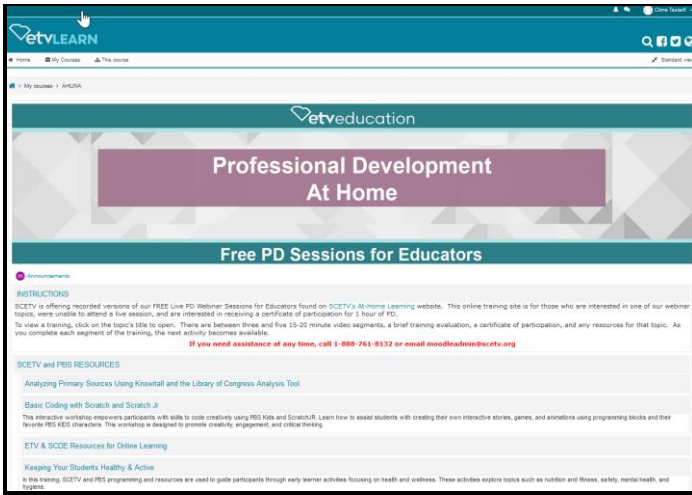


HOW TO ACCESS AND PARTICIPATE IN A TRAINING

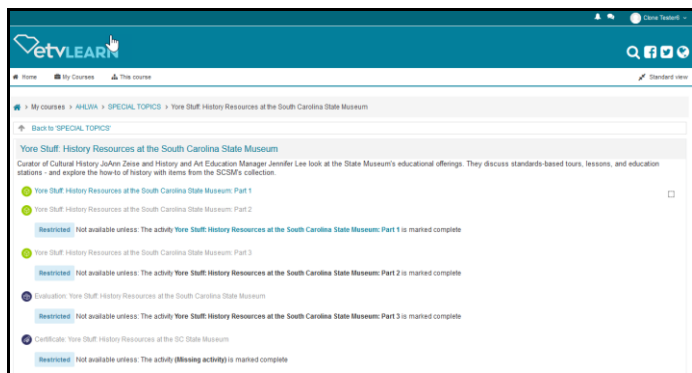
Call 1-888-761-8132 or email moodleadmin@scetv.org if you need assistance.



Find and click on the title of the training in which you are interested.

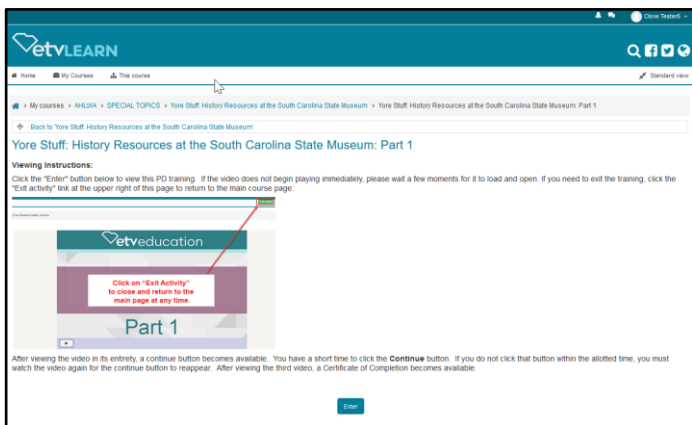
Note: Training courses are listed under their relevant category heading:

- SCETV and PBS Resources
- Ed Tech Tools
- Special Topics

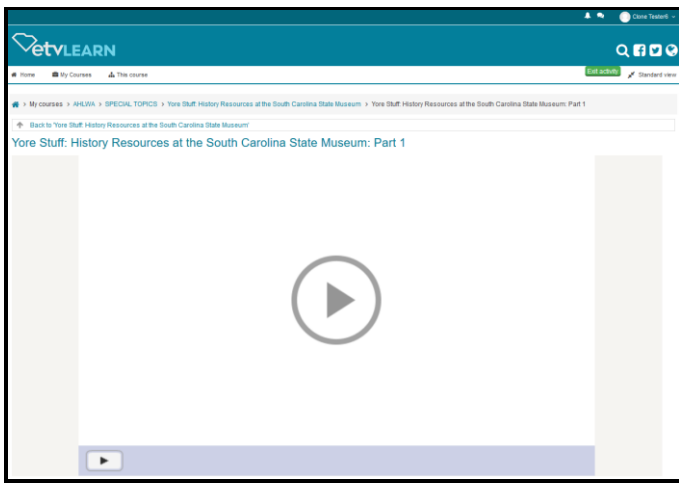


Clicking the title opens the mini-course for that training topic. **Note:** Only Part 1 of the training is accessible at this time. As you complete each activity, the next one becomes available.

To begin, click on **Part 1** of that training



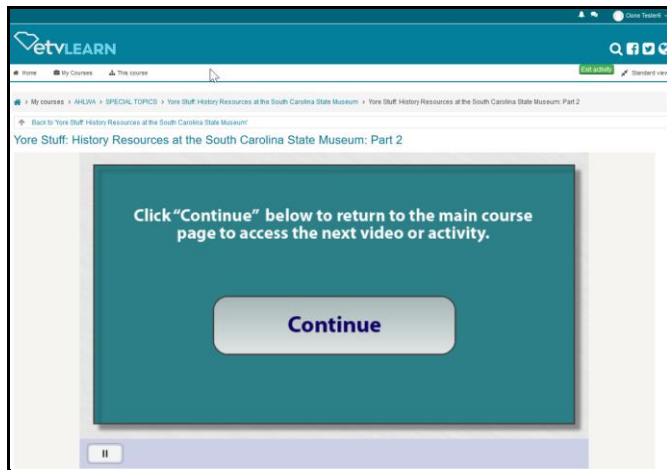
Viewing Instructions open. Read the instructions and then click the **Enter** button at the bottom of the page to access the training video.



Click on the play button in the center of the screen to start the video. You may pause the video if needed but you may not fast forward.

There is a “back” button that appears after about 10 seconds at the lower left of the video.

This button allows you to go back 10 seconds each time it is clicked if you need to review a portion of the training.

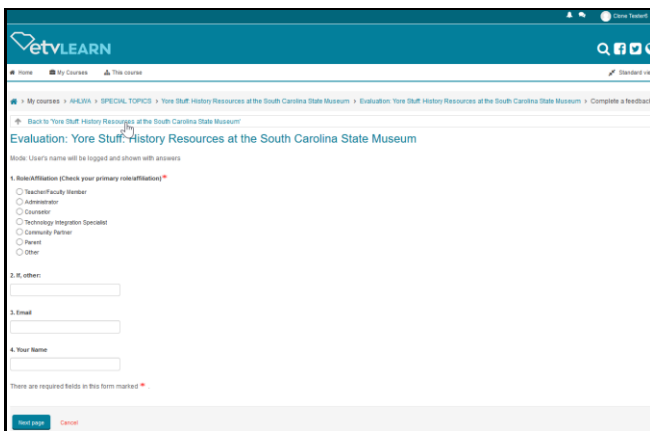


At the end of each segment, you see a **Continue** button you must click to return to the course page to access the next activity.

You have a short amount of time to click on the **Continue** button. If you do not click the **Continue** button within approximately 30 seconds, you are required to watch the video again.

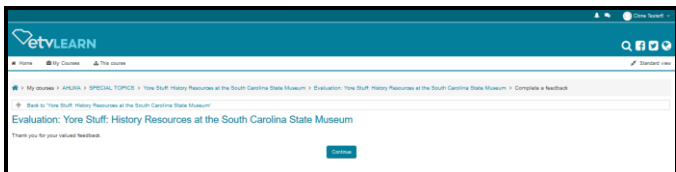
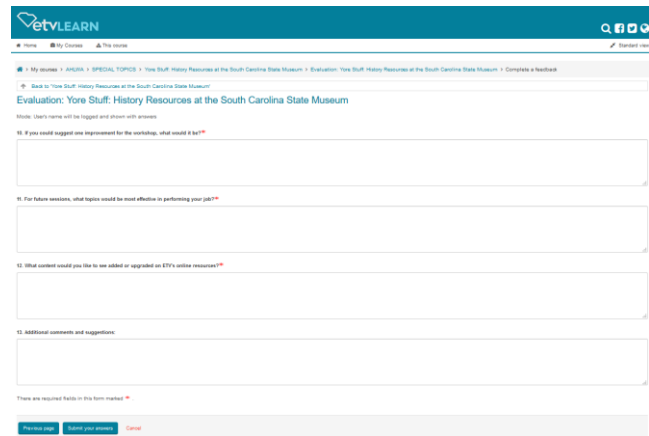
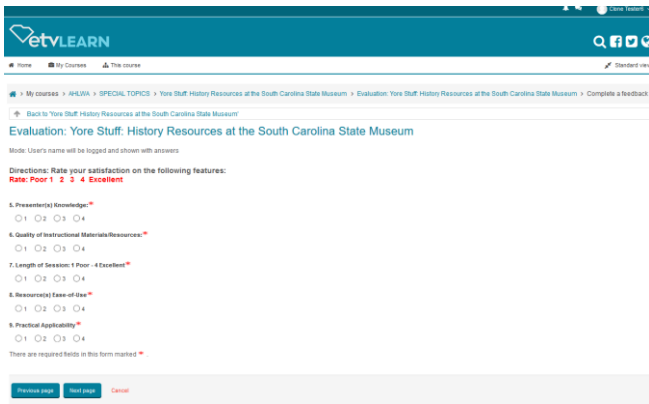


After you have viewed all of the training segments, you then have access to the training **Evaluation** you must complete in order to access your training certificate.



This brief **Evaluation** consists of 3 separate sections. A red asterisk indicates a required field.

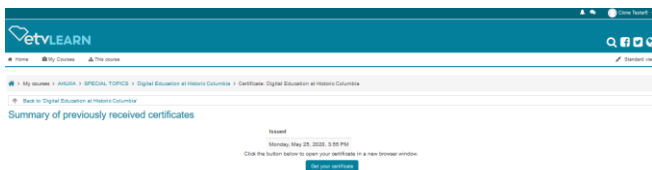
Once completed, click **Submit Your Answers**.



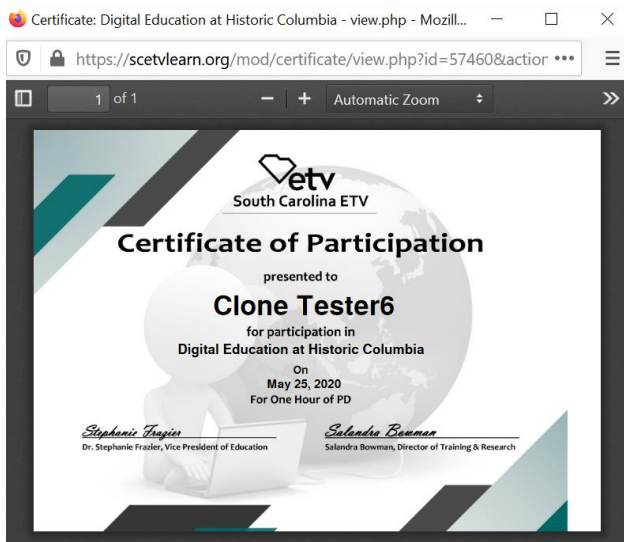
Click **Continue** to return to the training page.



Your certificate is now available.



Be sure to click **Get Your Certificate** when it becomes available as the system prints the date received on the certificate the first time you access it.



Your certificate opens in a new window

Right click to print or save.