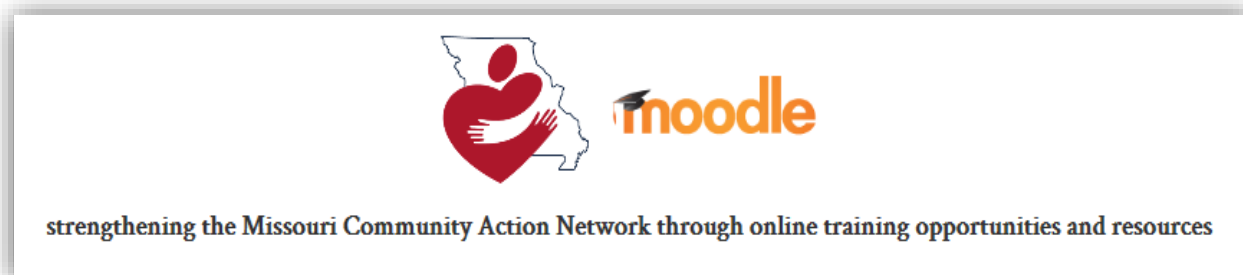


memo

Missouri CAN has launched a new resource for online, distance learning. It's called **moodle**.

online courses for community action



What is Moodle?

Moodle is an online learning platform designed to provide educators, administrators, and learners with a single robust, secure, and integrated system to create personalized learning environments. Therefore, Missouri CAN has done this for Missouri Community Action.

Why Moodle?

We know that trainings often incur costs and require time out of the office for staff. These are some of the biggest barriers we see to training attendance. While some trainings are necessary to have in person and this format will continue, there are many trainings that can be offered in short snippets, at a distance, and at the pace of the agency and staff members. Therefore, we have modified many of the orientation-type trainings and trainings that tend to be repeated overtime so that Missouri Community Action Network staff can have access to these at anytime, anywhere.

How do I use Moodle?

Missouri CAN has designed Moodle to be used in two ways - through individual e-courses or as training resources that a facilitator can use to train a group. All courses have video modules that include a recorded PowerPoint or training videos. These can be viewed by an individual taking the course or played in front of a group. Some courses also have a variety of handouts to accompany the video modules, as well as activities and resources. When most appropriate to utilize the contents of the course to train a group and potentially have additional discussions, a facilitator's guide is included.

Those wishing to use moodle for **individual e-courses** will need to register for an individual login. Instructions for this are below. This is open to any Missouri CA Network staff, but we do ask that only those who will be taking courses register for an account so we do not have inactive accounts out there. Registering for an account can take place at any time.

When agencies are wishing to have **a facilitator lead the training for a group**, an agency account can be utilized so facilitated courses do not interfere with an individual's "transcript" of courses. Missouri CAN has created all agency logins for those we received.

What's in Moodle?

During this pilot phase, there are 8 courses being launched to the network. These 8 courses fall within 2 categories of training: General Training & Board/Governance. The courses in each category are listed below, along with two courses that will be coming soon:

General Training:

1. History of Community Action
2. Community Action Network
3. Missouri Poverty 101
4. Community Action Acronyms
5. Customer Service
6. Introduction to Trauma – *New!*
7. Overview of ROMA - *Coming Soon!*

Board/Governance:

1. Board Member Roles & Responsibilities
2. Organizational Standards for Boards
3. Advocacy for Boards - *Coming Soon!*

Many of the courses in the general training category are also applicable to CAA Boards and therefore, we welcome board members to access any courses they wish to take in this category as well. Our goal is to add more categories of training as Moodle is successful and utilized - these topics might include MIS, Human Resources, Head Start, or Technical Software such as Excel, Word, etc. We welcome feedback as you begin to take the courses - what you like, don't like, and what courses might be helpful to have.

How to get started...

For full access to courses you'll need to take a minute to create a new account for yourself on this web site:

<https://maca.moodle.more.net/login/index.php>

Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Missouri CAN will soon have a link to this page on the For Members portion of the website as well.

Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

We hope you *enjoy* and *share* Moodle. Missouri CAN has launched this resource for all Missouri CAA network staff or board members to utilize and gain knowledge to best serve Missouri families and communities.