Creating a New User Account in Moodle: KSDE Training Site

Step by Step Instructions
2. Click on Create a new account.
New Account Information

1. Create your own username and password.
2. Fill-in the More details (the 🔴 means required field).
3. Fill-in Contact Information.
4. When complete click on Create my new account.
Confirmation Email

1. You will receive a confirmation email. If you do not confirm the account, it will be deleted in 14 days.

2. Confirm your new account by clicking the link in the email.

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Thu 5/12/2016 12:53 PM
KSDE Training <training@ksde.org>
KSDE Moodle: account confirmation

To: Tracy M. Gallaway

Hi Tracy Gallaway,

A new account has been requested at 'KSDE Moodle' using your email address.

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


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.

KSDE Training
training@ksde.org
Your Dashboard: Tours

1. When you log in, you will see your personal dashboard and a message offering a site tour.
   - Click next to continue the tour
   - Click End tour to continue without a tour.
Your Dashboard: Menus

- To the top left, there is a menu. The menu changes depending on where you are on the site.
- Click the icon at the top left to hide the menu. Click the icon again to turn the menu back on.
- Dashboard returns to this screen.
- Site home takes you to course categories and tutorials.
- Calendar displays global upcoming events.
- Private files allows you to store files.
Your Dashboard: Courses

The center of the dashboard shows all courses you are enrolled in and lets you choose how many to display. It also shows courses you have recently viewed. If, as seen below, nothing displays, you are not currently enrolled in anything.
The right side of the dashboard shows other things, like a course search and a tutorials link. Latest badges will display badges you have recently earned. Some courses offer badges for completion.
Your Dashboard: How to Use

The area above the courses lets you choose how to view your courses. If you only want to see course currently being completed, click All and choose In progress. You can sort these courses by name or by last access. You can display the courses as a card (default), a list or a summary.
Enroll in Course

1. Click Site home on the left menu.
2. Click on the course/ course category you want to enroll in.
Enroll in Course

1. Once you click on the course you will see what classes there are available.
2. Choose the class you would like to enroll in.
Enroll in Course

1. Click on Enroll me. Some courses may require a key to enroll. Other courses do not allow self enrollment.

2. You may receive a thank you for enrolling email.
1. The page displayed will show information about the course. Some courses display all content on one page. Some courses have tabs across the top. Some courses use images to display content. Read the instructions.

DQC Data Coordinator 2019-2020
Dashboard / My courses / DQC Data Coordinator 19-20

DQC Data Coordinator Course Information

**Track Description**

The purpose of this track is to help the person responsible for submitting KIDS data to KSDE and people responsible for student data entry in a local Student Information System (SIS) learn more about the KIDS submission process and data elements. You will learn how KIDS data is used by the State and Federal governments, and how it impacts your school and district funding. The course will offer insight on how to create a culture of quality data through effective data auditing and submission practices. You will work with experienced KIDS trainers and other school employees from across the State who also work with and submit student data to KIDS. This track features a hands-on, practical approach to learning more about the KIDS system and includes a practical approach to learning more about the KIDS data elements, KIDS vocabulary, and KIDS reports.

**Target Audience**

This track is designed for staff members who organize and submit the batch files to KIDS or for staff members who assist in entering KIDS data into a local Student Information System (SIS), including Technology Coordinators, KIDS Coordinators, Office Managers, School Secretaries/Administrative Assistants, STS Administrators, Administrative Assistants, Office Managers, or other school support employees or any school support employee who works directly with the KIDS Collection System.

**Target Skills**

- Review KIDS vocabulary terms
- Use KIDS help resources
- Develop specific strategies for improving data accuracy at the school and district level
- Become more timely in submitting KIDS Collections
- Troubleshoot and resolve data errors that may occur in KIDS
- Understand the purposes of all of the KIDS Collections
Registration: Sign up for Sessions

1. Some courses include sign-up areas for classroom or webinar sessions.

2. To sign up, click sign up next to the session you want to attend OR click the session title at the top or View all sessions at the bottom to see more sessions information.

DQC Data Coordinator 2019-2020 Session Registration

Please review the following course schedule and select the course below which best meets your needs:

- Sign up for an available upcoming session
- August 13, 2019, 9:00 AM - 3:30 PM
- Options:
  - Sign up
  - View all sessions
Registration: View All Sessions

1. This area shows location and seat availability information, as well as the date.
2. The bottom shows previous session information.
3. Click Sign up to register for a session.
Registration: Sign-up

1. This area shows all the details for the session sign up.

2. Choose your notification type, click Sign-up. An email will be sent to confirm your registration and to remind you of your registration.