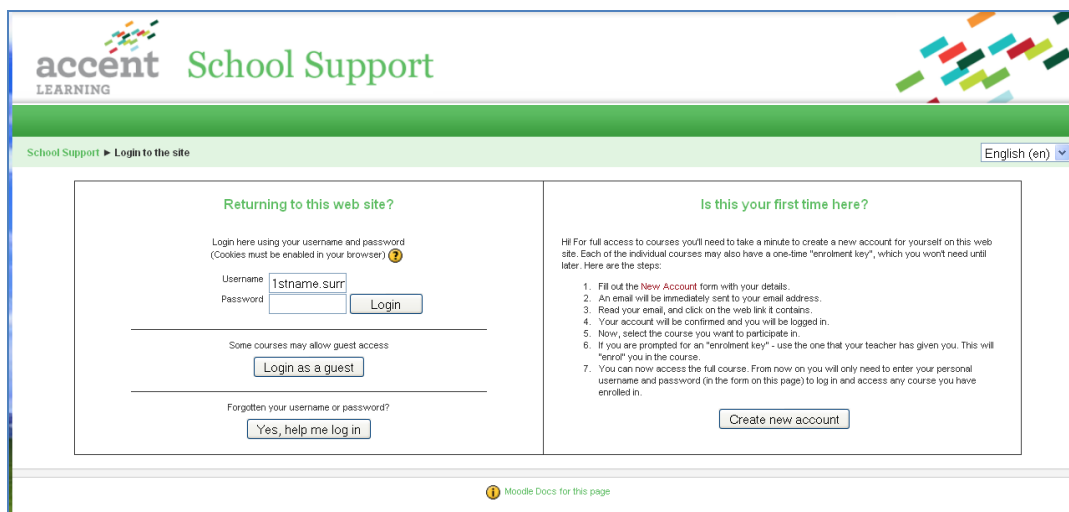


## Registering for workshops online using the Accent Moodle.

Go to the **Accent Moodle login page** (if you're not already there!)

<http://moodle.school-support.accent.ac.nz/login/index.php>



### Do you already have an account?

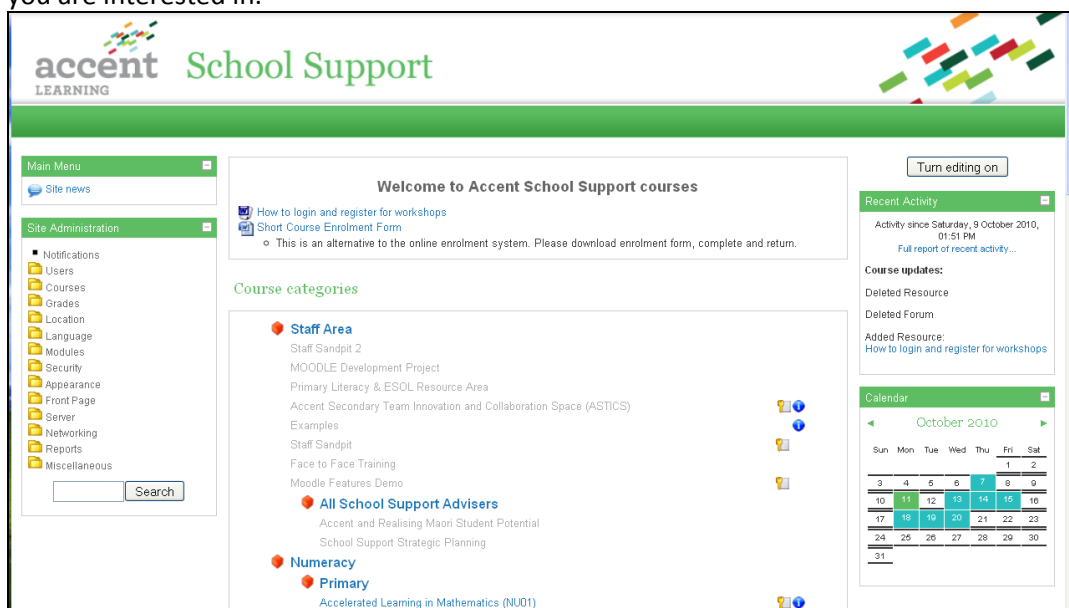
If you have previously created your account simply type in your Username and Password. (Username = your firstname.surname).

### You don't yet have an account?

If you have not previously created an account, follow the instructions to the right of the window. Once you have created a new account don't forget to log-in!

### Do you want to sign up for a course / workshop?

When you log in you will see the list of short courses and online communities. The courses/workshops that you can register for are identified with a code (eg SE22). Scroll down to find the course/workshop you are interested in.



Click on the course you wish to register for (eg. SE22 English HOD Workshop) and you will find some information about the workshop.

The screenshot shows the Moodle interface for the 'School Support' course. The main content area displays the 'Topic outline' for 'SE22: English HOD Workshop'. It lists participants, a cost of \$60.00 inc GST, and a facilitator, Denise Hitchcock. The course description includes: 'Recap and review their English level one course planning for 2011', 'Understand the implications for practice from NZ Curriculum and standards alignment', 'Review pathways to NCEA Level One literacy', and 'Gain an understanding of current issues and updates for the English community'. On the right, there are sections for 'Latest News' (no news posted yet) and 'Upcoming Events' listing 'PR01 Numeracy' on Monday, 19 July, Saturday, 6 November, and Wednesday, 13 October, and 'PRT2a' on Wednesday, 13 October.

Click on the course title and you will see further information about it and the 'Option' to 'Sign up'. When you have signed up you will receive an email confirming your registration. If you use Outlook you should receive a second confirmation email with an attached 'invitation' which, if you accept, will enter the workshop on your Outlook calendar. Both emails include the following messages.

- Please arrive ten minutes before the course starts.
- To re-schedule or cancel your booking
- To re-schedule your booking you need to cancel this booking and then re-book a new session. To cancel your booking, return to the site, then to the page for this course, and then select 'cancel' from the booking information screen.
- You will receive a reminder 3 business days before this course.

If for some reason you are unable to register for a course online you can download, print off, complete and send in a registration form in 'hard copy'. This can be found at the top of the 'Welcome' page.

The screenshot shows the 'Welcome to Accent School Support courses' page. At the top, there are links for 'How to login and register for workshops' and 'Short Course Enrolment Form'. A note states: 'This is an alternative to the online enrolment system. Please download enrolment form, complete and return.' Below this, there are 'Course categories' including 'Staff Area' (with sub-items like Staff Sandpit 2, MOODLE Development Project, etc.) and 'All School Support Advisers'. At the bottom, there is a 'Numeracy' category. On the right side, there are sections for 'Recent Activity', 'Course updates', and a 'Calendar' for October 2010.