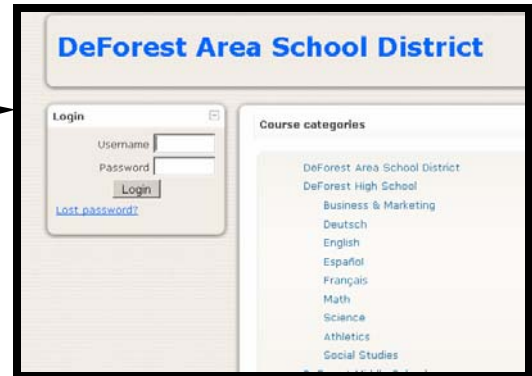


Logging In

Begin with logging into Moodle (For Staff >> Moodle).

- **IF you don't know your password or have never logged into Moodle,** click the **Lost Password** link.
- IF you know your username and password, skip to the next page.



When you click **Lost Password**, enter your email address OR your username. **Only one is necessary.**

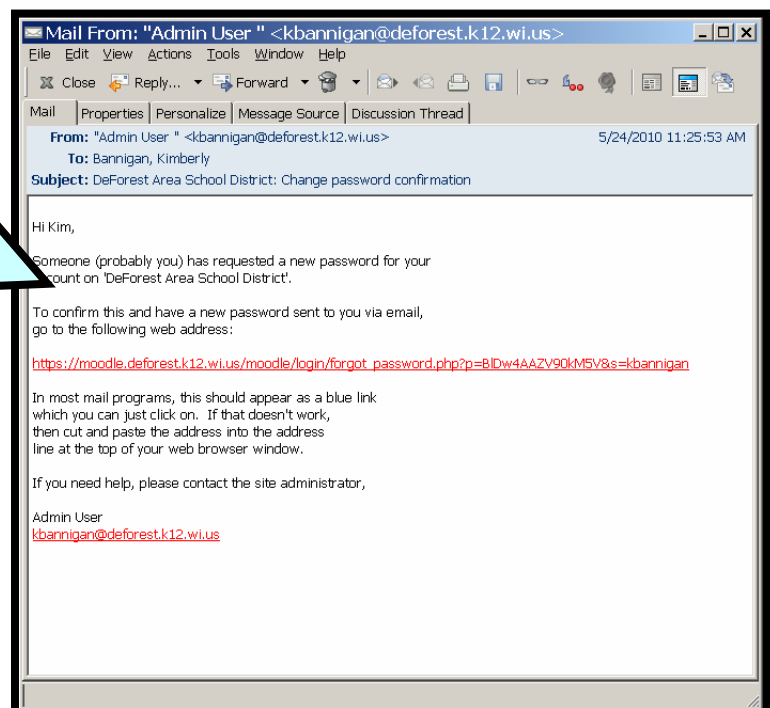
Click **OK**.



Check your Groupwise email. You'll have a message asking you to confirm your password change. **Click the link.**

Read the short message and click **Continue** to go to the Login Page.

A second email message will arrive with your new password. You can keep that password or change it.



Signing Up

1 The classes are organized by location. Click on **DeForest Area School District**.

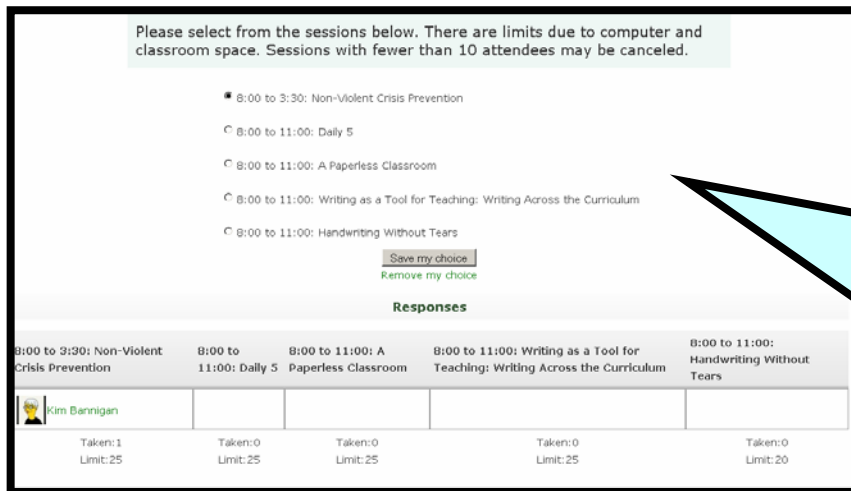
Click on **Professional Development**. If asked if you'd like to enroll, click **Yes**.

You should see a "class" that looks similar to this example.



2 Each Per Diem Day has its own box.

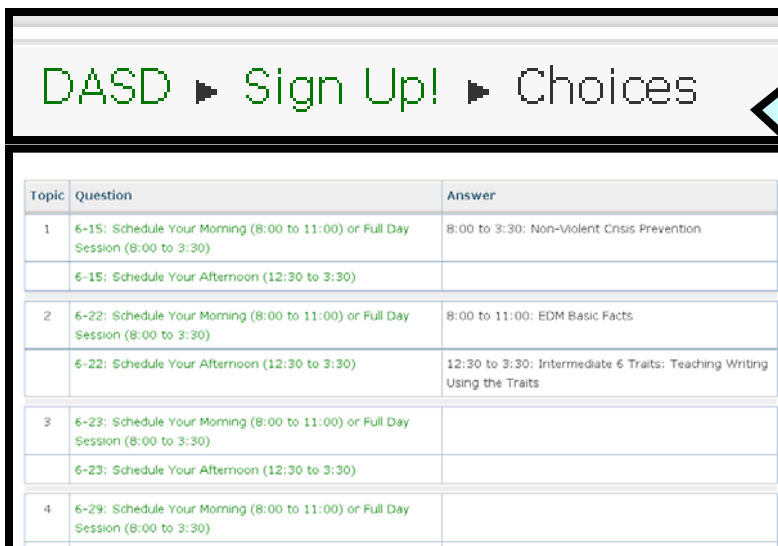
Each day is split into **morning** and **afternoon**. All day sessions are listed with the morning sessions.



3 Select your session and click on **Save My Choice**.

You should see a list of the sessions and who is attending each one.

If you need to make a change, **Click Remove My Choice** and make a new selection.



4 Use your **breadcrumbs** at the **top left** to move between days or choices:

- Click on **Sign Up!** to go to the main sign-up page.
- Click on **Choices** to see what you've signed up for OR to go to another day and time.
- Use the **Choices** page to print a summary of your sign-ups as shown in the sample.