Technology Guide for PSR Flex Students

*September 2015*

Welcome to Pacific School of Religion’s Flexible Learning program. This brief guide will help you acclimate to the technology so that you can focus on what’s important: your education.

The Flex Learning program uses various educational technology tools, depending on the needs of the particular course. This guide discusses two of the most commonly used tools: Moodle and Zoom. Almost all courses use Moodle for asynchronous (not at the same time) learning. Courses with “synchronous” (simultaneous) learning use Zoom. Many courses use both tools.

If you have a computer purchased within the past three years and a fast Internet connection, you should have little trouble using these. PSR staff are ready to help you with any technology concerns – do not hesitate to write or call with if you have questions.

Laurie Isenberg
Director of Community & Continuing Education
flex@psr.edu | 510.849.8227
Moodle

Moodle (http://moodle.gtu.edu) is the Graduate Theological Union’s interactive learning platform that is used to teach asynchronously (non-simultaneously).

Moodle Username & Password

The PSR Registrar issues a WebAdvisor username and password to every student for course registration. The same WebAdvisor username and password is used to log in to Moodle.

If you do not know your username and/or password or are having difficulty logging in, use the “Lost Password” link on the Moodle welcome page to request that information via email. If you were issued a PSR email account (@ses.psr.edu), it is likely that your login information will be sent to that account.

Course Enrollment Key

Each course has an “enrollment key,” which is a course-specific password. The instructor will email this enrollment key to you. Be sure to check your PSR email account for this information.

Required equipment

1. Computer with speakers
2. Internet connection – broadband wired or wireless (3G or 4G/LTE)
3. Web Browser Plug-Ins
   a. The latest version of these Adobe products are required for most classes:
      i. Adobe Reader (http://get.adobe.com/reader/)
      ii. Adobe Flash Player (http://get.adobe.com/flashplayer/)
   b. The latest version of these other media players are also suggested:
      i. Windows Media Player (http://windows.microsoft.com/en-US/windows/downloads/windows-media-player) -OR-
ii. Apple Quicktime (http://www.apple.com/quicktime/download/)

Issues with AOL

Do not use AOL email or the AOL browser. Moodle does not work well with AOL, and mail may not be delivered. IT staff can help you acquire a free, non-AOL email address or browser.

Accessing Courses

1. Know your Moodle username and password and also the course enrollment key. (see above)

2. Open Internet Explorer or Firefox (recommended for Mac users) or Safari (second choice for Mac users) and go to http://moodle.gtu.edu. Notice that there are no w’s in that address.

3. Enter your username and password in the upper left-hand corner and click on the “Login” button. (see above)

4. Scroll down to the “Course categories” bar. You may either:
   a. Type a key word from the title of the course into the “Search courses” box and click “Go.” -or-
   b. Select the appropriate semester and browse to your course. Click on the course name.

Using Discussion Forums

1. You will likely be asked to type comments into a “discussion form”. You can identify discussion forms by the speech bubble icon:

2. Clicking on the icon will open the forum. There are typically (1) instructions or a question at the top, (2) a button allowing you to post your thoughts, and (3) a list of responses of others, with the most recent posts on top. Click on the topic of a class-mate’s posting to read and reply to it.
3. Click on the “Add a new discussion topic” button to make a contribution. Type in a brief subject on the “Subject” line, then type your comments into the “Message” box, then click on the “Post to forum” button.

Help

See [http://www.gtu.edu/library/students/moodle-help](http://www.gtu.edu/library/students/moodle-help) or contact the GTU Moodle Administrator at moodle@gtu.edu if you have technical difficulties with Moodle.

The PSR Director of Community & Continuing Education can answer questions about online learning strategies and can help you navigate PSR as an online learner. Do not hesitate to write or call with if you have questions. Contact flex@psr.edu or call 510.849.8227.
Zoom

Pacific School of Religion is using Zoom.us to enable groups of people to communicate synchronously (simultaneously), in real time from various locations. Zoom.us is a video meeting service that works on iPads, iPhone, Windows and Mac.

What you need from PSR

Your instructor will provide you with the web address of your Zoom class meeting.

Required equipment

1. Computer or mobile device
2. Internet connection – broadband wired or wireless (3G or 4G/LTE)
3. Speakers
4. Webcam
5. Mobile device users ONLY: download the Zoom Cloud Meetings app from iTunes App Store or Google Play Store

See https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac for complete system requirements.

In advance of your first class session

Arrange a practice session with Flex staff. Contact the Flex Learning Office (flex@psr.edu, 510/849-8227).
**Using Zoom**

Click on the Zoom meeting web address that you receive from your instructor. You may be asked to install something the first time you use Zoom. You do not need to set up a Zoom.us account in order to use Zoom.

Once you are connected, click on the green “Join Audio by Computer” button. If you have network speed issues, you may wish to click “Join by Phone” instead and follow the conference call directions to access audio that way.

When you move your mouse over the Zoom window, a menu bar will appear at the bottom.

Click on “Chat” to open the text chat window. You may resize and/or drag the chat window to the side so that it does not obstruct the main window. It is best to leave the chat window open throughout your webinar.

**Questions?**

The PSR Director of Community & Continuing Education can answer questions about online learning strategies and can help you navigate PSR as an online learner. Do not hesitate to write or call with if you have questions. Contact flex@psr.edu or call 510.849.8227.