How to Request, Setup, and Access a Dual Credit Course using Moodle.

1. Begin by having discussion with the Dual Credit Coordinator, Academic Dean, Registrar, E-Learning Director, Information Technology Director or someone assigned from the department(s) for internal communication, and the High School Administrator(s) and Faculty teaching the Dual Credit course.
2. The NTU Information Technology (IT) department, NTU E-Learning department, and the High School Technology department along with the Dual Credit Faculty will need to meet to ensure internet access, computers, and other technical components are discussed and addressed at this stage.
3. The Dual Credit High School will need to help provide guidance and support to ensure the Student completes the following steps to ensure timely enrollment.
    a) *Meet with your high school counselor.*
    b) *Complete and submit the Dual Credit Student application and registration forms.*
    c) *Permission from Parents and High School.*
    d) *If you are Native American, submit copies of Certificate of Indian Blood (CIB)*
    e) *Submit copies of your high school transcripts.*
    f) *Provide ACT test scores or take the Accuplacer Placement Test.*

    IMPORTANT NOTE: More information can be found at url
    http://www.navajotech.edu/academics/dual-credit.

4. Once the dual credit course is approved, the NTU Registrar will work with the Dual Credit Coordinator to obtain all the necessary information. Once the Registrar creates the Jenzabar dual credit course and creates the student accounts with NTU ID, the Dual Credit Coordinator shares the information with the IT Database Administrator or IT support at its@navajotech.edu. The information with include the following information.
    a) Course Number, Name, and section, time, location, days and High School Name.
    b) Faculty Contact Information – First and Last Name, email, and phone. If the Faculty member is new, then they will need to obtain a NTU ID and follow the same process. (IT will help establish a NTU ID, Skyhawk Email, MyNTU and Moodle Account).
    c) Student Information – First and Last Name, and NTU ID Number. (IT will help establish a NTU ID, Skyhawk Email, MyNTU and Moodle Account).

    IMPORTANT NOTE: *Information Technology Department and E-Learning Department will need the contact informatio with the Dual credit faculty and student(s) Information listed above in order to move forward in ensuring the Moodle Course, Email, and MyNTU accounts are establish properly. The Instructor and all students are required to have a Skyhawk account to receive NTU correspondence and academic information. If they need a Skyhawk email account please contact your local IT site and be*

sure your student(s) have their class schedule or student ID as well. For distance learners call (505) 786-4208 or email its@navajotech.edu and have your student ID information. Chinle or Teec Nos Pos site call (928) 674-5764 or email ewatchman@navjaotech.edu.

5. Once they all have a NTU Skyhawk email account, go to NTU SKYHAWK Email or https://accounts.google.com/AddSession?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&hd=student.navajotech.edu&sacu=1#identifier to access your messages. You can also find the link on the NTU Website at http://www.navajotech.edu/, click on *"Student Email"* to the right of the page. Accessing/logging into their email will ensure the faculty and students can access their messages.

6. The E-Learning Department will email the Dual Credit Faculty and the Dual Credit Students on how to use Moodle, Access, and where to find information. This would be a great ***time to schedule*** a face-to-face Moodle training at the High School.

7. Once Moodle is setup and all have successfully logged into the Moodle, the scheduled face-to-face training will be done. Two separate sessions may need to occur, 1.) For the Faculty, 2.) For the Students, and 3.) Possible the on-site Information Technology High School Support.

8. If Moodle or NTU Technology resource problems occur during the course, feel free to send email to its@navjatech.edu or call (505) 786-4208. Chinle or Teec Nos Pos site call (928) 674-5764 or email ewatchman@navjaotech.edu. Before you call IT, complete the following basic task to resolve any minor issues.

- Restart the computer. Restarting the computer reconnects devices and network connections.
- Check your wireless or network connection is up and running. Windows – click on the wireless button to the bottom right of the screen. MAC OS – click on the topo right of the screen.
- Ensure all participants including the Instructor are all accessing the correct link and meeting days and times.

For More Information go to NTU E-Learning Webpage at http://www.navajotech.edu/campus-life/e-learning.

9. Always stay in Contact with the Dual Credit Coordinator throughout the course.
   The Dual Credit Benefits:
   - Earn credits for both high school and college in courses that are only offered at the college.
   - Learn what to expect from college while you're still in high school.
   - Discover or confirm what academic areas most interest you as possible career choices.
   - Dual Credit courses are free to the student – all tuition, books, and general fees are waived for participating students. More Information and Contact Information can be found at http://www.navajotech.edu/academics/dual-credit.