

The Ohio Aspire Professional Development Network (PDN) houses most of its online courses on a site called Moodle. Accessing these courses is a simple process and just takes a few minutes to set up. The Moodle site can be accessed at [ohioaspire.org/online](http://ohioaspire.org/online). However, before you can complete a course in Moodle, you must register for the course through the [Ohio Aspire PD System](#).

**Step 1: Register for the course in the Ohio Aspire PD System. (If you have already registered for the course, please skip to step 2.)**

- A. Log in to the [Ohio Aspire PD System](#) using your name and Aspire System ID.
- B. Click on the link at the top of the page that says “Register.”
- C. Click on the link at the top of the page that says “self-directed options.”
- D. Choose the training you would like to register for, and click on the link.
- E. At the top right of the screen, click on the link that says “Register here!”
- F. On the page that comes up, click on the gray button that says Register for your training. Please make sure you don’t skip this step as your registration will not go through until you click that button.
- G. All the information you need for accessing the course will be found on the registration confirmation page. Print this page and save it. You are now ready to move to the [Moodle](#).

**Step 2: Locate your Moodle account information**

- A. Once your director has added you to the PD System, the Ohio Aspire PDN will create a Moodle account for you. Upon creation of this account, an email will be sent to the email address listed for you in the PD System. If you have not received that email, check your spam folder in that account. If it’s not there, you can contact the PDN to get your account information.
- B. Using the information provided in that email, log in to the [Moodle](#). Once you have successfully logged in, you will be prompted to change your password to something you know.

**Step 3: Enroll in the course you have selected.**

- A. Log in to Moodle.
- B. Select the course you wish to complete from the listing of courses on the left side of the screen.
- C. When you are prompted for an “enrollment key,” please enter the enrollment key for the course. This key was listed on the registration confirmation page when you registered for the course. To revisit the page to obtain the key, log in to the [Ohio Aspire PD System](#), click on the link titled “PD History,” and click on the name of the course. Please note that enrollment keys are case sensitive.
- D. Once the enrollment key is entered, you will have full access to the course.

**Step 4: Complete all parts of the course.**

- A. Complete all parts of the course. You will not be able to access the exit ticket until you have completed all parts of the course.
- B. Complete the exit ticket. You must fill out the exit ticket to complete the course and update your PD History.

**Step 5: Automatically update your PD History via the link in Moodle**

- A. To update your PD History, simply look for the section at the bottom of the page entitled “Mark as complete in PD System.”
- B. Once all required parts of the course have been completed, click on the link to update your PD History. The course will now show as “complete” in your PD History.
- C. A copy of your certificate will be available in your PD History for access at any time.

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If you need additional assistance with this process, please contact: