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Superintendent Leadership Forum

Moodle Guide

Prepared by Sherry McElhannon
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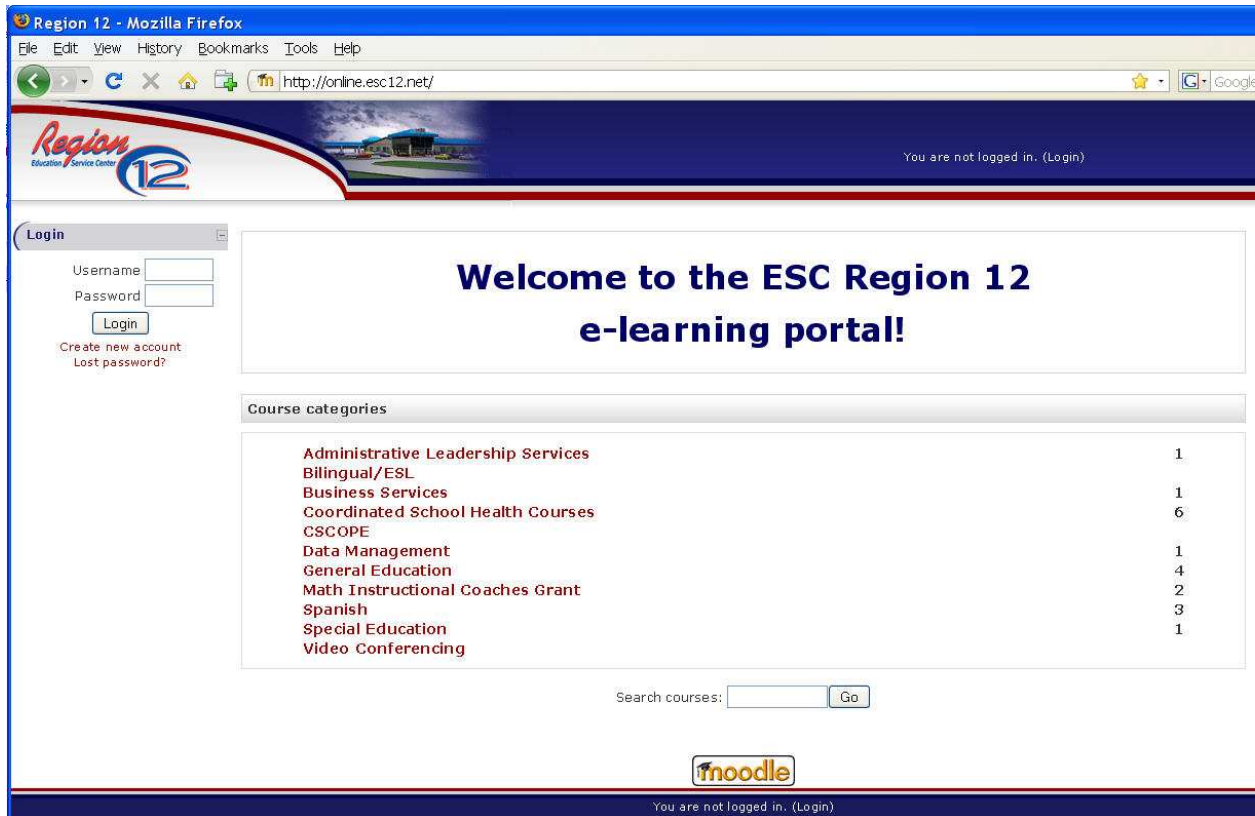


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Create an Account

1. Type the following URL in the browser's address bar:

<http://online.esc12.net>.



2. In the login block on the left side of the page, click on **Create new Account**.



3. Complete the form with the required information.

Choose your username and password

Username*

Password* Unmask

More details

Email address*

Email (again)*

First name*

Last name*

City/town*

Country*

reCAPTCHA 

awided Mr

Enter the words above

[Get another CAPTCHA](#)

[Get an audio CAPTCHA](#)

4. Click **Create my new account**.

5. Check your email account you used for registration to find instructions to complete your registration.
Subject line: **Region12: account confirmation**

6. Click the link included in the email to confirm your account.

Hi sherry mc,

A new account has been requested at 'Region 12'
using your email address.

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

<http://online.esc12.net/login/confirm.php?data=LbCBvz2mYiUahDQ/esctrainer>

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,

Sherry McElhannon
smcelhannon@esc12.net

7. Click **Courses** to see the list of available courses.

Thanks, Sherry McElhannon
Your registration has been confirmed

[Courses](#)

Logging in

1. Type the following URL in the browser's address bar:

<http://online.esc12.net>.

2. Under Course Categories, click on **Administrative Leadership Services**.

Course categories	
Administrative Leadership Services	1
Bilingual/ESL	
Business Services	1
Coordinated School Health Courses	6
CSCOPE	
Data Management	1
General Education	4
Math Instructional Coaches Grant	2
Spanish	3
Special Education	1
Video Conferencing	

3. On the next page, click on the title of the course.

Home > Course categories > Administrative Leadership Services

Search courses: Go

Course categories: Administrative Leadership Services

Superintendents' Leadership Academy
Teacher: Jerry Maze

4. You will be prompted to log in to the site.

Region 12 Education Service Center

You are not logged in. (Login)

Home > Login to the site

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser) ?

Username

Password

Login

Forgotten your username or password?

Yes, help me log in

Is this your first time here?

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 "enrollment key", which you won't need until later. Here are the steps:

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 an "enrollment key" - use the one that your teacher has given you. This will "enroll" 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.

Create new account

moodle

You are not logged in. (Login)

5. On the next screen, you will be asked for an enrollment key.

This course requires an 'enrollment key' - a one-time password that you should have received from teacher

Enrollment key:

Enroll me in this course

Cancel

6. You should now see the course home page for "The Superintendents' Leadership Academy."

Region 12 Education Service Center

You are logged in as ESC 12 Admin (Logout)

Home > Superintendents' Leadership Academy

Superintendents' Leadership Academy

Superintendent Leadership Discussion Area

Everyone is subscribed to this forum

Search Forums

Go

Advanced search ?

Online Users

(last 5 minutes)

ESC 12 Admin

Sherry McElhannon

Administration

Profile

Latest news

(No news has been posted yet)

Calendar

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events Key

Global Course

Group User

Welcome to the Superintendent Leadership Forum

by Sheila Whitehead - Tuesday, October 13, 2009, 10:05 AM

LEADERSHIP

Welcome! The Superintendents' Leadership Academy forum is intended to extend live discussions among experienced practitioners and to create dialogue on new ones. We hope this forum will become another among many avenues for sharing ideas for real-time challenges, discussing solutions to augment superintendent practice, and studying and developing best practices. Read the rest of this topic. (95 words)...

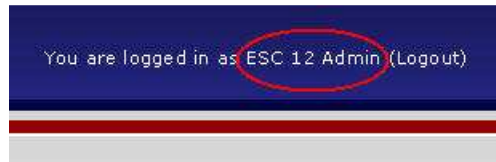
Discuss this topic (1 reply so far)

moodle

7. Take a moment to read the welcome message in the middle of the page.

Editing your Profile

1. Once you have successfully logged in, click on your name in the blue panel at the top of the screen.



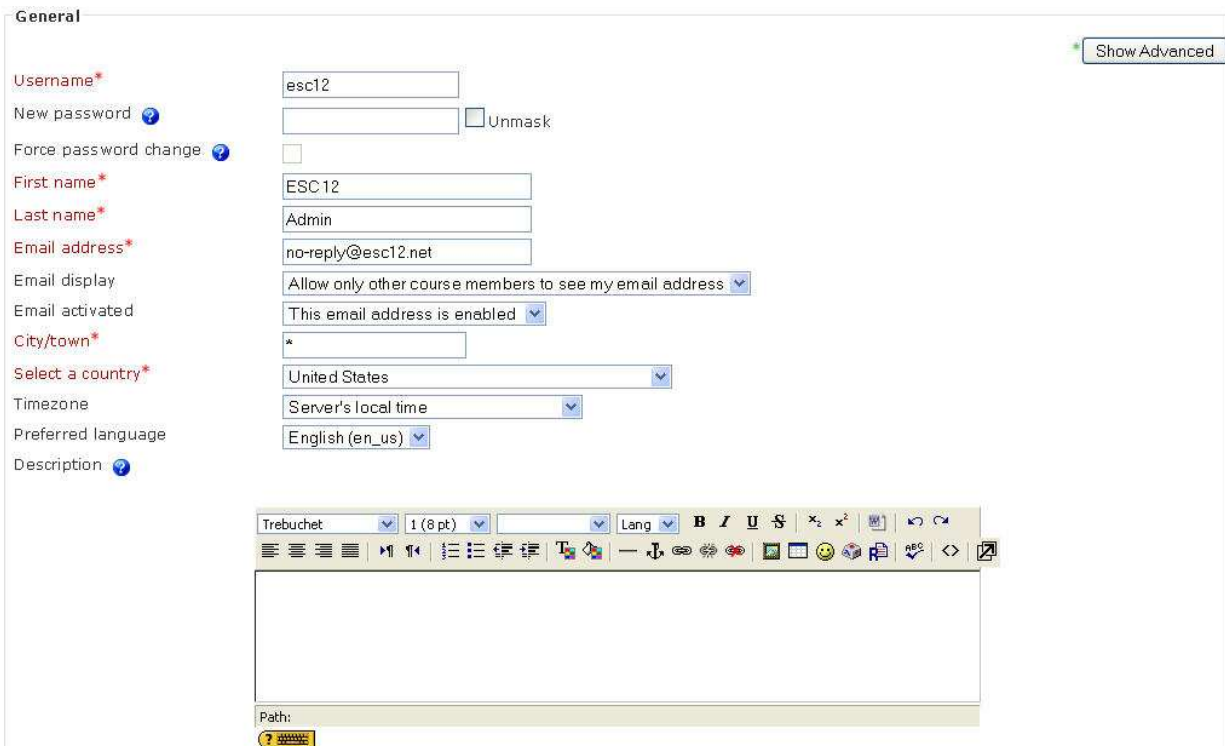
2. You will then see your profile.



3. If you would like to change your password, click on **Change password** and follow the prompts.
4. To edit your profile, click on the **Edit profile** tab.



5. On this page, you may edit your username, personal information and you may enter a description or introduction of yourself that will be displayed to other students.



- You may also choose to upload a picture of yourself to help other participants identify you. To do so, click **Browse**.

Picture of

Current picture	None
Delete	<input type="checkbox"/>
New picture (Max size: 64MB)	<input type="text"/> Browse...
Picture description	<input type="text"/>

- Locate the file on your computer and click **Open**.



- You may also choose to list interests to help other participants get to know you better.

Interests

List of interests 

- When you are finished update your profile, make sure to click Update profile at the bottom of the page to save your changes.







Viewing the Profiles of other Participants

- To see the profiles of other participants, click on the Participants link in the left menu.



- You will then see the roster of those enrolled in the course.

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Last name	City/town	Country	Last access ↑	Select
	ESC 12 Admin	*	United States	2 mins 27 secs	<input type="checkbox"/>
	Jerry Maze	*	United States	54 mins 6 secs	<input type="checkbox"/>
	Sheila Whitehead	Waco	United States	1 hour 26 mins	<input type="checkbox"/>
	Amy Clugston	*	United States	4 days 19 hours	<input type="checkbox"/>

- Click on a name to see the profile of that person.


Posting to the Discussion Forum

- The discussion forum is located in the middle of the page.
- Select the topic to which you wish to post a response and click **Discuss this topic** in the bottom right hand corner of that topic.

 **Challenges**
by Sherry McElhannon - Tuesday, October 13, 2009, 10:37 AM

Topic description text...

Edit | Delete
Discuss this topic (0 replies so far)

 **Welcome to the Superintendent Leadership Forum**
by Sheila Whitehead - Tuesday, October 13, 2009, 10:05 AM



Welcome! The Superintendents' Leadership Academy forum is intended to extend live discussions among experienced practitioners and to create dialogue on new ones. We hope this forum will become another among many avenues for sharing ideas for real-time challenges, discussing solutions to augment superintendent practice, and studying and developing best practices.
Read the rest of this topic (95 words)...

Discuss this topic (1 reply so far)

- The entire discussion thread, the initial post and any responses, will then open on the next page.
Select the post to which you wish to reply and click **Reply**.

Display replies in nested form

Welcome to the Superintendent Leadership Forum
by Sheila Whitehead - Tuesday, October 13, 2009, 10:05 AM



Welcome! The Superintendents' Leadership Academy forum is intended to extend live discussions among experienced practitioners and to create dialogue on new ones. We hope this forum will become another among many avenues for sharing ideas for real-time challenges, discussing solutions to augment superintendent practice, and studying and developing best practices.

Consider this forum a space for open discussion and networking among your peers as we work to further enhance our skills as professionals in a leadership role focused on student achievement.

(Edited by Jerry Maze - original submission Monday, October 12, 2009, 03:40 PM)

[Reply](#)

Re: Welcome to the Superintendent Leadership Forum
by Jerry Maze - Tuesday, October 13, 2009, 10:18 AM


[Show parent](#) [Reply](#)









- You may edit the Subject field, or leave it the same.

Your reply

Subject*

Message* 

Trebuchet 1 (8 pt) Lang **B** **I** **U** **S** x_2 x^2     



- In the text box that appears below the Subject field, enter your response.
- If you want to attach a reference document, click the **Browse** button to locate that document on your computer.

Format  HTML format

Subscription  I don't want email copies of posts to this forum

Attachment (Max size: 500KB) [Browse...](#)

Mail now

[Post to forum](#)

- When you are finished with your response, click **Post to forum**.

- When the following message appears, you may click **Continue**, or simply wait a few seconds.

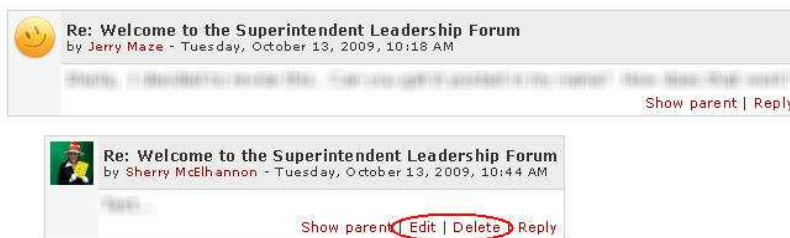
Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.
(Continue)

- You will then be able to see your post. Your post will be indented under the post to which you responded.

Welcome! The Superintendents' Leadership Academy forum is intended to extend live discussions among experienced practitioners. This forum will become another among many avenues for sharing ideas for real-time challenges, discussing solutions to augment skills and practices.

Consider this forum a space for open discussion and networking among your peers as we work to further enhance our skills and achievement.

(Edited by Jerry Maze - original submission Monday, October 12, 2009, 03:40 PM)



You have thirty (30) minutes after you submit your post to make changes. After that time period, only a course facilitator can edit or delete posts.

Add a New Discussion Topic

- To start a new discussion topic, click **Add a new discussion topic**.



- In the **Subject** field, type a descriptive title for your topic.

Your new discussion topic

Subject*

Message*

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x x^2

- In the text box, below the Subject field, compose your post.

4. If you want to attach a reference document or an article, click the **Browse** button to locate that document on your computer.

Format [?](#) HTML format
Subscription [?](#) I don't want email copies of posts to this forum
Attachment (Max size: 500KB) **Browse...**
Mail now
Post to forum

5. When you are finished with your response, click **Post to forum**.
6. When the following message appears, you may click Continue, or simply wait a few seconds.

Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.
(Continue)

7. Your post will then appear on the course home page.

LEADERSHIP

Welcome! The Superintendents' Leadership Academy forum is intended to extend live discussions among experienced practitioners and to create dialogue on new ones. We hope this forum will become another among many avenues for sharing ideas for real-time challenges, discussing solutions to augment superintendent practice, and studying and developing best practices.
Read the rest of this topic (95 words)...

Discuss this topic (2 replies so far)

Challenges by Sherry McElhannon - Tuesday, October 13, 2009, 10:37 AM

Discuss this topic (0 replies so far) **Edit | Delete**

8. You have thirty (30) minutes after you submit your post to make changes. After that time period, only a course facilitator can edit or delete posts.

Technical/Content Questions

If you have problems accessing or using this forum, please email Sherry McElhannon at smcelhannon@esc12.net, or call 254.297.1291.

If you have questions regarding the content of this forum, please contact Jerry Maze at jmaze@esc12.net or call 254.297.1213.