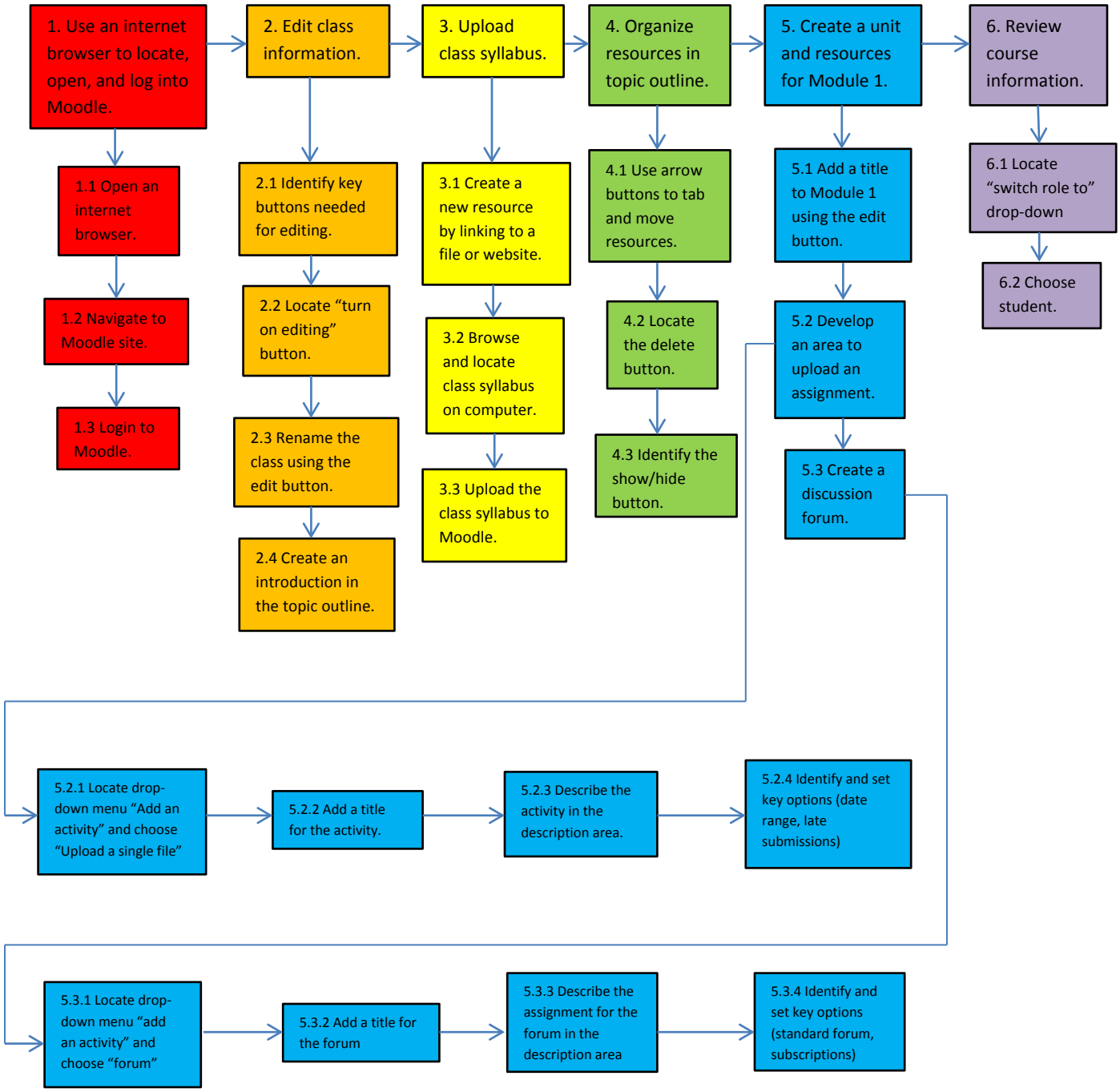
1. Use an internet browser to locate, open, and log into Moodle.
1.1 Open an internet browser.
1.2 Navigate to Moodle site.
1.3 Login to Moodle.
2. Edit class information.
2.1 Identify key buttons needed for editing.
2.2 Locate "turn on editing" button.
2.3 Rename the class using the edit button.
2.4 Create an introduction in the topic outline.
3. Upload class syllabus.
3.1 Create a new resource by linking to a file or website.
3.2 Browse and locate class syllabus on computer.
3.3 Upload the class syllabus to Moodle.
4. Organize resources in topic outline.
4.1 Use arrow buttons to tab and move resources.
4.2 Locate the delete button.
4.3 Identify the show/hide button.
5. Create a unit and resources for Module 1.
5.1 Add a title to Module 1 using the edit button.
5.2 Develop an area to upload an assignment.
5.3 Create a discussion forum.
6. Review course information.
6.1 Locate "switch role to" drop-down
6.2 Choose student.
5.2.1 Locate drop-down menu "Add an activity" and choose "Upload a single file"
5.2.2 Add a title for the activity.
5.2.3 Describe the activity in the description area.
5.2.4 Identify and set key options (date range, late submissions)
5.3.1 Locate drop-down menu "add an activity" and choose "forum"
5.3.2 Add a title for the forum
5.3.3 Describe the assignment for the forum in the description area
5.3.4 Identify and set key options (standard forum, subscriptions)