

2016

Step by Step Instructions

Mandatory Training in Moodle

By: Braylin Artigues, HR Specialist

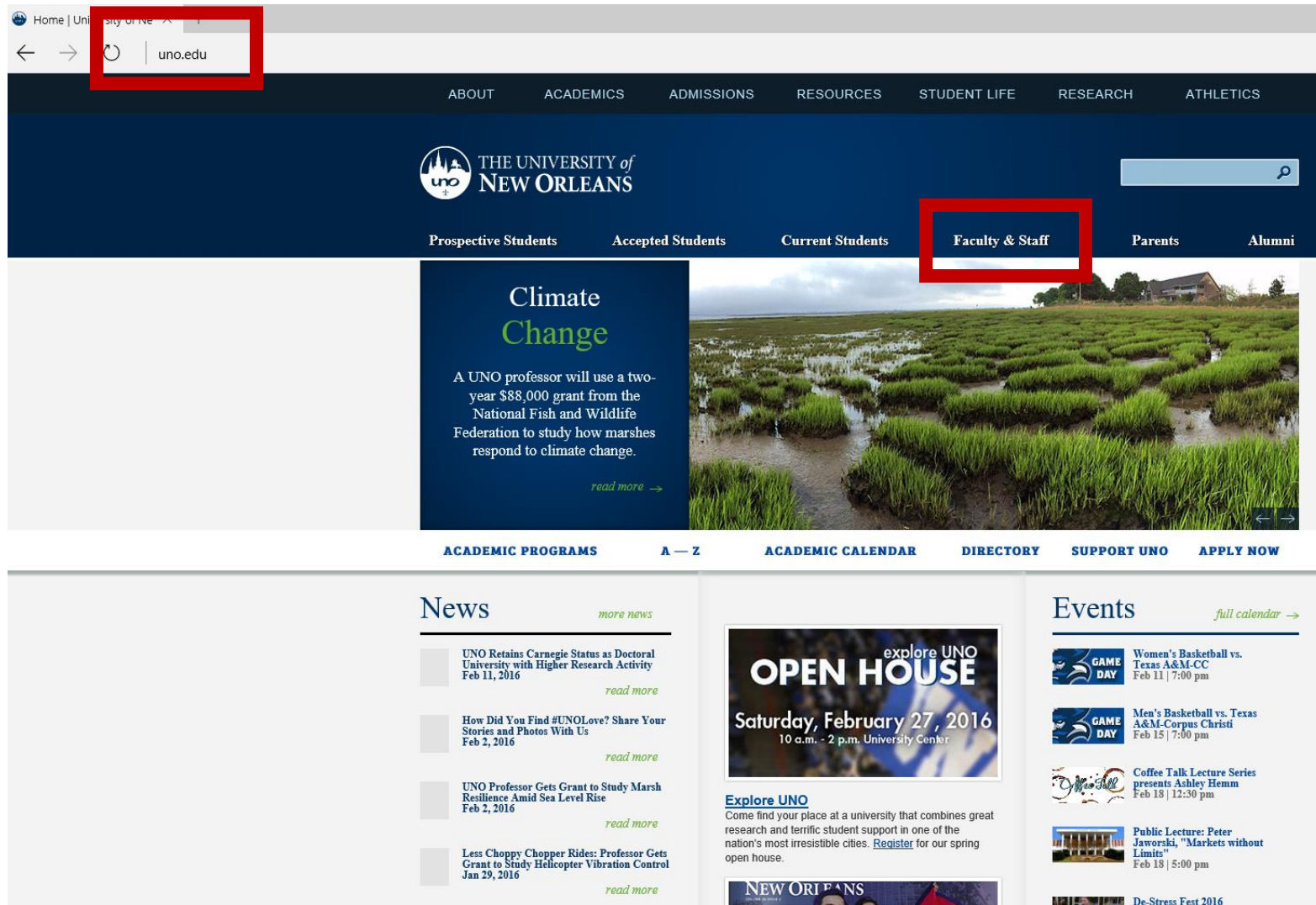
hrmtrain@uno.edu

504-280-6260

<http://www.uno.edu/human-resource-management/training/mandatory-training.aspx>

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

****Please disable all pop up blockers before beginning the trainings in Moodle****



- 1.) www.uno.edu
- 2.) Click on Faculty & Staff

www.uno.edu/facultystaff.aspx

ABOUT ACADEMICS ADMISSIONS RESOURCES STUDENT LIFE RESEARCH ATHLETICS

THE UNIVERSITY of NEW ORLEANS

Prospective Students Accepted Students Current Students Faculty & Staff Parents Alumni

HOME / FACULTY AND STAFF

Academic Programs
Campus A – Z
Calendar
Directory

Faculty & Staff

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- [Apply Yourself](#)
- [Calendar](#)
- [Campus Map](#)
- [Directory](#)
- [E-mail \(Faculty/Staff\)](#)
- [Emergency Preparedness](#)
- [Help Desk](#)
- [Information Technology](#)
- [Key and Access Card Request Form](#)
- [Moodle](#)
- [SharePoint Faculty & Staff Intranet](#)
- [UNO Financial](#)
- [Webstar](#)

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- [Bursar](#)
- [Campus Dining](#)
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- [Counseling Services](#)
- [Office of Disability Services](#)
- [Facility Services](#)
- [Financial Aid](#)
- [Registrar's Office](#)
- [Student Accountability and Advocacy](#)
- [Student Affairs](#)
- [Student Health Services](#)
- [Testing Services](#)
- [Women's Center](#)
- [Writing Center](#)
- [Office of International Students and Scholars](#)
- [Veterans Affairs](#)


Faculty Resources

- [Academic Calendar](#)
- [Accounts Payable](#)
- [Administrative Forms & Memos](#)
- [Bookstore](#)
- [Campus Booking](#)
- [Course Catalog](#)
- [Children's Library](#)
- [Earl K. Long Library](#)
- [Faculty 180](#)
- [Financial Services](#)
- [Founders Club](#)
- [Holiday Schedule](#)
- [Human Resources Management](#)
- [Institutional Research](#)
- [Office of Research and Sponsored Programs \(ORSP\)](#)
- [Office of Communications, Public Relations and](#)

3.) Click on Moodle located under the column titled "Quick Links"

Faculty

https://uno.mrooms3.net/login/index.php

 THE UNIVERSITY of
NEW ORLEANS

Home ► Log in to the site

Log in

Username

Password




☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Log in using your account on:

-  Southeastern Louisiana University
-  University of Louisiana at Lafayette
-  UL Lafayette Moodle Site

Home

[Joule 2 manuals](#) | [Moodlerooms knowledge base](#)

- 4.) Use UNO Faculty or Staff username and password then click log in.
- **Please note:** student workers MUST use their **student worker** login information, not their student accounts.
 - If you do not remember your username or password, or have any trouble logging into Moodle, please contact the IT Helpdesk at 504-280-4357 or helpdesk@uno.edu.

PART ONE: HR2016 PREVENTING SEXUAL HARRASSMENT

The screenshot shows a web browser window displaying the Moodle dashboard for The University of New Orleans. The user is logged in as Braylin Artigues. The dashboard features a 'Course overview' section with two items: 'HR2016 Preventing Sexual Harassment' and 'HR2016 Annual Policy Review'. The first item is highlighted with a red rectangle and includes a message: 'You have SCORM packages that need attention'. The left sidebar contains a 'Navigation' menu with links to 'Site home', 'Site pages', and 'My courses'. The right sidebar contains 'Campus Resources' and 'Private files' sections. The Windows taskbar at the bottom shows the date as 3/8/2016 and the time as 2:15 PM.

5.) Click on HR2016 Preventing Sexual Harassment

*Please disregard the notice "You have SCORM packages that need attention"

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

Faculty and Staff | University of New Orleans | Course: HR2016 Preventing Sexual Harassment

uno.mrooms3.net/course/view.php?id=49613

THE UNIVERSITY of NEW ORLEANS

Braylin Artigues Logout

Dashboard » Human Resources Training » HR 2016 Preventing Sexual Harassment


Navigation

- Dashboard
- Site home
- Site pages
- Current course
 - HR 2016 Preventing Sexual Harassment
 - Participants
 - Badges
 - Topic list
 - Preventing Sexual Harassment
 - Certificate of Completion
- My courses

Topic list

News forum

Preventing Sexual Harassment

 [Sexual Harassment](#) ✓


Instructions:

Use Firefox or Chrome, and make sure your pop-up blocker is turned off. There are four sections followed by a quiz. You must click the Exit button at the top right of the activity for your attempt to be recorded.

Once you complete the activity, you can click below to have your certificate of completion emailed to you.

Certificate of Completion

Click to receive your certificate of completion.

 [HR2106 Preventing Sexual Harassment Certificate of Completion](#) ✓

Administration

- Course administration
 - Grades
 - Content market
 - Joule Grader
 - Joule Reports

Course completion status

Status: Complete

All criteria below are required:

Required criteria	Status
Activity completion	1 of 1

More details

Home

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0.229379 secs
RAM: 11MB
RAM peak: 11.2MB
Included 258 files
Contexts for which filters were loaded: 0
Filters created: 0
Pieces of content filtered: 0
Strings filtered: 0
get_string calls: 102

Search the web and Windows

2:20 PM 3/8/2016

6.) Click on the link Sexual Harassment with the gold suitcase symbol next to it

The screenshot shows a web browser window with the URL `uno.mrooms3.net/mod/scorm/view.php?id=521564`. The page header includes the University of New Orleans logo and navigation breadcrumbs: **Dashboard** > **Human Resources Training** > **HR 2016 Preventing Sexual Harassment** > **Preventing Sexual Harassment** > **Sexual Harassment**.

Navigation Panel (Left):

- Dashboard
 - Site home
 - Site pages
 - Current course
 - HR 2016 Preventing Sexual Harassment
 - Participants
 - Badges
 - Topic list
 - Preventing Sexual Harassment
 - Sexual Harassment** (highlighted)
 - Certificate of Completion
 - My courses

Main Content Area:

Sexual Harassment

[Info](#) [Reports](#)

Instructions:

Use Firefox or Chrome, and make sure your pop-up blocker is turned off. There are four sections followed by a quiz. You must click the Exit button at the top right of the activity for your attempt to be recorded.

Once you complete the activity, you can click below to have your certificate of completion emailed to you.

Number of attempts allowed: Unlimited
Number of attempts you have made: 1
Grade for attempt 1: 0%
Grading method: Highest attempt
Grade reported: 0%

Mode: ☐ Preview ☒ Normal

Enter (button highlighted with a red box)

Footer:

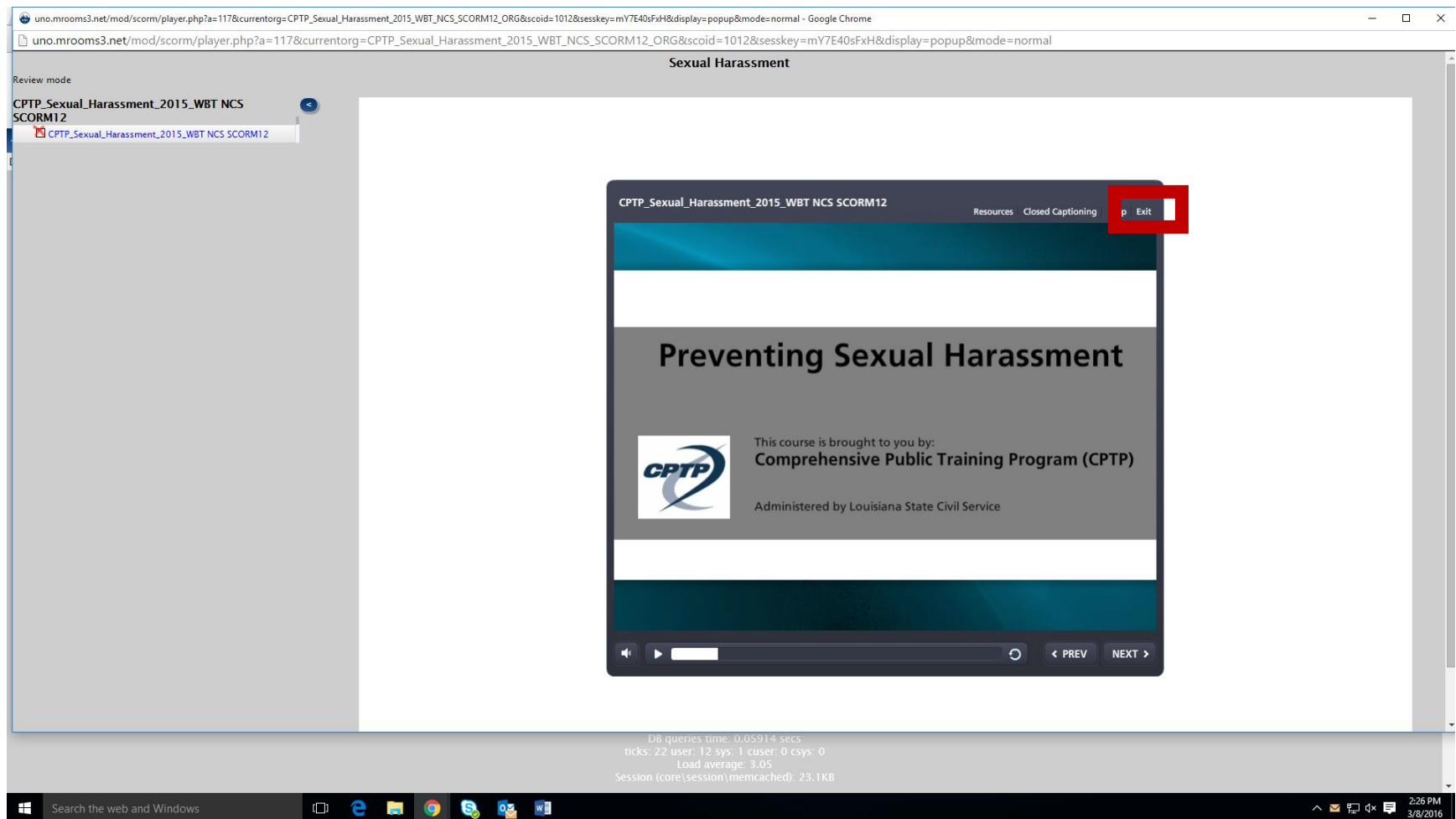
HR 2016 Preventing Sexual Harassment

Joule 2 manuals | Moodlerooms knowledge base

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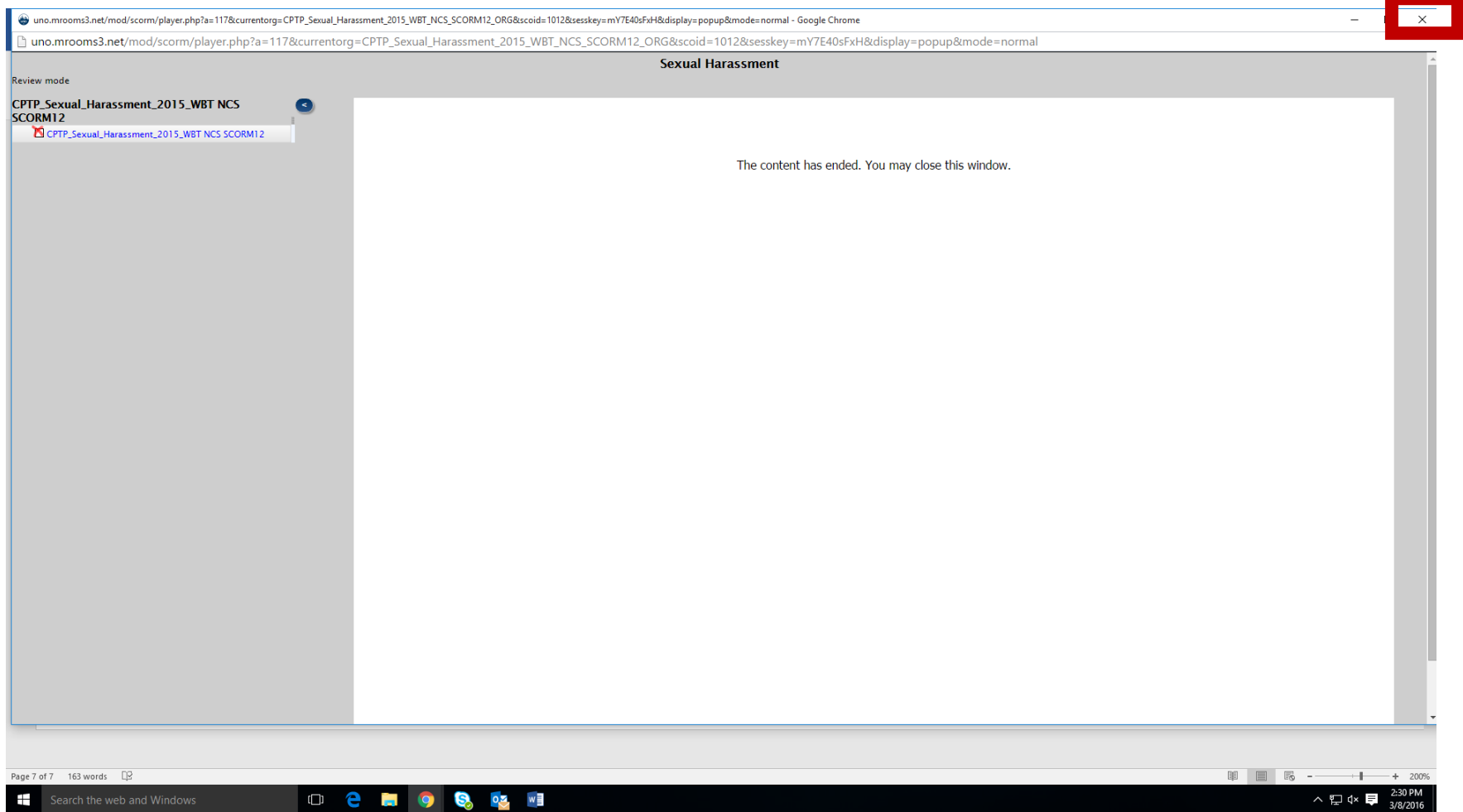
0.224954 secs
RAM: 11.3MB
RAM peak: 11.6MB
Included 280 files
Contexts for which filters were loaded: 0
Filters created: 0
Pieces of content filtered: 0
Strings filtered: 0
get_string calls: 94
DB reads/writes: 35/4
DB queries time: 0.05914 secs

7.) Click on “Enter” located at the bottom of the screen.



- 8.) The above window will pop up. In order to receive credit for the Preventing Sexual Harassment Course, watch the short introduction video then work through the four training sections in the activity. Once you have completed all four sections, please click the Exit button at the top right corner of the screen to receive a completion certification.

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS



9.) Click the X at the top right of your browser to close out the screen

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

The screenshot shows a web browser window displaying the Moodle course page for 'Preventing Sexual Harassment' at the University of New Orleans. The page includes a navigation menu on the left, a main content area with instructions, and a 'Certificate of Completion' link highlighted with a red box. A 'Course completion status' box on the right shows 'Status: Complete' and 'Activity completion: 1 of 1'.

Navigation

- Dashboard
- Site home
- Site pages
- Current course
 - HR 2016 Preventing Sexual Harassment
 - Participants
 - Badges
 - Topic list
 - Preventing Sexual Harassment
 - Sexual Harassment
 - Certificate of Completion
- My courses

Preventing Sexual Harassment

Sexual Harassment

Instructions:

Use Firefox or Chrome, and make sure your pop-up blocker is turned off. There are four sections followed by a quiz. You must click the Exit button at the top right of the activity for your attempt to be recorded.

Once you complete the activity, you can click below to have your certificate of completion emailed to you.

Jump to...

Certificate of Completion

Administration

- Course administration
 - Grades
 - Content market
 - Joule Grader
 - Joule Reports

Course completion status

Status: Complete

All criteria below are required:

Required criteria	Status
Activity completion	1 of 1

More details

Home

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0.211015 secs
RAM: 10.7MB
RAM peak: 11MB
Included 250 files
Contexts for which filters were loaded: 0
Filters created: 0
Pieces of content filtered: 0
Strings filtered: 0
get_string calls: 105
DB reads/writes: 40/1
DB queries time: 0.06013 secs

Search the web and Windows

2:32 PM 3/8/2016

10.) Click the link "Certificate of Completion"

*also please note the box titled "Course completion status" should indicate **Status: Complete, Activity completion: 1 of 1**

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

The screenshot shows a web browser window with the URL `uno.mrooms3.net/course/view.php?id=49613§ion=2`. The page is titled "Certificate of Completion" and is part of the "HR 2016 Preventing Sexual Harassment" course. The main content area features a red-bordered box with the text "HR2106 Preventing Sexual Harassment Certificate of Completion" and a checkmark icon. The left sidebar contains a navigation menu with options like "Dashboard", "Site home", "Site pages", "Current course", and "My courses". The right sidebar includes sections for "Administration" (Course administration, Grades, Content market, Joule Grader, Joule Reports) and "Course completion status" (Status: Complete, All criteria below are required, Required criteria, Activity completion 1 of 1, More details). The footer of the page displays technical information such as "© Copyright 2013 Moodlerooms Inc. All Rights Reserved", "0.118161 secs", "RAM: 10.6MB", "RAM peak: 10.8MB", "Included 250 files", "Contexts for which filters were loaded: 0", "Filters created: 0", "Pieces of content filtered: 0", "Strings filtered: 0", "get_string calls: 105", "DB reads/writes: 41 / 4", and "DB queries time: 0.03246 secs". The Windows taskbar at the bottom shows the search bar and various application icons.

11.) Click the link HR2016 Preventing Sexual Harassment Certificate of Completion

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

The screenshot displays the Moodle LMS interface for The University of New Orleans. The browser address bar shows the URL: `uno.mrooms3.net/mod/certificate/view.php?id=521567`. The page title is "HR2106 Preventing Sexual Harassment Certificate of Completion". The navigation menu on the left includes "Dashboard", "Site home", "Site pages", "Current course", "HR 2016 Preventing Sexual Harassment", "Participants", "Badges", "Topic list", "Preventing Sexual Harassment", "Certificate of Completion", "HR2106 Preventing Sexual Harassment Certificate of...", and "My courses". The main content area shows a "Summary of previously received certificates" table with one entry: "Issued" on "Tuesday, March 8, 2016, 12:38 PM". Below the table, a message states: "Click the button below and your certificate will be sent to you as an email attachment." A blue button labeled "Get your certificate" is highlighted with a red box. The footer includes "Joule 2 manuals", "Moodlerooms knowledge base", "Powered by Joule", and system statistics: "© Copyright 2013 Moodlerooms Inc. All Rights Reserved", "0.200056 secs", "RAM: 23.1MB", "RAM peak: 23.4MB", "Included 305 files", "Contexts for which filters were loaded: 0", "Filters created: 0", "Pieces of content filtered: 0", "Strings filtered: 0", "get_string calls: 97", "DB reads/writes: 36/2", "DB queries time: 0.06262 secs", "ticks: 20 user: 10 sys: 1 cuser: 0 csys: 0", and "Load average: 3.11". The Windows taskbar at the bottom shows the search bar and various application icons.

12.) Click the blue button “Get your certificate”

The screenshot displays a web browser window with two tabs. The active tab is titled "HR2106 Preventing Sexual Harassment Certificate of Completion - Google Chrome" and shows a certificate from The University of New Orleans. The certificate is for Braylin Artigues, who has completed the HR2016 Preventing Sexual Harassment course on March 8, 2016. The certificate is framed by a decorative blue border. The browser's address bar shows the URL "uno.mrooms3.net/mod/certificate/view.php?id=521567&action=get".

The second tab is titled "HR2106 Preventing Sexual Harassment Certificate of..." and shows the course administration page. It includes a "Logout" button, a "Course administration" link, and a "Get your certificate" button. The page also displays a table of previously received certificates, with one entry for Tuesday, March 8, 2016, 12:38 PM.

The bottom of the browser window shows the Windows taskbar with various application icons and the system clock indicating 2:37 PM on 3/8/2016.

13.) A certification of completion will pop up for you to either save to your desktop or print for your own records.

*Please do not send completion certifications to HRM or Moodle unless asked to. HRM will receive a roster with your completion status.

PART TWO: HR2016 ANNUAL POLICY REVIEW

The screenshot displays the Moodle LMS interface for The University of New Orleans. The browser address bar shows the URL: `uno.mrooms3.net/mod/certificate/view.php?id=521567`. The page header includes the university logo and the name "Braylin Artigues" with a "Logout" link. The breadcrumb trail reads: "Dashboard » Human Resources Training » HR 2016 Preventing Sexual Harassment » Certificate of Completion » HR2106 Preventing Sexual Harassment Certificate of...".

The left-hand navigation menu is expanded, showing the following structure:

- Navigation
 - Dashboard
 - Site home
 - Site pages
 - Current course
 - HR 2016 Preventing Sexual Harassment
 - Participants
 - Badges
 - Topic list
 - Preventing Sexual Harassment
 - Certificate of Completion
 - HR2106 Preventing Sexual Harassment Certificate of...
 - My courses
 - HR2016 Annual Policy Review 2016

The main content area displays a "Summary of previously received certificates" table with the following data:

Issued
Tuesday, March 8, 2016, 12:38 PM

Below the table, a message states: "Click the button below and your certificate will be sent to you as an email attachment." A "Get your certificate" button is visible.

The footer includes links for "Joule 2 manuals" and "Moodlerooms knowledge base", a "Powered by Joule" logo, and technical information: "© Copyright 2013 Moodlerooms Inc. All Rights Reserved. 0.200056 secs RAM: 23.1MB RAM peak: 23.4MB Included 305 files Contexts for which filters were loaded: 0 Filters created: 0 Pieces of content filtered: 0 Strings filtered: 0 get_string calls: 97". The Windows taskbar at the bottom shows the time as 2:49 PM on 3/8/2016.

14.) Click on "My Courses" on the left hand navigation menu, then click on "HR2016 Annual Policy Review"

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

The screenshot shows a Moodle course page for 'HR2016 Annual Policy Review 2016' at the University of New Orleans. The page layout includes a navigation sidebar on the left, a main content area with a 'Topic list' header, and an administration sidebar on the right. The main content area displays a list of 9 policy documents, each with a checkmark indicating completion. A 'Certificate of Completion' section is also visible. The 'Course completion status' menu on the right shows 'Status: Complete' and 'Activity completion 9 of 9'. Red boxes highlight the list of documents and the completion status menu.

Navigation

- Dashboard
- Site home
- Site pages
- Current course
 - HR2016 Annual Policy Review 2016**
 - Participants
 - Badges
 - Topic list
 - Annual Policy Review
 - Certificate of Completion
- My courses

Topic list

News forum

Annual Policy Review

Open, read and close each document in order to complete the Annual Policy Review. You should see a check mark appear next to each document after you have read and closed it. Once you complete the entire set, you can click below to have your certificate of completion emailed to you.

AP-AA-12.2-FERPA-Compliance	✓
AP-BA-09.2-Substance-and-Alcohol-Abuse	✓
AP-BA-35.2-Equal-Employment-Opportunity-5-14-14	✓
AP-BA-54.2 Domestic Violence in the Workplace	✓
Violence in the Workplace Prevention Program	✓
AP-BA-36.2-Employee-Drug-Testing	✓
AP-BA-56.2 Transitional Return to Work for Employees on Workers Compensation	✓
AP-BA-32.2-Discrimination-Harassment-and-Retaliation-4-29-14	✓
Updated ActiveShooterJan2016 Final	✓

Certificate of Completion

Click to obtain your certificate of completion.

Completion of Annual Policy Review 2016 ✓

Administration

- Course administration
 - Grades
 - Content market
 - Joule Grader
 - Joule Reports

Course completion status

Status: Complete

All criteria below are required:

Required criteria	Status
Activity completion	9 of 9

More details

Home

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15.) Click on each policy, read the document, then close out the window. Once you have opened, read, and closed all 9 documents you should see check marks by each one. Also please notice the right hand "Course completion status" menu.

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

Faculty and Staff | University of New Orleans | Course: HR2016 Annual Policy Review 2016

uno.mrooms3.net/course/view.php?id=49610

THE UNIVERSITY of NEW ORLEANS

Braylin Artigues Logout

Dashboard » Human Resources Training » HR2016 Annual Policy Review 2016

Navigation

- Dashboard
- Site home
- Site pages
- Current course
 - HR2016 Annual Policy Review 2016
 - Participants
 - Badges
 - Topic list
 - Annual Policy Review
 - Certificate of Completion
- My courses

Topic list

News forum

Annual Policy Review

Open, read and close each document in order to complete the Annual Policy Review. You should see a check mark appear next to each document after you have read and closed it. Once you complete the entire set, you can click below to have your certificate of completion emailed to you.

AP-AA-12.2-FERPA-Compliance	✓
AP-BA-09.2-Substance-and-Alcohol-Abuse	✓
AP-BA-35.2-Equal-Employment-Opportunity-5-14-14	✓
AP-BA-54.2 Domestic Violence in the Workplace	✓
Violence in the Workplace Prevention Program	✓
AP-BA-36.2-Employee-Drug-Testing	✓
AP-BA-56.2 Transitional Return to Work for Employees on Workers Compensation	✓
AP-BA-32.2-Discrimination-Harassment-and-Retaliation-4-29-14	✓
Updated ActiveShooterJan2016 Final	✓

Certificate of Completion

Click to obtain your certificate of completion.

Completion of Annual Policy Review 2016 ✓

Administration

- Course administration
 - Grades
 - Content market
 - Joule Grader
 - Joule Reports

Course completion status

Status: Complete

All criteria below are required:

Required criteria	Status
Activity completion	9 of 9

More details

Home

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Search the web and Windows

2:53 PM 3/8/2016

16.) Click the link "Completion of Annual Policy Review 2016"

HUMAN RESOURCE MANAGEMENT MANDATORY TRAINING INSTRUCTIONS

Faculty and Staff | University of New Orleans | Completion of Annual Policy Review 2016

uno.mrooms3.net/mod/certificate/view.php?id=521556

THE UNIVERSITY OF NEW ORLEANS

Braylin Artigues Logout

Dashboard > Human Resources Training > HR2016 Annual Policy Review 2016 > Certificate of Completion > Completion of Annual Policy Review 2016

Navigation

- Dashboard
 - Site home
 - Site pages
 - Current course
 - HR2016 Annual Policy Review 2016
 - Participants
 - Badges
 - Topic list
 - Annual Policy Review
 - Certificate of Completion
 - Completion of Annual Policy Review 2016
 - My courses

Summary of previously received certificates

Issued
Friday, February 26, 2016, 9:54 AM

Click the button below and your certificate will be sent to you as an email attachment.

[Get your certificate](#)

Administration

- Course administration

HR2016 Annual Policy Review 2016

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0.259803 secs
RAM: 23.4MB
RAM peak: 23.7MB
Included 305 files
Contexts for which filters were loaded: 0
Filters created: 0
Pieces of content filtered: 0
Strings filtered: 0
get_string calls: 97
DB reads/writes: 37/4
DB queries time: 0.07706 secs
ticks: 26 user: 10 sys: 2 cuser: 0 csys: 0
Load average: 1.92
Session (core/session/memcached): 23.5KB

Search the web and Windows

2:54 PM 3/8/2016

17.) Click the blue button "Get your certificate"

The screenshot displays a web browser window with two main panels. The left panel shows a certificate titled "CERTIFICATE of ACHIEVEMENT" from THE UNIVERSITY of NEW ORLEANS. It certifies that Braylin Artigues has completed the "HR2016 Annual Policy Review" course on March 8, 2016. The right panel shows the "Completion of Annual Policy Review 2016" page, which includes a table of previously received certificates. The table has columns for "Issued" and "Certificate". The first entry shows the certificate was issued on Friday, February 26, 2016, at 9:54 AM. Below the table, there is a button labeled "Get your certificate". The page also features a navigation menu with "Administration" and "Course administration" options. At the bottom of the page, there is a footer with technical details and a Windows taskbar.

Completion of Annual Policy Review 2016 - Google Chrome
uno.mrooms3.net/mod/certificate/view.php?id=521556&action=get

Completion of Annual Policy Review 2016 1 / 1

CERTIFICATE of ACHIEVEMENT

This is to certify that

Braylin Artigues

has completed the course

HR2016 Annual Policy Review

March 8, 2016

Completion of Annual Policy Review 2016

Summary of previously received certificates

Issued	Certificate
Friday, February 26, 2016, 9:54 AM	

and your certificate will be sent to you as an email attachment.

[Get your certificate](#)

Administration

Course administration

HR2016 Annual Policy Review 2016

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0.259803 secs
RAM: 23.4MB
RAM peak: 23.7MB
Included 305 files
Contexts for which filters were loaded: 0
Filters created: 0
Pieces of content filtered: 0
Strings filtered: 0
get_string calls: 97
DB reads/writes: 37/4
DB queries time: 0.07706 secs
ticks: 26 user: 10 sys: 2 cuser: 0 csys: 0
Load average: 1.92
Session (core/session/memcached): 23.5KB

Search the web and Windows

2:55 PM
3/8/2016

18.) A certification of completion will pop up for you to either save to your desktop or print for your own records.

*Please do not send completion certifications to HRM or Moodle unless asked to. HRM will receive a roster with your completion status.