

# Pre-service Class Access Instructions - Moodle

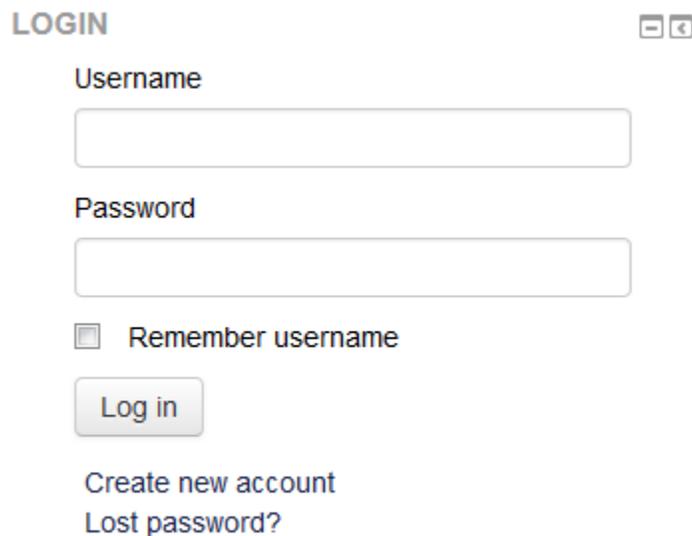
## Moodle Login Instructions

Please use these directions as a guide to logging into the Indiana Department of Education Moodle Online Learning server.

Go to this web address:

<https://moodle.doe.in.gov/>

1. This user will be greeted with the screen to the right. Note the box in the upper right corner of the screen reading Login. If you do not already have an account in Moodle you will need to click the link just below the Login button reading "Create new account".



The screenshot shows the Moodle login interface. At the top left, the word "LOGIN" is displayed in a bold, grey font. To its right, there are two small icons: a square with a minus sign and a square with a plus sign. Below the title, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field, there is a checkbox labeled "Remember username". At the bottom of the form, there is a "Log in" button. Below the button, there are two links: "Create new account" and "Lost password?".

If you already have a Moodle account using an email address (this does not include anyone that has take the school bus driver annual safety class) then you would login using that account and skip down to instruction 6.

2. You will then get the screen shown below. Fill in all of the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle.

When you fill all the blanks, click the “Create my new account” button.

## New account

### ▼ Choose your username and password

**Username\***

**Password\***   Unmask

### ▼ More details

**Email address\***

**Email (again)\***

**First name\***

**Last name\***

**City/town**

**Country**  ▼

3. Read this next screen carefully. You are being asked to check your email to continue the registration process. We do this for security reasons by preventing someone from signing up anyone without that persons permission. Clicking the “Continue” button will send you back to the login screen.

## Indiana Department of Education

Home ► Confirm your account

An email should have been sent to your address at [REDACTED]  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

Continue

You are not logged in. (Log in)  
Home

4. The email you receive should look like the one found below. Read it thoroughly and click the link within the email. If the link is not “clickable” copy and paste it into the location field of your web browser and hit “Return or Enter” on your keyboard.

Hi Michael LaRocco, [REDACTED]

A new account has been requested at 'Indiana Department of Education' using your email address.

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

[https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa\[REDACTED\]](https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa[REDACTED])

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,

Moodle Support  
moodle\_support@doe.in.gov

5. When you click the link in the email you should be sent back to the Moodle Server and see a screen resembling the one found below. Make sure your name shows on the upper right corner of the Moodle screen (red arrow). At this point click on the continue button (yellow arrow)

Moodle Home

 Mike LaRocco

## Indiana Department of Education

Home / Your registration has been confirmed

Thanks, Mike LaRocco

Your registration has been confirmed

 [Continue](#)

6. You will see a list of courses offered on this server on the left side of the screen under “Available courses.” Scroll down until you get to School Transportation. You are going to be entering the “School Bus Driver Preservice Class” so click the link for that course.

## School Transportation

Home / Courses / School Transportation

## School Bus Driver Preservice Class

Teacher: Lisa Callihan

Teacher: Mike Larocco

Teacher: Reggie White

7. Once you select the course you will get the screen below. There you would click in the Enrollment Key box and enter **Yellowbus20** and then click on the “Enroll me” button.

### Enrollment options

#### School Bus Driver Preservice Class

Teacher: Lisa Callihan

Teacher: Mike Larocco

Teacher: Kathryn Roth

Teacher: Reggie White

This class fulfills the requirements for school bus drivers for professional requirements. This course covers best practices that are professional bus students and passenger requirements for driver license driving, and school transportation student management; safety preparedness on the school bus not including the time on

#### ▼ Self enrollment (Student)

Enrollment key

Enroll me

*Note: you may get an option about saving your password by your browser, do not click on save as it is not necessary! You may also see a system message about a “New messaging interface” just click the end tour button to make that screen go away.*

8. You will then see a screen list all of the segments that are part of the School Bus Driver Pre-service Class. This screen also shows your progress. On the right side of the screen you will notice the words “Your progress” with boxes below, if the boxes are empty then you have not completed that segment, if the box is checked then you have completed that particular portion of the class.

Your progress ?

- Announcements
- Demographic Survey
- Preservice Class Course Certificate

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Segment 1: Driver Licensing & Certification

- Segment 1: Video
- Segment 1: Slides
- Segment 1: Quiz

**Restricted** Not available unless: The activity **Segment 1: Video** is marked complete

9. The first portion will involve announcements and a demographic survey, please read through the announcements before clicking on Demographic Survey icon to begin your training. You will have to complete the demographic survey before you can actually watch the class segments:

-  Announcements
-  Demographic Survey
-  Preservice Class Course Certificate

## Segment 1: Driver Licensing & Certification

-  Segment 1: Video
-  Segment 1: Slides
-  Segment 1: Quiz

**Restricted** Not available unless: The activity **Segment 1: Video** is marked complete

**And then click on the “Answer these questions” words; you will get the following screen.**

# School Bus Driver Preservice Class

Home / My courses / School Bus Driver Preservice Class / General / Demographic Survey / Answer the questions...

## Demographic Survey

1 \* What is your first name?

2 \* What is your last name?

3 \* What are the last four digits of your social security number?

*Do not use thousands separators.*

4 \* What is your school corporation?

Choose...



Save

Submit questionnaire

**Please fill out all 4 questions. You will be able to select your school corporation, private school, or other entity you will be working for from a drop down menu, if you cannot find your employer please contact the Office of School Transportation.**

After answer the 4 questions you would click on the “Submit questionnaire” button which will then take you to this screen.

## School Bus Driver Preservice Class

Home / My courses / School Bus Driver Preservice Class / General / Demographic Survey / Answer the questions...

Thank you for completing this Questionnaire.

Continue

← Announcements  Preservice Class Course Certificate →

At this point if you hit the continue button you will get a summary of your answers.

Respondent: **Michael LaRocco** Submitted on: Thursday, August 6, 2020, 8:33 AM

### Demographic Survey

1 *	What is your first name?	Michael
2 *	What is your last name?	LaRocco
3 *	What are the last four digits of your social security number?	9441
4 *	What is your school corporation?	M.S.D. WARREN TWP

Previous | 1 | 2

Instead of clicking the continue button which takes you back to the Demographic Survey you can now navigate to the course segments by either clicking the bottom right wording of “Segment 1 Video” that will allow you to go to the first segment of the preservice class.

## School Bus Driver Preservice Class

[Home](#) / [My courses](#) / [School Bus Driver Preservice Class](#) / [Welcome](#) / [Demographic Survey](#) / [Answer the questions...](#)

Thank you for completing this Questionnaire.

[Continue](#)

[← Announcements](#)

Jump to...

[Segment 1: Video ▶](#)

You can bypass this by using the drop down box where you see the words “Jump to...”,

## School Bus Driver Preservice Class

[Home](#) / [My courses](#) / [School Bus Driver Preservice Class](#) / [Welcome](#) / [Demographic Survey](#) / [Answer the questions...](#)

Thank you for completing this Questionnaire.

[Continue](#)

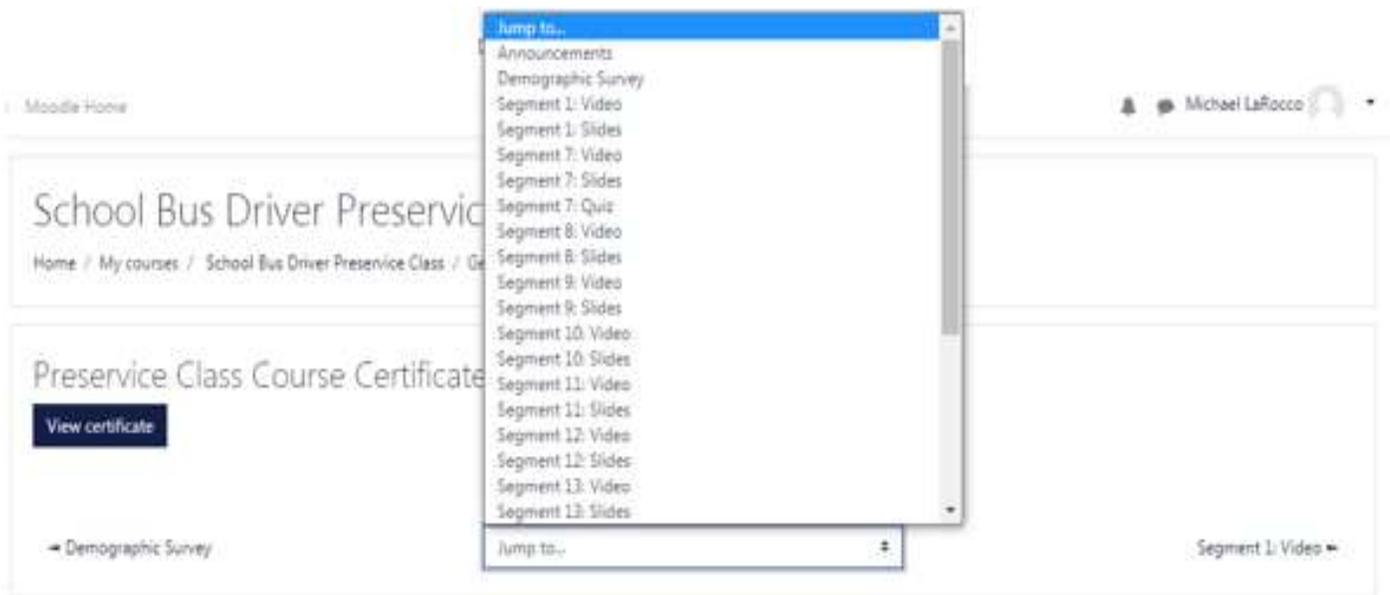
[← Announcements](#)

Jump to...

[Segment 1: Video ▶](#)

This will take you to the following screen which will now allow to go straight to the segment you wish to go to, bearing in mind that if this is your first login you have to start with Segment 1. Any future logins you can

go straight to the segment that you need to do next. You cannot skip segments, they must be done in order.



Once you go back to the course segments you can then begin the class segments. You must complete the segments in sequential order and you can only progress to the next segment when you pass the segment quiz.

When you select the video you will need to watch the entire video before you will be able to take the quiz. Sometimes the system takes a while to catch up to the fact that you watched the video so if you cannot access the quiz try and refresh your browser screen as that tells the system to update. The refresh or reload symbol will be towards the top right of your browser and looks like the symbol below.



You will have a total of 10 questions on each quiz of which you must get at least 8 questions correct to pass each quiz. Once you have answered all 10 question you would click on the “finish attempt” button, which will then get you to the following screen.

### Segment 1: Quiz

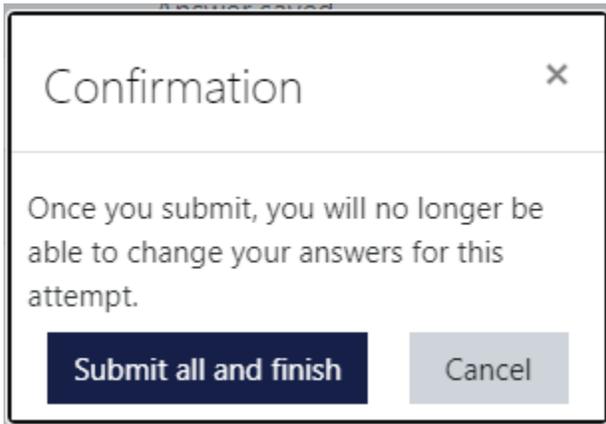
#### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

Return to attempt

Submit all and finish

If you wish to change an answer you would click the “Return to attempt” button. If you are satisfied with your answers you would then click the “Submit all and finish button”. Clicking the submit button gets you the following screen and you would click “Submit all and finish” to finally submit your answers for grading.



You will then get to view your results.

If you click the “Submit all and finish” button you will get this screen:

The screen shows the results for a quiz titled "School Bus Driver Preservice Class". The breadcrumb trail is: Home / My courses / School Bus Driver Preservice Class / Segment 1: Driver Licensing & Certification / Segment 1: Quiz. On the left, a table shows quiz statistics: Started on Thursday, August 6, 2020, 8:56 AM; State Finished; Completed on Thursday, August 6, 2020, 8:57 AM; Time taken 1 min 5 secs; Points 10.00/10.00; Grade 100.00 out of 100.00. Below the table, "Question 1" is shown as "Correct" with "1.00 points out of 1.00" and a "Flag question" option. On the right, a "Quiz navigation" section shows 10 questions, all marked with a green checkmark. Below the navigation is a "Finish review" button.

Started on	Thursday, August 6, 2020, 8:56 AM
State	Finished
Completed on	Thursday, August 6, 2020, 8:57 AM
Time taken	1 min 5 secs
Points	10.00/10.00
Grade	100.00 out of 100.00

Question 1  
Correct  
1.00 points out of 1.00  
Flag question

Quiz navigation

1 2 3 4 5 6 7 8 9  
10  
Finish review

Regardless of the result you will then click the “finish review” button at the bottom of the quiz result which will take you to this screen.

## Segment 1: Quiz

Grading method: Highest grade

### Summary of your previous attempts

Attempt	State	Points / 10.00	Grade / 100.00	Review
1	Finished Submitted Thursday, August 6, 2020, 8:55 AM	5.00	50.00	Review

Highest grade: 100.00 / 100.00.

Re-attempt quiz

If you did not get 80% or better you will need to click on the “re-attempt quiz” to retry the quiz. **You cannot progress to the next segment until you have passed the quiz!**

### Verification of Completion!

Once you have passed all quizzes you will get the following screen. At this point we are asking you to complete the “Pre-service Class Evaluation”.

## Segment 18: Quiz

Grading method: Highest grade

### Summary of your previous attempts

Attempt	State	Points / 10.00	Grade / 100.00	Review
1	Finished Submitted Thursday, August 6, 2020, 10:22 AM	10.00	100.00	Review

Highest grade: 100.00 / 100.00.

Re-attempt quiz

← Segment 18: Slides

Jump to...

Pre-service Class Evaluation ▶

Once you have completed the course evaluation you have now completed the Preservice Class, if you click on the “School Bus Driver Preservice Class” you will get the opportunity to download a certificate as proof of your completion.

If you have any questions or need additional assistance, please feel free to contact Lisa Callihan..... or Mike LaRocco at the address below.

Lisa Callihan [lcallihan1@doe.in.gov](mailto:lcallihan1@doe.in.gov) (317) 232 - 1377

Mike LaRocco [mlarocco@doe.in.gov](mailto:mlarocco@doe.in.gov) (317) 232 - 0890

Office of School Transportation (317) 232 - 0890

Website with information and links:

<http://www.doe.in.gov/transportation>