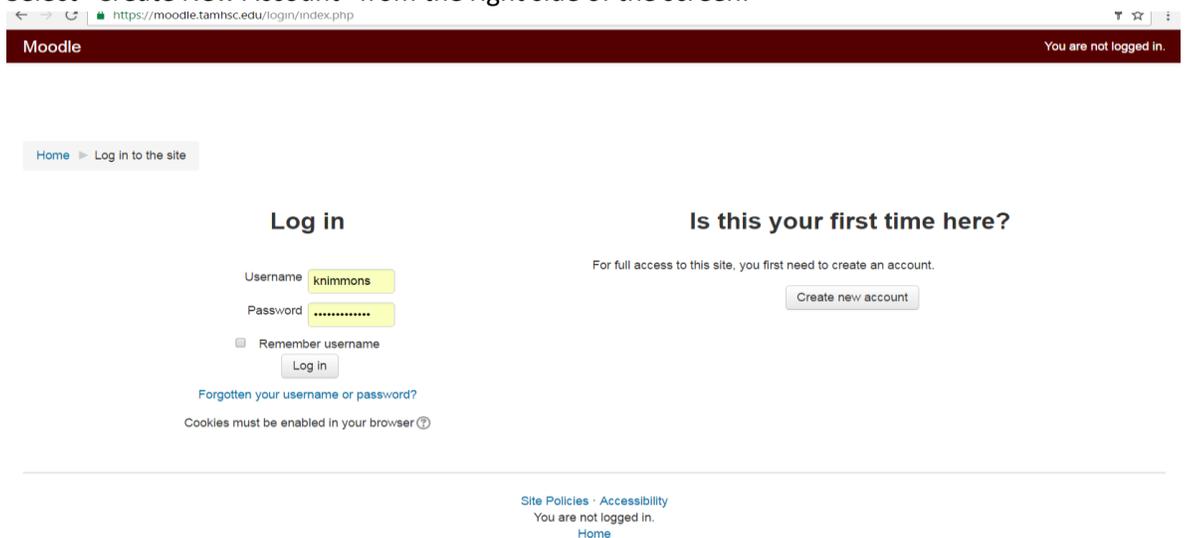


The screenshot shows the Moodle homepage at <https://moodle.tamhsc.edu>. The page features a dark red header with the Moodle logo and a notification that the user is not logged in. A navigation menu on the left includes links to Home and Courses. The main content area displays a list of available courses, each with its title and a list of teachers. A calendar widget is visible on the right side of the page.

Available courses

- Community Health Worker Instructor Certification: Fall 2016**
Teacher: Blanca Macareno
Teacher: Dinorah Martinez
Teacher: Katharine Nimmons
Teacher: Paula Saldana
- Community Health Worker Certification: Fall 2016**
Teacher: Blanca Macareno
Teacher: Dinorah Martinez
Teacher: Katharine Nimmons
Teacher: Paula Saldana
- Helping Older Adults Change Health Behaviors to Prevent Falls and Related Injuries: CHW Instructors**
Teacher: Blanca Macareno
Teacher: Dinorah Martinez
Teacher: Paula Saldana
- Helping Older Adults Change Health Behaviors to**

3. Select “Create New Account” from the right side of the screen:



The screenshot shows the Moodle login page at <https://moodle.tamhsc.edu/login/index.php>. The page features a dark red header with the Moodle logo and a notification that the user is not logged in. A navigation menu on the left includes links to Home and Log in to the site. The main content area is divided into two sections: "Log in" and "Is this your first time here?". The "Log in" section contains a form with fields for Username (knimmons) and Password (masked with dots), a checkbox for "Remember username", and a "Log in" button. The "Is this your first time here?" section contains a message: "For full access to this site, you first need to create an account." and a "Create new account" button. A footer section contains links for Site Policies - Accessibility, You are not logged in., and Home.

Log in

Username:

Password:

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Is this your first time here?

For full access to this site, you first need to create an account.

[Site Policies - Accessibility](#)
[You are not logged in.](#)
[Home](#)

4. Complete new account form fields

← → ↻ <https://moodle.tamhsc.edu/login/signup.php?> Moodle You are not logged in. (Log In)

New account

▼ Collapse all

▼ Choose your username and password

Username* Missing username

The password must have at least 9 characters, at least 1 digit(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password* Missing password
 Unmask

▼ More details

Email address*

Email (again)*

First name*

Last name*

City/town

<https://moodle.tamhsc.edu>

5. Upon completing the form, you should receive an email verification. Follow the link from the email to confirm your new account.



Hi Katy Nimmons,

A new account has been requested at 'TAMHSC Moodle' using your email address.

To confirm your new account, please go to this web address:

https://moodle.tamhsc.edu/login/confirm.php?data=FUFJ7fFP1VJGf7d/test_sample

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

6. Once you confirm your account, you should be logged in to Moodle. To register for a course, select “Courses” from the Navigation menu on the left side of the screen.

The screenshot shows a Moodle user dashboard for Katy Nimmons. The browser address bar displays <https://moodle.tamhsc.edu/my/>. The Moodle logo and the user's name "Katy Nimmons" are visible in the top navigation bar. The dashboard includes a "Dashboard" button, a "Customize this page" button, and several widgets: "NAVIGATION" with links for Site home, Site pages, and Courses; "COURSE OVERVIEW" with the message "No course information to show."; "PRIVATE FILES" with "No files available" and a "Manage private files..." link; "ONLINE USERS" showing "(last 5 minutes)" and "Katy Nimmons"; "LATEST BADGES" with "You have no badges to display"; and a "CALENDAR" for December 2016.

7. After selecting “Courses”, select “Self-Paced CEUs.”

The screenshot shows the Moodle course index page for Katy Nimmons. The browser address bar displays <https://moodle.tamhsc.edu/course/index.php>. The Moodle logo and the user's name "Katy Nimmons" are visible in the top navigation bar. The page title is "TAMHSC Moodle". The breadcrumb trail shows "Dashboard > Courses". The "NAVIGATION" menu is expanded to show "Courses" with sub-items "Certification Courses" and "Self-Paced CEUs". A search bar for courses is present with a "Go" button. The page lists two course categories: "Certification Courses" and "Self-Paced CEUs". A "Collapse all" button is visible on the right side of the course list.

8. Within “Self-Paced CEUs,” select the course you are interested in taking:

The screenshot shows the Moodle course index page for 'Self-Paced CEUs'. The breadcrumb trail is 'Dashboard > Courses > Self-Paced CEUs'. The left sidebar contains 'NAVIGATION' with links to 'Dashboard', 'Site home', 'Site pages', and 'Courses'. Under 'Courses', 'Self-Paced CEUs' is expanded, showing sub-categories like 'Fall Prevention - CHW Instructors', 'Fall Prevention for CHWs', 'Healthy Community Food Systems', 'Cancer Navigation', 'DONE', and 'CRC Prevention, Detection, Treatment'. Below this is 'ADMINISTRATION' with 'Category: Self-Paced CEUs' and 'Competency frameworks'. The main content area has a 'Course categories:' dropdown set to 'Self-Paced CEUs' and a 'Search courses:' input field with a 'Go' button. Three course cards are displayed: 1. 'Helping Older Adults Change Health Behaviors to Prevent Falls and Related Injuries: CHW Instructors' by Blanca Macareno, Dinorah Martinez, and Paula Saldana. 2. 'Helping Older Adults Change Health Behaviors to Prevent Falls and Related Injuries: CHWs' by Blanca Macareno, Dinorah Martinez, and Paula Saldana. 3. 'Healthy Community Food Systems' by Blanca Macareno and Katharine Nimmons. A fourth card for 'Cancer Navigation' by Blanca Macareno is partially visible at the bottom.

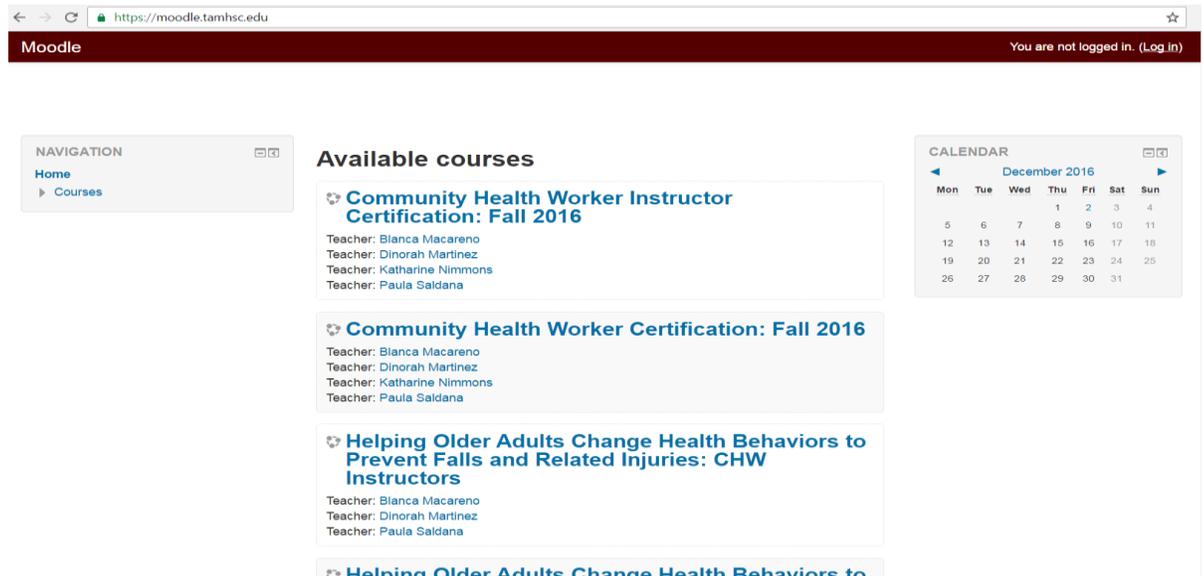
9. After selecting the course you would like to take, select “Enroll Me’

The screenshot shows the Moodle enrollment options page for the 'Healthy Community Food Systems' course. The breadcrumb trail is 'Dashboard > Courses > Self-Paced CEUs > Healthy Community Food Systems > Enroll me in this course > Enrollment options'. The left sidebar shows 'NAVIGATION' with 'Current course' expanded to 'Healthy Community Food Systems'. 'ADMINISTRATION' shows 'Course administration' with a link to 'Enroll me in this course'. The main content area is titled 'Enrollment options' and shows the course name 'Healthy Community Food Systems' by Blanca Macareno and Katharine Nimmons. Under 'Self enrollment (Student)', it states 'No enrollment key required.' and features a prominent blue 'Enroll me' button. At the bottom, there are links for 'Site Policies · Accessibility', a login status 'You are logged in as Katy Nimmons (Log out)', and the course name 'Healthy Community Food Systems'.

10. Congratulations! You are enrolled in the online, self-paced CEU.

Accessing the Course:

1. Visit <http://moodle.tamhsc.edu>
2. Select “Log In” from the top right corner.

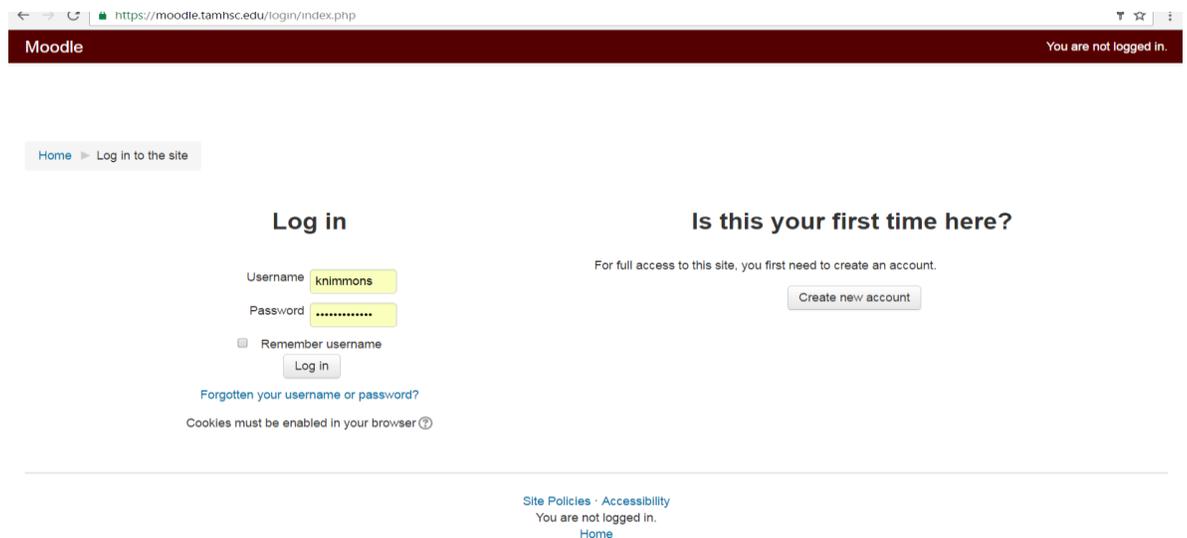


The screenshot shows the Moodle homepage at <https://moodle.tamhsc.edu>. The page features a navigation menu on the left with 'Home' and 'Courses' options. The main content area displays 'Available courses' with three course listings:

- Community Health Worker Instructor Certification: Fall 2016**
Teacher: Blanca Macareno
Teacher: Dinorah Martinez
Teacher: Katharine Nimmons
Teacher: Paula Saldana
- Community Health Worker Certification: Fall 2016**
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Teacher: Paula Saldana
- Helping Older Adults Change Health Behaviors to Prevent Falls and Related Injuries: CHW Instructors**
Teacher: Blanca Macareno
Teacher: Dinorah Martinez
Teacher: Paula Saldana

A calendar widget on the right shows the month of December 2016.

3. Enter your username and password to the Log In fields.



The screenshot shows the Moodle login page at <https://moodle.tamhsc.edu/login/index.php>. The page includes a navigation menu with 'Home' and 'Log in to the site' options. The main content area is titled 'Log in' and contains the following fields and options:

- Username: knimmons
- Password: [masked]
- Remember username
- Log in button
- [Forgotten your username or password?](#)
- Site Policies - Accessibility
- You are not logged in.
- Home

On the right side, there is a section titled 'Is this your first time here?' with the text 'For full access to this site, you first need to create an account.' and a 'Create new account' button.

4. Once you log in, you will see a list of courses you are enrolled in as part of the “Course Overview” section. When you select this course, it should direct you to the course home page.

The screenshot shows a Moodle user dashboard for Katy Nimmons. The browser address bar displays <https://moodle.tamhsc.edu/my/>. The Moodle logo and the user's name, "Katharine Nimmons", are visible in the top right corner, along with the text "You are logged in as Katy Nimmons".

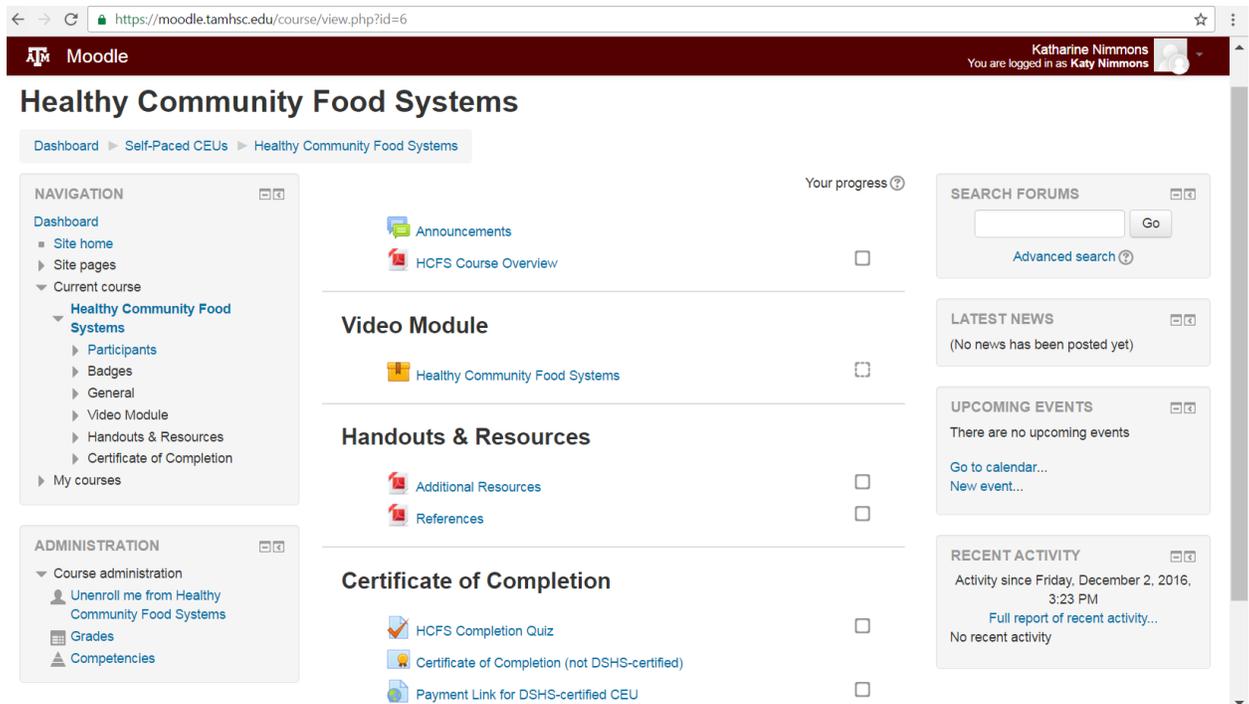
The dashboard is organized into several sections:

- NAVIGATION:** A sidebar menu with options: Site home, Site pages, My courses, and Healthy Community Food Systems.
- COURSE OVERVIEW:** A central section titled "Healthy Community Food Systems" with a notification: "You have SCORM packages that need attention".
- PRIVATE FILES:** A section indicating "No files available" with a link to "Manage private files...".
- ONLINE USERS:** A section showing "Katharine Nimmons" as an online user, with a note "(last 5 minutes)".
- LATEST BADGES:** A section stating "You have no badges to display".
- CALENDAR:** A calendar for December 2016, showing dates from 1 to 18.

The URL <https://moodle.tamhsc.edu> is also visible in the bottom left corner of the page.

Taking the course:

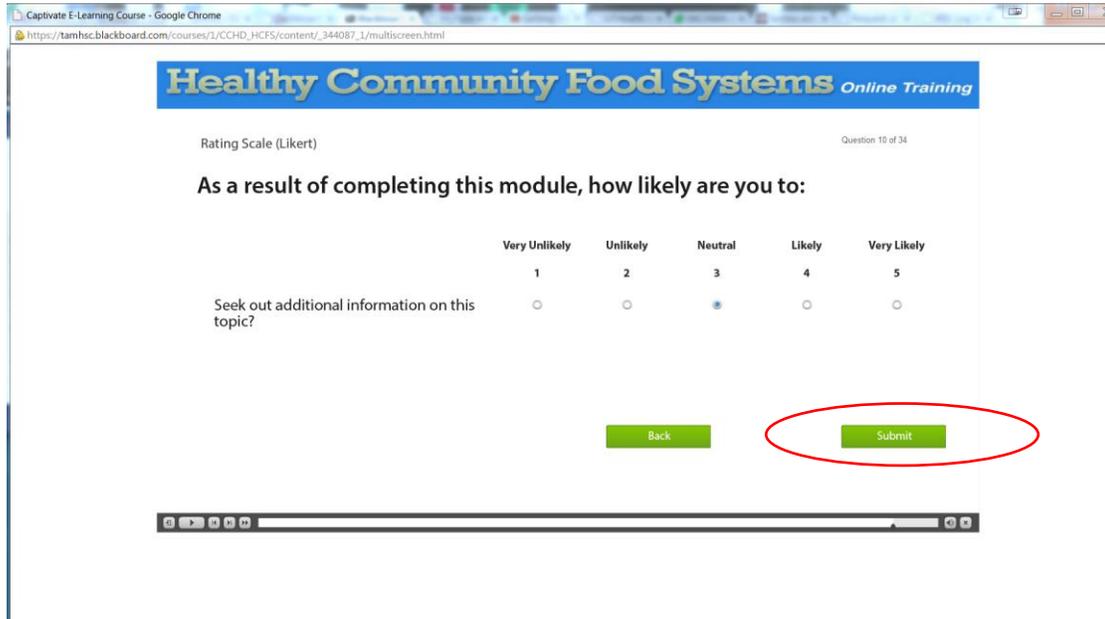
1. Each module consists of a series of videos and quiz or test questions. Additional resources and references are also included.



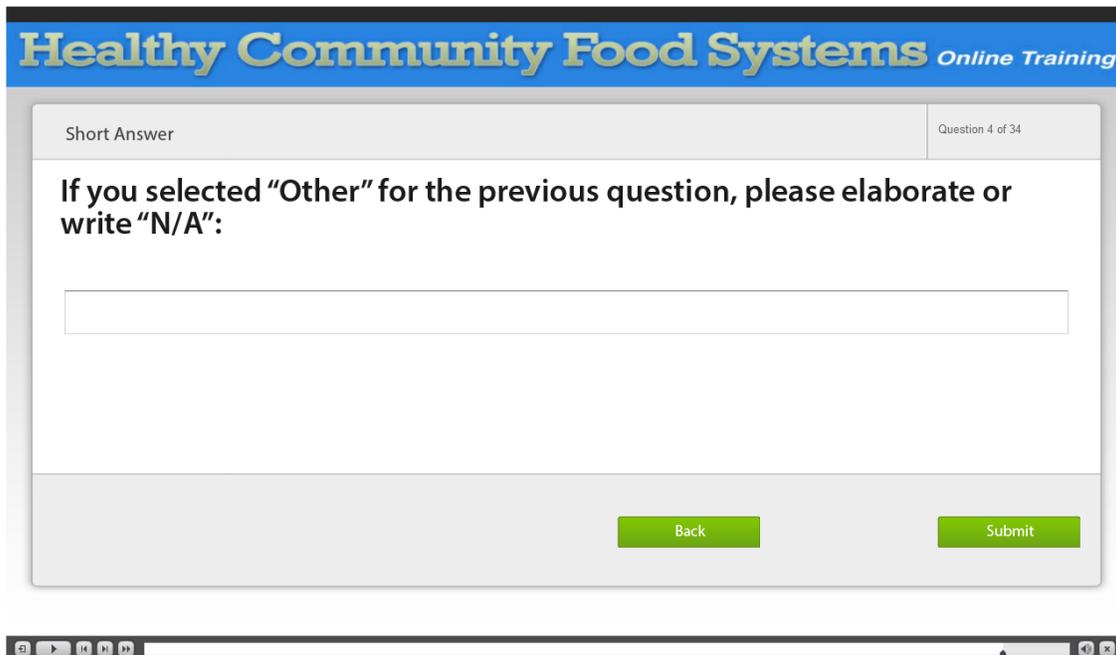
The screenshot shows a Moodle course page for 'Healthy Community Food Systems'. The browser address bar displays 'https://moodle.tamhsc.edu/course/view.php?id=6'. The user is logged in as 'Kathy Nimmons'. The course page features a navigation menu on the left with sections for 'NAVIGATION' and 'ADMINISTRATION'. The main content area is titled 'Your progress' and lists several modules: 'Announcements', 'HCFS Course Overview', 'Video Module' (containing 'Healthy Community Food Systems'), 'Handouts & Resources' (containing 'Additional Resources' and 'References'), and 'Certificate of Completion' (containing 'HCFS Completion Quiz', 'Certificate of Completion (not DSHS-certified)', and 'Payment Link for DSHS-certified CEU'). On the right side, there are three widgets: 'SEARCH FORUMS', 'LATEST NEWS' (with no news posted yet), and 'UPCOMING EVENTS' (with no upcoming events). A 'RECENT ACTIVITY' widget shows activity since Friday, December 2, 2016, at 3:23 PM, with a link to 'Full report of recent activity...'.

2. Access the course materials by clicking on the appropriate icon. You must watch all the videos for a course, including completing all quizzes questions within the video module, before earning your certificate.
3. As a reminder, the number of CEUs for each course indicates how many hours it should take to complete the course. Since this is a 1.0 CEU course, the entire training is designed to be completed in one hour.

4. Within the quiz, you must answer each question. Select your response and click the “submit” button to move to the next slide.



5. If a quiz question has a write-in answer field, you must write a response, even if the response is “N/A” or “no.”



6. After answering a question, click anywhere on the screen or press the ‘y’ key on your keyboard to continue to the next slide.

Accessing your certificate:

1. Once you have watched the videos and passed the quiz, you will be able to view and download your certificate of completion. Click either on the “Certificate of Completion” icon at the bottom of the page or the “Certificate of Completion” menu item on the left-hand toolbar. You will not be able to access the certificate if you did not score > 60% on the quiz.
2. If you require a DSHS-certified CEU as a CHW in Texas, you will first need to pay the \$5 through the payment link on the course website. A certificate will then be emailed to you.

The screenshot shows a Moodle course page for 'Healthy Community Food Systems'. The browser address bar displays 'https://moodle.tamhsc.edu/course/view.php?id=6'. The user is logged in as 'Katharine Nimmons' (display name 'Katy Nimmons'). The page features a navigation sidebar on the left with sections for 'NAVIGATION' and 'ADMINISTRATION'. The main content area is titled 'Healthy Community Food Systems' and includes a breadcrumb trail: 'Dashboard > Self-Paced CEUs > Healthy Community Food Systems'. The main content is organized into several sections: 'Announcements' (with 'HCFS Course Overview'), 'Video Module' (with 'Healthy Community Food Systems'), 'Handouts & Resources' (with 'Additional Resources' and 'References'), and 'Certificate of Completion' (with 'HCFS Completion Quiz', 'Certificate of Completion (not DSHS-certified)', and 'Payment Link for DSHS-certified CEU'). Each item in these sections has a checkbox to its right. On the right side of the page, there are four widget boxes: 'SEARCH FORUMS' (with a search input and 'Go' button), 'LATEST NEWS' (stating 'No news has been posted yet'), 'UPCOMING EVENTS' (stating 'There are no upcoming events'), and 'RECENT ACTIVITY' (showing activity since Friday, December 2, 2016, 3:23 PM).