

Students Quick Start Guide to Online Plus

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All on-line classes are hosted in the *Online Plus* system at the Hampshire Educational Collaborative using a software package called Moodle. This guide has been prepared to help you get started using this system. Your instructor will give you further information about how to access and use class content for each of your classes

Getting to the Site:

- 1) Point your favorite web browser at: <http://www.collaborative.org>
- 2) On the left side of the window you will see the Navigation menu. Roll your cursor over the “technology @ hec” item to get the drop-down menu.
- 3) At the bottom of the drop-down menu select “Online Plus” link to open an new window and begin using *Online Plus*.

Creating an Account

Before you can begin working in the *Online Plus* system, you need to create an account. You only need to do this once as the account you will be creating can be used for any on-line class that you take at the Collaborative. Creating an account is easy!

- 1) As shown in the illustration below, just click once on the “Login” button in the upper right corner of the window. This will take you to the login screen.

Course categories	
Schools and Districts	
Central Berkshire Regional School District	3
Frontier Regional School District	3
Quaboag Regional School District	3
Smith Vocational High School	1

- 2) Since you are creating your account for the first time, you will need to read the information about the registration process (Section 1-7) and once you have familiarized yourself with the steps, then you can click on the [Create new account] button at the bottom of the screen as shown below. After you have registered your account, you can always login to the system by returning to this window and entering your Username and Password in the boxes on the left.

Returning to this web site?	Is this your first time here?
<p>Login here using your username and password: (Cookies must be enabled in your browser) ?</p> <p>Username: <input type="text"/> <input type="button" value="Login"/></p> <p>Password: <input type="password"/></p> <hr/> <p>Some courses may allow guest access:</p> <p><input type="button" value="Login as a guest"/></p> <hr/> <p>Forgotten your username or password?</p> <p><input type="button" value="Send my details via email"/></p>	<p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none"> 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email address. 3. Read your email, and click on the web link it contains. 4. Your account will be confirmed and you will be logged in. 5. Now, select the course you want to participate in. 6. If you are prompted for a "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course. 7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. <p><input type="button" value="Create new account"/></p>

- 3) Once you click on the button you will be taken to a form where you can enter your account information. Once you have filled in all the information and clicked on the [Create my new account] button at the bottom of the screen you will receive an email at the address you entered. This email will contain information about how to validate your registration and enroll in a class. **You must enter a valid email address in order to register!**

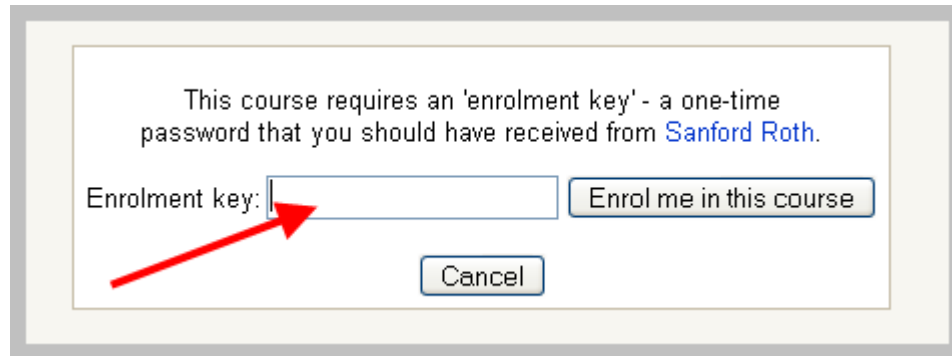
Enrolling in Your Class

Follow the instructions in the email to confirm your account. Once that step has been completed you will automatically be logged in and be sent back at the main page for *Online Plus*. Here you can register for a class using the enrollment key your instructor has given you. Enrollment keys are unique for each class. To enroll, just follow these steps:

- 1) In the center of the window is a section named "My Courses". Click on the area that contains the course you want to register for. In the example below we are selecting "Licensure @ HEC" but your course may be in a different area.

My courses	
Schools and Districts	
Central Berkshire Regional School District	3
Frontier Regional School District	3
Quaboag Regional School District	3
Smith Vocational High School	1
HEC Courses	
Licensure @ HEC	16
Teaching American History (TAH)	1
HEC - DYS Program	1
The Sandbox	18

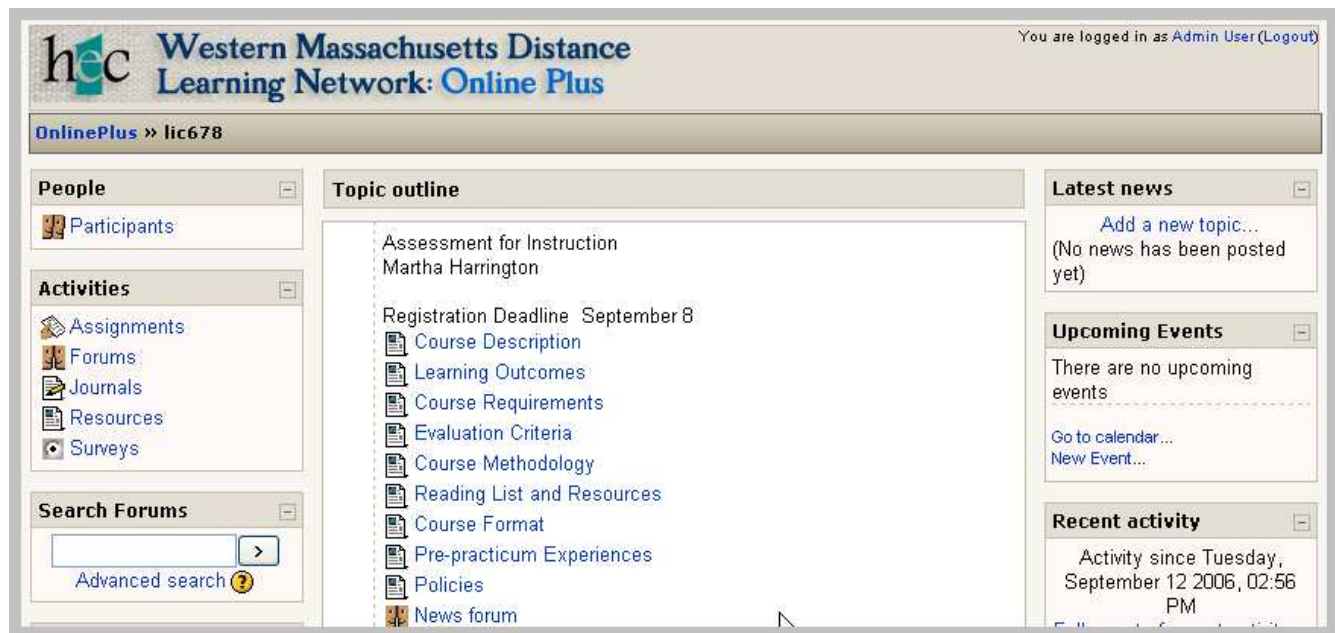
- 3) You will now be presented with a list of the courses in the area you have selected. Find the course you want to enroll in, and click once to go to the enrollment screen.
- 4) Once you are at the enrollment screen shown below, enter the key that your instructor has provided to enroll in the class. After you have successfully entered the key and clicked once on the [Enroll me in this course] , you will be taken directly into the classroom area.



This course requires an 'enrolment key' - a one-time password that you should have received from [Sanford Roth](#).

Enrolment key:

NOTE – Classroom layouts as shown below, may be different in each of your classes depending upon the subject matter and the design of the instructional tools. Your instructor will explain to you the various aspects of their particular on-line class.



hec Western Massachusetts Distance Learning Network: Online Plus

You are logged in as Admin User (Logout)

OnlinePlus >> lic678

People

Activities

Search Forums

Topic outline

- Assessment for Instruction
- Martha Harrington
- Registration Deadline September 8
- Course Description
- Learning Outcomes
- Course Requirements
- Evaluation Criteria
- Course Methodology
- Reading List and Resources
- Course Format
- Pre-practicum Experiences
- Policies
- News forum

Latest news
(No news has been posted yet)

Upcoming Events

Recent activity

Finally

Those are the basic steps to getting started with *Online Plus* and the Moodle software system. Please don't hesitate to contact your teacher or instructor if you have any questions or concerns. Thank you for your time and we hope that you enjoy your on-line learning experience.