

Welcome to Insurance Educators, Inc. online courses. Our classroom is hosted by CRTeacher.com with the online course management system being Moodle. Two webmasters, staff and I have been working diligently to have your classroom ready for viewing. Information in this email offers the procedure for entering into your classroom. Please contact me if you have questions.

**The procedure:** Go to Insurance Educators, Inc. website, <http://www.insuranceeducators.net>. At this location you will click on the Online Classroom tab. This takes you to the classroom host server CRTeacher.com, a Moodle partner. When you first arrive at the CRTeacher site, you will have this option on the right - **Is this your first time here?** Scroll down and click on **Create A New Account**. Here you will create your account by following the directions on screen. Once you are registered, the Site Administrator will send you an email requiring confirmation.

When you return to CRTeacher, you will log in using the left side of the screen. Once at the CRTeacher Home Page, in the center or on the right you will see the **Course Categories** Box – select **Online Training**. When the Online Training Catalog window appears, the Search Courses line is in the upper right of this window. Next, type your course series in that space, ex. INS Series, ARM Series, etc. (For the INS Series scroll down beyond the Church History course, others appear alone in the results window.)

Click on the Course Name (appearing on left). Here you will be taken to a window that asks you to enter your **Enrollment Key** (provided by Insurance Educators, Inc.). Once entered and clicked, you will be taken to your course.

When you enter the course, the Top Section has a Welcome and other instructions. Also in this area, are General Announcements and The Lounge. The Lounge is where we will get to know each other, please post information about yourself with us.

On the left of the course screen is a Menu box. Here you will select your individual course and when selected, it will be primary in the Center Panel below the Top Section. Lessons/assignments that are available will be visible to you.

You should be all set at this point. From this point forward, when you go to the site, you will have a log in window on the upper right. Once logged in, you are shown the My Courses box on the right, click on your course to enter the classroom.

Below are some sections of the FAQ's on Insurance Educator's site you might find helpful. Please contact me if you have questions or need further assistance. I look forward to working with you. Janet

***Is there a Moodle demonstration site?***

Moodle has a full demonstration site. It has some sample sites you can try as a student. (Demo options are also available for teachers and administrators). You don't need to worry about making a mess, the whole site is reset to a clean state every hour.

► [Demonstration site](http://demo.moodle.org/) <http://demo.moodle.org/>

***Where can I get more FAQ's about Moodle?***

Browse to: [http://docs.moodle.org/en/Student\\_FAQ](http://docs.moodle.org/en/Student_FAQ)

***Are there any online tutorials other than on the Insurance Educators, Inc. site?***

Yes, browse to: [http://docs.moodle.org/en/Student\\_tutorials](http://docs.moodle.org/en/Student_tutorials) for more.