



Moodle Instructions For Student Member Certification Series

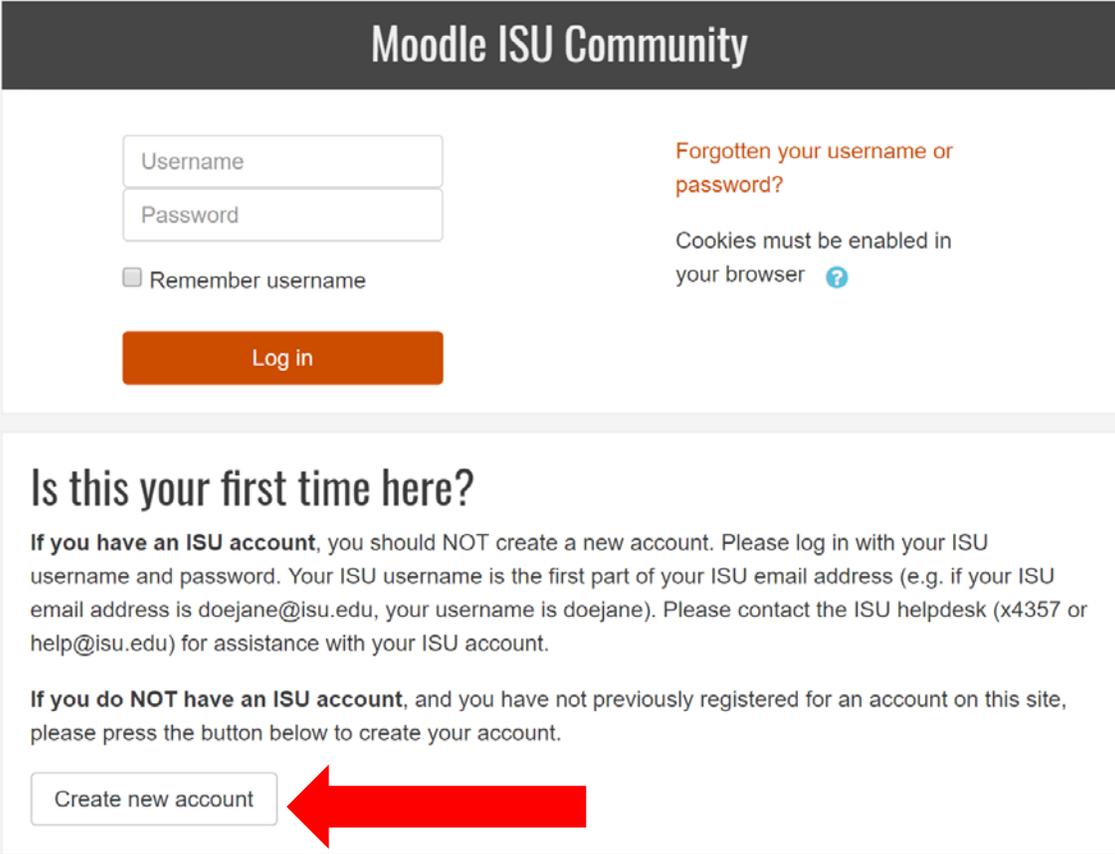
Updated: September 25, 2017

Overview

In order to turn in assignments and fully participate in the series, you will need to create an account and register for the series in our online classroom. The platform where your assignments are to be turned in is called Moodle. The page is provided to us by Idaho State University as a part of their community online classrooms.

Creating an Account

1. Navigate to the following link: <http://elearn.isu.edu/community>



Moodle ISU Community

Username
Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Is this your first time here?

If you have an ISU account, you should NOT create a new account. Please log in with your ISU username and password. Your ISU username is the first part of your ISU email address (e.g. if your ISU email address is doejane@isu.edu, your username is doejane). Please contact the ISU helpdesk (x4357 or help@isu.edu) for assistance with your ISU account.

If you do NOT have an ISU account, and you have not previously registered for an account on this site, please press the button below to create your account.

Create new account

2. Click on the 'Create new account' box, which is located on the bottom of the page. See red arrow above.

3. Fill in the form – all items are required to submit your registration. Once you have completed the form, click the orange 'Create my new account' button at the bottom of the page. See red arrow on next page.

Moodle ISU Community

New account ▼ Collapse all

▼ **Choose your username and password**

Username ❗ ✕
- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password ❗ ✕
- Missing password

▼ **More details**

Email address ❗

Email (again) ❗

First name ❗

Last name ❗

City/town

Country

Security question ? 

Enter the words above

[Get another CAPTCHA](#)
[Get an audio CAPTCHA](#)

Create my new account 

There are required fields in this form marked ❗.

4. Once your form goes through, you will be directed a new page, which will state your account has been set up and an email has been sent to you regarding account verification. Navigate to your email, open the email once it arrives to your inbox and click on the link provided in the email to confirm your new Moodle account.

 Admin User (via Moodle ISU Community) <itrc@isu.edu>
 Today, 5:02 PM
 Ex, Hannah ✕

 Action Items

Hi Hannah Ex,

A new account has been requested at 'Moodle ISU Community' using your email address.

To confirm your new account, please go to this web address:

<https://elearn.isu.edu/community/login/confirm.php?data=mj9ZGuX8luvWPrV/exh> 

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
 itrc@isu.edu

Registering for the Series

1. If you just confirmed your account, you can click on the BPA – Student Certification Series up on the screen.

- ▶ **Bonneville School District**
- ▼ **Business Professionals of America**

 BPA - A/P/G

 BPA - InternU

 BPA - Local Advisor Certification 🔍

 BPA - Student Certification Series ←

 BPA Idaho - Advisor Certification

 IDAHO - Leadership Institute ➡

- ▶ **Department of Dental Hygiene**
- ▶ **Department of Physician Assistant Studies**
- ▶ **School of Nursing**
- ▶ **Miscellaneous**
- ▶ **Pocatello/Chubbuck School District 25**
- ▶ **Early College Program**

2. You will then click on the orange 'Enroll me' button.

Enrollment options

 BPA - Student Certification Series ➡

Teacher: Spencer Christensen
Teacher: Dustin Devers
Teacher: Kareena Garg
Teacher: Cody Gervasi
Teacher: Brenda Jacobsen
Teacher: Jacob Taylor

▼ Self enrollment (Member)

No enrollment key required.

Enroll me ←

3. You then should see the page with all the materials and links that you will need for the class. You will also receive an email welcoming you to the class.

The screenshot shows a Moodle course page for 'BPA - Student Certification Series'. The page layout includes a left-hand navigation menu with options like 'Participants', 'Competencies', 'Grades', and 'General'. The main content area features a large logo for 'BUSINESS professionals OF AMERICA' with the tagline 'Today's students, Tomorrow's business professionals.' Below the logo, there is a welcome message and a section for 'SMCS 101 - Kick Off'. The right-hand side of the page contains several widgets: 'ACTIVITIES' (Assignments, Forums, Quizzes, Resources), 'SEARCH FORUMS', 'LATEST NEWS', 'CALENDAR' (showing September 2017), 'COMPLETION PROGRESS', and 'UPCOMING EVENTS'.

Website Issues/Additional Information

If you have any questions or issues with getting registered in the class on Moodle Community, please email Jacob Taylor (jtaylor@bpa.org), who will be able to further assist with your registration.