

1 Familiarize

Familiarize yourself with sessions to be offered, and make a note of sessions that interest you. A list of all upcoming sessions is available on the Bridging the Divide [website](#) as well as on [Moodle](#). Sessions are offered through our Content Experts.

Financial Literacy

Lead: Dr. Brian Bolton,
brian.bolton@louisiana.edu

Mental Health

Lead: Dr. Kevin Yaudes,
kyaudes@mcneese.edu

Grants & Research

Lead: Carla Howell,
howellc@nsula.edu

Online Teaching & Learning

Lead: Dr. Will Rogers,
wirogers@ulm.edu

Technical Assistance

The Moodle system used for Bridging the Divide is hosted and maintained by Louisiana Tech University. Technical problems with the ULS Moodle system should be referred to the Louisiana Tech Help Desk.

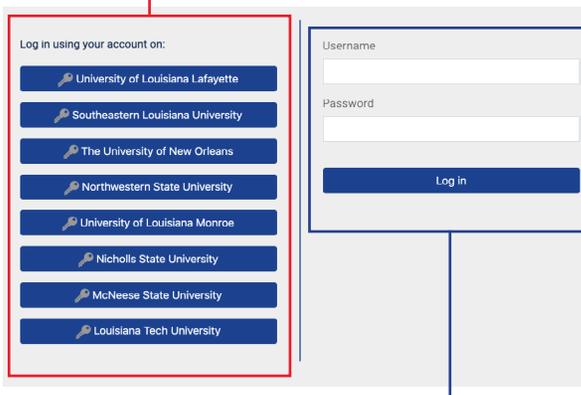
helpdesk@latech.edu 318.257.5300

Monday-Thursday: 7:30am – 5:00pm
Friday: 7:30am – 12:30pm

2 Login

The first step towards participating in Bridging the Divide professional development sessions is to login to the training site at ulstraining.latech.edu.

If your institution has allowed single sign-on, a link will appear in the menu on the left side of the login page. This will direct you to your institution's login page where you will use your institutional username and password to access Moodle.



The screenshot shows the Moodle login interface. On the left, under the heading "Log in using your account on:", there is a vertical list of blue buttons with university logos and names: University of Louisiana Lafayette, Southeastern Louisiana University, The University of New Orleans, Northwestern State University, University of Louisiana Monroe, Nicholls State University, McNeese State University, and Louisiana Tech University. To the right of this list is a login form with fields for "Username" and "Password", and a "Log in" button.

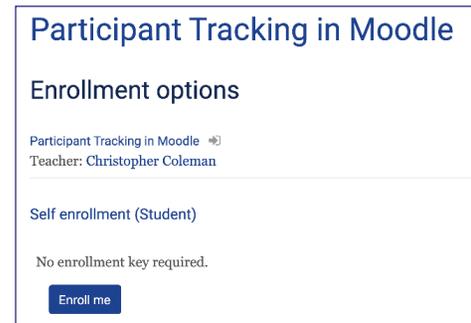
If your institution does not have a link, you must login locally. Users with accounts from last year can login using the same information and can [reset their password](#) if needed. Users needing an account can request one be created by contacting the Louisiana Tech University Help Desk.

It is recommended that you login at your earliest opportunity to verify Moodle access. If you encounter problems logging in, contact the Louisiana Tech University Help Desk for assistance.

3 Enroll

Once you have selected the sessions you are interested in taking, you must enroll yourself. Sessions will be made available 48 hours in advance of their scheduled start date.

To enroll in a live session, scroll to the bottom of the Moodle homepage to "Session Categories" and click the "Available Sessions" link under your preferred track. In the list of sessions displayed, scroll down to find the session you want to take and follow the link to a page similar to the one pictured here:



The screenshot shows a Moodle page titled "Participant Tracking in Moodle". Under the heading "Enrollment options", there is a link for "Participant Tracking in Moodle" with a right-pointing arrow and the text "Teacher: Christopher Coleman". Below this, there is a section for "Self enrollment (Student)" with the text "No enrollment key required." and a blue "Enroll me" button.

To enroll in the session, click the "Enroll me" button. You should receive access immediately and an e-mail confirming enrollment. Note that even after enrolling, session content may not be visible until the published start date.

Once courses have been facilitated live, they will be moved in the "Completed Sessions" category under each track. You can still enroll in these sessions for self-paced participation, and we hope that you will take the time to explore as many session as you find interesting. Unfortunately, however, we cannot award badges or certificates for completion of self-paced sessions.

4 Participate

After enrolling, familiarize yourself with the course contents and expectations of the session facilitator.

You are free to participate as little or as much as you like in sessions; however, you must complete all assessments satisfactorily to receive a session badge.

5 Finish

Nothing is required from you at the end of a session. If you have participated and met the requirements of the session.

FAQs

Q. How long will I have access to sessions?

A. In service to the ULS community, Louisiana Tech University plans to support Bridging the Divide Moodle site at ulstraining.latech.edu as long as Bridging the Divide is offered in the summers, plus at least one year. You should have access to the site as long as your login credentials are valid at your ULS institution.

Q. Can I enroll late in a session?

A. Yes. You are welcome to enroll in a session at any time - including 2020 sessions. Please note, however, that enrolling in a session late can make it difficult to complete live session requirements and badges are no longer awarded for past sessions. As a result, you may be unable to earn a session badge.

Q. I enrolled in a session by mistake. Can I unenroll myself?

A. Yes. Exactly how to do this depends on the Moodle theme you are using. By default all users from Moodle-using schools except Louisiana Tech and UNO use the “Boost Campus” theme. In Boost, click the gear icon beneath the breadcrumb and click the “Unenroll me” menu option.

Users from Grambling, Louisiana Tech, UNO, and the ULS office use the “Snap” theme by default. In snap, open the Course Dashboard by clicking the link beneath the course table of contents, and then click the “Unenroll me” button at the top of the page.

Q. I have a problem with my course. Whom should I contact?

A. Technical problems should be addressed to the Help Desk at Louisiana Tech University for initial diagnosis. Instructional problems should be addressed to your facilitator.

