

# 2021 PARTICIPANT QUICK GUIDE

## BRIDGING THE DIVIDE

Summer Series



### 1 Familiarize

Familiarize yourself with sessions to be offered, and make a note of sessions that interest you. A list of all upcoming sessions is available on the Bridging the Divide [website](#) as well as on [Moodle](#). Sessions are offered in four tracks.

#### 1: Digital Literacy

Lead: Dr. Yonna Pasch  
[paschy@nsula.edu](mailto:paschy@nsula.edu)

#### 2: Innovations in Online Teaching & Learning

Lead: Dr. Frank Crocco  
[francesco.crocco@louisiana.edu](mailto:francesco.crocco@louisiana.edu)

#### 3: Holistic Student Services

Lead: Dr. Ruben Henderson  
[ruben.henderson@louisiana.edu](mailto:ruben.henderson@louisiana.edu)

#### 4: Closing Learning & Achievement Gaps

Lead: Dr. Danielle Williams  
[williamsdan@gram.edu](mailto:williamsdan@gram.edu)

Keep in mind that if you are pursuing a certificate of completion for a track, then you should choose at least six sessions from each track in which you are seeking a certificate.

### 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](mailto:helpdesk@latech.edu)

318.257.5300

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

### 2 Login

The first step towards participating in Bridging the Divide professional development sessions is to login to the training site at [ulstraining.latech.edu](http://ulstraining.latech.edu).

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.

The screenshot shows the Moodle login page. On the left, there is a dropdown menu titled "Log in using your account on:" with options for various universities. The "University of Louisiana Lafayette" option is selected and highlighted with a red border. To the right is a standard login form with fields for "Username" and "Password", and a "Log in" button.

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.

It is recommended that you login at your earliest opportunity to verify Moodle access. If you encounter problems logging in, contact the Louisiana Tech University Help Desk for assistance.

### 3 Enroll

Once you have selected the sessions you are interested in taking, you must enroll yourself. Sessions will be made available 48 hours in advance of their scheduled start date.

To enroll in a live session, scroll to the bottom of the Moodle homepage to "Session Categories" and click the "Available Sessions" link under your preferred track. In the list of sessions displayed, scroll down to find the session you want to take and follow the link to a page similar to the one pictured here:

The screenshot shows a Moodle page titled "Participant Tracking in Moodle". It includes sections for "Enrollment options" (listing "Participant Tracking in Moodle" and "Teacher: Christopher Coleman"), "Self enrollment (Student)" (noting "No enrollment key required."), and an "Enroll me" button.

To enroll in the session, click the "Enroll me" button. You should receive access immediately and an e-mail confirming enrollment. Note that even after enrolling, session content may not be visible until the published start date.

Once courses have been facilitated live, they will be moved in the "Completed Sessions" category under each track. You can still enroll in these sessions for self-paced participation, and we hope that you will take the time to explore as many session as you find interesting. Unfortunately, however, we cannot award badges or certificates for completion of self-paced sessions.

## 4 Participate

After enrolling, familiarize yourself with the course contents and expectations of the session facilitator.

You are free to participate as little or as much as you like in sessions; however, you must complete all assessments satisfactorily to receive a session badge. Six session badges within a track must be earned to receive a certificate for that track.

## 5 Finish

Nothing is required from you at the end of a session. If you have participated and met the requirements of the session, then you will be awarded a badge. By earning six badges from a track, you will receive a certificate of completion for that track.

## FAQs

### Q. Can I have a sandbox shell?

A. Sandbox shells can be created for training purposes at the request of your facilitator.

### Q. How long will I have access to sessions?

A. In service to the ULS community, Louisiana Tech University plans to support Bridging the Divide Moodle site at [ulstraining.latech.edu](http://ulstraining.latech.edu) as long as Bridging the Divide is offered in the summers, plus at least one year. You should have access to the site as long as your login credentials are valid at your ULS institution.

### Q. What is a session badge?

A. Session badges are used as an indication of the recipient meeting session requirements, and are awarded by Track Leads based on feedback from session facilitators regarding which individuals actively participated in the course and satisfactorily completed assessment activities.

### Q. How do I receive session badges?

A. There is nothing you need to do to receive a course badge other than participate in a live training session and meet the completion requirements set by the facilitator. Once you successfully complete the session, the facilitator will send your information to the Track Lead who will issue badges. Badges received will be displayed in your Moodle profile.

### Q. How do I receive a certificate of completion?

A. To receive a track certificate you must complete and be awarded a badge for six live training sessions within a track. You may re-

ceive badges and certificates in all four tracks. Awarded certificates will be printed and forwarded to your institution for distribution.

### Q. Can I enroll late in a session?

A. Yes. You are welcome to enroll in a session at any time - including 2020 sessions. Please note, however, that enrolling in a session late can make it difficult to complete live session requirements and badges are no longer awarded for past sessions. As a result, you may be unable to earn a session badge.

### Q. I enrolled in a session by mistake. Can I unenroll myself?

A. Yes. Exactly how to do this depends on the Moodle theme you are using.

By default all users from Moodle-using schools except Louisiana Tech and UNO use the "Boost Campus" theme. In Boost, click the gear icon beneath the breadcrumb and click the "Unenroll me" menu option.

Users from Grambling, Louisiana Tech, UNO, and the ULS office use the "Snap" theme by default. In snap, open the Course Dashboard by clicking the link beneath the course table of contents, and then click the "Unenroll me" button at the top of the page.

### Q. I have a problem with my course. Whom should I contact?

A. Technical problems should be addressed to the Help Desk at Louisiana Tech University for initial diagnosis. Instructional problems should be addressed first to your facilitator, and then to your Track Lead if the facilitator is unresponsive.

