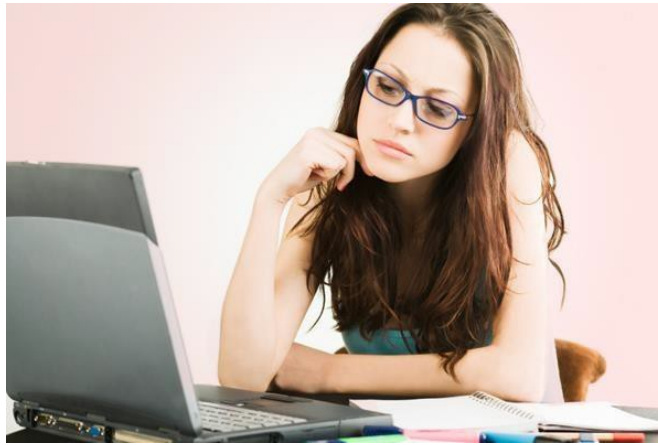




# ONLINE TRAINING REFERENCE GUIDE



Maine Roads to Quality Professional Development Network  
PO Box 9300  
34 Bedford Street  
Portland, ME 04104  
1-888-900-0055  
[www.mrtq.org](http://www.mrtq.org)

Updated November 2020

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# Introduction

Hello, and Welcome to the Online Training Reference Guide!

Maine Roads to Quality Professional Development Network (MRTQ PDN) uses the learning management system (LMS) called Moodle. Moodle is similar to other options you may have used before, such as Blackboard. It is a place to conduct courses solely online, have a course site to supplement a face-to-face course, conduct organizational business, offer trainings, and more. Throughout this guide, when you see a reference to Moodle, this means the online site (platform) where the training is taking place.

This guide has been developed to introduce you to using Moodle so you will feel confident with your online learning experience.

## Basic Requirements

Before you begin, please review these basic requirements.

- Moodle requires a desktop, laptop or tablet computer with a secure internet connection. Smart Phones are not recommended.
- Moodle is best viewed with Google Chrome or Mozilla Firefox browser. If you are not currently using Firefox, it is highly recommended that you download a copy – it is FREE and SAFE.
- You can download Firefox here: <http://www.mozilla.com/>.
- Click on the link to download and follow the instructions provided.

We are invested in your online learning experience being successful, rewarding, engaging and educational. If you have questions about how to use Moodle, staff and trainers are here to help!

Contact the trainer in Moodle.

Contact Claire Walker at [cwalker@maine.edu](mailto:cwalker@maine.edu) or 207-626-5296.

# Logging on to the training

You will receive an email from MRTQ PDN the day before the training starts. This email will contain instructions for accessing the training. If you do not receive the email, check in your spam/trash folders. Sometimes the email goes in there by mistake. If you can't find it, contact Claire Walker, [cwalker@maine.edu](mailto:cwalker@maine.edu) or 207-626-5296.

The following is a copy of the letter you should receive on the day before the training begins:

-----  
Thank you for your registration for the online training XXXXXXXXXXXXX.

MRTQ PDN is committed to providing access to all participants, including those with disabilities. If you have a disability for which you need accommodations, please contact MRTQ PDN by emailing [mrtq.training@maine.edu](mailto:mrtq.training@maine.edu) (or call 1-888-900-0055, choose #2)

**\*\*Please print or save this information where you will have easy access to it for future reference. Please attempt to log in to the training at least once before Friday.\*\***

- Training starts at 8am on XXX, XXX, 2020.
- Training ends on XXX, XXX, 2020.
- One week to complete each of the # modules. Week begins on Wednesday morning and ends on Tuesday night.
- You are free to log in at any time during the week to complete the work for that week's module. **You are expected to read all resources, complete all activities, and stay on schedule with the course.**
- **In the event of extenuating circumstances, please contact your trainer immediately to discuss your participation.**
- Participants who successfully complete all the training activities will receive a certificate for # hours.
- **Your trainer is XXXXXXXXXXXXXXXX.** Introduction/welcome letters will be posted at the top of the training page in announcements and include contact information.
- You should contact the trainer with any questions related to course content.

## To Access Your Training:

- Go to: ([https://mrtq-registry.org/secure/online\\_training](https://mrtq-registry.org/secure/online_training))
- Log in to your registry account if you have not already.
- Select the button directly under "Online Training" to go to the training site.
- Scroll down and select the training from the "My Courses" list.

**Please attempt to access the course at least once before Friday.** If you have any difficulty, please contact [cwalker@maine.edu](mailto:cwalker@maine.edu) or 207-626-5296.

When you have completed all of the work for the training, click on the link for the "Final Training Evaluation" at the end of the training to complete your evaluation.

Your feedback about training is very important to us. Thank you in advance for your time and comments.

We hope you enjoy this course!

---

## To Access Your Training

Go to ([https://mrtq-registry.org/secure/online\\_training](https://mrtq-registry.org/secure/online_training))

**MAINE ROADS TO QUALITY**  
PROFESSIONAL DEVELOPMENT NETWORK

Training Calendar MRTQ PDN Website Join Log In

Welcome to Maine's Early Care and Education Professional Development Registry

<h3>Join the Registry</h3> <p>Select 'Join' to create a new account, or link to an existing membership. Once logged in, select 'Become a Member' to complete the online application for membership.</p> <p><a href="#">Join &gt;</a></p>	<h3>Log In</h3> <p>Log in to your registry account to view or update your records, and enroll in and access <b>on-demand training</b>.</p> <p><a href="#">Log In &gt;</a></p>	<h3>On-site Consultation</h3> <p>Fill out an on-site consultation request form to receive free on-site consultation from one of our District Coordinators.</p> <p><a href="#">Complete a Request &gt;</a></p>
--	---	---

© 2019 - Maine Roads to Quality Registry

Click on "Log In"



[Training Calendar](#) [MRTQ PDN Website](#)

[Join](#) [Log in](#)

## Log in

Log in to your  
registry account

Email

Password

[Log in](#)

Once you enter your Registry log in (your current email) and your Registry password, click Log in. If you can't remember your Registry log in or password, contact Claire Walker at [cwalker@maine.edu](mailto:cwalker@maine.edu) or 207-626-5296.

MAINE  
PROFESSIONAL DEVELOPMENT NETWORK

Switchboard Technical Assistance Reports Utilities Claire Walker Log off

## Welcome to Maine's Early Care and Education Professional Development Registry

### Search Practitioners

Find a practitioner in the registry.

Search »

### Online Training

Access online training or enroll in and access on-demand training.

Access »

### On-site Consultation

Fill out an on-site consultation request form to receive free on-site consultation from one of our District Coordinators.

Complete a Request »

← registry overview

Select the “Access” button directly under “Online Training”.

MAINE  
ROADS  
TO QUALITY  
PROFESSIONAL DEVELOPMENT NETWORK

Switchboard Technical Assistance Reports Utilities Claire Walker

## Online Training

To return to an on-demand training you have already enrolled in, or to access a facilitated training you have registered for, please select the button below.

Access Online Training

Click “Access Online Training”, this will take you to the Moodle training site.



## Welcome to Maine Roads to Quality Professional Development Network Training.



### IF YOU NEED TO REGISTER:

- For an On Demand Training, go to the [Registry](#).
- For any other MRTQ training, go to the [Training Calendar](#).

If you are already logged in (name at top right), **SCROLL DOWN** or use the navigation bar to access your online training.

If you are not logged in (no name at top right):

- Log in to your registry account for one-click login to online training

Scroll down the page and you should see the list of training you are registered for under “My Courses”.

## My courses

### 🌱 [Substance Use Disorders: Informed Practice for Early Childhood Educators](#)



This two hour training introduces the appropriate terminology to use regarding substance use disorders and why terms are so important. It offers information to you on the effects of bias and stereotypes as well as how addiction alters brain function and why it is so difficult to change once a brain is addicted. You will learn strategies to work with children to help them build resilience and to set up the environment to meet the needs of all children. You will be given strategies for how to take care of yourself as the first step in supporting others.

### 🌱 [Health and Safety Orientation On Demand](#)



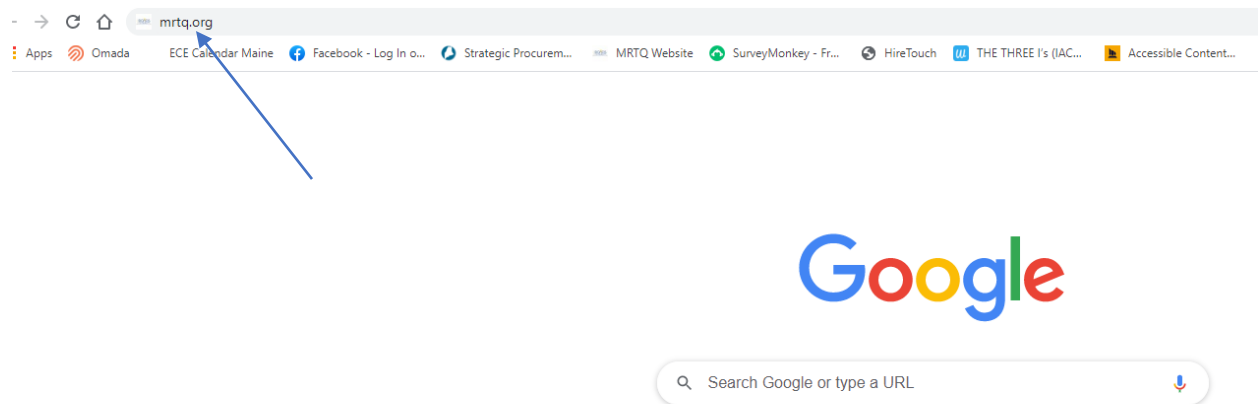
This 6-hour *on-demand* training provides an orientation of the 11 CCDF Health and Safety topics. This is required training for providers participating in the Child Care Subsidy Program. You can complete



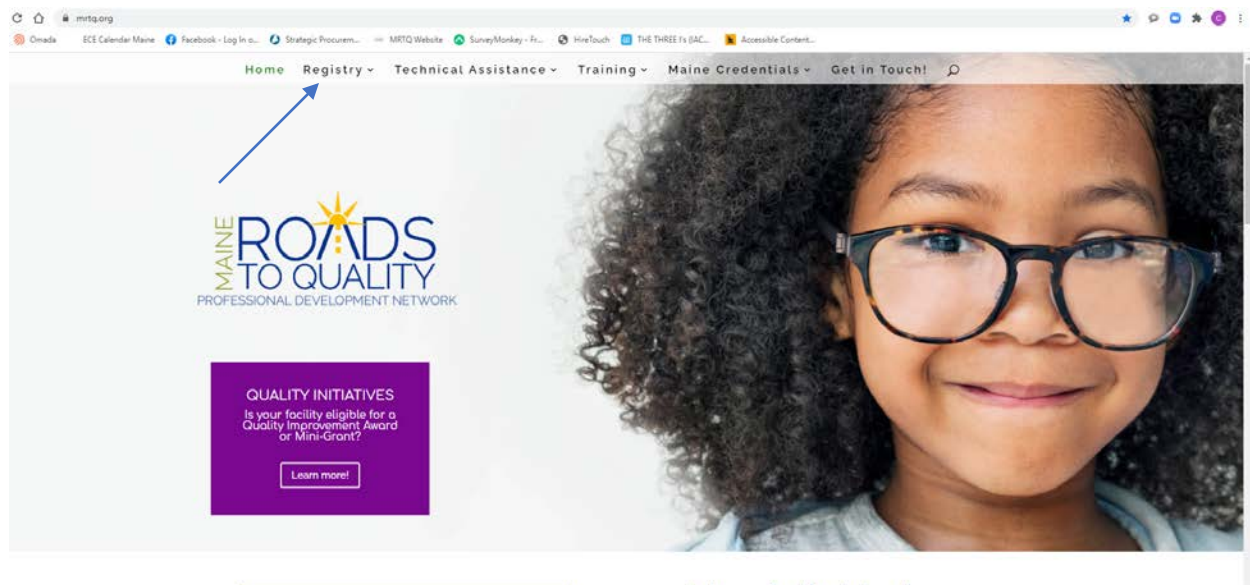
Click on the name of the training you want to access.



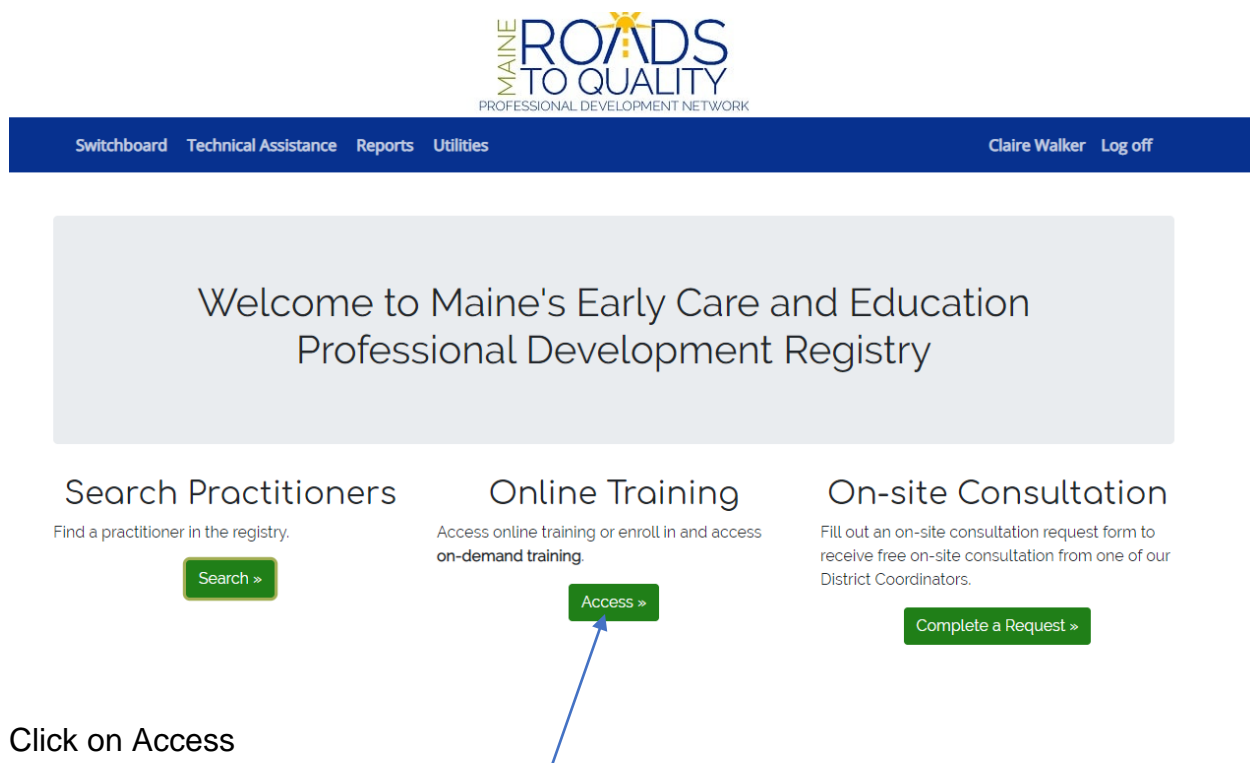
You can also access the training site by going to the MRTQ website, [mrtq.org](http://mrtq.org).  
Type [mrtq.org](http://mrtq.org) in your browser.



Click on Registry

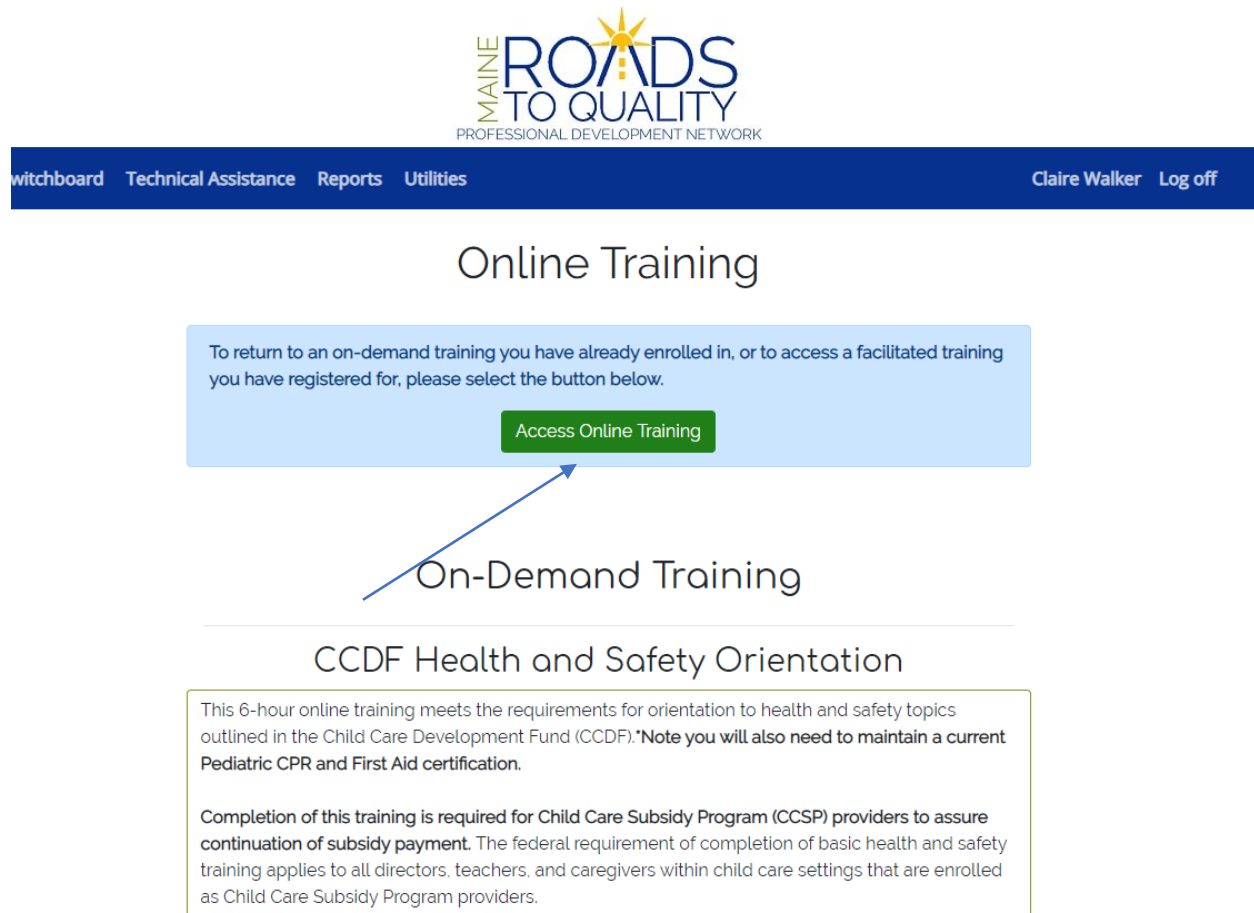


Click on Login/Application – (If you hover over Registry, a drop down list will appear)



Click on Access

Click on Access Online Training



The screenshot shows the homepage of the Maine Roads to Quality Professional Development Network. At the top is the logo with a sun icon and the text "MAINE ROADS TO QUALITY PROFESSIONAL DEVELOPMENT NETWORK". Below the logo is a dark blue navigation bar with links: "Dashboard", "Technical Assistance", "Reports", "Utilities", "Claire Walker", and "Log off". The main heading is "Online Training". Below this is a light blue box with the text: "To return to an on-demand training you have already enrolled in, or to access a facilitated training you have registered for, please select the button below." Inside this box is a green button labeled "Access Online Training". A blue arrow points from the text "On-Demand Training" below to the "Access Online Training" button. Underneath is a section titled "CCDF Health and Safety Orientation" with a yellow border. The text inside reads: "This 6-hour online training meets the requirements for orientation to health and safety topics outlined in the Child Care Development Fund (CCDF). \*Note you will also need to maintain a current Pediatric CPR and First Aid certification. Completion of this training is required for Child Care Subsidy Program (CCSP) providers to assure continuation of subsidy payment. The federal requirement of completion of basic health and safety training applies to all directors, teachers, and caregivers within child care settings that are enrolled as Child Care Subsidy Program providers."

This will take you into the Moodle site.

## Navigating Around Moodle

Once you have clicked on the name of the training, you will be in the course homepage. Here you can access your course objectives, assignments, forums, etc.

## Welcome to Getting Started in Family Child Care



*"While we teach our children all about life, our children teach us what life is all about." ~ Unknown*

Maine Roads to Quality provides professional development services throughout Maine. We are committed to helping early care and education practitioners in all settings, including centers, family child care, before and after school, Head Start, nursery schools, public preschool, and home visitors.



Announcements



Community of Practice with Tammy Dwyer



Announcements is where the trainer will post important information and announcements for the class including reminders of due dates or answers to commonly asked questions. Announcements are updated regularly. Please check the Announcements weekly. You will also find the trainer's welcome letter here.

Students are not able to post to the Announcements forum, only the trainer can create posts for the Announcements Forum.

## Accessing Announcements

The information for the training will always be on the top of the screen no matter which module you are in. You can scroll up to the top of the page at any time to see the Welcome information including the Announcements Forum.



When you click the Announcements Forum, you will see a list of topics under the "Discussion" heading. Simply click the title to open and read the post.

## Announcements



This is where the facilitator will post updates and reminders. Participants will not be able to begin a News Forum post, they can only respond to those posted by the facilitator of the training.

Separate groups: Dwyer 07/17/2019

Discussion	Started by	Group	Replies	Last post
Module 1	 Tammy Dwyer	Dwyer 07/17/2019	0	Tammy Dwyer Sat, 20 Jul 2019, 9:12 PM
Hello and Welcome :)	 Tammy Dwyer	Dwyer 07/17/2019	0	Tammy Dwyer Tue, 16 Jul 2019, 5:06 PM

## Announcements

### Module 1

◀ [Hello and Welcome :\)](#)

Display replies in nested form



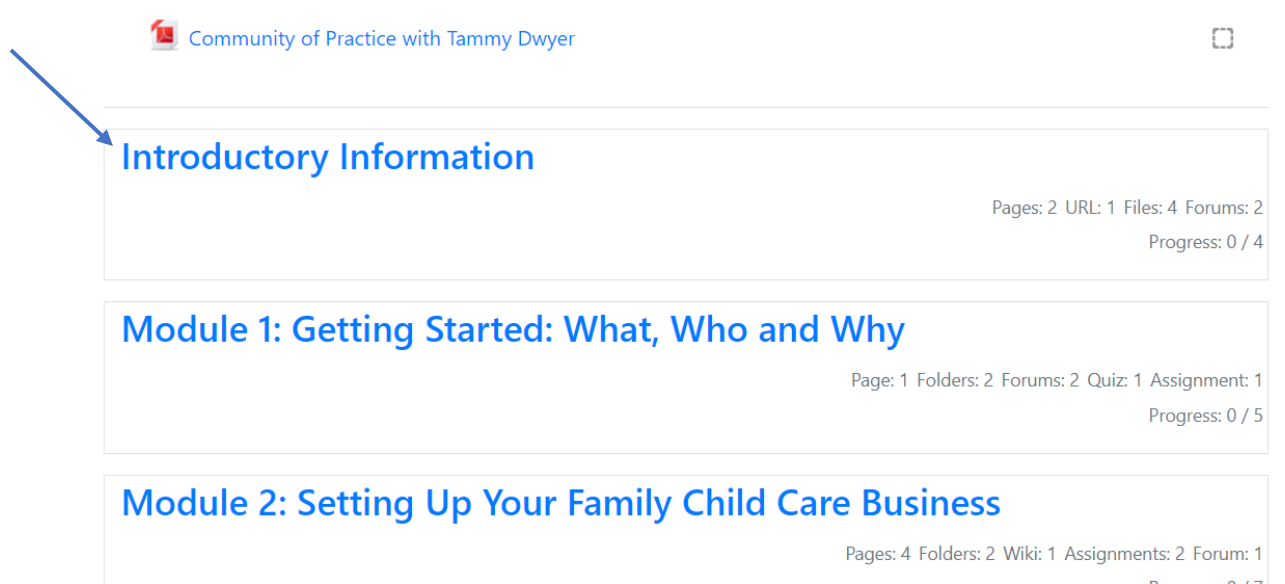
#### Module 1

by [Tammy Dwyer](#) - Saturday, 20 July 2019, 9:12 PM

Hi Everyone,

I have enjoyed our first few days together. I see you all have logged in and completed one or more activities. I have been enjoying reading your posts. I want to remind everyone there is a free community of practice meeting on Monday 7/22 using technology called Zoom. It is Super easy to

Click on “Introductory Information” for important information about MRTQ Training. Professional Ground Rules, Participant Expectations for Online Training, The Plagiarism Policy and Procedures, Learning Objectives, and other information can be found in the Introductory Information.

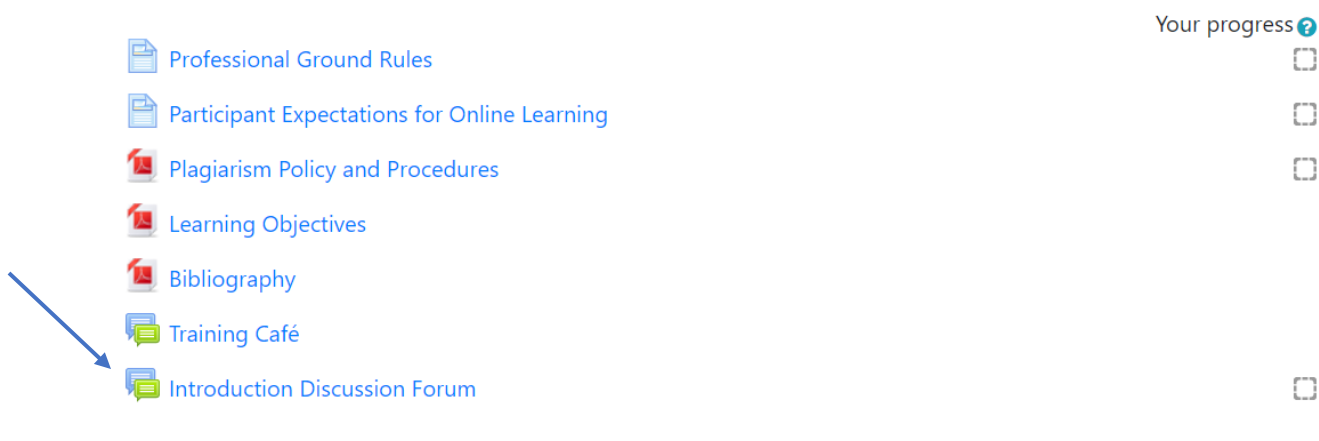


Community of Practice with Tammy Dwyer

- Introductory Information**  
Pages: 2 URL: 1 Files: 4 Forums: 2  
Progress: 0 / 4
- Module 1: Getting Started: What, Who and Why**  
Page: 1 Folders: 2 Forums: 2 Quiz: 1 Assignment: 1  
Progress: 0 / 5
- Module 2: Setting Up Your Family Child Care Business**  
Pages: 4 Folders: 2 Wiki: 1 Assignments: 2 Forum: 1

[Module 1: Getting Started: What, Who and Why ►](#)

## Introductory Information



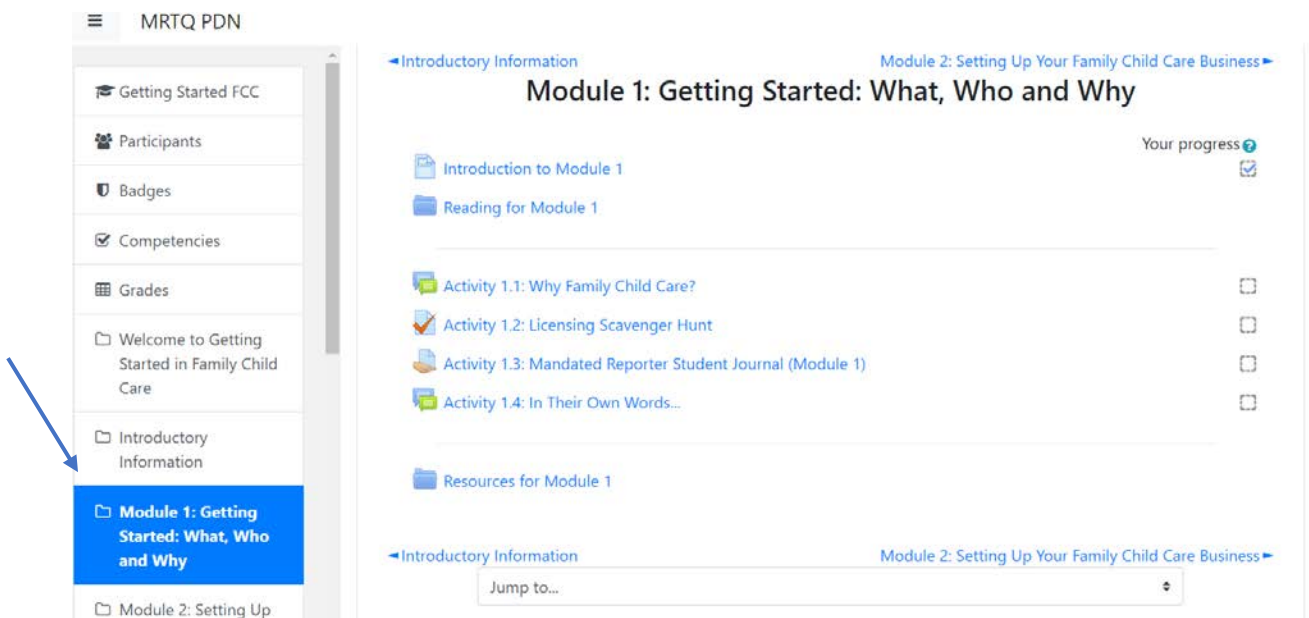
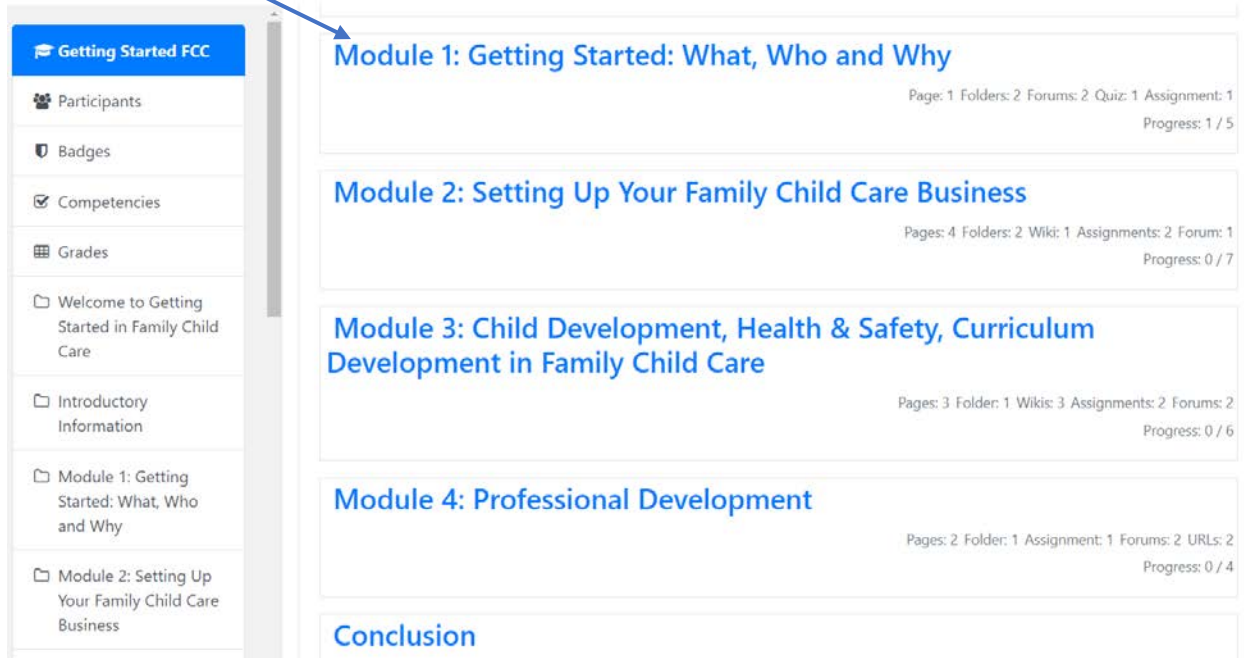
Your progress ?

- Professional Ground Rules
- Participant Expectations for Online Learning
- Plagiarism Policy and Procedures
- Learning Objectives
- Bibliography
- Training Café
- Introduction Discussion Forum**

You will also find the Introduction Discussion Forum here. This is where you will post a brief introduction to introduce yourself and will be able to read the other students introductions.

# Accessing Modules

There are several different ways to select the module you wish to work in. You can click on the Module and it will open the list of activities that need to be completed for that module.



The module you are working in will be highlighted in blue in the menu on the left side of the screen. You can also access the other modules from this menu.

# Module Tasks

You will need to click on each activity in the Module, read the instructions and complete the activity.



Indicates that your task is to participate in an interactive forum by responding to a question and possibly engaging with your fellow classmates.



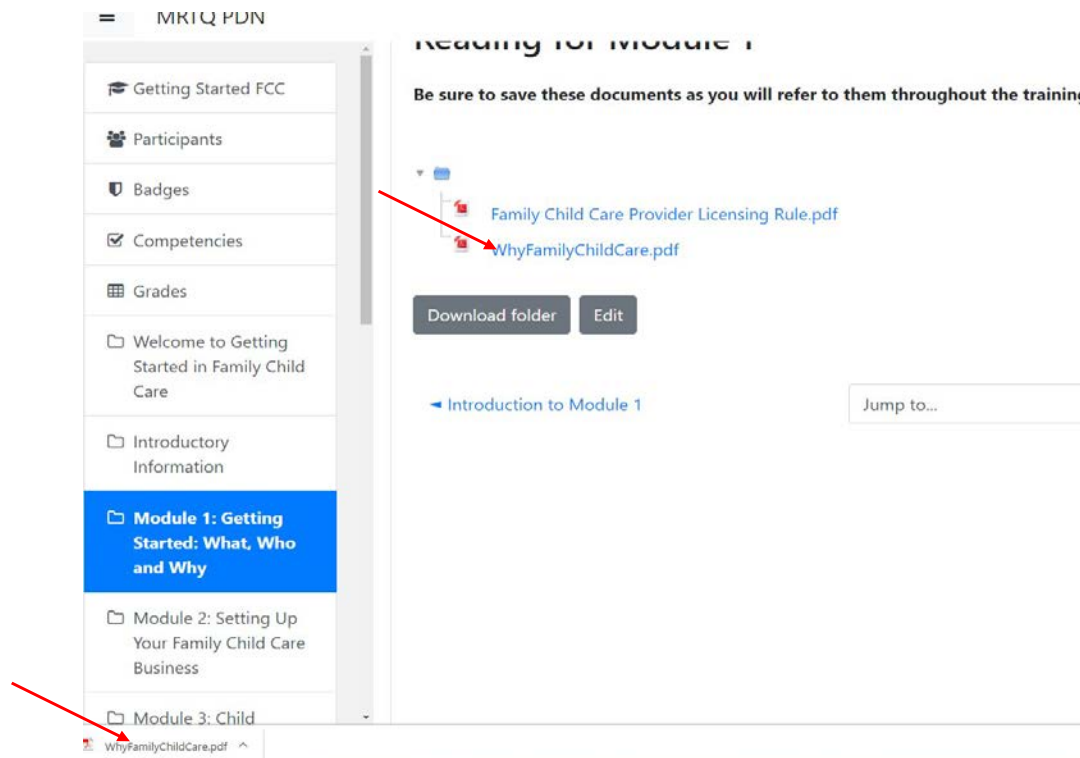
Indicates a Reading Folder. Any documents you need to read for the activities will be in this folder. Be sure to read the activity instructions carefully. You may have the option of selecting one or more of the documents to complete the activity.

If you click on the folder and it doesn't open, click on the little arrow to the left of the folder. This should open the list of documents in the folder. Then click the document you want to read to open it.

**NOTE:** You may need to download Adobe Acrobat Reader (<https://get.adobe.com/reader/>) to open some documents.




The documents may also open in the bar across the bottom of the screen. You will need to click on the document in the bar to open it.





## Reading for Module 1

Be sure to save these documents as you will refer to them throughout the training.



 Indicates a PDF document. These may be articles or handouts to read or sample forms to download.


 Indicates an assignment or journal entry that you submit to the trainer. Your classmates will not be able to see your responses when you post to a journal. Only you and the trainer can see the journal entries.


 Indicates a link that you should follow. Links will open in a new window and take you to an external sources. Your Moodle window should remain open when you follow a link.


## Discussion Forums

Discussion Forums are where you respond to a question(s) and then engage in written conversation with your classmates and/or the trainer by posting responses to their posts. Think of these like a class discussion/debate. It is a chance to interact with your classmates, share your experiences and learn about their experiences. There may be more than one discussion per module. The trainer may or may not participate in or respond to all posts in the discussion forum.


### Module 1: Getting Started: What, Who and Why


Your progress 


 Introduction to Module 1


 Reading for Module 1

---


 Activity 1.1: Why Family Child Care?

 Activity 1.2: Licensing Scavenger Hunt

 Activity 1.3: Mandated Reporter Student Journal (Module 1)

 Activity 1.4: In Their Own Words...

---

 Resources for Module 1

To read a post, simply click the title under the “discussion” column. You will be able to read the post and view the responses by others.

## Activity 1.1: Why Family Child Care?

Please read the handout “[Why Family Child Care?](#)”, then read and respond to the prompt below.

Take a minute to think about the following questions:

If someone asked you why you were thinking about opening a family child care program, or why it is important to you to operate a family child care, how would you respond from the following perspective?





Please write 1-2 sentences for each:

1. Your professional reasons
2. Your personal reasons
3. Societal reasons

**Please read the posts of your peers, and then write a brief response to at least three others’ reflections.**

Separate groups: Dwyer 07/17/2019

Add a new discussion topic

Discussion	Started by	Group	Replies	Last post
<a href="#">Why family child care?</a>	 <a href="#">Alexa Dwyer</a>	Dwyer 07/17/2019	4	 <a href="#">Alexa Dwyer</a> Mon, 22 Jul 2019, 1:04 AM
<a href="#">Why Family Child Care</a>	 <a href="#">Dwyer</a>	Dwyer 07/17/2019	5	 <a href="#">Dwyer</a> Sun, 21 Jul 2019, 7:02

### Activity 1.1: Why Family Child Care?

#### Why family child care?

[Subscribe](#)

← Why Family Child Care

Display replies in nested form

#### Why family child care?

by [Alexa Dwyer](#) - Wednesday, 17 July 2019, 8:50 AM

I chose to start my own daycare for many reasons: professional, personal, and societal. I worked at Hindley Yachts for just shy of five years. It was a fast paced, high chemical environment with little room for advancement. The hours were long. 5 am to 3:30 pm and there are no daycares in the area that accept children that early. I was lucky enough to have help from my family in dropping my daughter off at daycare, but that left me with little time to spend with her. Not only was it dangerous to my health but it was also dangerous to my daughter because the chemicals always found a way of coming home with me, whether on my clothes, hair, or what have you. After struggling with the separation of leaving my infant daughter in daycare all day to go to a job that I didn't care for anymore, it wasn't until we started having issues with my daughter's daycare that I really decided to make this move. I am an extremely organized person and starting my own business is something I have always thought about doing. My family has owned many small businesses and I have a lot of experience with everything it entails. I am looking forward to spending more time with my daughter and not missing any of these important first years of her life, while still being able to contribute to the family financially. I am also eager to help other families that are in the same situation that we were. It is for this reason that I already took on two children of a former co-worker, so that he could continue to work, being as I am the only person in the area willing to accept children at 4:30 am. My main goal is to help as many families as I can and provide the exceptional care that every child deserves. It's hard enough to leave your children everyday and the last thing anyone should have to worry about is whether or not they are being cared for properly.

[Permalink](#) | [Reply](#)

#### Re: Why family child care?

by [Alexa Dwyer](#) - Wednesday, 17 July 2019, 9:46 AM

Hi Alexa, I think you did best choice, because our safety and health are the first things we should think and care about it. Working in dangerous with chemical stuff is not good.

Yes you are lucky have family here to watch your daughter but most of people like me have no family in this state and they need the secure place to put their kids there.

Good luck with your daycare.

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

#### Re: Why family child care?

To respond to a post, select “reply”. The reply button is in blue letters on the bottom right side of the post box.

**Activity 1.1: Why Family Child Care?**  
Why family child care?

[Subscribe](#)

→ Why Family Child Care

Display replies in nested form

**Why family child care?**  
by [Alanna Sawyer](#) · Wednesday, 17 July 2019, 8:50 AM

I chose to start my own daycare for many reasons; professional, personal, and societal. I worked at Hinckley Yachts for just shy of five years. It was a fast paced, high chemical environment with little room for advancement. The hours were long, 5 am to 3:30 pm and there are no daycares in the area that accept children that early. I was lucky enough to have help from my family in dropping my daughter off at daycare, but that left me with little time to spend with her. Not only was it dangerous to my health but it was also dangerous to my daughter because the chemicals always found a way of coming home with me, whether on my clothes, hair, or what have you. After struggling with the separation of leaving my infant daughter in daycare all day to go to a job that I didn't care for anymore, it wasn't until we started having issues with my daughter's daycare that I really decided to make this move. I am an extremely organized person and starting my own business is something I have always thought about doing. My family has owned many small businesses and I have a lot of experience with everything it entails. I am looking forward to spending more time with my daughter and not missing any of these important first years of her life, while still being able to contribute to the family financially. I am also eager to help other families that are in the same situation that we were. It is for this reason that I already took on two children of a former co-worker, so that he could continue to work, being as I am the only person in the area willing to accept children at 4:30 am. My main goal is to help as many families as I can and provide the exceptional care that every child deserves. It's hard enough to leave your children everyday and the last thing anyone should have to worry about is whether or not they are being cared for properly.

[Permalink](#) [Reply](#)

Re: Why family child care?

When you are ready to add your own post, simply click on “Add a New Discussion Topic” button.

**Activity 1.1: Why Family Child Care?**

Please read the handout “[Why Family Child Care?](#)”, then read and respond to the prompt below.

Take a minute to think about the following questions:

If someone asked you why you were thinking about opening a family child care program, or why it is important to you to operate a family child care, how would you respond from the following perspective?  
Please write 1-2 sentences for each:

1. Your professional reasons
2. Your personal reasons
3. Societal reasons

**Please read the posts of your peers, and then write a brief response to at least three others' reflections.**

Separate groups: Dwyer 07/17/2019

[Add a new discussion topic](#)

Discussion	Started by	Group	Replies	Last post
<a href="#">Why family child care?</a>	<a href="#">Alanna Sawyer</a>	Dwyer 07/17/2019	4	<a href="#">Alanna Sawyer</a> Mon, 22 Jul 2019, 1:04 AM
<a href="#">Why Family Child Care</a>	<a href="#">Dwyer</a>	Dwyer 07/17/2019	5	<a href="#">Dwyer</a> Sun, 21 Jul 2019, 7:02

You will be prompted to enter a subject for your post. Write your post in the message box. You also have the option to add an attachment.

**Activity 1.1: Why Family Child Care?**

Please read the handout "[Why Family Child Care?](#)", then read and respond to the prompt below.

Take a minute to think about the following questions:

If someone asked you why you were thinking about opening a family child care program, or why it is important to you to operate a family child care, how would you respond from the following perspective? Please write 1-2 sentences for each:

1. Your professional reasons
2. Your personal reasons
3. Societal reasons

**Please read the posts of your peers, and then write a brief response to at least three others' reflections.**

▼ Collapse all

▼ **Your new discussion topic**

Subject !

Message !

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Link, Unlink, Image, Document, Video, Audio, and a dropdown menu.

When you are through composing your post, click the blue "post to forum" button at the bottom of the page.

▼ **Tags**

Tags

No selection

Enter tags...


Post to forum Cancel


There are required fields in this form marked ! .


# Student Journals


Student Journals are similar to Forums except they are not public (meaning what you post here can only be seen by you and the trainer).

## Module 1: Getting Started: What, Who and Why


Your progress 


 Introduction to Module 1





 Reading for Module 1


---


 Activity 1.1: Why Family Child Care?





 Activity 1.2: Licensing Scavenger Hunt




 Activity 1.3: Mandated Reporter Student Journal (Module 1)



 Activity 1.4: In Their Own Words...



---

 Resources for Module 1

To submit your assignment, click on the journal activity. Click the “Add Submission” button to input your work.

### Activity 1.3: Mandated Reporter Student Journal (Module 1)

Please read section 17 of the “[Rules for the Certification of Family Child Care Providers](#),” then click on the link and review Maine’s statute on mandated reporting of abuse and neglect. Once you have reviewed these regulations, please read and respond to the prompt in the Student Journal.

The regulations you have just read outline your responsibility to report any suspicion of neglect or abuse of a child. As a family child care provider, you are considered a “mandated reporter” or someone who is legally required to report suspected cases of abuse or neglect.

Thinking about the responsibility this presents, please write in your journal, what steps you would take if you had concerns about a child.

#### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-



Add submission

You have not made a submission yet

When you are finished, click the blue “save changes” button at the bottom of the page.

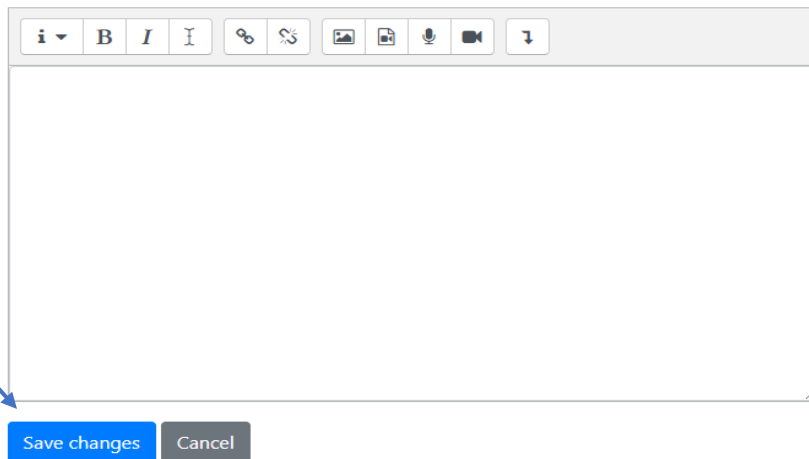
### Activity 1.3: Mandated Reporter Student Journal (Module 1)

Please read section 17 of the "[Rules for the Certification of Family Child Care Providers](#)," then click on the link and review Maine's statute on mandated reporting of abuse and neglect. Once you have reviewed these regulations, please read and respond to the prompt in the Student Journal.

The regulations you have just read outline your responsibility to report any suspicion of neglect or abuse of a child. As a family child care provider, you are considered a "mandated reporter" or someone who is legally required to report suspected cases of abuse or neglect.

Thinking about the responsibility this presents, please write in your journal, what steps you would take if you had concerns about a child.

Online text



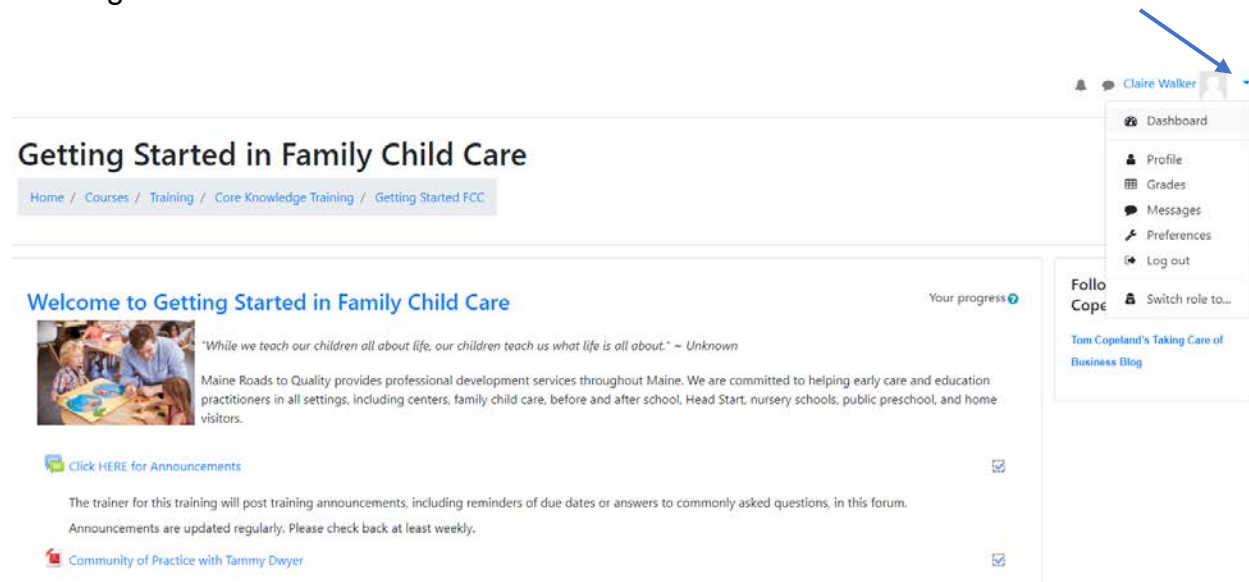
Save changes Cancel



# Sending Messages through Moodle

You can send email messages to your trainer and classmates through Moodle.

Go to the participant user menu located in the top right corner of the screen next to your name. Click on the drop down arrow to open the navigation drop down list. Click on Messages.



The screenshot shows the Moodle interface for the course "Getting Started in Family Child Care". In the top right corner, the user menu for "Claire Walker" is open, displaying options: Dashboard, Profile, Grades, Messages, Preferences, Log out, and Switch role to... A blue arrow points to the drop-down arrow next to the user name. The course page includes a breadcrumb trail: Home / Courses / Training / Core Knowledge Training / Getting Started FCC. The main content area has a heading "Welcome to Getting Started in Family Child Care" and a quote: "While we teach our children all about life, our children teach us what life is all about." ~ Unknown. Below the quote is a paragraph about Maine Roads to Quality. At the bottom, there are two links: "Click HERE for Announcements" and "Community of Practice with Tammy Dwyer".

Getting Started in Family Child Care

Home / Courses / Training / Core Knowledge Training / Getting Started FCC

Welcome to Getting Started in Family Child Care

Your progress

"While we teach our children all about life, our children teach us what life is all about." ~ Unknown

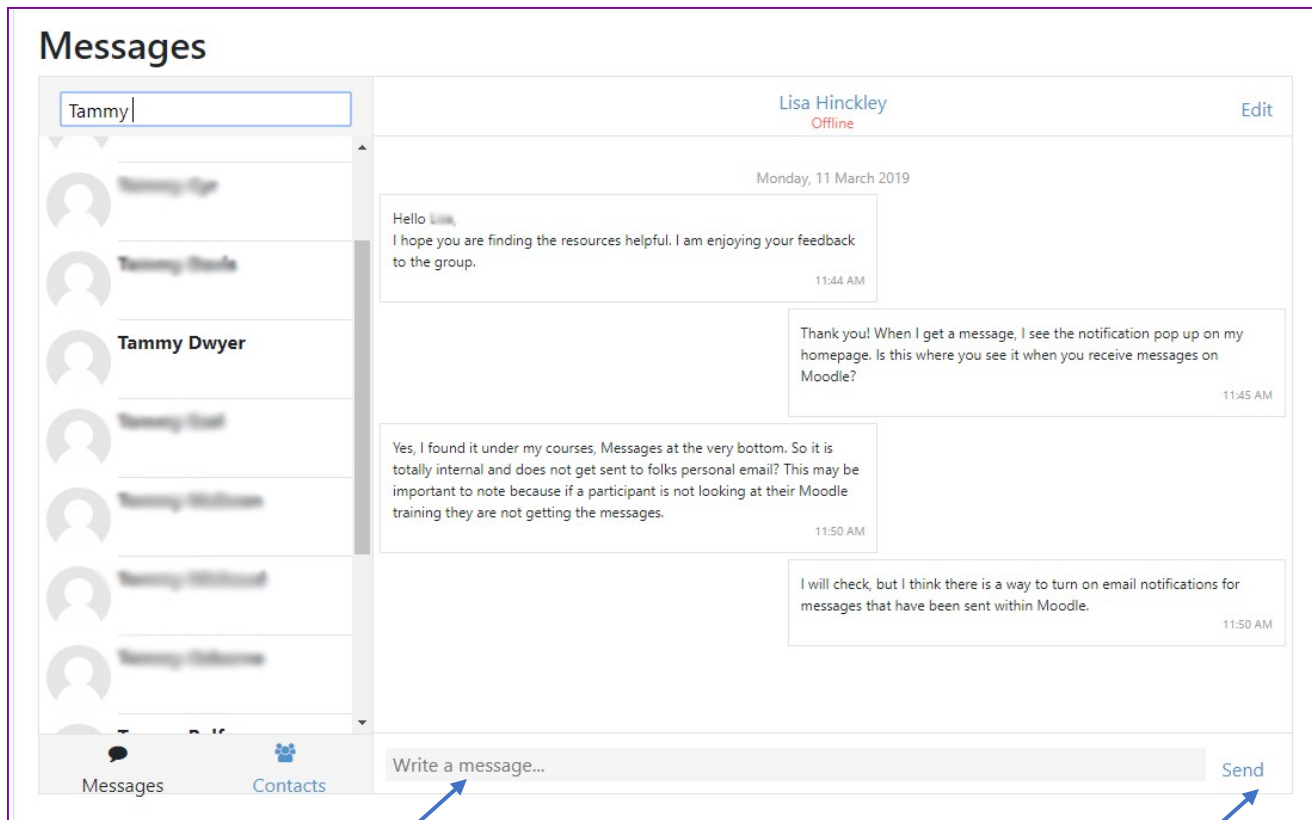
Maine Roads to Quality provides professional development services throughout Maine. We are committed to helping early care and education practitioners in all settings, including centers, family child care, before and after school, Head Start, nursery schools, public preschool, and home visitors.

[Click HERE for Announcements](#)

The trainer for this training will post training announcements, including reminders of due dates or answers to commonly asked questions, in this forum. Announcements are updated regularly. Please check back at least weekly.

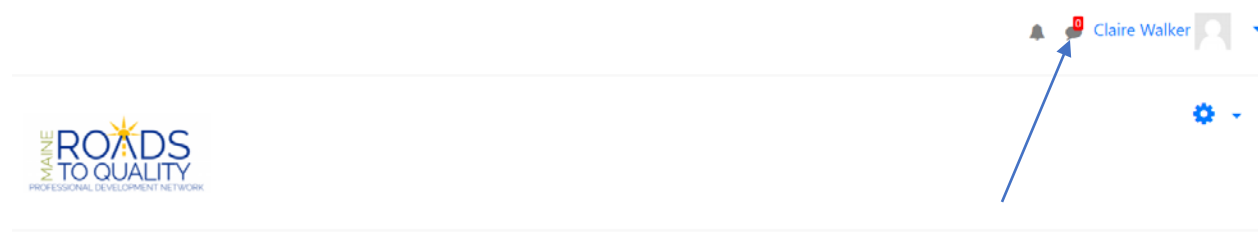
[Community of Practice with Tammy Dwyer](#)

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Choose the person(s) you want to send a message to. Type your message in the message box and push “send”. The message you have sent will appear in the dialog box above the message box.

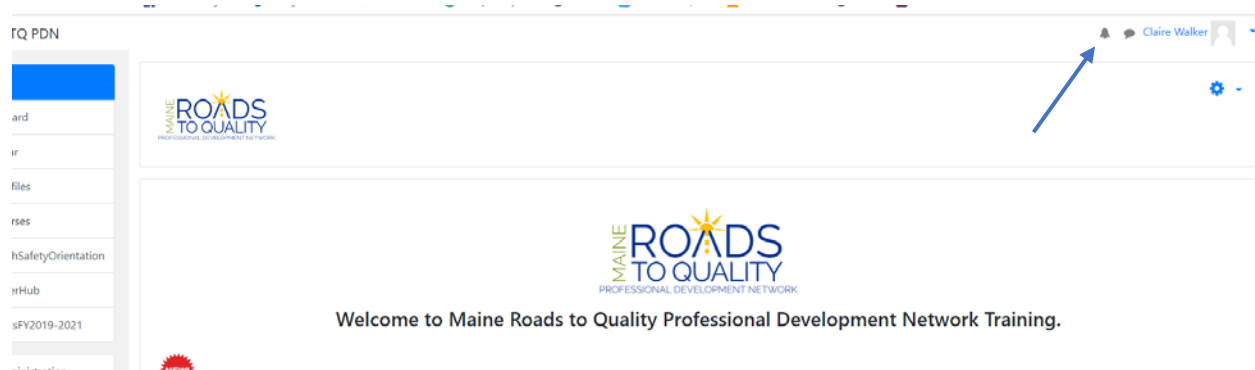
If a participant or the trainer has sent you a message, you will see it indicated at the top of the screen on the right in the message bubble. New messages are highlighted with a number in the messages menu at the top of the screen.



Welcome to Maine Roads to Quality Professional Development Network Training.

The little bell next to messages is the notification indicator. Notifications alert trainers and other students about events in Moodle such as new forum posts or assignments needing grading.

New notifications are highlighted with a number in the notifications menu at the top of the screen.



## Turning on email Notifications

Go to the participant user menu located in the top right corner of the screen next to your name. Click on the drop down arrow to open the navigation drop down list. Click on Preferences.




In the User Account list choose “Message Preferences”

# Preferences





## User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences



## Message preferences

☐ Prevent non-contacts from messaging me

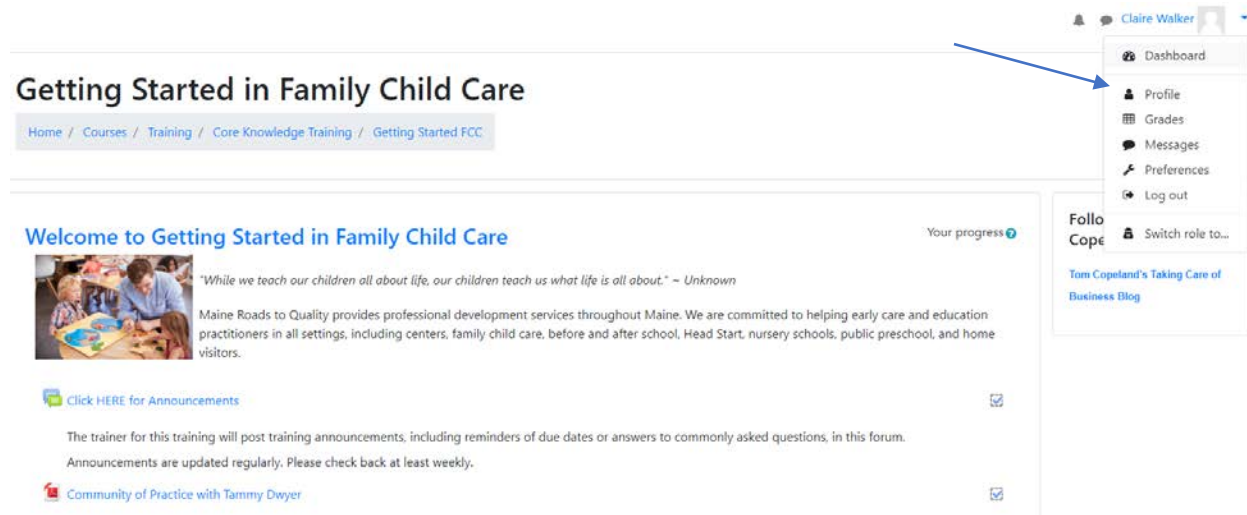
Personal messages between users	Online	Offline
		
Email		

Be sure that both the tabs say “On” for personal messages between users.

**Note:** you will not receive internal Moodle messages in your e-mail inbox unless you have turned these tabs to On.

# Editing Profiles

To edit your profile, go to the participant user menu located in the top right corner of the screen next to your name. Click on the drop down arrow to open the navigation drop down list. Click on Profile.



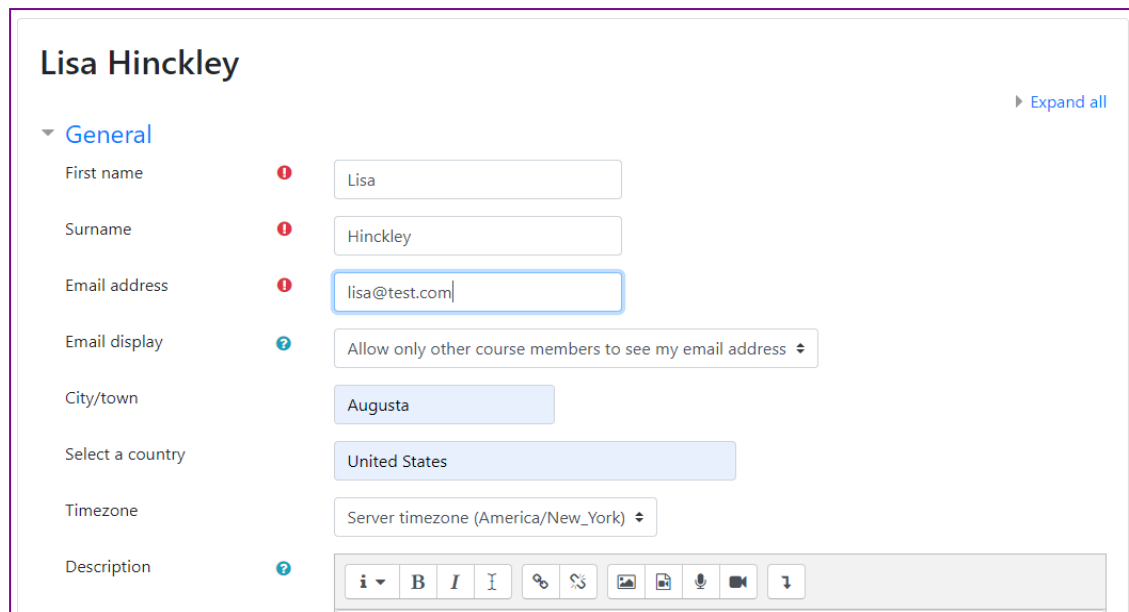
Click on Edit Profile

## Preferences

### User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
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- Notification preferences

This is where you can change/update information in your profile.



The screenshot shows a Moodle user profile page for 'Lisa Hinckley'. The page has a purple border. At the top left, the name 'Lisa Hinckley' is displayed. To the right of the name is a link that says 'Expand all'. Below the name, there is a section titled 'General' with a dropdown arrow. The 'General' section contains several fields: 'First name' with the value 'Lisa', 'Surname' with the value 'Hinckley', 'Email address' with the value 'lisa@test.com' (which is highlighted with a blue border), 'Email display' with a dropdown menu showing 'Allow only other course members to see my email address', 'City/town' with the value 'Augusta', 'Select a country' with the value 'United States', 'Timezone' with the value 'Server timezone (America/New\_York)', and 'Description' which is a rich text editor with various formatting icons. Each field has a small red 'i' icon to its left, indicating it can be edited. The 'Description' field also has a small blue 'i' icon to its left.

We hope this Guide has helped you to become more comfortable with using Moodle.

**Remember that both the staff at MRTQ PDN and our trainers are here to help you!**