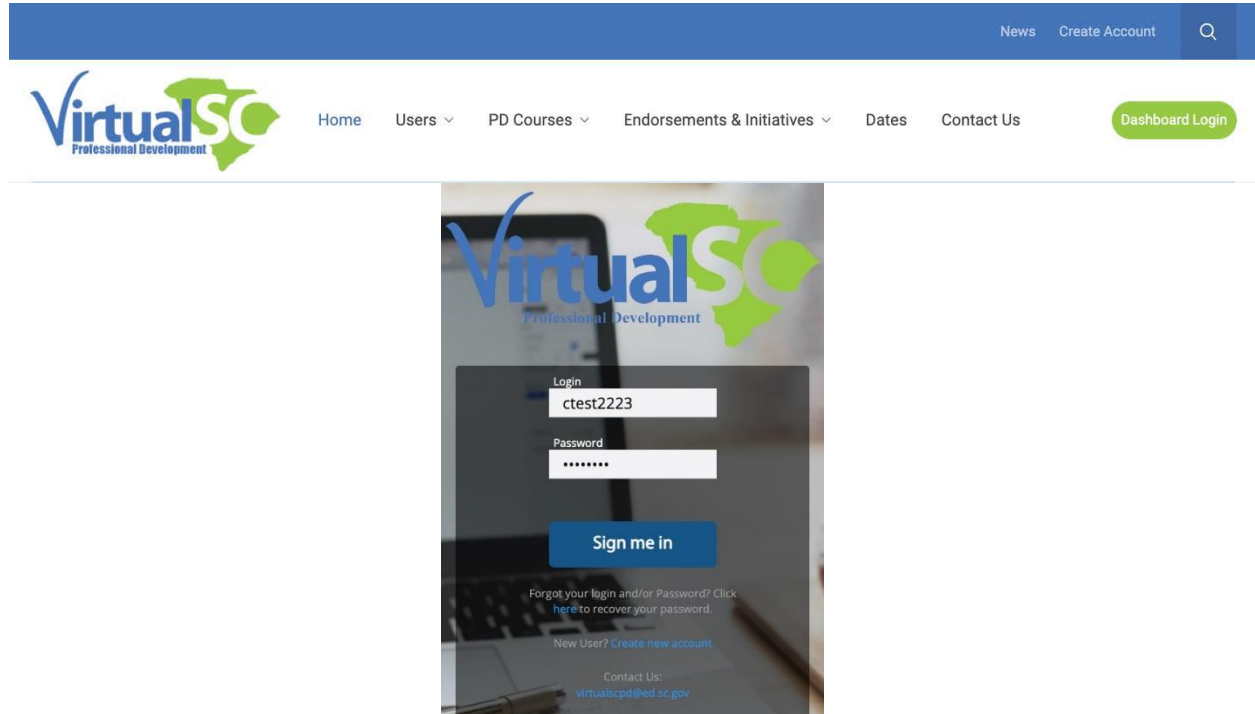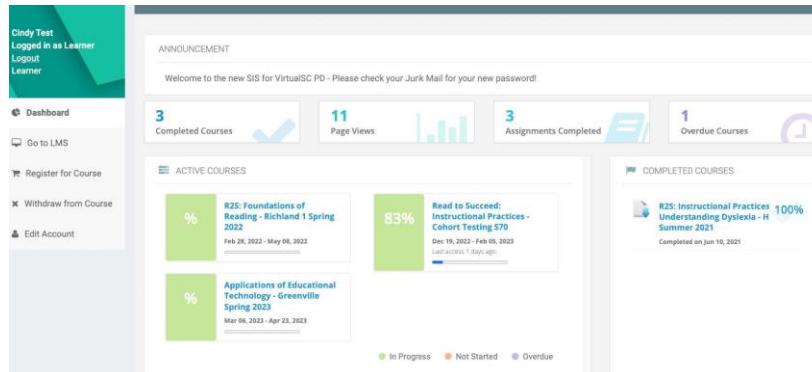# How to Navigate Through a Course

## VirtualSC PD Website



Always start from our website, www.virtualscpd.com.
Click on the Dashboard Login button at the top right, and enter your login information.

## Genius Dashboard



Once logged in, access your course by clicking on the hyperlinked title in the Active Courses area.

# Moodle Dashboard



Once you come into Moodle, our learning management system, you will see the dashboard for Moodle.

Notice the Course Overview area in the center.

Click on the course title to access the course homepage.

# Course Homepage



This is a typical course homepage.

The course index on the left can be closed and expanded, it allows you to see the course areas and tracks your progress through the course content.
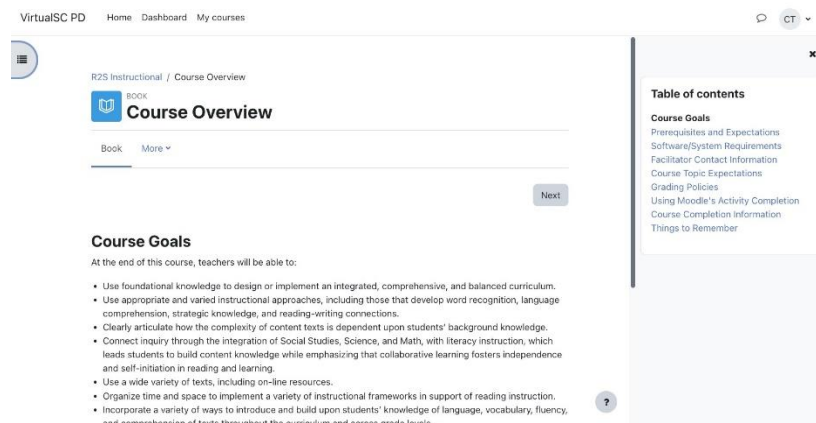
Notice the tabs at the top center: Course and Grades tabs will be most frequently used by learners.

There is a Course Overview Book at the top of all courses.

Once you click on the book link you will see the contents (as shown next).

## Course Overview Book



It is very important for participants to review the Course Overview Book at the beginning of each course because it covers prerequisites, the needed hardware and software that may be required.

The facilitator's contact information is in this book, as well as course topic expectations, grading policies, course activity completion information, and important things to remember. Be sure to read all pages of the book.

## Resources and Support



Most courses have a News Forum, Help Forum, and a Course Resources Folder. Be sure to open it to review the contents.

Note again the Course Index that opens on the left side. This index shows all course content, and a green dot indicates what has been completed.

## Course Flow for Graduate and Renewal Courses
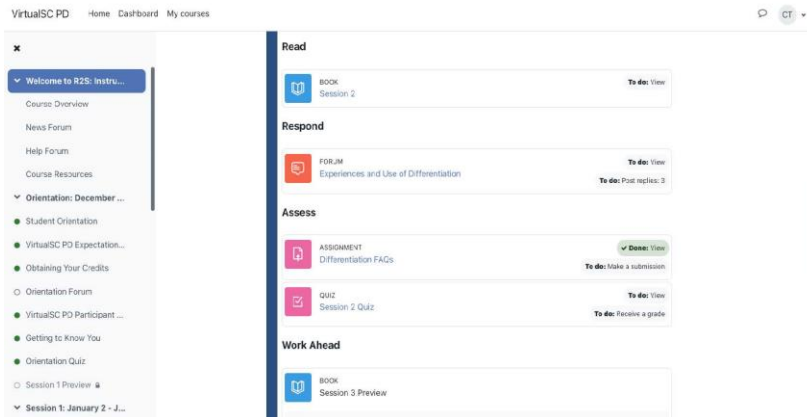


The course session content flows very similarly across courses. If you are taking a graduate or renewal course (the courses offered during facilitated sessions), look out for a suggested pacing guide in your inbox on the first day of every session to guide you through the content for the coming days.

A typical course entails the completion of three tasks each week. There's a course session book with activities comprised of readings and videos, a forum to share learning with fellow participants, and an assignment to further synthesize what you have learned in this session. Some courses also have quizzes.

At the bottom of each session, you will see the next session Preview Book that becomes visible first thing on Fridays to allow you a head-start on the upcoming session resources, assignment description and forum prompts.
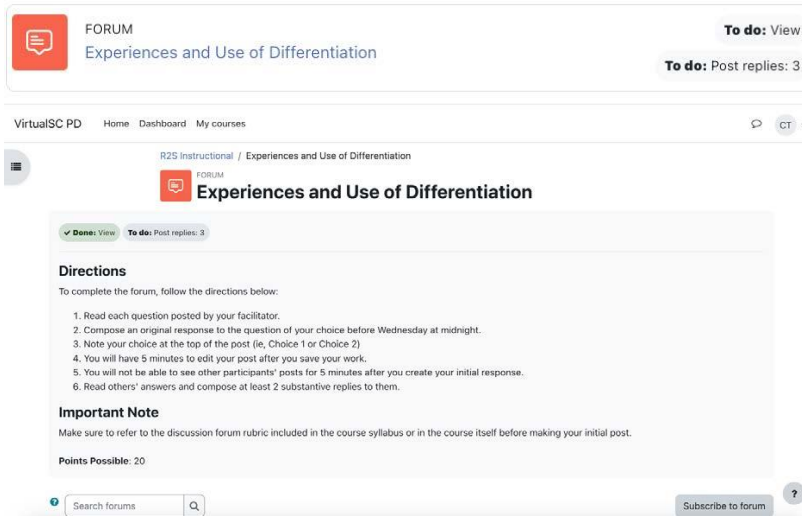
## Session Book
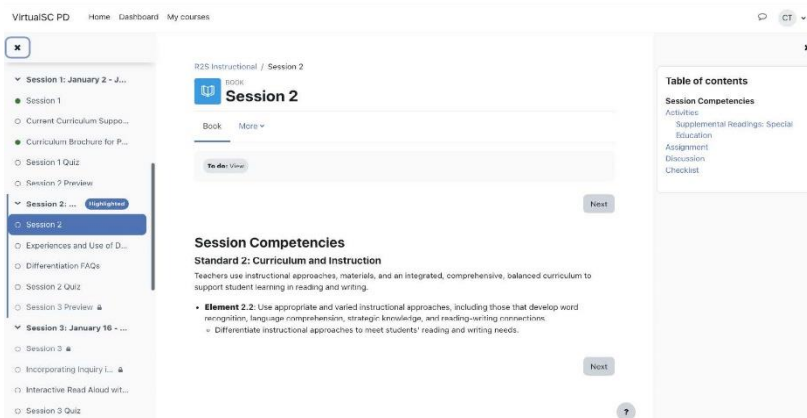


Here is a closer view of a session book. Notice the linked table of contents on the right, you may navigate through the links or click on the next button.

Remember to visit each page of a book for pertinent information.

A green dot on the course index will appear next to the Session 2 book once all pages have been read.

## Forums
**Respond**



All facilitated courses have forums. Click on the forum title on the front page of the course, a screen with directions will open, scroll down to click on the initial thread shown on the next screen.



Once you click on the discussion thread, it will expand, read the prompt and post your reply in text box shown.
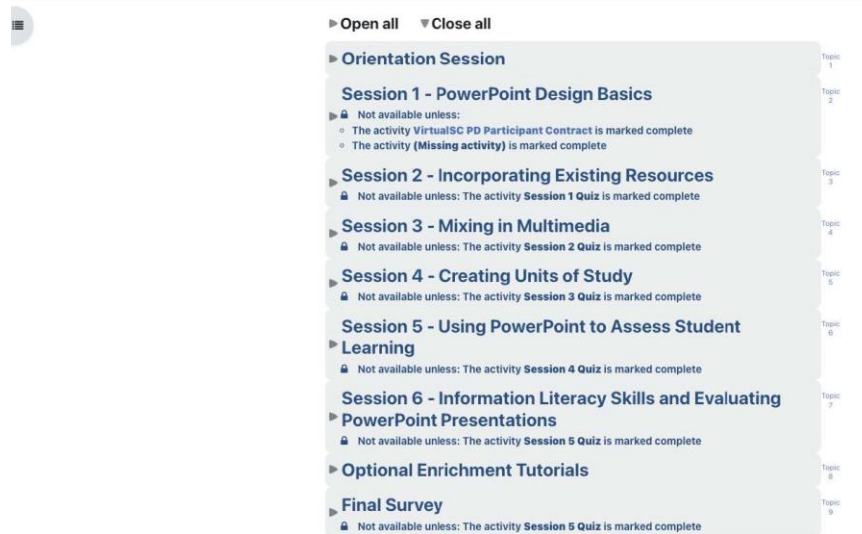Click on the Post to Forum.

## Assessments

**Assess**



This view shows a closer look at course assessed items. In this sample view an assignment has been viewed but a submission is still needed.

Many courses have assessed quizzes you may take multiple attempts on quizzes to earn a higher score.

## Note for Self-Paced Participants



Self-Paced content is not driven by date but rather by course content completion.

New content will become available to you as you complete the required activities.

Do note there is an expected level of engagement time, typically 15 hours for every 20 renewal credits. Courses are designed to fill that time.

If we see significantly less time spent in a course the participants will not pass the course. A Moodle date and timestamp help to track that workflow progression.

Take advantage of reviewing all the content provided to extend your learning.