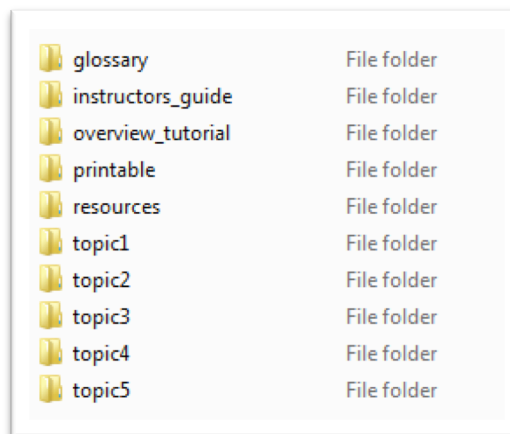


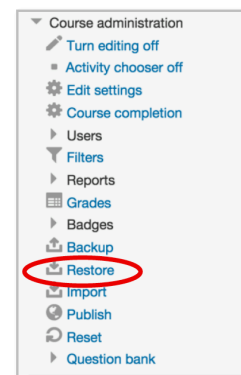
Workplace Ready Module Setup Moodle™ - Locating Information

In order to set up the *Locating Information* Module on a Moodle™ server, please refer to the step-by-step directions below.

1. Create a new directory on the Moodle™ server named, **LIblended**, in the resource folder. The file path for this is as follows:
.../server/moodle/mod/resource/LIblended
2. Put a copy of the Workplace Ready (WPR) Module files and folders in this newly created **LIblended** folder. The **LI_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:



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 **LI_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 **LI_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**



Restore into this course

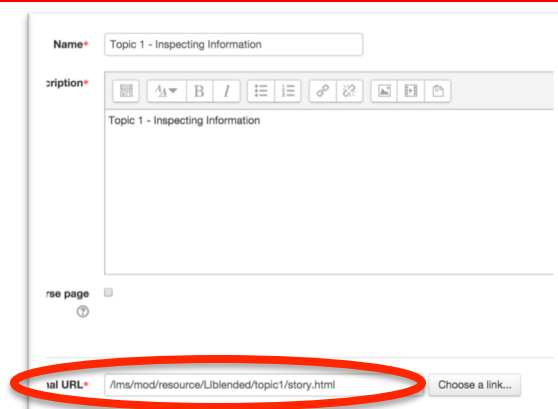
Merge the backup course into this course ☒

Delete the contents of this course and then restore ☐

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/Liblended/(FOLDERNAME)/story.html`. In some instances, a server title might precede the URL: `(SERVER Name)/mod/resource/Liblended/(FOLDER NAME)/story.html`

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



Name* Topic 1 - Inspecting Information

Description* Topic 1 - Inspecting Information

Resource page ☐

External URL* /ms/mod/resource/Liblended/topic1/story.html Choose a link...

- 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 Tutorial and Overview
 - Topic 1 – Inspecting Information
 - Topic 2 – Pulling It Together
 - Topic 3 – Am I On The Right Track?
 - Topic 4 – Working It Out
 - Topic 5 – The Choice Is Yours

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

Locating Information

 [Instructor's Guide](#)



Welcome to the Locating Information Module. There are five lessons, listed as topics, in this module. You must visit each topic at least once to access the assessment. 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](#)
-  [Module Overview](#)
-  [Content in Print](#)

Module Introduction

Begin this module by clicking the *Module Tutorial and Overview* link below. You will quickly understand why learning about Locating Information is so important.

 [Module Tutorial and Overview](#)



Topic 1 - Inspecting Information

In Topic 1, you will discover how to recognize elements of data from a variety of mediums. Click the *Topic 1 - Inspecting Information* link below to get started.

 [Topic 1 - Inspecting Information](#)



Topic 2 - Pulling It Together

In Topic 2, you will explore ways to summarize graphical data. Click the *Topic 2 - Pulling It Together* link below to get started.

 [Topic 2 - Pulling It Together](#)



Topic 3 - Am I On The Right Track?

By the end of Topic 3, you will be able to make an inference and draw conclusions from a given graphic. Click the *Topic 3 - Am I On The Right Track?* link below to get started.

 [Topic 3 - Am I On The Right Track?](#)



Topic 4 - Working It Out

In Topic 4, you will learn how to use graphical data to solve problems. Click the *Topic 4 - Working It Out* link below to get started.

 [Topic 4 - Working It Out](#)



Topic 5 - The Choice Is Yours

In Topic 5, you will explore how you can use data collected from trends. Click the *Topic 5 - The Choice Is Yours* link below to get started.

 [Topic 5 - The Choice Is Yours](#)



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.

 [Locating Information 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.