BRIDGING THE DIVIDE
Summer Series

UNIVERSITY OF LOUISIANA SYSTEM

1 Contact

Communicating with your Track Lead (or leads if you have been accepted for two tracks) is your first step in getting started. Track Leads serve as your liason to the program team, and is your partner in ensuring that your course runs as smoothly. It is imperative you remain in contact with them regarding any issues with your course.

Track Leads are:

Track 1: Dr. Yonna Pasch
paschy@nsula.edu
Track 2: Dr. Frank Crocco
francesco.crocco@louisiana.edu
Track 3: Dr. Ruben Henderson
ruben.henderson@louisiana.edu
Track 4: Dr. Danielle Williams
williamsdan@gram.edu

3 Build

Once you have access to your Moodle shell, you will be able to build your content. When building your course, take care to follow the instructional design and equity principles referenced in your proposal.

For information on activites and resources available in the ULS Moodle environment, please see the FAQ. If your session calls for access to special Moodle plugins, please mention this to your Track Lead as soon as possible so that we can work to accomodate your needs.

2 Login

ULS training sessions for the summer series will be accessible at ulstraining.latech.edu.

It is recommended that you login at your earliest opportunity to verify Moodle access. Use the instructions to the right to determine how you should login.

It is extremly important that facilitators from institutions using single-sign on login as soon as possible to ensure that their account is created. Once created, your Moodle shell can be assigned to you.
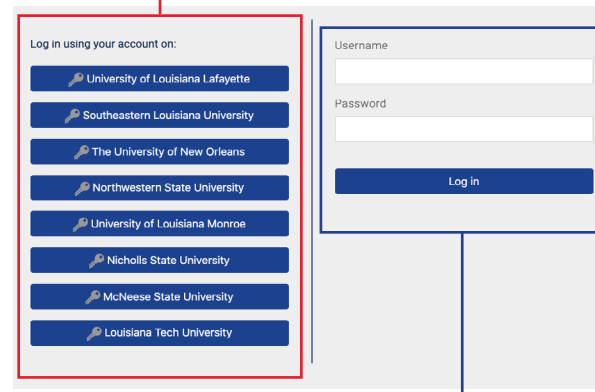
4 Publish

After construction is complete, reach out to your track lead and let them know that your session is ready. They will review, and provide feedback if needed.

When the session is ready, they will arrange for it to be published where participants will be able to enroll. Sessions should be ready to publish *at least* 48-hours ahead of your starting time.

5 Facilitate

With your session published and participants enrolled, all you will need to do is faciltate your course as scheduled. If you have issues or conflicts that arise, discuss them with your Track Lead as soon as possible.

If your institution has allowed single sign-on, a link will appear in the menu on the left side of the login page. This will direct you to your institution's login page where you will use your institutional username and password to access Moodle.

Log in using your account on:
- University of Louisiana Lafayette
- Southeastern Louisiana University
- The University of New Orleans
- Northwestern State University
- University of Louisiana Monroe
- Nicholls State University
- McNeese State University
- Louisiana Tech University

Username

Password

Log in

If your institution does not have a link, you must login locally. Users with accounts from last year can login using the same information and can reset their password if needed. Users needing an account can request one be created by contacting the Louisiana Tech University Help Desk.

6 Assess

Once the live course is complete, you will be responsible for determining which participants in your live session successfully completed the session and met instructional objectives. This information will be shared with the Track Lead to determine eligibility and award badges to participants.

Moodle FAQs

Q. How do participants enroll in my session?

A. Once courses are published, they will be publically visible at ulstraining.latech.edu. Logged in users from University of Louisiana System institutions will click a button when viewing your course to enroll themselves. See the Participant Quick Guide for more information.

Q. Can I set a maximum number of participants for my class?

A. This is technically possible in Moodle by going to Course administration > Users > Enrolment methods, click the gear to the right of the "Self enrolment (Student)" method, and set the "Max enrolled users" field to a non-zero value (0 means unlimited users). However, setting this value should only be done in consultation with your Track Lead.

Q. Can I set a message that is automatically sent to my participants when they enroll?

A. This is possible in Moodle by going to Course administration > Users > Enrolment methods, click the gear to the right of the "Self enrolment (Student)" method, and type your message in the "Custom welcome message" field.

Q. Can my participants have sandbox shells in Moodle?

A. Yes. Sandbox shells can be created to allow your participants to experiment with Moodle features. Sandbox shells can be provisioned different ways (one shell per participant, one shell for groups, etc.), depending on your need. You should discuss the use of sandbox shells with your Track Lead. If appropriate, they will forward your request to technical support to have shells created for you.

Q. Can I change roles of individuals in my course?

A. Yes. This is possible by going to Course administration > Users > Enrolled users. From that screen, click the pencil icon in the "Roles" column for the participant you want to change. There are a number of reasons why you might want to change roles, such as to allow another person to act as instructor or to allow them to add content to the shell. Keep in mind that this will change this person's level of access in *your* session shell, and may give them access to make content changes or view assessment data. For this reason, elevating participant roles is not recommended. You should consult with your Track Lead about using sandbox shells instead.

Q. To what activities and modules will I have access in the ULS Moodle?

A. Instructors will have access to typical activity types in Moodle core, including: assignment, chat, database, lesson, quiz, survey, wiki, and workshop. In addition, H5P will be available for the creation of interactive content. Other modules may become available depending on the requests of other facilitators. If you have questions about availability of specific modules, please coordinate your request through your Track Lead.

Q. The module or add-on I need for my session is not available. Can I get it?

A. If you need a specific module or add-on for Moodle to facilitate your course, discuss this need with your Track Lead. They will refer your request to the Moodle administration team to determine if it can be accomodated. If your request can be accomodated we will attempt to install the requested add-on as soon as possible.

Q. I would like to use a different learning management system. Must I use Moodle?

A. No. You are not required to use Moodle to facilitate your course, and it is encouraged if you come from an institution that does not use Moodle. However, some information will need to be maintained in Moodle in order to provide access information to participants as well as activity records to support badging. Also, be advised that we do not have control over third-party sites, and so support agents may be unable to assist with technical problems. As a result, you should be prepared to fall back on the Moodle LMS in the event of technical issues.

Technical Assistance

The Moodle system used for Bridging the Divide is hosted and maintained by Louisiana Tech University. Technical problems with the ULS Moodle system should be referred to the Louisiana Tech Help Desk.

✉ helpdesk@latech.edu   ☎ 318.257.5300

Monday-Thursday: 7:30am – 5:00pm
Friday: 7:30am – 12:30pm

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