

## WELCOME MESSAGE

Welcome to the *Part C Orientation* online training. This course is designed to be an asynchronous (not at the same time) self-paced learning experience. There are six sequential Lessons, each of which consists of a slide show presentation with audio and an online Quiz. The slide shows have accompanying audio lectures as well as written narrations. Each Lesson must be completed successfully in order to access the next Lesson. A companion Handout Packet is available for reference during the course. It is recommended that you **PRINT AND DOWNLOAD THE HANDOUT PACKET** before beginning the course so it is available when working on the Lessons.

The course is available online 24-7 though MOODLE (an online course management program) housed at the University of New Mexico's Health Science Center Library. Please be patient if the system is slow sometimes due to maintenance activities, especially Monday mornings.

## HOW TO TAKE THE COURSE

***PLEASE NOTE: It is recommended that PC users access the course using Internet Explorer and MAC users access the course using Mozilla Firefox.***

### ***STEP ONE: REGISTER ON MOODLE***

1. Access MOODLE at <http://hsc-moodle.health.unm.edu> and bookmark the page for future easy access.
1. Click on [Create a new account](#) in the Login box on the upper right sidebar.
1. Complete the short form, which includes creating a username and password.

***PLEASE WRITE THEM DOWN BECAUSE YOU WILL NEED THEM EACH TIME YOU WANT TO LOGIN TO THE COURSE.***

1. Check your email for a message asking you to click on the highlighted site to complete the registration process. The message will confirm your registration.

**If you do not receive a confirmation message please email [moodleadmin@salud.unm.edu](mailto:moodleadmin@salud.unm.edu) or call 505-272-5382.**

## **STEP TWO: ACCESS THE COURSE**

1. Click on [Courses](#), which will take you to a list of Course Categories.
1. Click on [Center for Development & Disability](#) on the left sidebar under Course Categories.
1. Login to the **Part C Orientation**.
4. **Type the enrolment key, FIT (all caps), into the box at the bottom of the page and click on the enrollment key.** You will only have to do this the first time you access the course.

## **STEP THREE: PREPARE FOR THE COURSE**

1. Open and read the **START HERE** message.
1. Download and Print the **Part C Orientation Handout Packet** and use it as a guide throughout the course.

## **STEP FOUR: COMPLETE THE LESSONS**

1. Begin **Lesson 1: Core Values**
  - View Core Values Lesson
  - Take Lesson 1 Quiz
  - Proceed to Lesson 2
1. Begin **Lesson 2: New Mexico Early Intervention System**
  - View NM Early Intervention Program Lesson
  - Take Lesson 2 Quiz
  - Proceed to Lesson 3
1. Begin **Lesson 3: Natural Environments**
  - View Natural Environments Lesson
  - Take Lesson 3 Quiz
  - Proceed to Lesson 4
1. Begin **Lesson 4: The Early Intervention Journey**
  - View The Early Intervention Journey Lesson
  - Take Lesson 4 Quiz
  - Proceed to Lesson 5
1. Begin **Lesson 5: The Individualized Family Service Plan (IFSP)**
  - View The Individualized Family Service Plan (IFSP)
  - Take Lesson 5 Quiz
  - Proceed to Lesson 6
1. Begin **Lesson 6: Resources and Certificate**
  - View Resources Lesson
  - Complete Post Course Evaluation
  - Open and Print your Certificate

**THE FOLLOWING INFORMATION IS DESIGNED TO PROVIDE ADDITIONAL ASSISTANCE AND SUPPORT FOR PARTICIPATING IN ONLINE TRAINING OFFERED THROUGH MOODLE.**

**FOLLOWING RECOMMENDATIONS**

1. High-speed Internet connection such as DSL, Cable, or T1 Line
1. PC users access MOODLE courses with Internet Explorer
1. MAC users access the course with Mozilla Firefox
1. Updated version of Flash Player to view videos

**ACCESSING HELP**

For **Registration Problems**: contact

- *Site Administrator: [moodleadmin@salud.unm.edu](mailto:moodleadmin@salud.unm.edu)*
- *Learning Design Center: (505) 272- 5382.*

For **Technical Problems** with Course Features: contact

- *Joette Baity: [jbaity@salud.unm.edu](mailto:jbaity@salud.unm.edu)*

For **Content Questions**: contact

- Family Infant Toddler (FIT) Program

**PRINTING HANDOUTS**

1. The Handout Packet is provided in a PDF format so you need an Adobe Acrobat Reader program.
1. If you do not have Adobe Acrobat Reader on your computer already, you can download a free program at:  
<http://www.adobe.com/products/acrobat/readstep2.html>

**VIEWING SLIDESHOWS**

1. The slide shows contain both audio and written narration.
1. Depending on your monitor size you may have to scroll down to view the entire slide and read the narration.
1. In order to hear the narration, please check the following.
  - Check your System Preferences to verify if your computer has a sound card installed.
  - Make sure your computer has either internal or external speakers or you have access to headphones.

- If you are using external speakers, make sure they are plugged into your computer, turned on and the volume is turned up.
- If you are working on a PC make sure you are using Internet Explorer and not Mozilla Firefox for accessing the course.

## **VIEWING VIDEO CLIPS**

1. The video clips are embedded in some of the lessons.
2. In order to open and view the video clips, please note the following:
  - Video clips are often large files so depending on your Internet connection and speed it may take a few minutes to download the clips for viewing. Be patient.
  - Your computer may need an updated version of Flash Player to view the videos.
  - If you still are unable to play the videos, contact your facilitator for assistance.
  - The audio level on the video may be louder than the slide show narration.

## **TAKING QUIZZES**

1. Each Lesson ends with a Quiz,
2. Each Quiz is comprised of individual questions that provide an immediate correct/try again response.
3. You can answer the questions or retake the quiz as many times as necessary.
4. Don't worry if you are timed out of MOODLE or log out in the middle of taking a Quiz. Your work will be saved and you can resume where you left off when you reenter the course.