



Welcome to moodle

Welcome to our Moodle site!

We are excited to introduce the use of this online e-learning platform in our "Get SMART FAST" Training Program! We believe the use of this virtual classroom and training format will meet the needs of the SMART Recovery organization well into the future.

What is Moodle?

Moodle (*Modular Object-Oriented Dynamic Learning Environment*) is an online course management and e-learning system. Moodle is a web-based program; you need a computer with Internet access and an Internet browser to use Moodle for your training. The entire training program takes place on our training site, where you will have access to the training course materials, videos, assignments and other training functions via the Moodle platform. Moodle promotes a collaborative style of learning; therefore, most of its tools will have an emphasis on communication, peer-evaluation and interactions. As an example, training participants will be able to submit, view, evaluate and comment on each other's assignments and forum postings.

Each segment within the "Get SMART FAST" training course includes several resources of material for you to read and watch. You will be asked to participate in forum-based discussions by submitting your responses to training exercises, projects and other work online. In short, you will be interacting with the Distance Training Program trainers, team members and the other training participants using this virtual online classroom environment.

The following information has been designed for your use as a quick reference guide, providing you with the basic functionality of the Moodle online learning platform and activities as it applies to our "Get SMART FAST" Training Program courses.

Enjoy your training!

Jim Braastad,

Training Program Coordinator

Email: training@smartrecovery.org

NOTE: Our Training Program courses continue to evolve, so the screenshot illustrations provided may not exactly match the current layout of the training site and course. However, the processes and instructions remain to be consistent with the current course format and layout.

System Requirements

Computer Requirements

- For PC computers:
 - ✓ Windows 7 or above (recommended), Windows XP is also supported.
- For Macintosh computers:
 - ✓ OS X 10.6 (Snow Leopard) or above
- Minimum hardware specifications for all computers:
 - ✓ Intel Core 2 Duo – or AMD – 3 GHz processor
 - ✓ 3 GB of RAM (*4 GB Recommended*) and 1 GB of free disk space
 - ✓ Broadband internet connection (*DSL or cable recommended*)
 - ✓ Graphics card and monitor capable of 1024 x 768 display
 - ✓ Sound card with speakers and/or headset, microphone
 - ✓ Printer (*Not required, but you may wish to print some of the course documents.*)

Browser Requirements

Browser	Minimum version	Recommended version	Notes
Google Chrome	30.0	Latest	
Mozilla Firefox	25.0	Latest	Recommended
Apple Safari	6	Latest	Not recommended.
Internet Explorer	9	Latest	Not recommended.

Internet Browser Settings (*Refer to your browser's Help features to check these settings*)

- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled

Software Recommendations

- Adobe Acrobat Reader (<https://get.adobe.com/reader/>).
- Word Processing, Spread Sheet, Presentation (*MS Office, OpenOffice*).

Other Requirements

- An active email account that you check regularly.

Required Skills

- Comfortable using a computer and the software and hardware noted above.
- Able to send and receive email.
- Able to read, understand and follow written directions.
- Able to schedule your time to complete the training in the allotted time.

Activities in Moodle

Moodle allows our training participants to interact with the course material and with each other in a variety of ways. The primary method of these interactions will be through the *“Got Questions???”* *Comments???”* or *“Let’s Talk About It!”* discussion forums found on the course Main Page. Feel free to utilize these for any questions or comments you may have, or if there is something you’d like to discuss further. Additionally, there is a text-based chat room, *“Get SMART FAST” Chat*, for your use for other interactions and discussions with your fellow training participants.

Navigation block

There are two standard blocks on every page - the Navigation block and the Administration block.

The Navigation block provide easy access to view various sections of the Moodle site and includes:

- My home - a personalized home page displaying links to the course(s) you are enrolled in and activity information (such as unread forum posts and upcoming assignments)
- Site pages - links to site pages and resources from the front page of Moodle
- My profile - quick links allowing a user to view their profile, forums posts, blogs and messages as well as manage their private files
- My courses - a link to the user's “My home” page where they see courses they’re enrolled in.

It is recommended that you do not use the Back and Forward buttons on your web browser when using Moodle. Using the Navigation links provided will ensure you always see the latest version of a page (e.g. a forum with all posts). Be careful to update, save or post any changes you make before moving on to another page to avoid losing your work.

Additionally, at the top-left of each page just below the menu bar, you will see “bread crumbs” which show a trail of where you’ve been and where you currently are within the site. You can also click on the individual bread crumbs to navigate back to the specific area you want to go to.

Keyboard support for navigation

- Keyboard, Screen-reader and Voice input users can access navigation by using the Tab, Space, Enter and right/left arrow keys.

Administration block

The Administration block provides you with easy access to change various settings. This block shows settings for anything else you have permissions for. All users have access to edit their profile and message settings from this block as well as their Blog preferences.

Adding a Discussion Forum

Discussion forums are a communication tool for posting or responding to messages in an asynchronous manner. This means users do not have to be present at the same time to converse online. Discussion Forums can be a general place to post the expression of ideas and thoughts. Both instructors and training participants can add topics for further discussion or reply to a topic already posted.

To read a posted topic:

1. Simply click on the link of the Topic's subject.
2. The Message View page will appear listing the Forum, the Date, the Author, the Subject and the Message description.

To respond to the post:

1. Click on the **Reply** button to the bottom-right of the message.
2. The Reply Message page will appear with detailed information and the necessary fields to respond to the message.
3. Fill in the appropriate information and click the **Post to forum** button.
4. The threads of the Forum will begin to appear as the discussion continues.

To start a new discussion:

1. Select the **Forums** button.
2. Then Select the Forum you want to post in.
3. Click on the button labeled **Add a new discussion topic**. (*If you do not see this option then it is not a discussion forum.*)
4. Fill in the Subject and Message of the discussion.
5. You can **attach files** to your posted message.
6. Click the **Post to forum** button.

Training Exercises and Assignments

The assignment activity module allows us to collect work from training participants, review it and provide feedback. The Moodle platform has the capabilities to allow training participants to submit any digital content files (*i.e. word-processor documents, spreadsheets, images, audio and video clips*), though currently, the training exercises don't consist of file uploads. While users may submit their replies to the training exercises in a file, if doing so we ask that you also copy & paste the content into the reply text box for ease of reviewing by others.

Each training segment has its own "*Training Exercise*" forum, where the assignment is provided in the original post, and training participants provide their answers as a reply to that post (*as further outlined below*). You can also choose whether or not you wish to receive email copies of posts to the forum. After a brief editing period, the training exercise answers previously submitted by others become available for your review.

Uploading and Downloading Files

Uploading Single Files:

1. Click the Browse button and a new screen will pop up.
2. In this screen find where the saved file is, highlight it, and click ok.
3. Click upload; when you see "File Uploaded Successfully", it is available online to view.

Downloading Single Files:

1. Click on file you want to download, this can be anything from an assignment you submitted or a file(s) we want our training participants to have.
2. Choose the save to disk option and press ok (*NOTE: The file will be saved wherever you tell your online download files to save*).
3. The download is complete.

Quizzes/Final Exam

The **Quiz** activity module allows us to design and set quizzes consisting of a large variety of question types, including multiple-choice, true/false, and short answer questions. The quizzes are just like answering any online quiz.

Assessments (Choice)

There may be instances of a **Choice** activity used for assessment, in which you'll be making a "choice" for a response to the question.

Other Moodle Activities

While the Moodle e-learning platform has several other activity modules available for our use, we are not currently utilizing them, so they have not been included here. Our Distance Training Program is in a continued state of evolution and some of the other options that are available may be included and implemented into the course in future training sessions.

Announcements

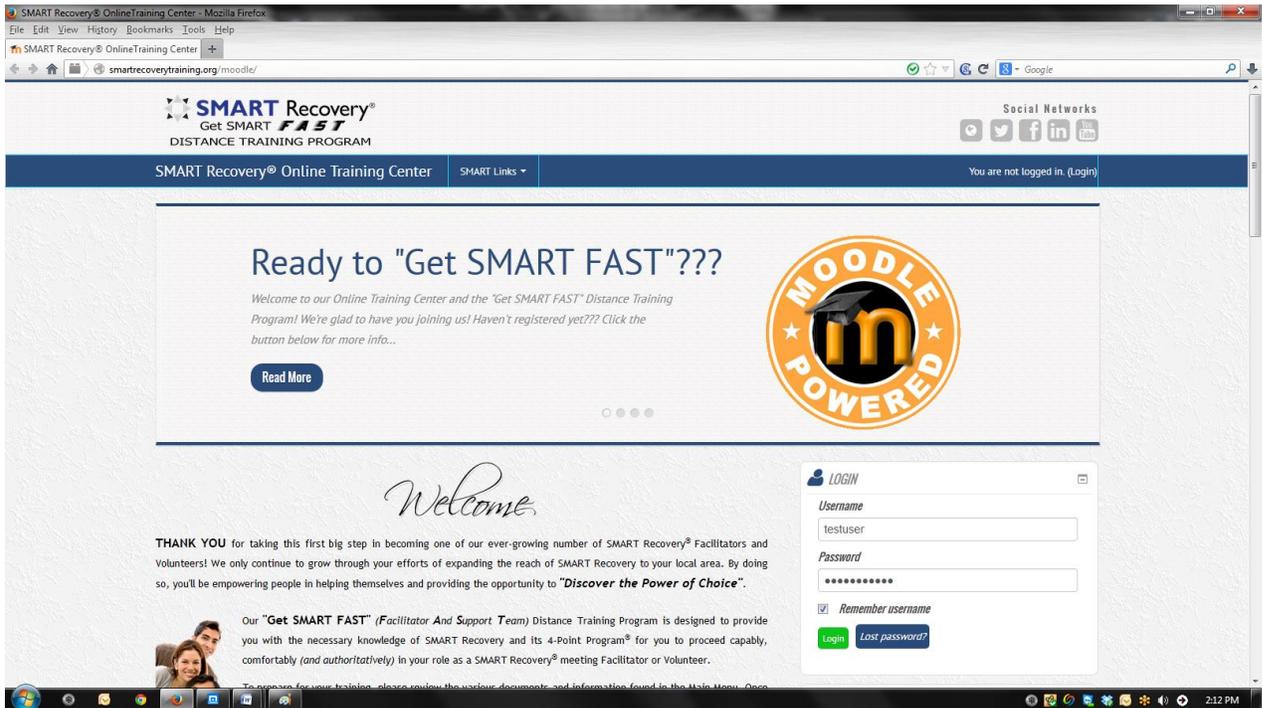
Any important training related announcements will be posted in the "News & Announcements" forum and/or sent directly by email. To view all announcements, click on the "News & Announcements" forum found on the course Main Page.

Course Calendar

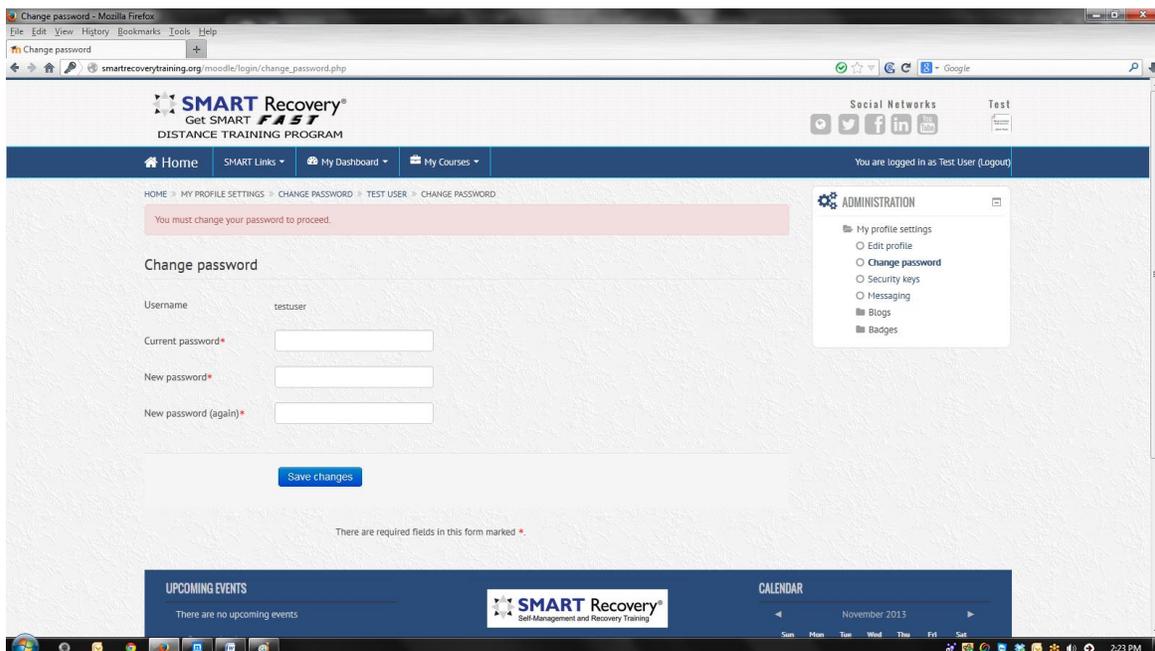
The dates of the training meetings and other session dates related to the training are placed within the training course calendar found in the footer of the course web pages. Also included are the dates of the various ongoing training and support meetings we make available to our meeting Facilitators and Volunteers.

Login to Moodle

1. Be connected to the internet through an Internet Service Provider (ISP).
2. Open a web browser and enter the URL address for the SMART Recovery Online Training Center. (**TIP:** For easy future access, save the training site address in your favorites or bookmarks).
3. You're now at the Distance Training site "home" page:

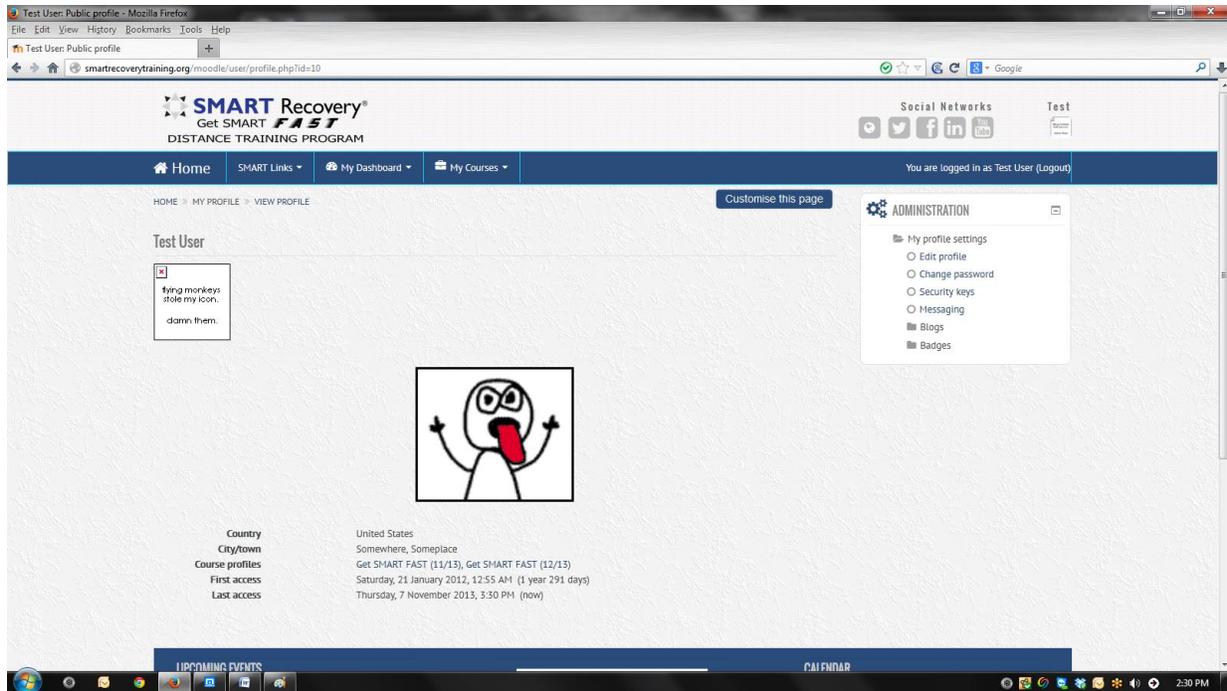


4. Enter your user name and password in the **Login** block. Please note that user names and passwords are case-sensitive and need to be typed in exactly as provided. Upon your initial login, you will be brought to a page to change your password to one of your choosing.



Changing your password:

1. Your training account is setup with a temporary password for your initial login. On your first login, you will be required to change your password to one of your choosing for future logins.
2. In the appropriate fields shown above, enter the initial temporary password provided to you and then a new password of your choosing (*twice*). Click the “Save changes” button.
3. A new window will open confirming your password has been changed. Click the “Continue” button to proceed, and you’ll then be brought to your Public Profile page.



Editing Your Profile

To review and edit your profile, click on the “Edit profile” link, found in the Administration block located on the right side of the page.

Your training account is setup with the information provided on your training registration form. Your first and last name, user name, and email address cannot be edited, as they are linked to your training registration. If you have any privacy concerns, need to change your email address, etc., send an email to training@smartrecovery.org so we can address the matter.

There are several options giving you control over your information, so please review each of the profile settings carefully:

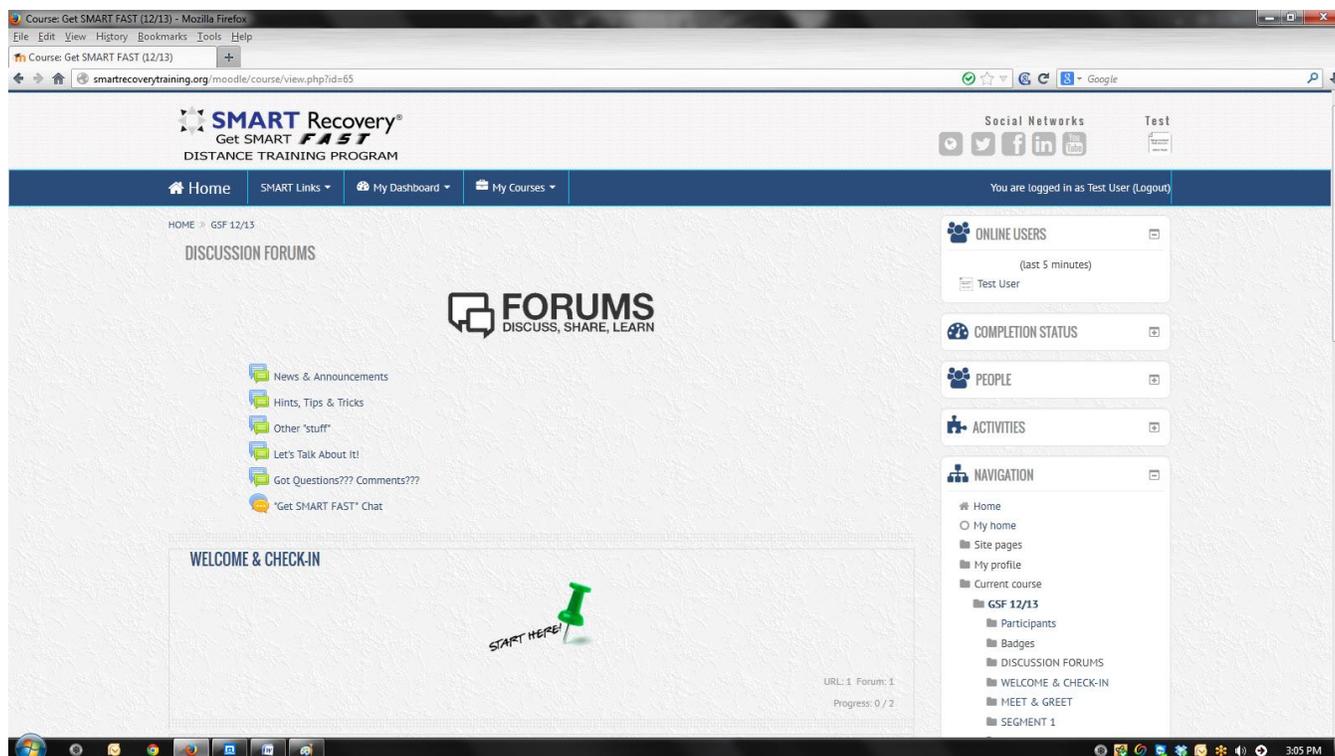
1. Email display allows you to choose who can see your email address. **The training course is only accessible to registered participants of the training program and members of the Training Team.** If you choose to hide your email from other people, they will not be able to send you any messages from within the Moodle platform, nor will you receive any email notifications of any posts made in the various discussion forums. Please note this setting has no effect on the training emails sent by the Distance Training Program Coordinator outside of the Moodle training site.
2. Email digest type allows you to choose how you wish to receive email notifications of forum posts. To reduce the number of emails received, the default setting is “Complete (daily email with full posts)” where you will receive a single daily email containing all the posts made.
3. By default, the Moodle platform automatically “subscribes” you to a forum when making a post. This allows you to review the posts made by others without going into the forum itself. We have found this “open book” format to add significantly to the training, allowing an additional learning opportunity from the thoughts and perspectives of others. As such, if you choose to change the setting so that you are not “automatically subscribed” to the discussion forums, we ask that you do go back into the forums to review the posts made by others.
4. **THE TIME ZONE SETTING IS ESPECIALLY IMPORTANT!!!** By default, the course is set “server time, being U.S. Central Time. However, all times listed within the course, in training emails, forum posts, announcements, the training course calendar, training meeting access links, etc. reflect U.S. Eastern time. By setting the time zone to your local time, the Moodle platform will adjust the times of items listed in the course calendar, upcoming events, etc. to your local time. Please make any necessary change to your local time.
5. The description box contains the “introduction” you made when registering. If you aren’t comfortable sharing any information, there is no need to do so.
6. The remaining optional fields allow you to include personal details about yourself, including your photo or a representative image, and additional contact information. If you add a picture, it will appear by your posts in the forums, in your profile, and in the course roster.
7. To upload a picture, follow these steps:
 - a) Prepare the picture you want to use by converting it to a gif or jpeg if you haven’t already. *(It should be smaller than the maximum upload size.)*
 - b) Click the “Browse” button to locate your picture, and then click “Choose”
 - c) Click “Update Profile” at the bottom of the screen. Moodle will crop your picture into a square and shrink it to 100 x 100 pixels.
8. Your profile is now all set and you’ll be brought back to your Public Profile page.

Accessing the “Get SMART FAST” Training Course

From the Menu Bar along the top of the page, click “Home” to return to the Moodle site homepage, or click “My Courses” and select the training session course you are registered to participate in. You will then be taken to the training course “Main Page”.

NOTE: The training course title is in the format, “Get SMART FAST” (GSF MM-YYYY)

Training Course Main Page



The Main Page is divided into two (or three) columns, each containing floating blocks. The main, largest block on the left is the **Topic Outline**, which is divided into numbered segments by topic. In the right hand column(s), there are various **Blocks** including a “Navigation” menu and other blocks, containing various information of the course. *(NOTE: All these blocks can be minimized so the information is hidden by pressing the little minus sign in the upper right corner of each block.)* Just below the general Discussion Forums, you will find the beginning “Getting Started” section, followed by the various training segments. Clicking in the section title or segment will open the section for viewing. There are links at either the top or the bottom of each segment (or both) which allow you to navigate to the next (or previous) segment, or you can use the Navigation block on the right-side of the page to navigate through the training course.

Getting Started

To get started, you'll click on the beginning "Getting Started" section, where you'll review some beginning information and then "check-in" to the course by making an introductory post in the "Check-In & Introductions" forum. After doing so, the first training segment becomes available for your review and completion.

Each training segment contains training materials in various file formats for your study and review, a training exercise, a training exercise review, and a short segment quiz. To progress through each segment (*and the entire training course*), you start at the top and work your way to the bottom, clicking and reviewing each segment and their related activities in the order they are provided.

As you review the training materials, the Moodle program places a "check mark" in the box next to it on the right, allowing you to keep track of what's been completed and where you left off. (*NOTE: You may need to reload or refresh (F5) the webpage for the completion check mark to appear.*)

Course: Get SMART FAST (12/13) - Mozilla Firefox

Course: Get SMART FAST (12/13)

smartrecoverytraining.org/moodle/course/view.php?id=65§ion=3

SEGMENT 1

INTRODUCTION TO SMART RECOVERY®

An introduction to the SMART Recovery® organization and program

(Estimated Completion Time: 4.5 hours)

LEARNING OBJECTIVES

UPON COMPLETION OF THIS SEGMENT, YOU WILL BE ABLE TO:

- Discuss the structure and history of the SMART Recovery® organization.
- Summarize and discuss the SMART Recovery 4-Point Program®.
- Explain how each of the 4 points supports recovery.
- Describe how changing thoughts can change emotions and behaviors.
- Demonstrate how to apply the code of conduct for SMART Recovery® Volunteers.

Our History & Background

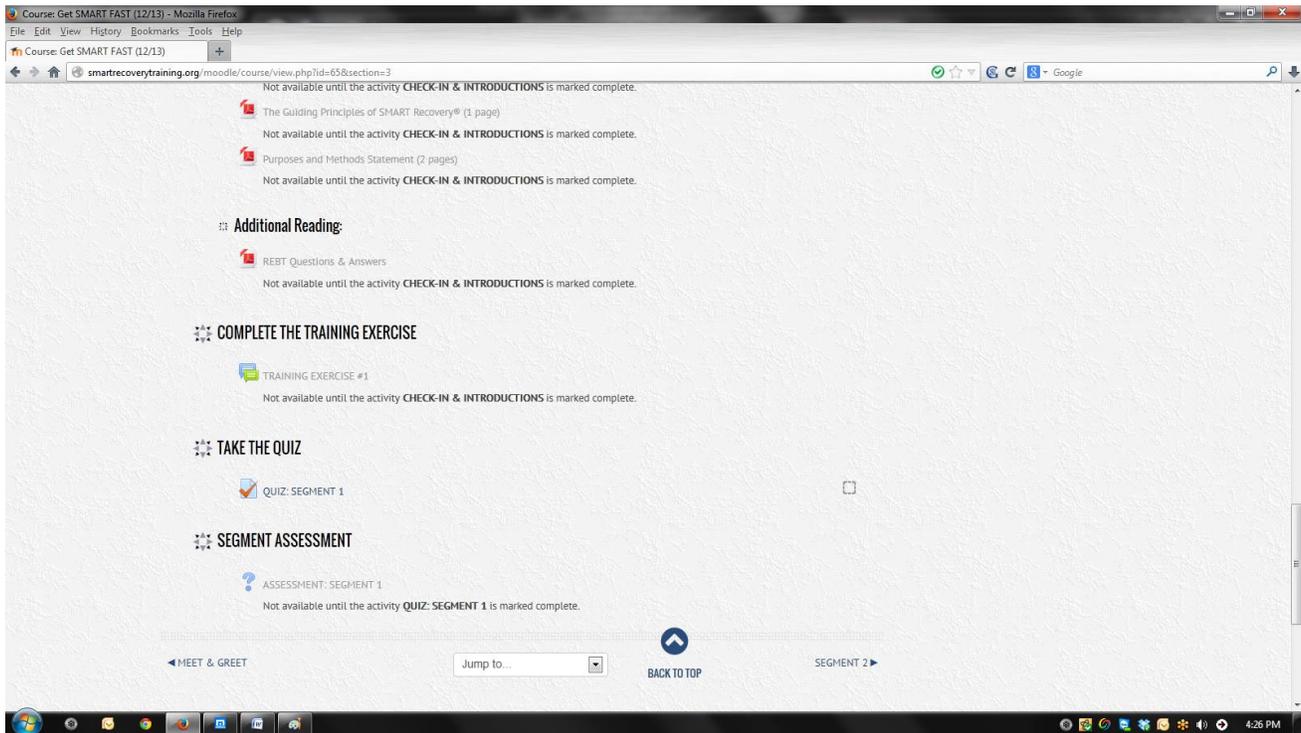
In this video presentation, Executive Director Shari Allwood provides you with some history and background information of the SMART Recovery® organization, leading up to where we are today.

SMART Recovery®: Our History & Background (9:20)

Not available until the activity CHECK-IN & INTRODUCTIONS is marked complete.

Who We Are, What We Do and How We Do It

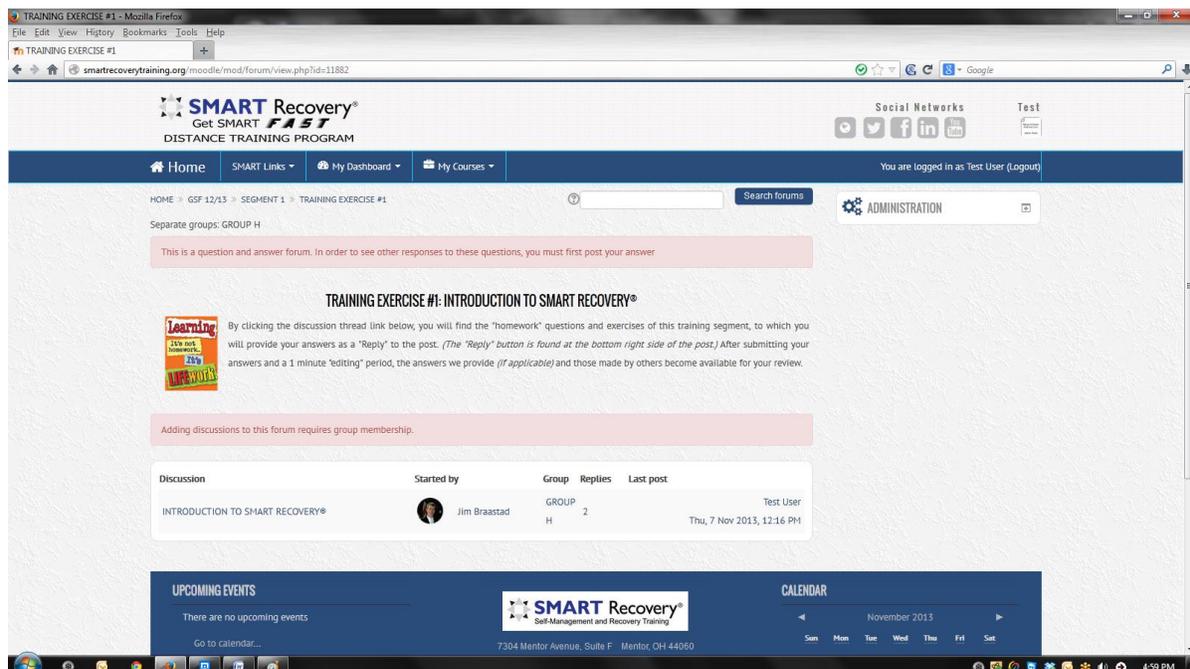
ADMINISTRATION



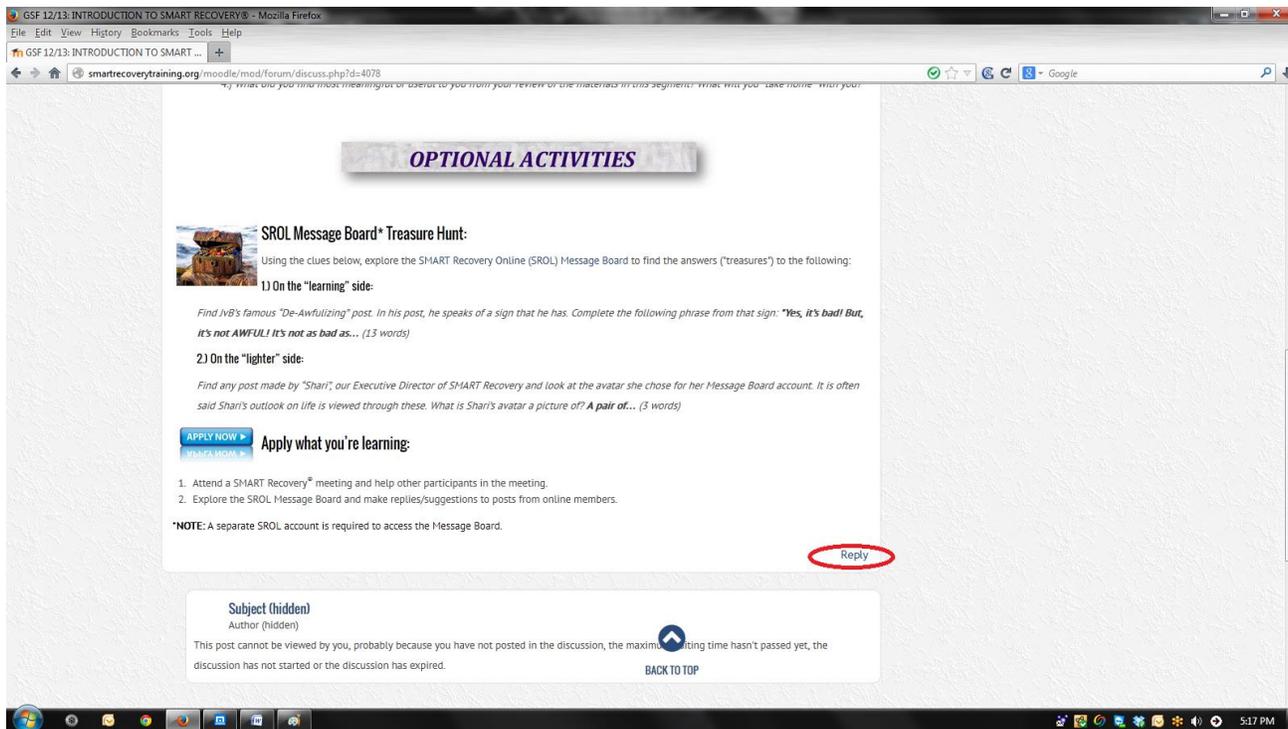
After completing your review of the materials, you'll complete the training exercise for the segment. Once you have submitted your answers to the training exercise and completed the lesson review, the segment quiz is available. Upon taking the quiz, the next segment becomes available... and you'll start the same process over again.

Training Exercises

Each training segment has a training exercise assignment related to the materials presented. When clicking on the training exercise link, you will be brought into the discussion forum for the training segment, similar to the following screenshot:

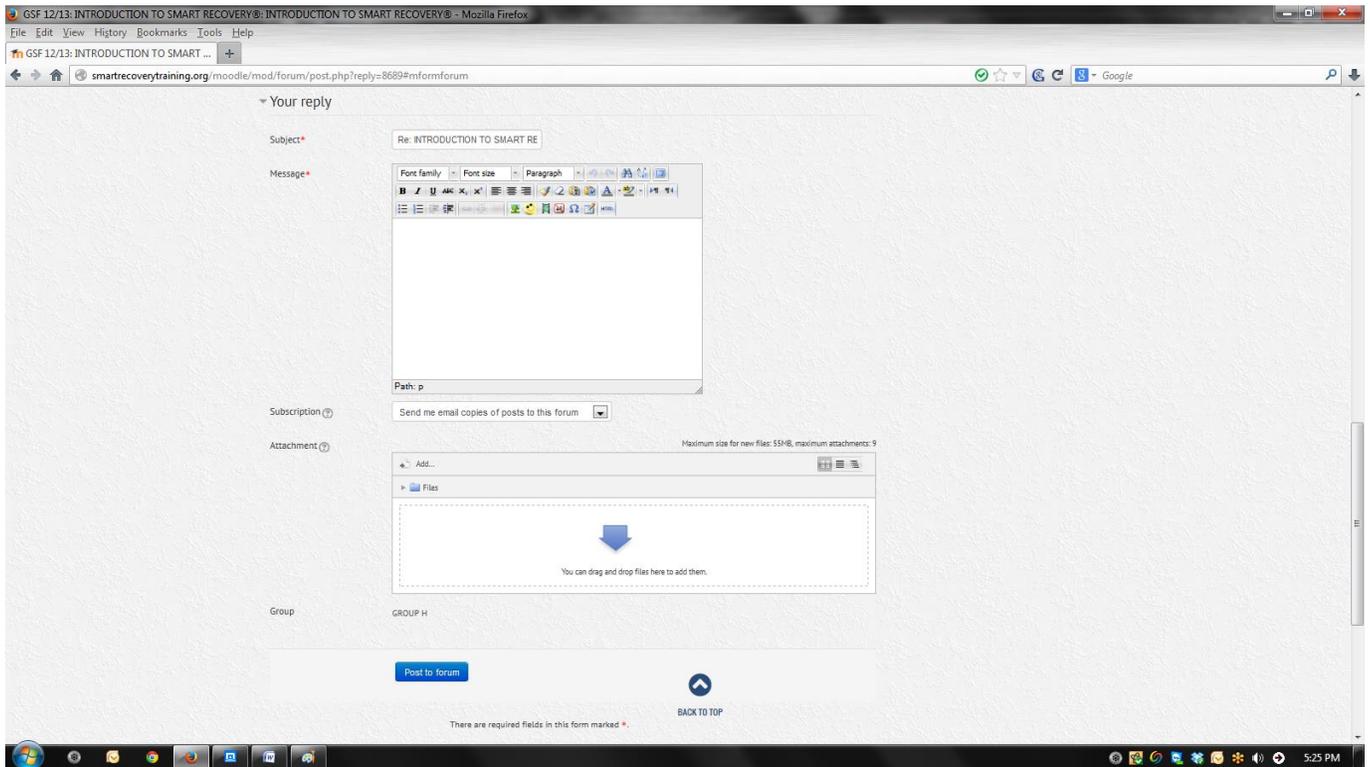


The training exercises are given as a “Discussion” topic in a Question & Answer (Q&A) forum. (*NOTE: Some segments may have multiple discussion topics. In such instances, be sure to provide your answers in each topic of discussion.*) Upon clicking on the discussion topic, the forum opens containing the post with the questions to be answered. In order to view the responses made by other training participants, you must first “post” your responses to the questions by clicking on the “Reply” link found at the bottom right of the original post containing the questions. (*See screenshot below.*)



Posting your Reply

Upon clicking “Reply”, a new window will open containing the original post you are replying to. When you scroll down the page, you will find a text box for “Your Reply” (*shown below*) where you will compose your answers to the training exercise questions. Some people prefer to compose their answers in an outside word processing program (*i.e. Word, Notepad, Wordpad, etc.*) and then using the “copy & paste” function to enter it into a post. This way, if your post happens to get lost (*it's been known to happen in this “online” environment and it's rather frustrating when it does!*), you'll have a “backup” to fall back on to create a new post. (**NOTE:** *Please provide your answers to ALL the training exercise questions in a single reply.*)

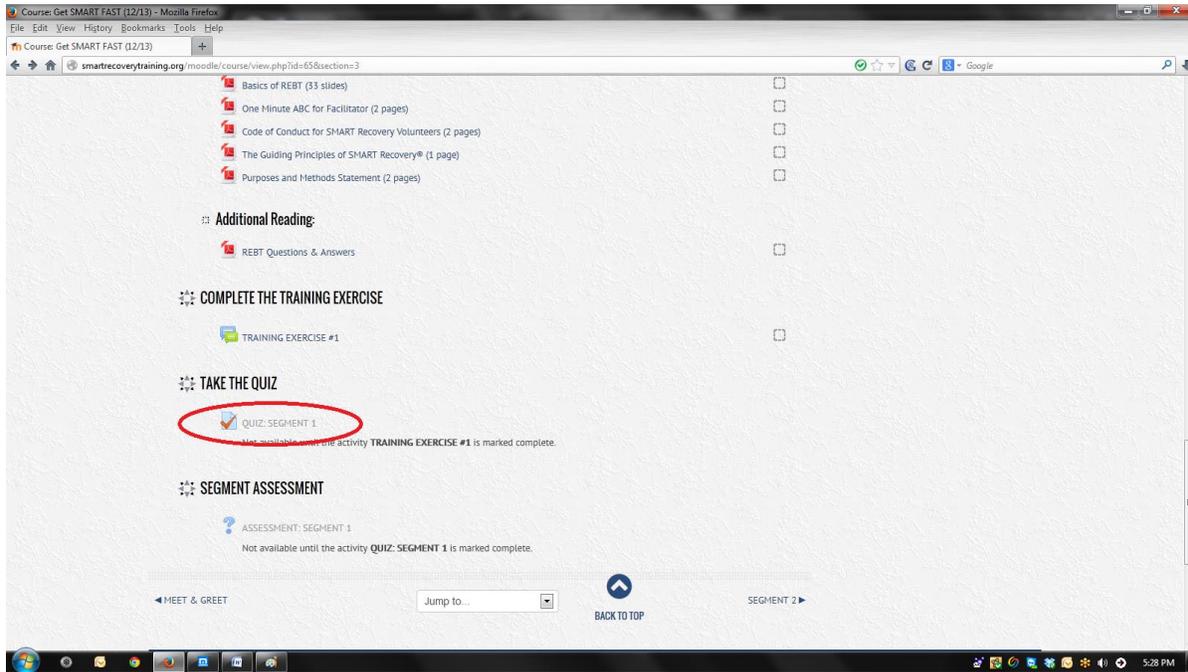


Once finished, click the “Post to Form” button to submit your answers to the discussion forum. After a one minute “editing time”, you will be able to view the answers provided from others who have answered prior to your post. Please take the time to review the answers provided and those of other training participants, as your learning can be further enhanced by reading the thoughts and perspectives of others.

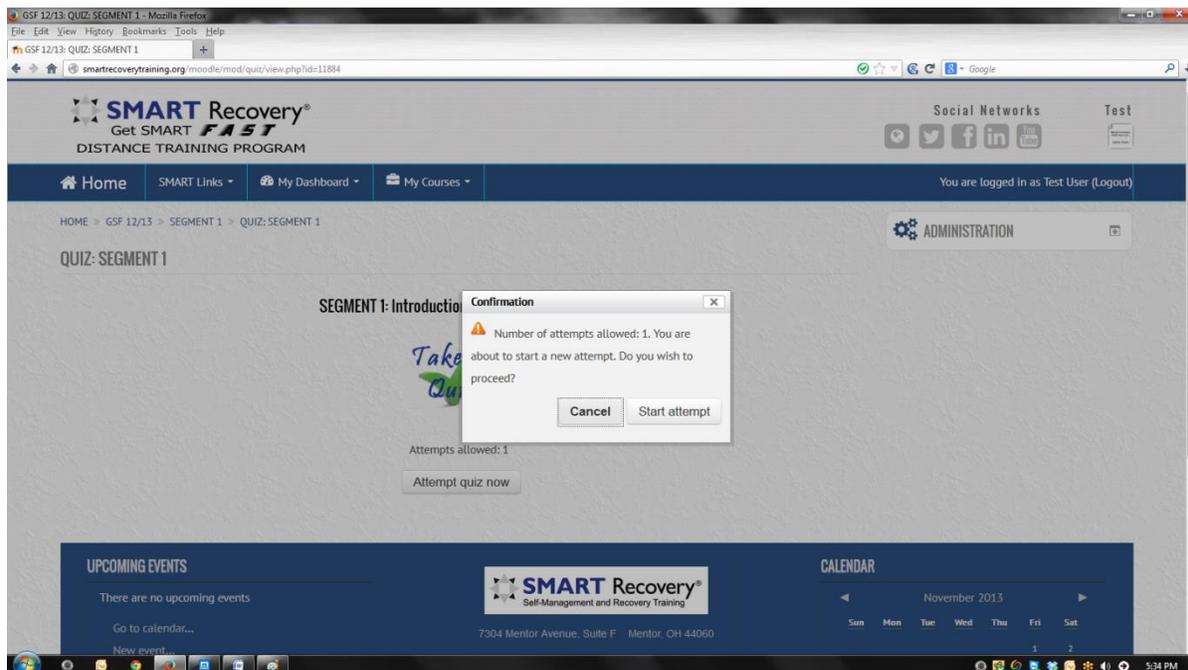
NOTE: By default, once you post into the training exercise forums, you become “subscribed” to the forum and will receive emails of subsequent posts. You can choose to not receive emails of the posts from the Subscription drop-down menu at the bottom of the Reply text box.

Segment Quizzes

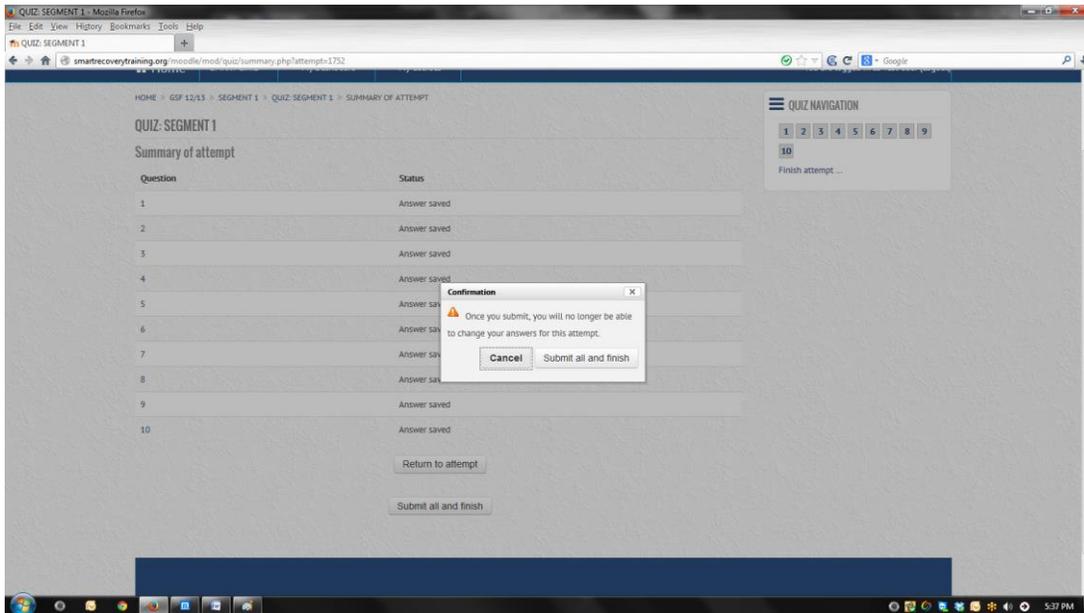
Upon your completion of the training exercise and its review, the segment quiz becomes available for your taking. Only one attempt is allowed for the quizzes and Final Exam



After clicking the link, the quiz page will open where you'll click "Attempt quiz now" to begin. Only one attempt is allowed on each quiz, and a window will pop-up for your confirmation to start.



Upon completing the quiz, you will see a summary of the attempt as shown below. To submit your quiz, click “Submit all and finish” and confirm.



Your quiz will be automatically corrected and you'll be provided the results containing the correct answer with explanations. When done reviewing, click “Finish review” and the summary page opens. Click “Back to course” and you will be brought back to the course Main Page to complete the segment assessment, and proceed to the next segment, following these same processes.

For Additional Help or Information

Email training@smartrecovery.org if you have questions, need assistance or additional information.