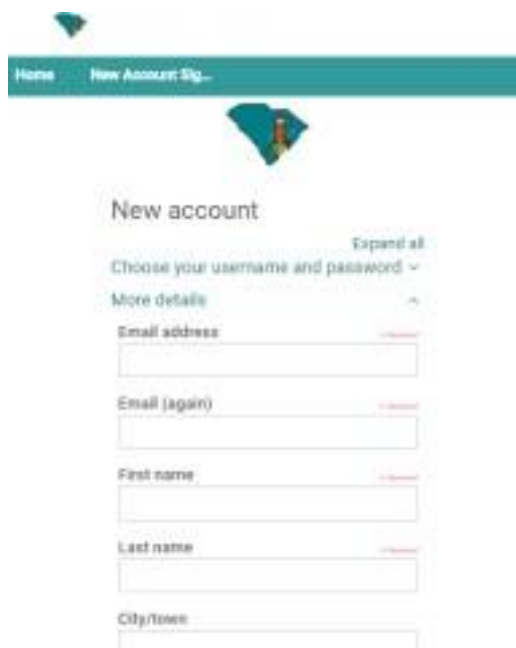


Special Areas Managers who wish to take the Evaluator Course(s) in Moodle

If you serve as the Special Areas Manager for your district but wish to become certified as an Evaluator in one or more of the Special Areas, there are a few additional steps you will need to take in order to prepare to take the course(s). Moodle will not recognize you as a Student and the Special Areas Manager at the same time.

1. You will need to create a “New Account Sign-In” on the Home Page using another name and personal email address. You may use your maiden name or your first and middle names instead of the same name you are registered under in your role as SAM. (Adding a middle initial is not a sufficient difference.)

A screenshot of the Moodle 'New account' form. At the top, there is a teal navigation bar with 'Home' and 'New Account Sign-In' links. Below the bar, the form is titled 'New account' and includes an 'Expand all' link. The first section is 'Choose your username and password' with a dropdown arrow. Below this is a 'More details' section with a dropdown arrow. The form contains several input fields: 'Email address', 'Email (again)', 'First name', 'Last name', and 'City/town'. Each field has a red 'required' label to its right.

2. Once you have created your new personal student account, you will log all the way out and log back into Moodle as the Special Areas Manager and follow the steps you already have for enrolling a student. This time, the student is your personal student account.
3. You will need to be certain that when you log in to complete the Evaluator courses, you are logged in as your student self and not your SAM self.

4. As always, be certain that you follow the directions in Moodle carefully and complete each step in the Modules in order to be allowed to proceed to the next step in the training.
5. If you will serve as an evaluator on an evaluation team, you will need to submit your Certificate of Completion and your information in the Credential Import Spreadsheet to Dr. Howard with the rest of your certified evaluators so that your credential can be added in SCLead.org.