

Moodle Training Site Login Instructions (if you already have an IDOE Moodle account)

- Click here: <https://moodle.doe.in.gov>
- On the right hand side of the screen, you will see a login area requesting your username and password.
- Login:
 - Enter the **email address** you previously used to create your account as your username. Use only lower-case letters.
 - Enter the password you previously created for Moodle.
 - If you ever forget your password, you can reset it using the “**Lost Password?**” link on the main home page in the login box.

- Scroll down the list of courses to the section titled:

Office of Student Assessment

- Click on the name of the course to which you are accessing:

2018-2019 CTC Test Security & Integrity Training

- Review the recorded training and the accompanying documents
- Complete the training quiz. CTCs must obtain a passing score (80% or higher) on the quiz to complete the training and to earn a passing grade for the course.
 - The quiz will not be accessible for completion until you have viewed the training video and all documents posted in the class (i.e., the quiz title will be visible but the link to the quiz will not be “active” until the recording and all course documents have been reviewed).
- A checkmark will appear next to each item in the class once you have completed or reviewed each item. If the checkmark does not appear immediately after you have reviewed information, refresh the page. If you do not see a checkmark next to a class item, Moodle does not have a record that you have reviewed or completed the item. As such, you will need to click on the item to review/complete it.