

# CourseConnect Educator Startup Guide – Moodle 3.3

revised Jun 2017 - SMN

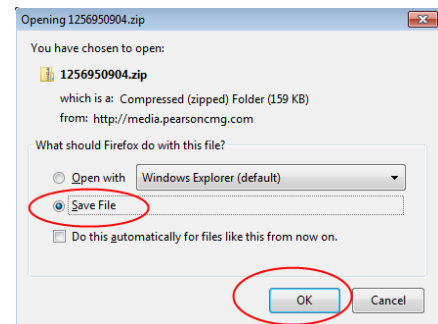
Thank you for choosing Pearson as your online learning provider. This document provides instructions for the following activities:

- 1) Downloading a CourseConnect course cartridge from Pearson
- 2) Loading that cartridge into Moodle 3.3
- 3) Registering to view online content

If you need more assistance after reading this document, please contact the Pearson Support team at <https://support.pearson.com/getsupport/s/>.

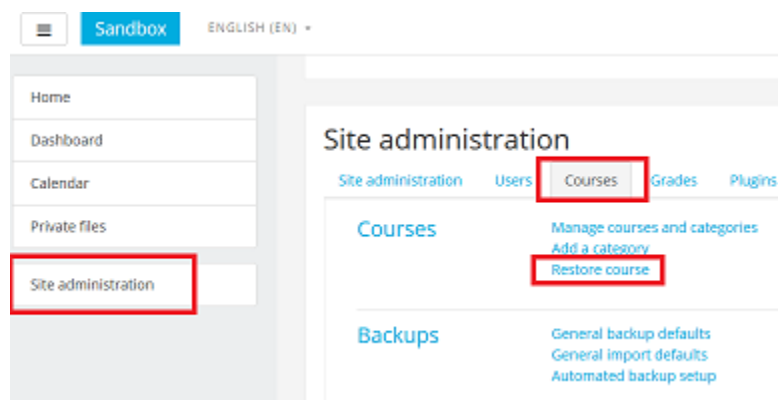
## Downloading Your Course Cartridge

When your course was completed, Pearson sent you an e-mail that contains a download link, as well as a username and password. When you click the download link, you'll be prompted to log in. After logging in, you'll immediately be asked to open or save a file. This file is a "course cartridge" – a compressed version of your course. You don't need to open the file or edit the contents. Just save it to your desktop, or somewhere else on your computer where you will be able to find it easily.

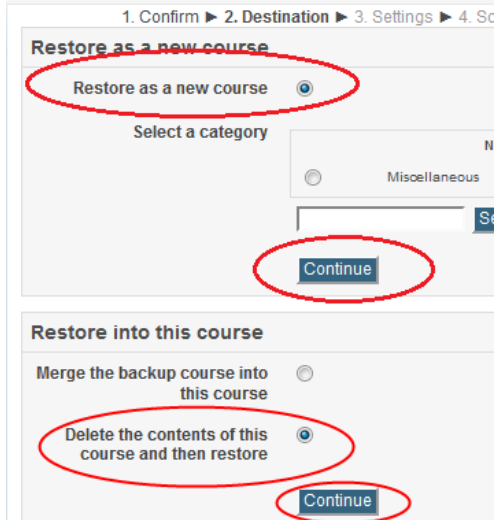


## Installing Your Course in Moodle

Log into Moodle and enter the course where you wish to install content. In the left side navigation bar, under Settings, click Site Administration, then Courses, then Restore Course.



Drag your course cartridge into the "Import a Backup File" area, and then click "Restore." You'll be taken to the "Backup Settings" screen, where you will see a long list of all course assets that are about to be loaded. It's safe to scroll to the bottom and click "Continue."



You'll arrive on a page where Moodle asks you to make a choice about where the backup file will be installed, and whether or not it will be added to existing content (we don't recommend this). Pearson suggests using the options "Restore as a new course" or "Delete the contents of this course and then restore." If you intend to install this course cartridge over the top of existing content, please consult with your local Moodle administration team.

Click Continue, and you'll arrive at a confirmation screen titled "Restore settings". Make sure that "Include Activities" and "Include Blocks" are checked, and then click Next.

You'll be taken to a screen where you can give the course a name (as it will appear on your Moodle server to instructors and students) and set a course start date. You'll also see a

long series of checkboxes that allow you to install portions of the course selectively, if desired. Under normal circumstances, you'll want all the boxes to be checked. After you've named the course, scroll to the bottom of the screen and click Next.

Finally, you'll see a confirmation screen where you can review the settings you've chosen. When you're satisfied, scroll to the bottom and click "Perform Restore". Moodle will begin installing the content. This usually takes just a few minutes, but will vary depending on the size of the course cartridge and the speed of your Moodle server.

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## Registering to View CourseConnect Content

You will need the following materials to complete this tutorial:

- 1) A CourseConnect course that has been installed in Moodle
- 2) An educator access code: this should have been provided by Pearson, via e-mail

Once the course is installed, you will be able to enter the course and try the content. However, several items within the course are Pearson 'protected' content and will ask you to login with Pearson before allowing you to view the content. Protected content includes the Lesson Presentations, Media Index, and Instructor Resources page.

Take the following steps to register for your course material:

- 1) Log into your course and click on *Start Here* to bring up the Pearson login screen. You can also get to this screen by clicking any protected content in the course. The login screen should open up in a new browser window or tab
- 2) Click the Register button for educators
- 3) Read our Privacy Policy and End User License Agreement; click *I Accept* when you are ready to proceed
- 4) "Do you have a Pearson Account?"

- a. Click *YES* if you have used Pearson products before. You can enter your Pearson username and password in order to use that login with CourseConnect
  - b. Click *NO* if you don't have a Pearson login or aren't sure. You'll be prompted to create a new username and password
- 5) Enter your access code at the bottom and click *Next*. If you get an error message when completing this step, make sure you typed your access code correctly. If the error persists, please note the full text of the error message and contact our educator support team
- 6) You'll be asked for your name, e-mail address, and the school where you teach; please fill out the form and hit *Next*
- 7) Click "*Log in Now*". You'll see a thank you message urging you to close the window and return to your course. However, if you close the entire web browser, you'll be logged out. Make sure you only close the extra window or tab that opened when you clicked the Start Here button.

After you have successfully registered, you won't need to use your educator access code again. On future visits to the course, take the following steps to view all course content:

- 1) Enter the Moodle course and click Start Here
- 2) At the login/registration page, enter your Pearson login as a "returning user" and click "login."