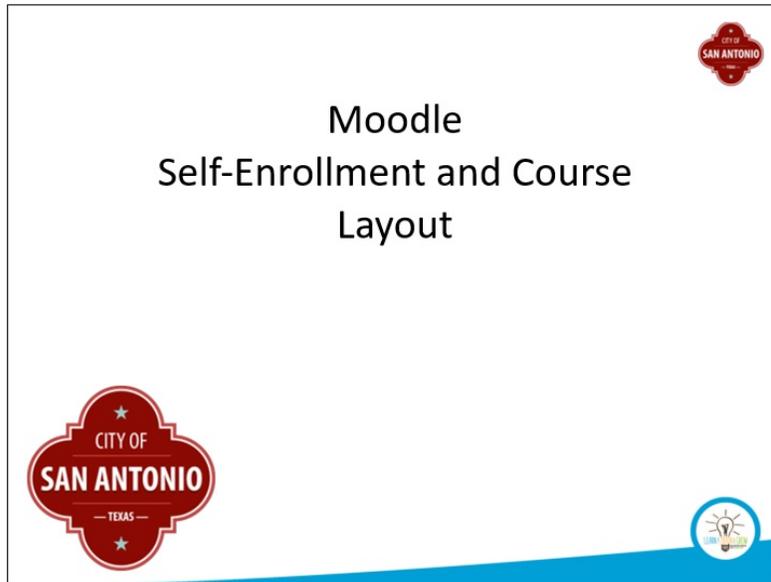
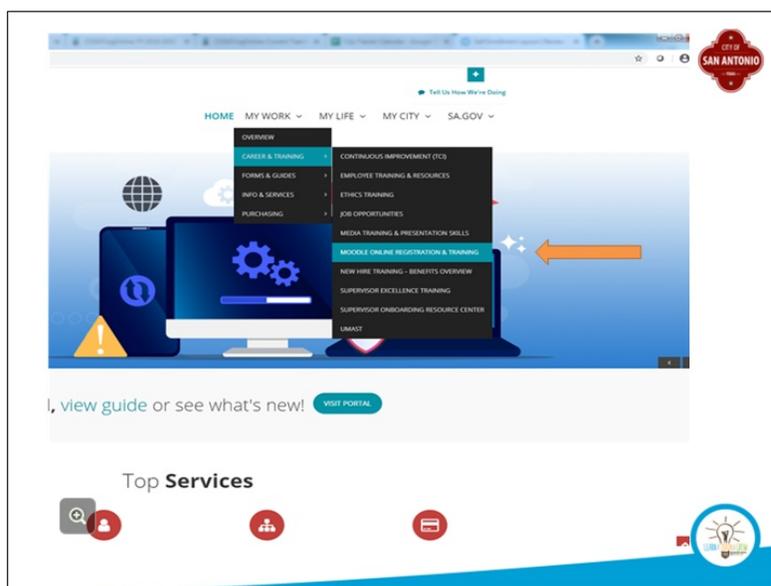


# Self-Enrollment for Moodle

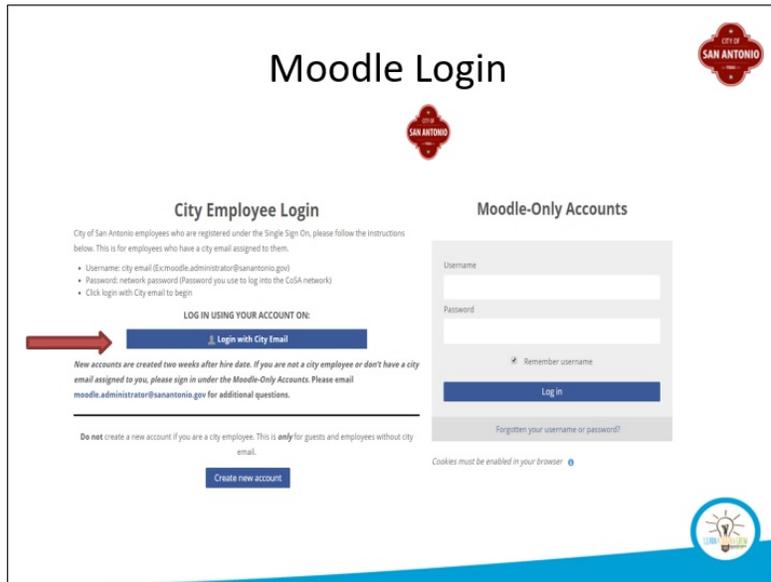


You can access Moodle one of two ways.

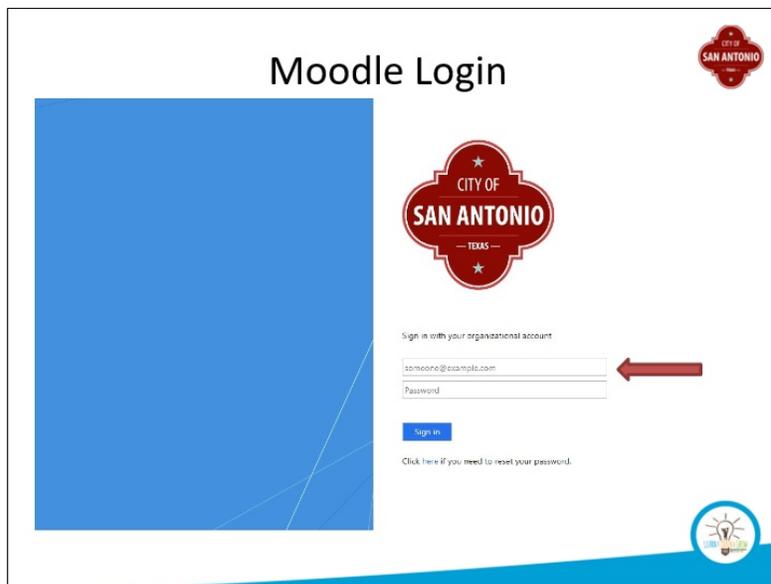
1. CoSA (cosaweb/) is the City of San Antonio's intranet page. Hover over My Work and go down to Career Training and then across select Moodle Online Registration & Training as seen on the slide below.
2. If you are off site, go to [learning.sanantonio.gov](http://learning.sanantonio.gov) to access the Moodle site.



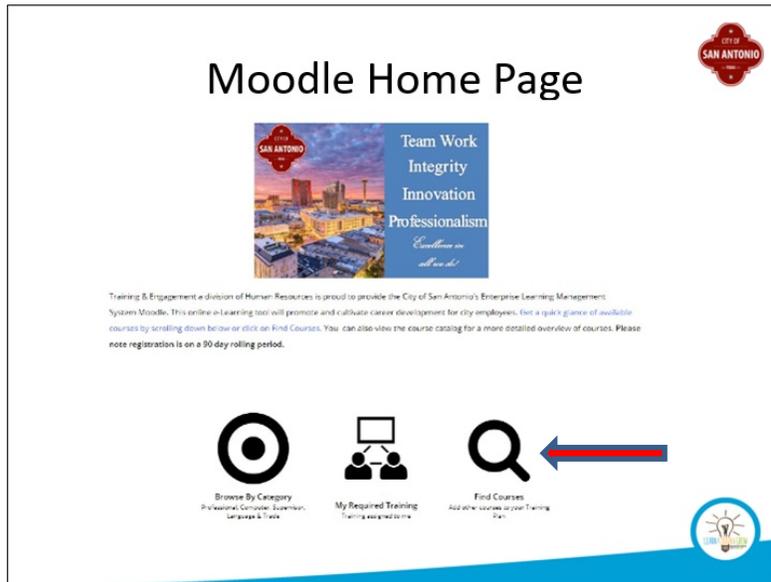
3. Go to the **left side** under **City Employee Login** click on blue box that reads Login with City Email.



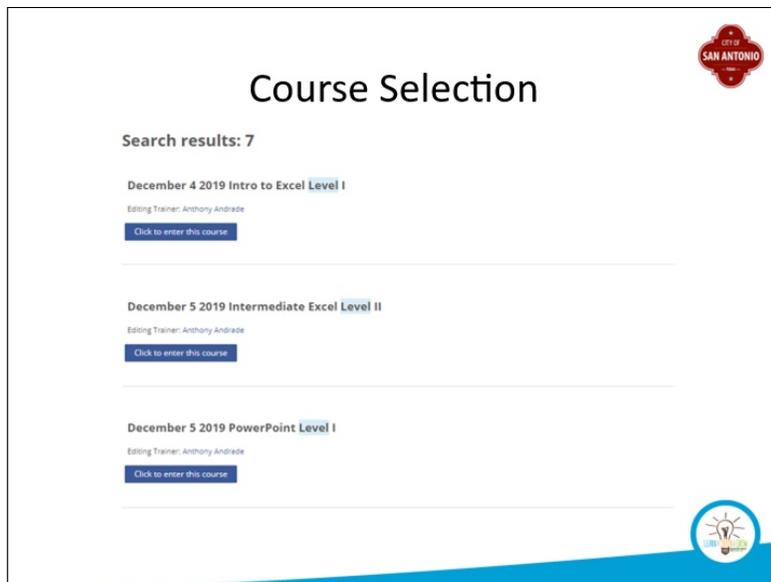
4. Username will be your complete city email (ex. firstname.lastname @sanantonio.gov) and computer network password you use to log into your computer. *\*Some employees may have a number in their email\**



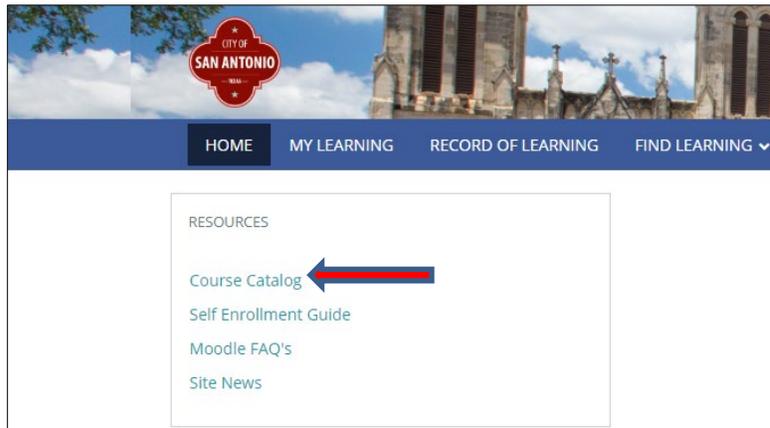
5. Click on Find Courses and enter the course in the search courses box that you would like to enroll in.



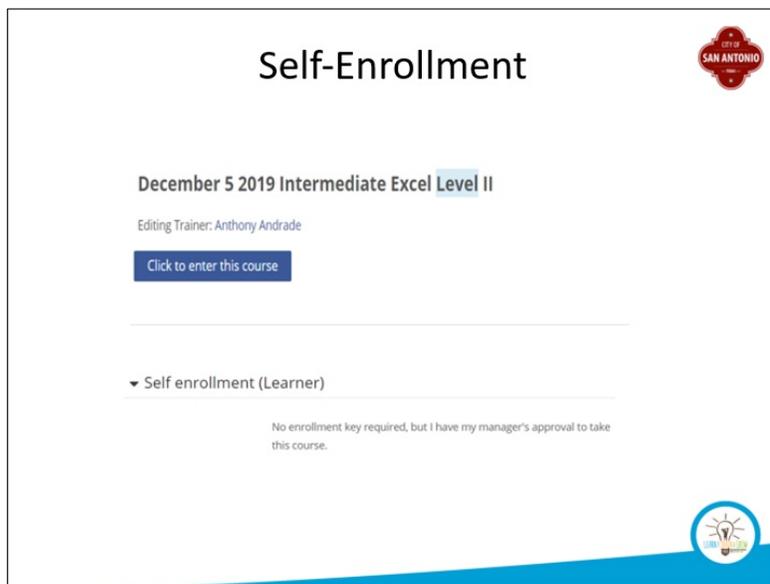
6. Enter in the desired course with the date to ensure you are enrolling into the correct course. Example: December 5, 2019 Intermediate Excel Level II.



7. On the Home Page Course Catalog shows the courses that are being offered. **Please note registration is only open on a 90 day rolling period.**



8. Click to enter in this course as this will enroll you in the desired course. *Notice the message about having your manager's approval to attend this course.*



9. Self-enrollment message will be emailed as a confirmation. This will include directions on how to navigate in the course and where to look for the class location. When you enroll in the class, be sure to note the class date in your Outlook calendar as this is the only notification you will receive.



## Self-Enrollment Message

An email will be sent to employee's sanantonio.gov inbox for confirmation of enrollment.







## Ex: Email from Outlook

**From:** Do not reply to this email (via COSATmgOnline) [mailto:noreply@learning.sanantonio.gov]  
**Sent:** Wednesday, January 15, 2020 8:30 AM  
**To:** |  
**Subject:** Welcome to March 5 2020 PowerPoint Level I

Welcome to March 5 2020 PowerPoint Level I. You are now enrolled in this course.

This class will be held on Thursday, March 5. From 8am-5pm. Please see the course location tab for maps and driving directions.

Reserve this date and location in your outlook calendar. If you are not able to attend this course due to a scheduling conflict that arises, please click "un-enroll me" from the course. This will prevent you from being on the cancellation report and allows another employee to attend this course.

If you attend ACCD classes you will earn College Credit Hours and you can get a Banner ID that will give you access to the Colleges' Gym, Library Services and Discounts on Computer Software and Hardware.

Please review each of the sections within the course to learn about the course objectives and learning outcomes. You will also need to complete the Alamo Colleges registration form and pre-work questions before attending the course. Bring the registration form with you to class.

We would appreciate your feedback regarding your overall training experience. Your input helps us understand how well we are addressing training needs and provide us with ideas to improve training deliverables. Thank you in advance for your support.

For any questions on the course please email [COSALearningCenter@sanantonio.gov](mailto:COSALearningCenter@sanantonio.gov) . For technical questions please email [moodle.administrator@sanantonio.gov](mailto:moodle.administrator@sanantonio.gov) or call the Training Division at 210-207-8705.

Your Employee Business Partner or Human Resources Specialist can also assist you with navigating in the course.



# Course Preview



The course is laid out in several sections - Let's take a look at each individual section to review each one.



10. Course welcome tab-this provides overall layout of course and shows how employees will navigate through the course.

# Course Welcome



- Welcome
- Introduction
- Alamo Colleges Registration Form
- Class Pre-Work
- Class Location (Maps)
- Post-Training Evaluation
- Completion Certificate
- Program Managers' Toolbox

**Welcome to Intermediate Excel (Level II).**

We're pleased you've decided to further your career development by enrolling in this course. To satisfactorily complete the course, you will complete the four activities shown in the four tabs to the left.

1. Alamo Colleges Registration Form before you attend the course.
2. The pre-training exercises (pre-work) before you attend the course.
3. The post-training evaluation and completion certificate exercises will be completed when the course ends.

 Announcements

Introduction >



11. Introduction tab provides a summary of the course. What are the objectives and any prerequisites of the course. This ensures that the employees will feel comfortable with the content in this course.

## Introduction

**Welcome** Introduction Alamo Colleges Registration Form Class Pre-Work

Class Location (Maps) Post-Training Evaluation Completion Certificate

Program Managers' Toolbox

### Course Description

**Prerequisite:** Excel 2010 Intro to Excel (Level 1) or equivalent experience with all topics covered in Excel 2010 Level 1.

**Course Summary:** Microsoft Excel 2010 Level 2 Intermediate is designed for learning intermediate Excel skills.

#### Learning Outcomes

By the end of this training, participants will be able to:

- Manage Worksheets, Create Charts in Excel, Move and Size Embedded Charts
- Modify Existing Charts, Sort Worksheet Data, Use Flexible Worksheet Views
- Manage Multiple-Sheet Workbooks, Understand how to Link Cells and Formulas
- Copy Worksheets, Create Hyperlinks
- Print Multiple-Sheet Workbooks,
- Protect Workbooks and Worksheets

< Welcome Alamo Colleges Registration Form >

12. Registration Form- where employees will click on the Alamo Colleges Registration form to download and bring to class. This form is required from Alamo Colleges. This helps ACCD to register employees in their system. Employees will also gain access to ACCD resources (online software and the use of some campus facilities-gym, library) the employee must obtain ACCD ID and Banner ID. These are created when filling out the registration form.

## Registration Form

**Welcome** Introduction Alamo Colleges Registration Form Class Pre-Work

Class Location (Maps) Post-Training Evaluation Completion Certificate

Program Managers' Toolbox

Your progress

Alamo Colleges Registration Form (Fillable)

**Please complete this registration form before class meets.**

This form will open in a new window, so you can complete it. You can either print it out and complete it by hand, or complete it as a fillable form.

**Don't forget to take the completed form with you to class.**

To go back to the original screen after you click on the link above, please click on the "Go Back" arrow and it will take you back.

< Introduction Class Pre-Work >

13. Class Pre-Work Tab - has pre-work that has been provided by the instructor. This will include questions to think about and answer about the course topic. Employees should be ready to discuss these in class.

The screenshot shows the 'Class Pre-Work' tab interface. At the top right is the City of San Antonio logo. Below it is a navigation bar with tabs: 'Welcome', 'Introduction', 'Alamo Colleges Registration Form', and 'Class Pre-Work' (which is highlighted). Below the navigation bar are three buttons: 'Class Location (Maps)', 'Post-Training Evaluation', and 'Completion Certificate'. A 'Program Managers' Toolbox' link is also visible. The main content area has a 'DIRECTIONS:' section with the text: 'Complete the questions (or statements) on the link below. Be ready to discuss these in class.' Below this is a progress indicator 'Your progress' with a blue icon and a checkbox. A document icon is next to the text 'Intermediate Excel Level II Questionnaire'. At the bottom, there are navigation arrows: a left arrow labeled 'Alamo Colleges Registration Form' and a right arrow labeled 'Class Location (Maps)'. A lightbulb icon is in the bottom right corner.

14. Class Location (Maps)- this tab will have the time, address, building number, room number and map as well as parking information of where this course will be held.

The screenshot shows the 'Class Location (Maps)' tab interface. At the top right is the City of San Antonio logo. Below it is a navigation bar with tabs: 'Welcome', 'Introduction', 'Alamo Colleges Registration Form', and 'Class Pre-Work'. Below the navigation bar are three buttons: 'Class Location (Maps)' (which is highlighted), 'Post-Training Evaluation', and 'Completion Certificate'. A 'Program Managers' Toolbox' link is also visible. The main content area has the text: 'The class starts at 8:00am and finishes at 5:00pm.' Below this is a paragraph: 'This is the map of the class location. Please don't print out map, but instead save the address to your phone to the Maps App if you are able to. Please note that parking is not validated. There are several surface parking lots nearby. Riverview parking garage and Frost Bank offer parking at a reasonable cost.' Below this is the address: '111 Soledad Riverview Towers- Maroon Computer Lab 9th Floor'. Below the address is a paragraph: 'To go back to the original screen after you click on the link below, please click on the "Go Back" arrow and it will take you back.' Below this is a progress indicator 'Your progress' with a blue icon and a checkbox. A document icon is next to the text 'Riverview Towers Map 199.7KB PDF document uploaded 04/25/18, 13:49'. At the bottom, there are navigation arrows: a left arrow labeled 'Class Pre-Work' and a right arrow labeled 'Post-Training Evaluation'. A lightbulb icon is in the bottom right corner.

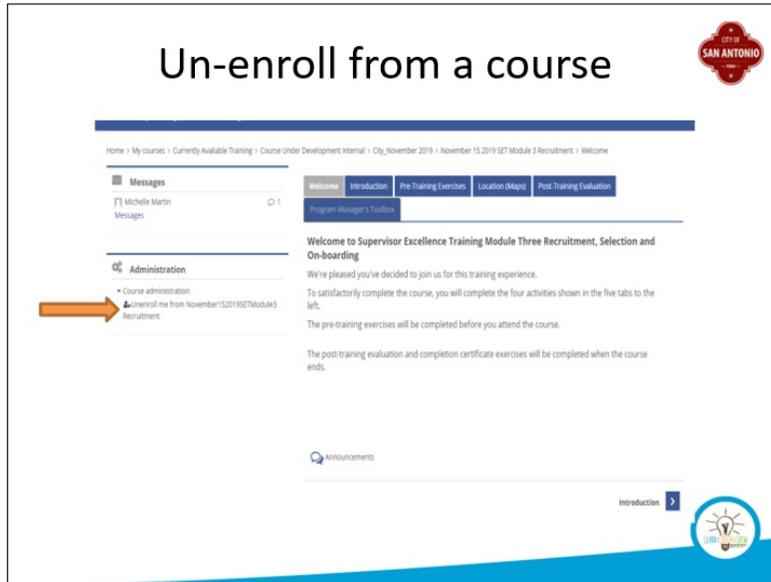
15. Post training evaluation-this tab will allow employees complete the evaluation to provide feedback on the course.

The screenshot shows the 'Post-Training Evaluation' page. At the top right is the City of San Antonio logo. Below it is a navigation menu with tabs: 'Welcome', 'Introduction', 'Alamo Colleges Registration Form', 'Class Pre-Work', 'Class Location (Maps)', 'Post-Training Evaluation' (highlighted), and 'Completion Certificate'. Below the menu is a 'Program Managers' Toolbox' section. The main content area features the heading 'Please complete the evaluation after class is over!' and a progress indicator 'Your progress' with a lightbulb icon and a circle. Below this is a 'Course Evaluation' section with a document icon and the text 'Complete this evaluation after class is over.' At the bottom, there are navigation arrows: a left arrow next to 'Class Location (Maps)' and a right arrow next to 'Completion Certificate'. A lightbulb icon is also present in the bottom right corner.

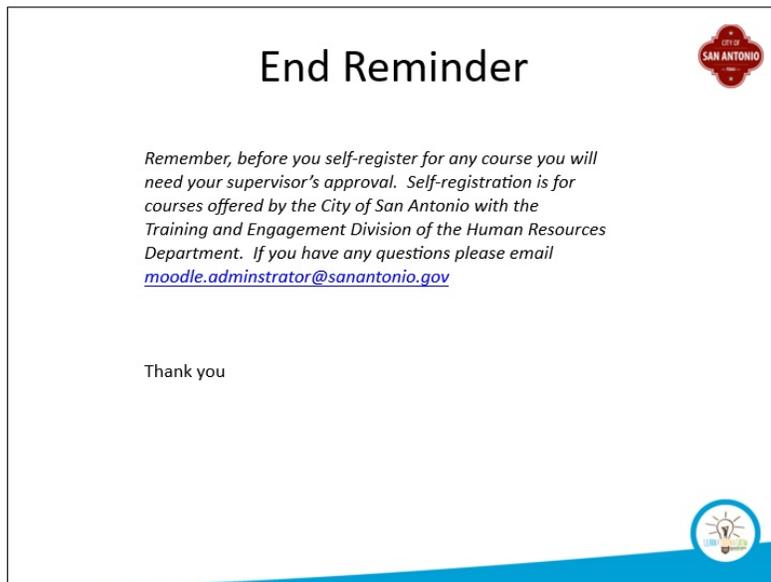
16. Completion Certificate-this tab is used to obtain a course certificate. The employee will be able to generate a course certificate when the employee completes the course evaluation. Employees will receive a certificate from ACCD, but one can be generated here too if needed. This section will be locked down until the employee completes an evaluation.

The screenshot shows the 'Completion Certificate' page. At the top right is the City of San Antonio logo. Below it is a navigation menu with tabs: 'Welcome', 'Introduction', 'Alamo Colleges Registration Form', 'Class Pre-Work', 'Class Location (Maps)', 'Post-Training Evaluation', and 'Completion Certificate' (highlighted). Below the menu is a 'Program Managers' Toolbox' section. The main content area features the heading 'Completion Certificate' and a progress indicator 'Your progress' with a lightbulb icon and a circle. Below this is a 'Excel Level II, Intermediate Completion Certificate' section with a document icon and the text 'Not available unless: The activity Course Evaluation is marked complete'. At the bottom, there are navigation arrows: a left arrow next to 'Post-Training Evaluation' and a right arrow next to 'Program Managers' Toolbox'. A lightbulb icon is also present in the bottom right corner.

17. Un-enroll from a course-it is suggested you un-enroll yourself out of a course if conflicts occur in your schedule. Please un-enroll yourself to allow other employees the opportunity to register.



The screenshot shows a Moodle course interface. At the top, the title 'Un-enroll from a course' is displayed. Below the title, there is a navigation breadcrumb: 'Home > My courses > Currently Available Training > Course Under Development Internal > City\_November 2019 > November 15,2019 SET Module 3 Recruitment > Welcome'. On the left side, there are two main sections: 'Messages' and 'Administration'. The 'Administration' section contains a list of items, with an orange arrow pointing to the item 'Unenroll me from November 15,2019 SET Module 3 Recruitment'. The main content area on the right contains a 'Welcome to Supervisor Excellence Training Module Three Recruitment, Selection and On-boarding' message. Below this message, there are five tabs: 'Welcome', 'Introduction', 'Pre-Training Exercises', 'Location Maps', and 'Post-Training Evaluation'. The 'Introduction' tab is currently selected. At the bottom right of the page, there is a 'City of San Antonio' logo and a 'Lightbulb' icon.



The slide is titled 'End Reminder' and features the 'City of San Antonio' logo in the top right corner. The main text is a reminder: 'Remember, before you self-register for any course you will need your supervisor's approval. Self-registration is for courses offered by the City of San Antonio with the Training and Engagement Division of the Human Resources Department. If you have any questions please email [moodle.administrator@sanantonio.gov](mailto:moodle.administrator@sanantonio.gov)'. Below the reminder, it says 'Thank you'. At the bottom right, there is a 'Lightbulb' icon.