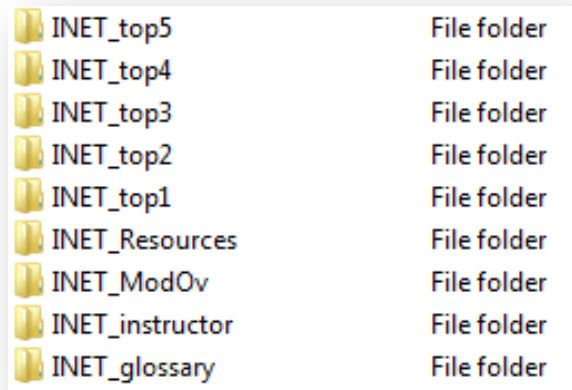


Workplace Ready Module Setup Moodle™ - Internet Use and Safety

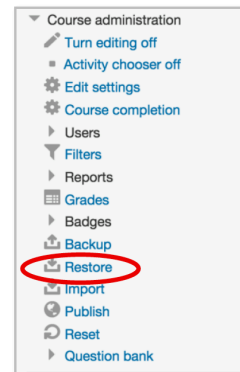
In order to set up the *Internet Use and Safety Module* on a Moodle™ server, please refer to the step-by-step directions below.

1. Create a new directory on the Moodle™ server named, **INETblended**, in the resource folder. The file path for this is as follows:
.../server/moodle/mod/resource/INETblended
2. Put a copy of the Workplace Ready (WPR) Module files and folders in this newly created **INETblended** folder. The **INET_blendedbackup-nu.mbz** does not need to be installed onto the server but should be copied to your desktop. This file will be used in step #4. The file structure should look like the following image:



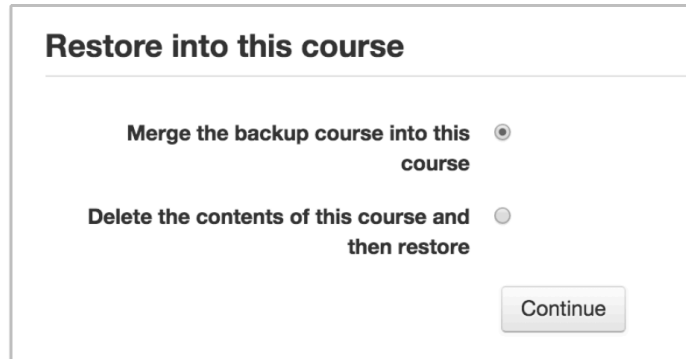
INET_top5	File folder
INET_top4	File folder
INET_top3	File folder
INET_top2	File folder
INET_top1	File folder
INET_Resources	File folder
INET_ModOv	File folder
INET_instructor	File folder
INET_glossary	File folder

3. After the WPR files and folders have been installed on the Moodle™ server, create a course in Moodle to follow a Topics Format with 8 sections.
4. From inside this newly created course shell in Moodle™, run a Restore process using the **INET_blendedbackup-nu.mbz**. The suggested steps for this process are as follows:
 - a. Turn editing on by clicking on the button in the course shell
 - b. In the Course Administration widget, click **Restore**
 - c. Import the **INET_blendedbackup-nu.mbz** file, click **Restore**, and follow the Moodle™ window prompts:



1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

- Confirm Page: Click **Continue**
- Destination Page: Use the **Restore into this course** Section and click **Continue**

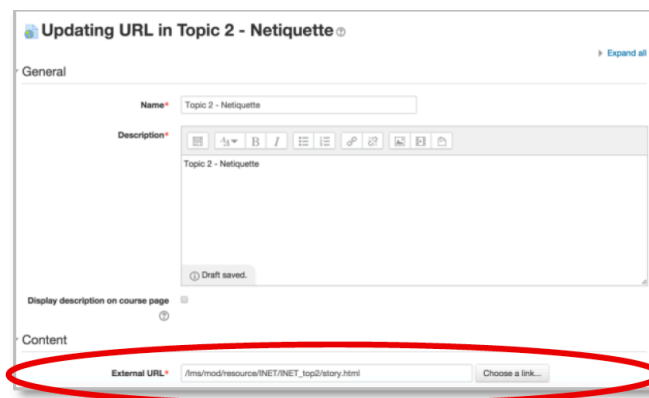


- Settings Page: Click **Next**
- Schema Page: Click **Next**
- Review Page: Click **Perform restore**
- The process runs automatically and then displays the Complete Page: Click **Continue** to return to the populated course

5. Check that each link works properly. If a window does not open up with displayed content, modify the link to match the naming convention of the Moodle™ server in which the course files were installed. In order to check a link, follow the steps below:

- a. Click the cog icon or selected **Edit Settings**
- b. Modify the **External URL** path to correlate with the Moodle™ server: `/mod/resource/INETblended/(FOLDERNAME)/story.html`. In some instances, a server title might precede the URL: `(SERVER Name)/mod/resource/INETblended/(FOLDER NAME)/story.html`

NOTE: Always link to the story.html file even though the folder contains other .html files



- c. Click **Save and return to course** to view the working link.
- d. Repeat this process for the following nine links in the course:
 - Instructor's Guide
 - Module Glossary
 - Module Resources
 - Module Introduction
 - Topic 1 – Security
 - Topic 2 – Netiquette
 - Topic 3 – Risks
 - Topic 4 – Social Media
 - Topic 5 – Digital Information

6. Once the course is set up, it should look like the following images:

Internet Use and Safety

Instructor's Guide



Welcome to the Internet Use and Safety Module. There are five lessons, listed as topics, in this module. Each topic consists of content, self-checks, and quizzes. You may use the links below at any time in the course to assist you. The *Module Glossary* and the *Module Resources* links have helpful content that will support your learning.

Module Glossary

Module Resources

News forum

Your progress

☐

Module Introduction

Begin this module by clicking the *Module Introduction* link below. You will quickly understand why learning about Internet Use and Safety is so important.

Module Introduction

Topic 1 - Security

In Topic 1, you will learn about online security. Click the *Topic 1 - Security* link below to get started.

Topic 1 - Security

Topic 2 - Netiquette

In Topic 2, you will discover the importance of using good netiquette. Click the *Topic 2 - Netiquette* link below to get started.

Topic 2 - Netiquette

Topic 3 - Risks

By the end of Topic 3, you will be able to identify different risks that you can encounter online. Click the *Topic 3 - Risks* link below to get started.

Topic 3 - Risks

3

Topic 4 - Social Media

In Topic 4, you will see how social media can be used both positively and negatively. Click the [Topic 4 - Social Media](#) link below to get started.

 [Topic 4 - Social Media](#)



Topic 5 - Digital Information

In Topic 5, you will explore different types of digital information. Click the [Topic 5 - Digital Information](#) link below to get started.

 [Topic 5 - Digital Information](#)



Module Survey

Now that you have completed the module content, please complete a brief survey about your experience. After you finish answering these questions, you will be able to take the Module Assessment and receive your Certificate of Completion. Please click the [Module Survey](#) link below to get started.

 [Module Survey](#)

Module Assessment

After you have successfully completed each topic in this module, you should be ready to take your final assessment. The Module Assessment will allow you to demonstrate what you have learned in this module. Click the [Assessment](#) link below to begin. You must earn a score of 75% or higher to receive your Certificate of Completion.

 [Module Assessment](#)



NOTE: If you are viewing this content on a mobile device, you should download the free app *Articulate Mobile Player*. This is a free app available for iOS® and Android™ operating systems.