

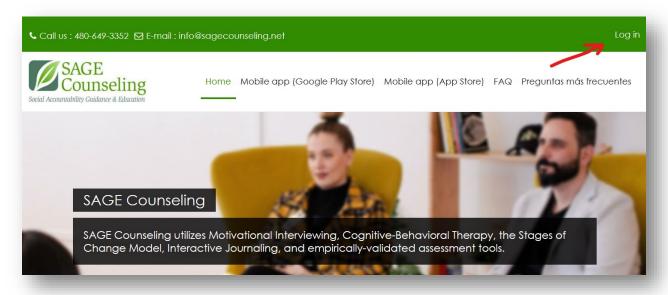
USING MOODLE

LEARNING.SAGECOUNSELING.NET

Course material can be accessed and reviewed, and coursework can be submitted using SAGE's Moodle site: https://learning.sagecounseling.net

LOGIN

From the home screen select **Login** from the upper right corner





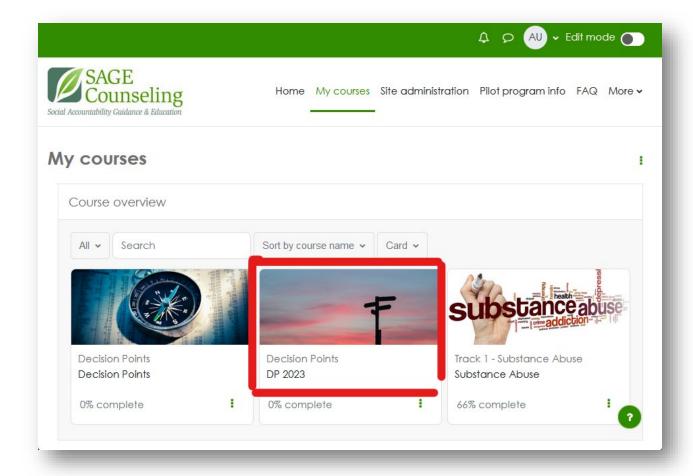
Enter your username or email address and password. If needed, click **Lost password?** to reset your account. For additional assistance, contact SAGE IT support at 602-761-4920.



MY COURSES

When you login, you'll be directed to the **My Courses** page where you will be able to access the course overview for each group the individual is enrolled in.

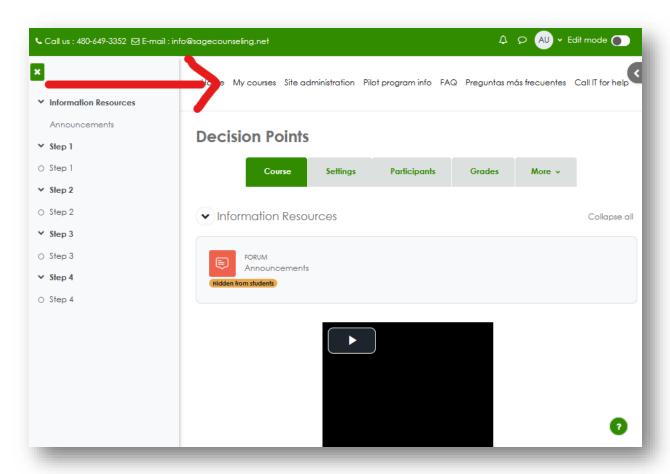




COURSE

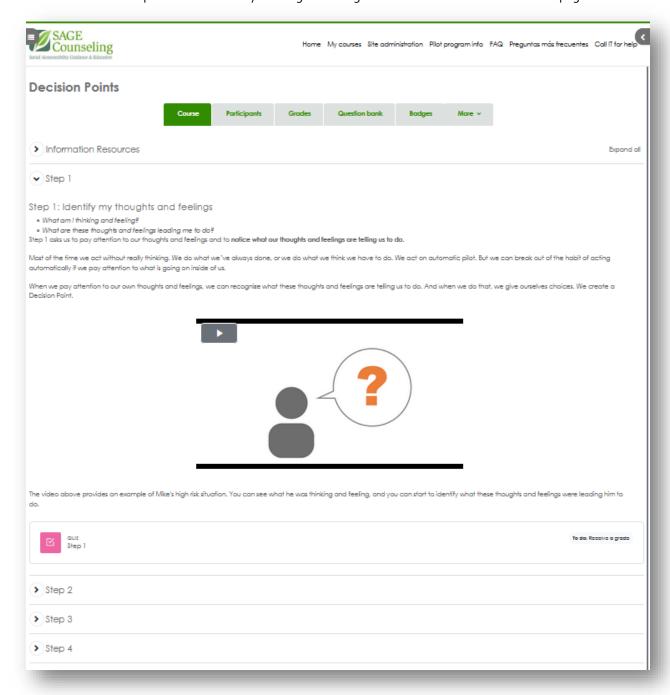
After opening a course, you'll be able to see the overview of the curriculum. Use the along the upper left corner to expand the panel and view a table of contents for the curriculum.



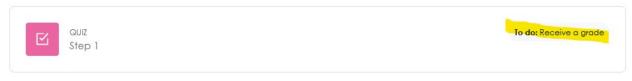




Once opened, the course layout will be displayed with each topic and its materials. This "table of contents" will remain accessible in the panel on the left as you navigate through the various activities and resource pages.



Modules with requirements will be indicated with "To do" actions required.

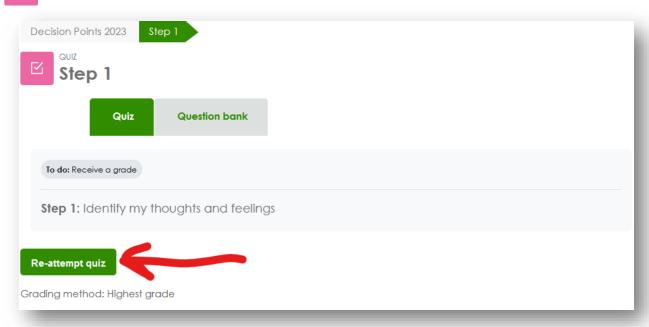




**Sections that require the completion of other coursework prior to access will be indicated with a 🐧 padlock icon.

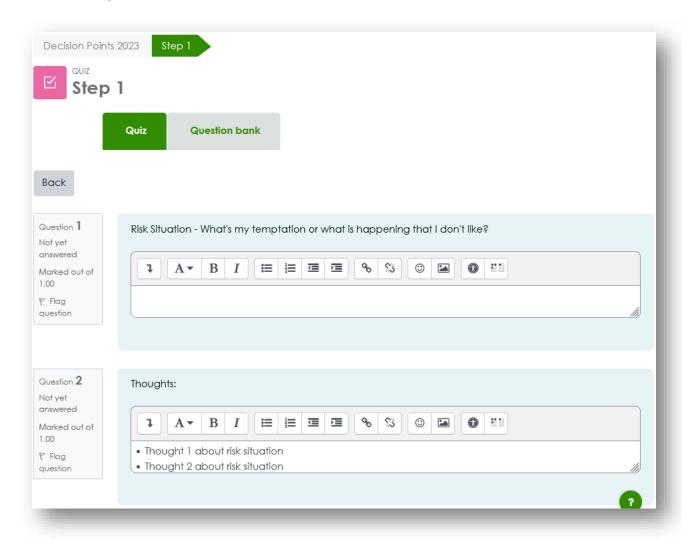
ACTIVITIES: QUIZES

To start the Quiz type activity, click the ${\bf Attempt}~{\bf Quiz}$ button to begin.

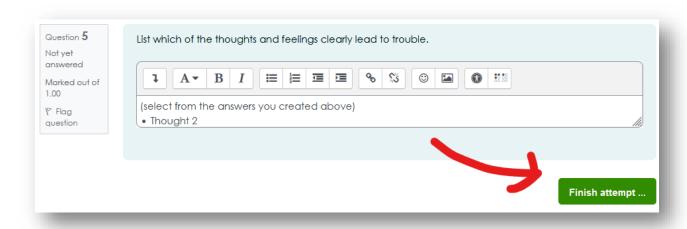


Answer each question however appropriate. Certain questions may have "templates" with examples in the answer field that can be replaced.



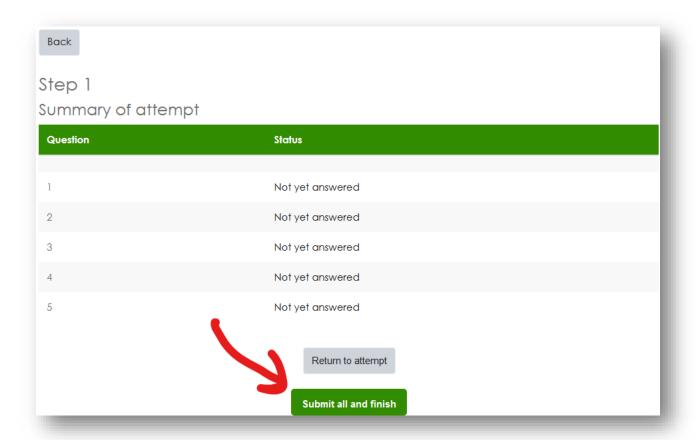


When complete, click the **Finish attempt...** button at the bottom right corner of the page.



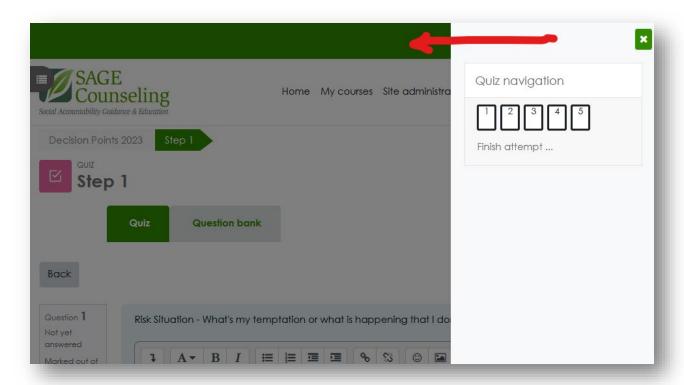


You will be given the opportunity to review your answers. If no corrections need to be made, click **Submit all and finish**.



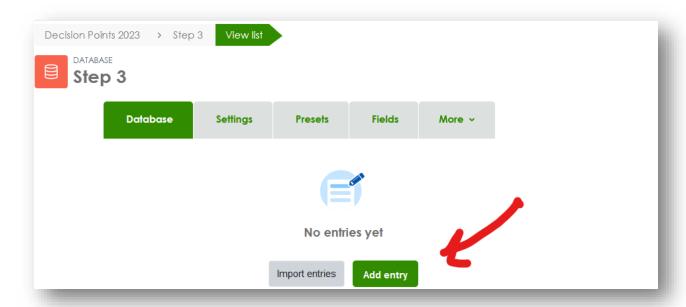
The panel on the right—accessible by clicking the < icon in the upper corner, will allow quick navigation through the quiz questions.





ACTIVITY: DATABASE

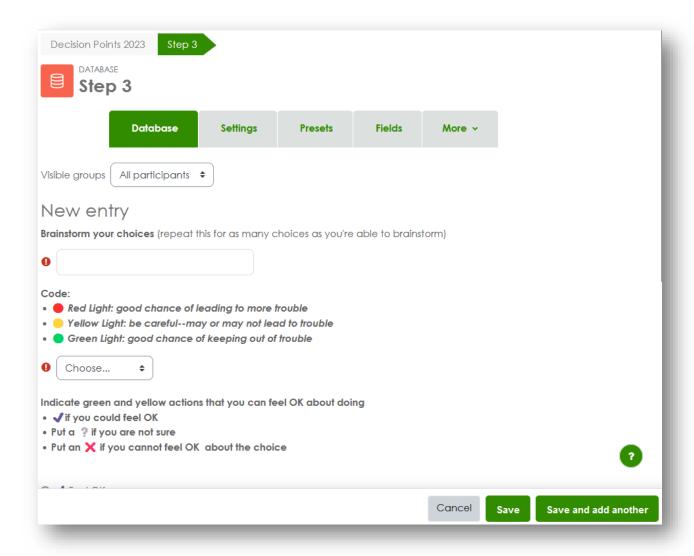
Database activities will allow you to answer a series of questions as many times as needed to meet the requirements for the activity. Click **Add entry** to begin.





Answer the questions. Answer fields indicated with a • require an answer. Ones without a • will be required depending on context which will be indicated by the question. Once you've completed the form, at the bottom right corner, click:

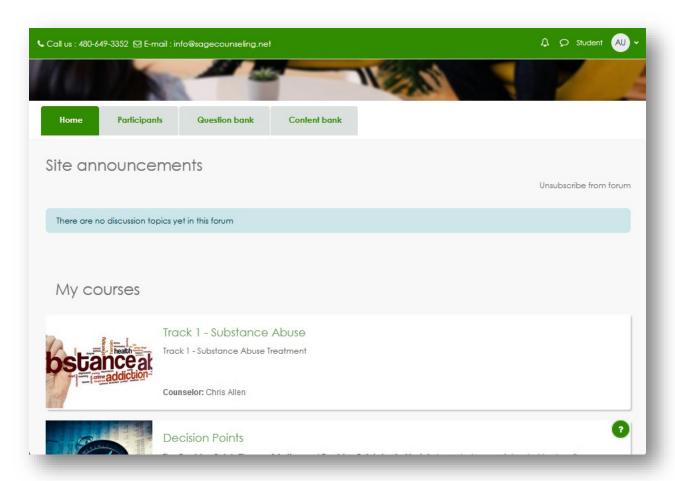
- Save and add another to make another entry
- Save if you've finished adding entries



HOME

The Home screen has announcements from SAGE Counseling, and a list of the courses you're currently enrolled in.







The arrow at the top right of the window will allow the user access to their most recently accessed items, like activities, or pages from the courses they're enrolled in.

