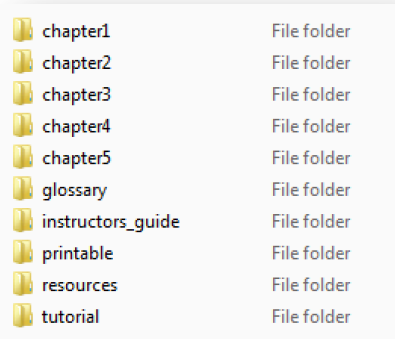# Workplace Ready Module Setup
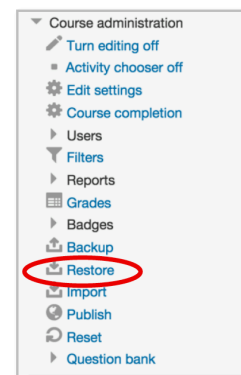# Moodle™ - Reading for Information

In order to set up the *Reading for 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, **RFIblended**, in the resource folder. The file path for this is as follows:
   …/server/moodle/mod/resource/RFIblended

2. Put a copy of the Workplace Ready (WPR) Module files and folders in this newly created **RFIblended** folder. The **RFI_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:

chapter1	File folder
chapter2	File folder
chapter3	File folder
chapter4	File folder
chapter5	File folder
glossary	File folder
instructors_guide	File folder
printable	File folder
resources	File folder
tutorial	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 7 sections.

4. From inside this newly created course shell in Moodle™, run a Restore process using the **RFI_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 **RFI_blendedbackup-nu.mbz** file, click ***Restore***, and follow the Moodle™ window prompts:

Course administration
- Turn editing off
- Activity chooser off
- Edit settings
- Course completion
- Users
- Filters
- Reports
- Grades
- Badges
- Backup
- Restore
- Import
- Publish
- Reset
- Question bank

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

c. Click **Save and return to course** to view the working link.
d. Repeat this process for the following ten links in the course:

- Instructor's Guide
- Module Glossary
- Module Resources
- Module Outline
- Content in Print
- Chapter 1 – Main Ideas and Details
- Chapter 2 – Understanding Word Meanings
- Chapter 3 – Specialized Language
- Chapter 4 – Applying Instructions
- Chapter 5 – Applying Information

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

Reading for Information

📄 Instructor's Guide
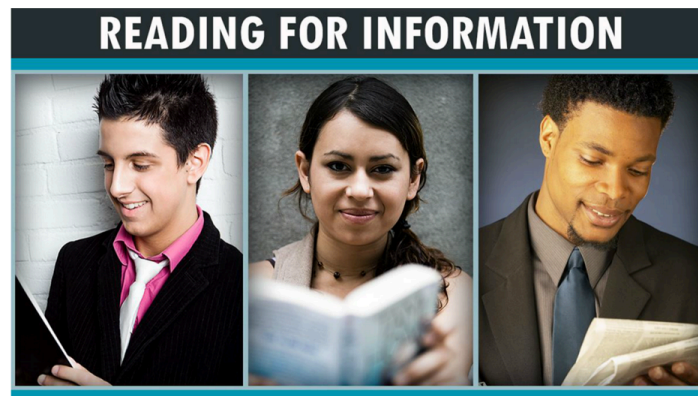
Welcome to the Reading for Information Module. This module is comprised of five lessons, which are listed as chapters. You must visit each chapter at least once in order to access the assessment. Each of these chapters includes content, self-checks, and quizzes. If you need assistance at any time during this module, please use the links below. The *Module Glossary* and the *Module Resources* links have content that will support your learning.

📄 Module Glossary
📄 Module Resources
📄 Module Outline
📄 Content in Print

💬 News forum

Chapter 1 - Main Ideas and Details

In Chapter 1, you will learn about main ideas and details. Click the *Chapter 1 - Main Ideas and Details* link below to get started.

Chapter 1 - Main Ideas and Details ☑

Chapter 2 - Understanding Word Meanings

In Chapter 2, you will learn how to understand word meanings. Click the *Chapter 2 - Understanding Word Meanings* link to begin.

Chapter 2 - Understanding Word Meanings ☑

Chapter 3 - Specialized Language

In Chapter 3, you will examine specialized language. Click the *Chapter 3 - Specialized Language* link to start.

Chapter 3 - Specialized Language ☑

Chapter 4 - Applying Instructions

Chapter 4 will discuss reading instructions and how to apply them. Click the *Chapter 4 - Applying Instructions* link to start this chapter.

Chapter 4 - Applying Instructions ☑

Chapter 5 - Applying Information

In Chapter 5, you will learn how to assess the validity of information and how to apply it appropriately. Click the *Chapter 5 - Applying Information* link below.

Chapter 5 - Applying Information ☑

Module Survey

Now that you have finished each chapter in this module, please complete a brief survey about your experience. After 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 chapter in this module, you should be ready to take your final assessment. This assessment will test your knowledge on the information covered throughout this module. You will need to receive a 75% or higher in order to receive your Certificate of Completion. Click the *Module Assessment* link below to begin.

Reading for 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.