



# TRAINING GUIDE

August 2016

 **Frequently Asked Questions**

 **Moodle Training Paths Flowchart**

 **Instructor Training Checklist**

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## Frequently Asked Questions

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### What is Learning Spaces?

*Learning Spaces is an online training program hosted by our Moodle provider, Remote-Learner, for instructors wanting to teach with Moodle. You select your Chaffey Moodle Path and progress at your own pace. Learning Spaces is available 24/7 with a very occasional short downtime for system maintenance.*

### What are the Chaffey Moodle Training Paths?

*Chaffey Instructors who teach using Moodle are required to complete training based on the type of class they are teaching, as follows:*

*Enhanced Path: Training for instructors who want to add features of Moodle as an enhancement to their face-to-face classes.*

*Hybrid/Online Path: Training for instructors who have been assigned to teach a hybrid and/or full online classes.*

*Review/Upgrade Path: Training for instructors who want to review and/or upgrade their knowledge of Moodle.*

*The Moodle Training Paths Flowchart found in this Guide displays the paths in a flowchart format.*

### What is the Online Training Request Form?

*This form is the first step in the Learning Spaces Moodle Training. Completing and Submitting the form is how an instructor requests to be added to the training process. The URL for accessing the form is <http://form.jotformpro.com/form/51465870869975>*

### What is the Chaffey Moodle Instructor Module?

*This is the first module completed by all instructors. The Chaffey Moodle Instructor Module is where an instructor learns about the Chaffey Distance Education instructor policies and procedures.*

### How do I access Learning Spaces?

*After completing the Chaffey Moodle Instructor Module the instructor will be given instructions on accessing Learning Spaces.*

### **How do I complete a Training Path?**

*Follow all steps shown in the Training Path flowchart. (NOTE: A path module is not completed until the final quiz for that module has been taken and passed.)  
The instructor will earn a Learning Spaces badge for each completed module.*

### **What is the Instructor Training Checklist?**

*The Training Checklist shows the steps in the training process and is where the instructor can keep track of personal progress by marking each step completed.*

### **Who keeps track of my progress?**

*Learning Spaces has an internal reporting system. The Distance Education Office keeps these records of instructor progress and completion. The instructor will also receive badges for levels of path completion.*

### **After I complete the training may I review any topic at any time in Learning Spaces?**

*Yes. Once you have access to Learning Spaces you may review any topic whenever you want.*

### **Does the implementation of Learning Spaces online training mean that there will no longer be face-to-face Moodle training at Chaffey?**

*No. There will still be opportunities for face-to-face Moodle training for instructors who would rather train in a face-to-face environment. This will usually take place during flex. In addition, there will also be Moodle Labs and other Moodle activities for instructors who want to review and/or add to their knowledge and skills in using Moodle.*

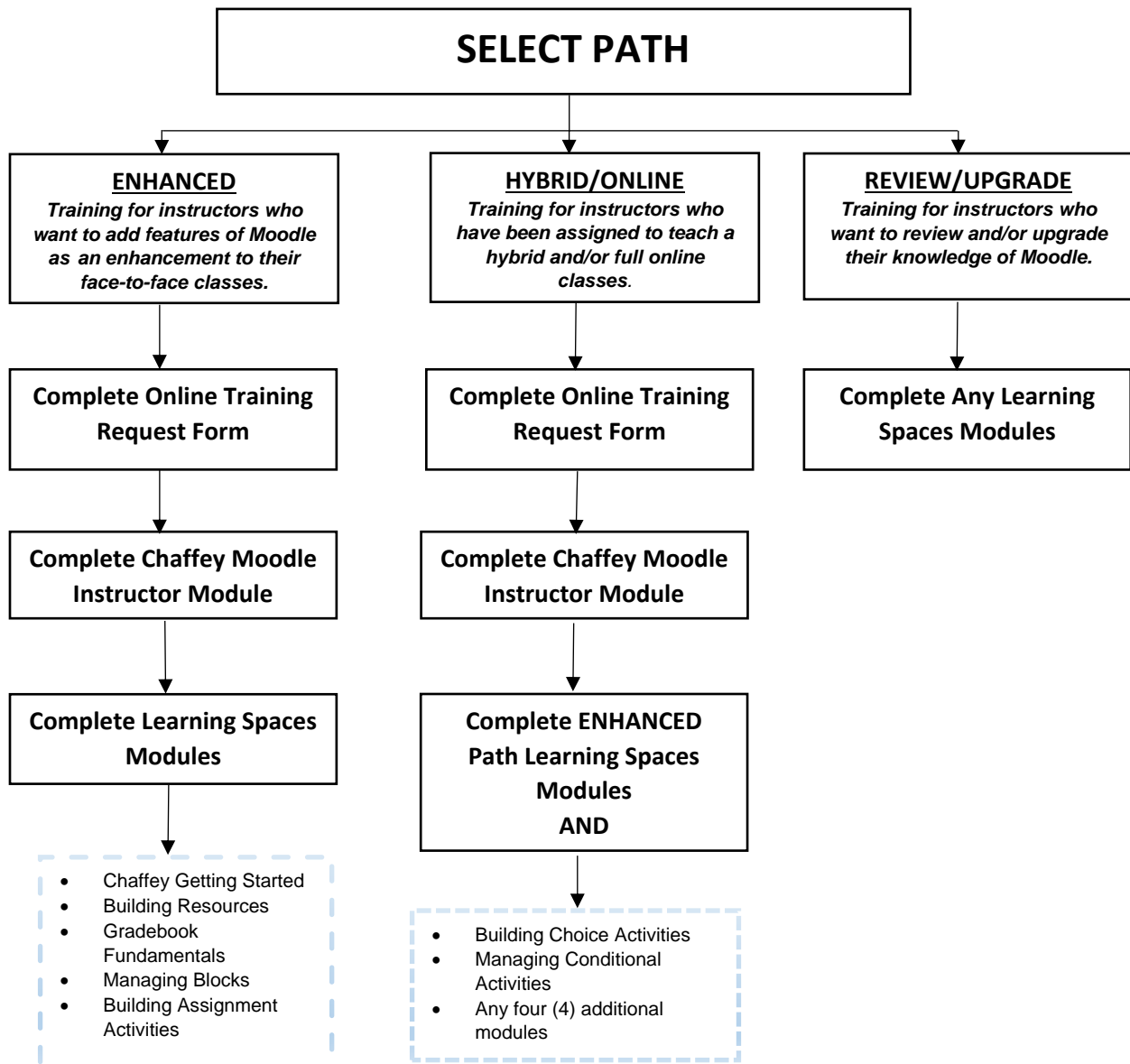
### **What if I have additional questions?**

*Contact:*

*Kim Noseworthy ([k.noseworthy@chaffey.edu](mailto:k.noseworthy@chaffey.edu)) OR  
Terri Helfand ([terri.helfand@chaffey.edu](mailto:terri.helfand@chaffey.edu))*



# Moodle Training Paths Flowchart





## Instructor Training Checklist

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Review training requirements and determine your path as shown in the Learning Spaces Training Guide.

Request to start training. (<http://form.jotformpro.com/form/51465870869975>)

*DE. Instructor added to Moodle Instructor Training.*

Complete Step 1 in Chaffey Moodle Instructor Module.

*DE. Send Learning Spaces access information.*

Wait for email with Learning Spaces access information.

Access Learning Spaces.

Complete Chaffey module.

Complete required modules. (NOTE: A module is not completed until the final quiz has been taken and passed.)

Complete elective modules. (NOTE: A module is not completed until the final quiz has been taken and passed.)

Submit badge from Learning Spaces as described in Step 2 of Chaffey Moodle Instructor module when module completed.

*DE. Review status.*

*DE. Make option to request Moodle courses available in ChaffeyView.*

*DE. Notify instructor about course request availability.*

Request course in ChaffeyView.

*DE. Create course in Moodle.*

*DE. Notify instructor course is created.*