Step 1: Creating a New User Account on Moodle

1. Go to https://moodle-projects.wolfware.ncsu.edu/. Bookmark this site or save it for future reference. You will need it to log into the Moodle site each time you want to access the HACCP In Your Schools courses.

   Click "Guest Login" on the menu bar under the NC State "block S" logo.
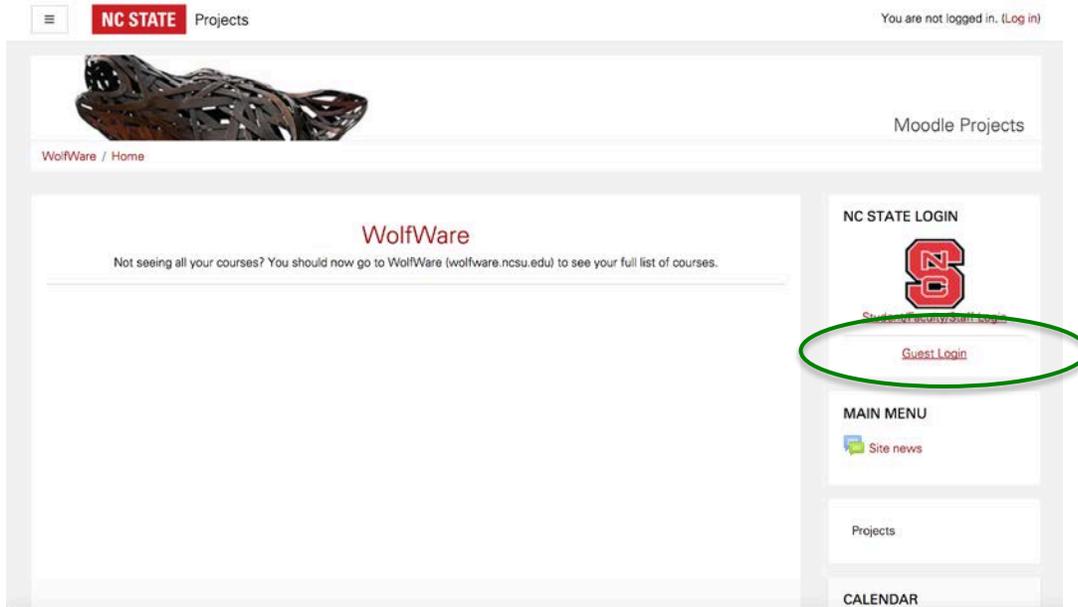
2. There are instructions for New Guest Users. Read these instructions before clicking the red "Create new account" button. They remind you to click on the link in the confirmation email you will receive after completing the form to create a new account.
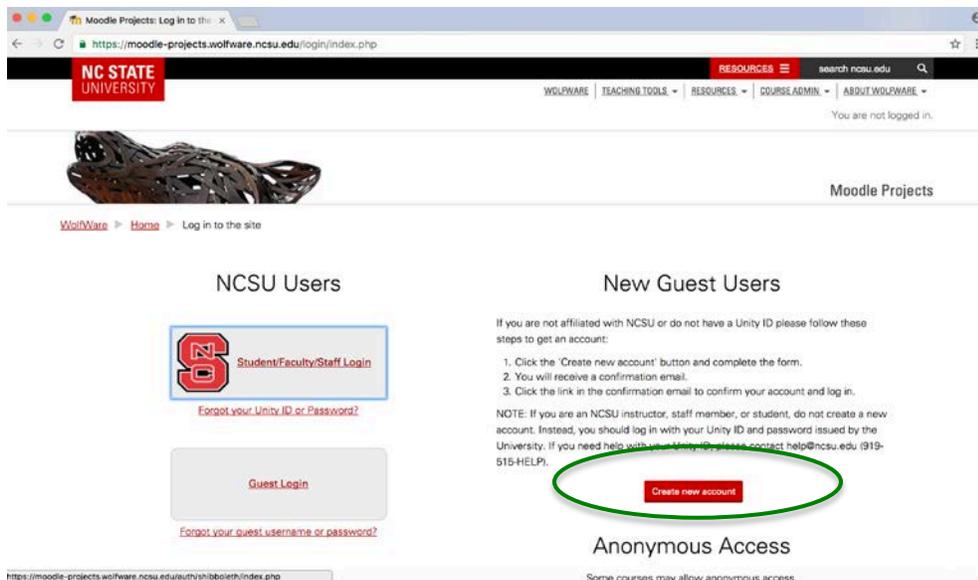
3. Complete the form to create a new Guest Login account. Make sure to follow the directions for choosing a user name and a password, and fill out all of the information next to the items with the red "*".

Answer the security question at the bottom by typing in the words shown in the pictures. If you're having trouble reading them and want to get new words, click the "Get another CAPTCHA" link. If you want to hear the words spoken, click the "Get an audio CAPTCHA".

When you are finished with the form, click "Create my new account" at the bottom of the page.

4. Check your email for the confirmation email. The subject line should read: "Moodle Projects: account confirmation." It may take several minutes for it to appear in your inbox. You may need to refresh your email inbox or check the junk or spam folder if it does not appear after several minutes.

5. Click the link in the email to confirm your account. It will direct your return to the Moodle website. Now you have successfully created a Moodle account!

   You will be able to search for and enroll in the HACCP In Your Schools: Part 1 and HACCP In Your Schools: Part 2 courses by clicking on the red "Courses" button.
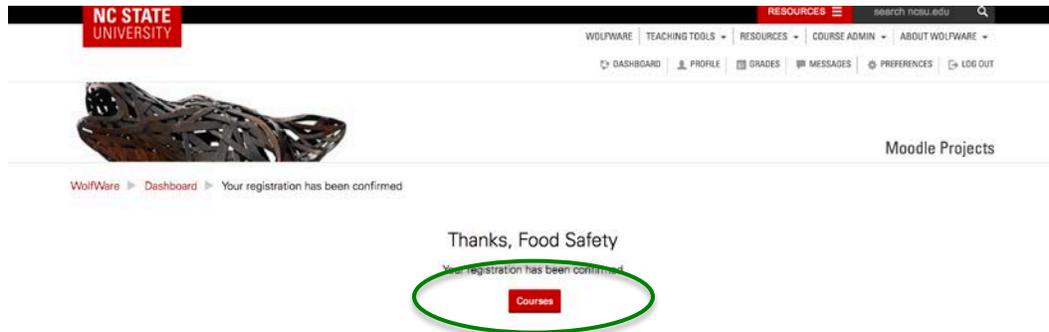
6. If you are ready to enroll in and access the courses now, follow the instructions for "Step 2: Enrolling in Moodle Courses". Please note: you will perform steps 1-6 above only once. Subsequently, enter the username and password just created to log on and enroll or continue your courses.

Step 2: Enrolling in Moodle Courses

Now you have a user account for Moodle and can enroll in HACCP In Your Schools: Part 1 and HACCP In Your Schools: Part 2. If you decide not to enroll in both courses now, you can enroll in the other course by logging back into your Guest User account and clicking the "Courses" link on the left side bar of your home page. This will take you to STEP 1 below.
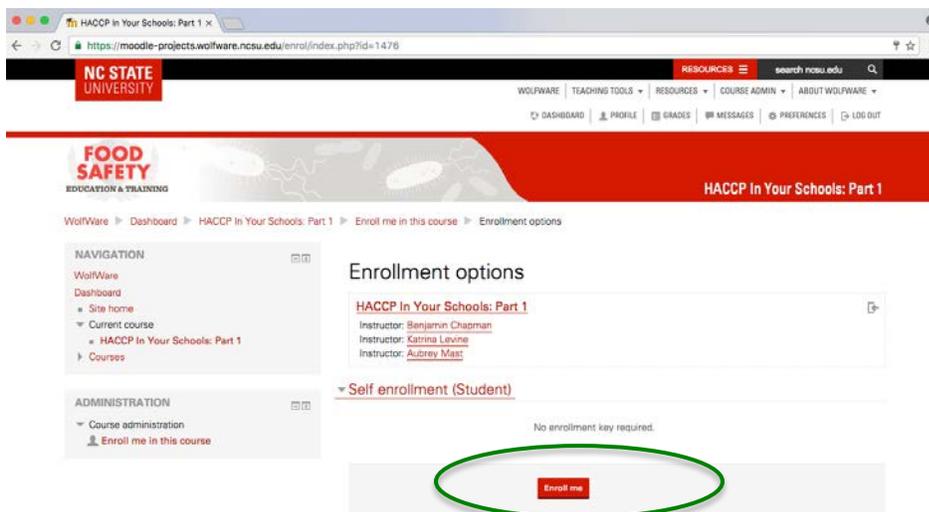
1. Type "**HACCP In Your School**" into the search bar and click "Go".
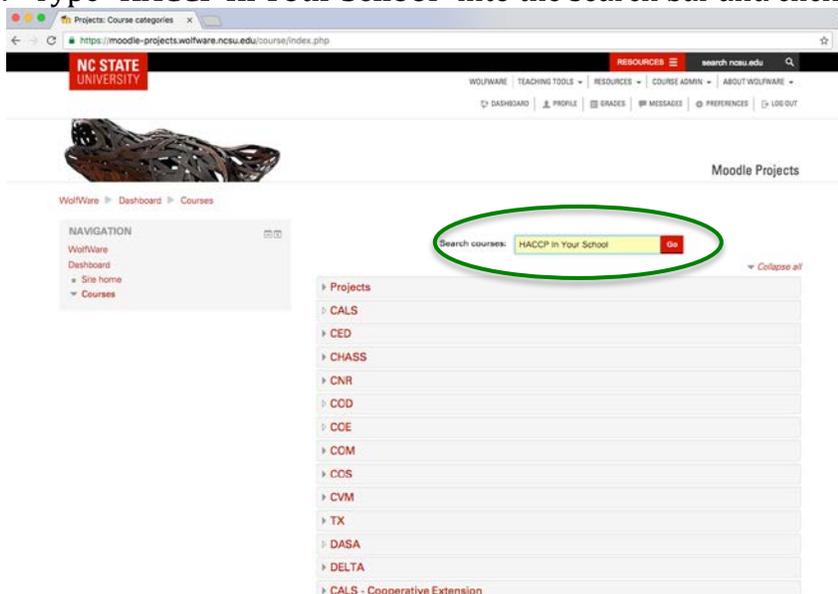
2. Click "HACCP In Your Schools: Part 1" **FIRST** to enroll in this course. **You will need to complete this course first before starting "HACCP In Your Schools: Part 2". However, you can enroll in both now.**
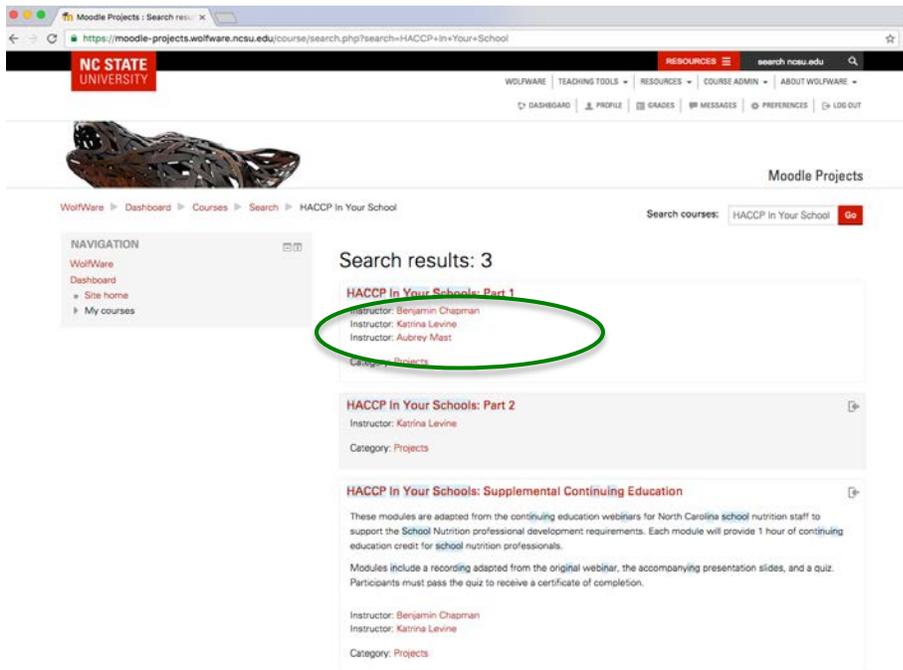
3. Click the red "Enroll me" button at the bottom to self-enroll as a student.

4. You have now enrolled in HACCP In Your Schools: Part 1. You should receive an email confirmation from the instructor. You may continue and complete Part 1 of the course OR go to step 6 and also enroll in Part 2.

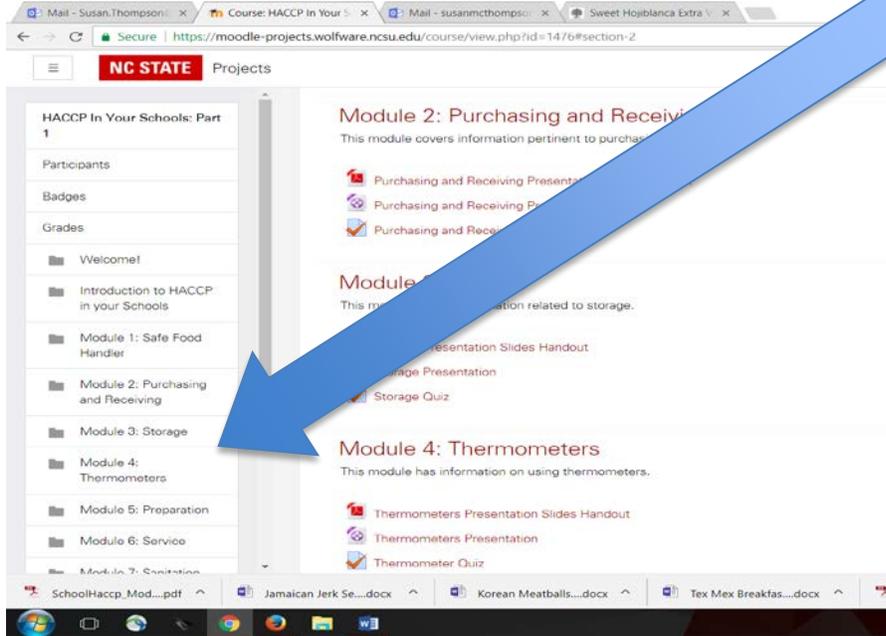5. You may start or return to any module by clicking on the module name on the left side of the screen.

6. You may go back and enroll in HACCP In Your Schools: Part 2 by clicking on "Site home" towards the top of the left side bar.
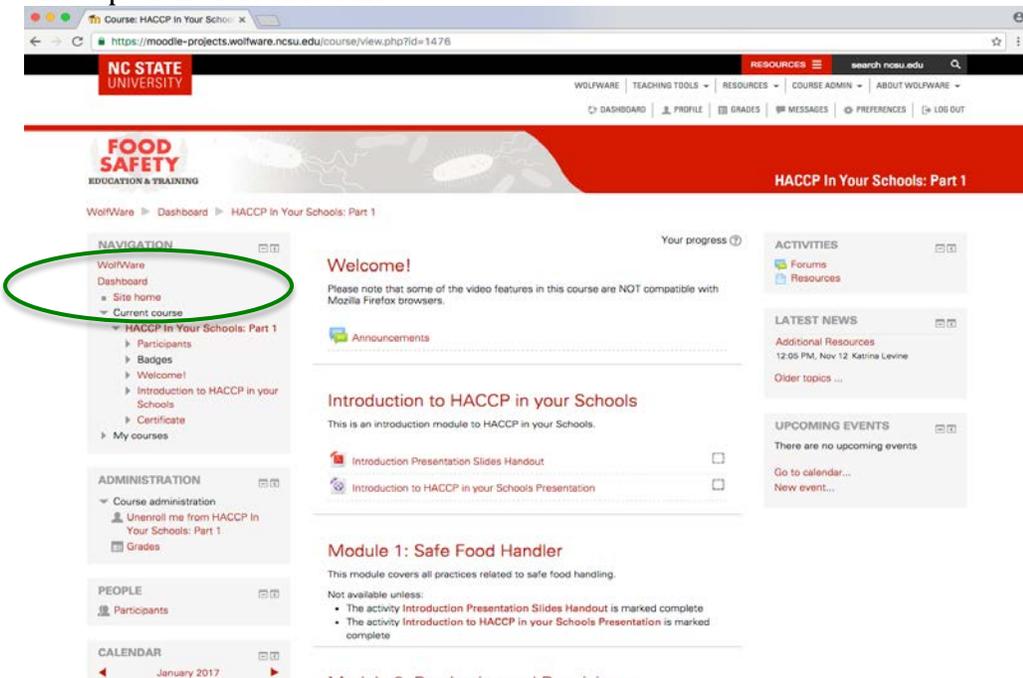
7. In the search bar, type in "**HACCP In Your School**". This will take you to the courses page again.
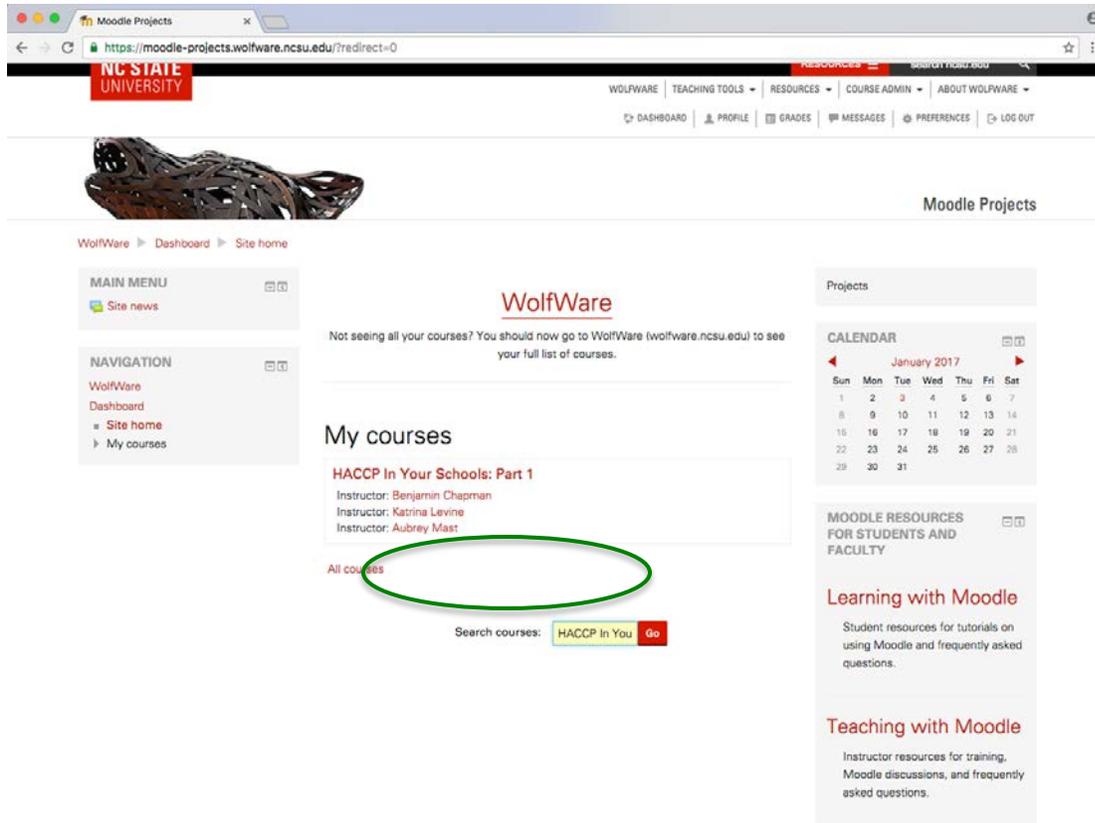
8. This time, select "HACCP In Your Schools: Part 2". Click the red "Enroll me" button at the bottom to self-enroll as a student.

9. You have now enrolled in HACCP In Your Schools: Part 2. You should receive an email confirmation from the instructor.

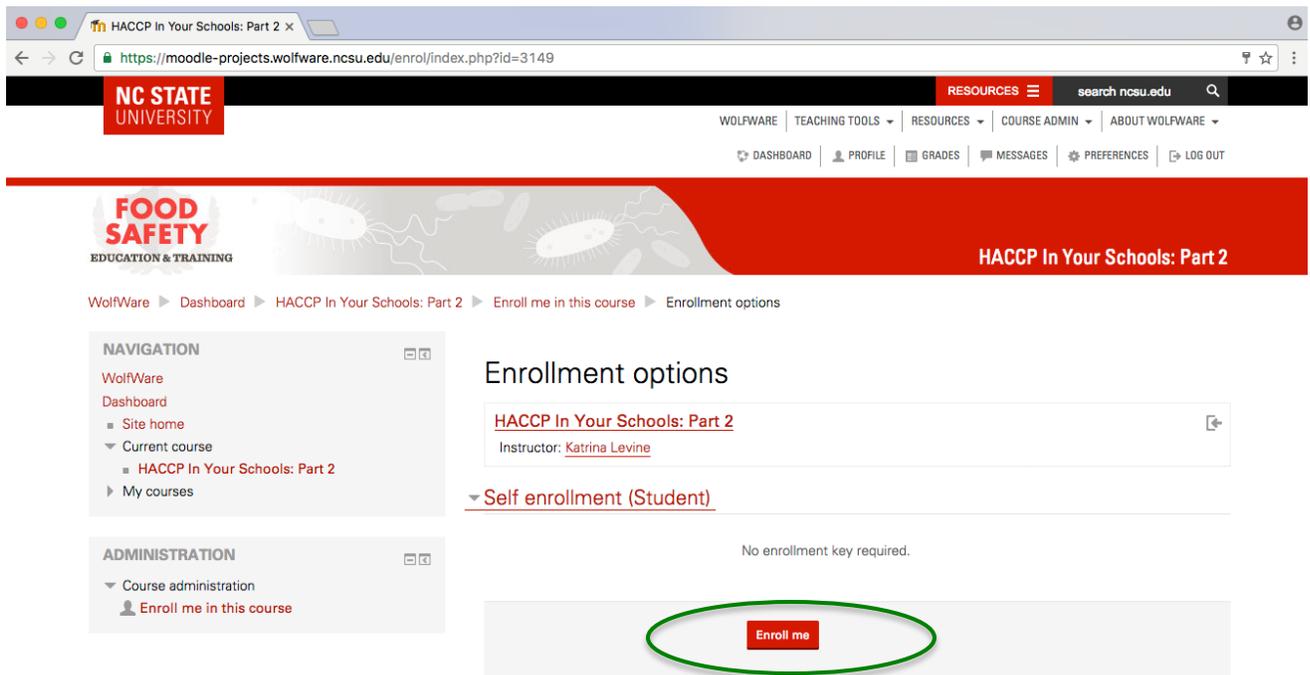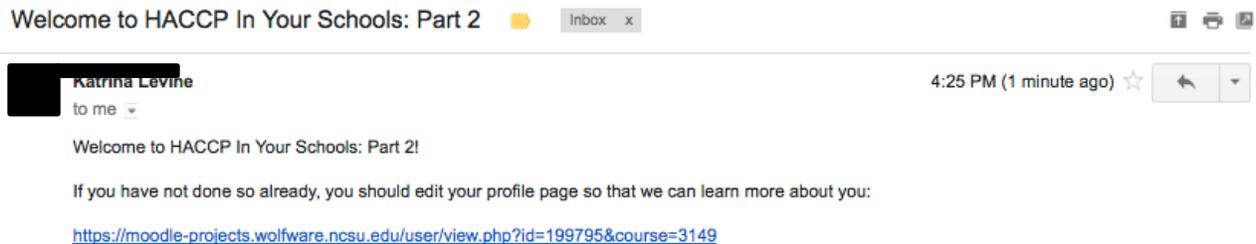10. You will navigate through the part 2 modules like part 1. After you download the handout slides and watch the presentation, you will be able to take the quiz for that module. Quizzes have approximately 8-10 questions, and you must pass with an 85% or greater to receive credit for the module (don't worry, you're allowed many attempts to take each quiz). After you have gone through the module and passed the quiz, you will be able to print a certificate. If you are not wishing to complete all 4 credit hours now, you can download the individual certificate for each module (1 credit hour per module).

If you need to report completion of all 4 modules in Part 2 (4 credit hours total, 1 hour per module), you can receive a 4-hour certificate for Part 2 after filling out the evaluation linked at the bottom of the home page for this course. A link to download the certificate will be given at the end of the evaluation.

You can use the two 4-hour certificates (one each for part 1 and 2) when submitting proof of food safety core course to SNA for certification. Information about certification is found at the weblink below:
https://schoolnutrition.org/certificate/

Notes:

- Log in at https://moodle-projects.wolfware.ncsu.edu/ with your username and password when you want to start or return to the course.
- Some of the video features in this course are NOT compatible with Mozilla Firefox browsers. Consider using Google Chrome or Internet Explorer.

- Be sure to click the module name AFTER watching each video to be able to take the quiz move to the next module. You can click on the Module Names on the left side of the screen at any time to return to a module or to continue to the next module.

- The first 2 blocks must contain check marks before one can attempt the quiz and move to the next module. You should access and download the handouts before you watch the presentation. If you have completed the 2 required tasks and check marks do not appear, refresh your screen with the F5 key, refreshing or reloading the web page, or log out and log in to the course again.
- A link to complete the evaluation will become available after passing all quizzes with a grade of 85% or higher. Participants are allowed many attempts to pass each quiz. After an unsuccessful attempt to pass, participants should review the rationale for each answer, watch and listen carefully to the presentation again, and ask questions of the manager or supervisor if still unclear about the material.
- After successfully completing all quizzes, complete the course evaluation and print your Certificate of Completion.
- After completion of Part 1, participants may complete Part 2. Completion of both Part 1 and Part 2 provides 8 hours of professional development and the certificates obtained may be used for School Nutrition Certification Food Safety Core Course requirements.
- Contact Susan Thompson at susan.thompson@dpi.nc.gov or 919-218-4090 with questions.