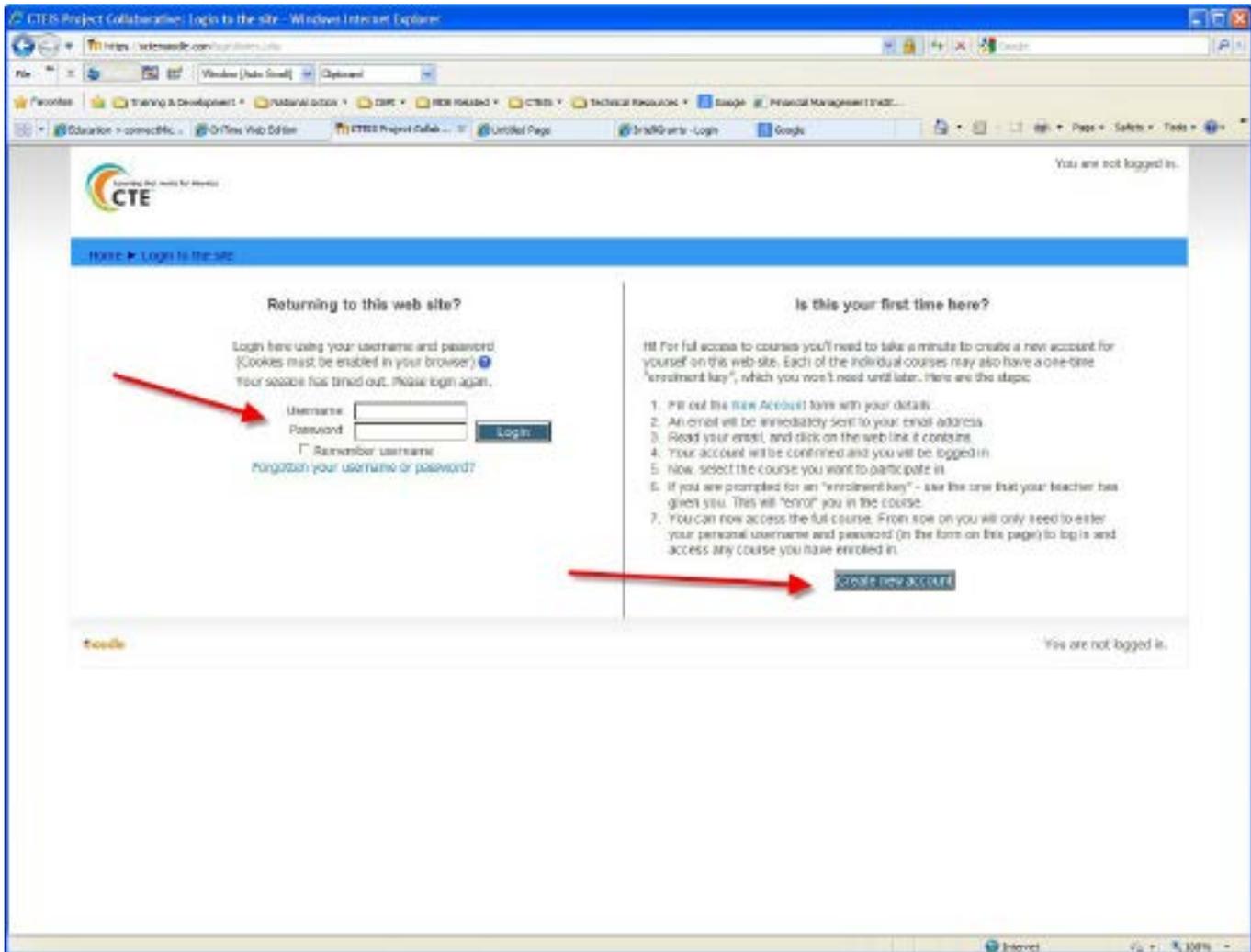


Directions for Accessing the Office of Career and Technical Education's Collaborative and Sharing Moodle Web Site

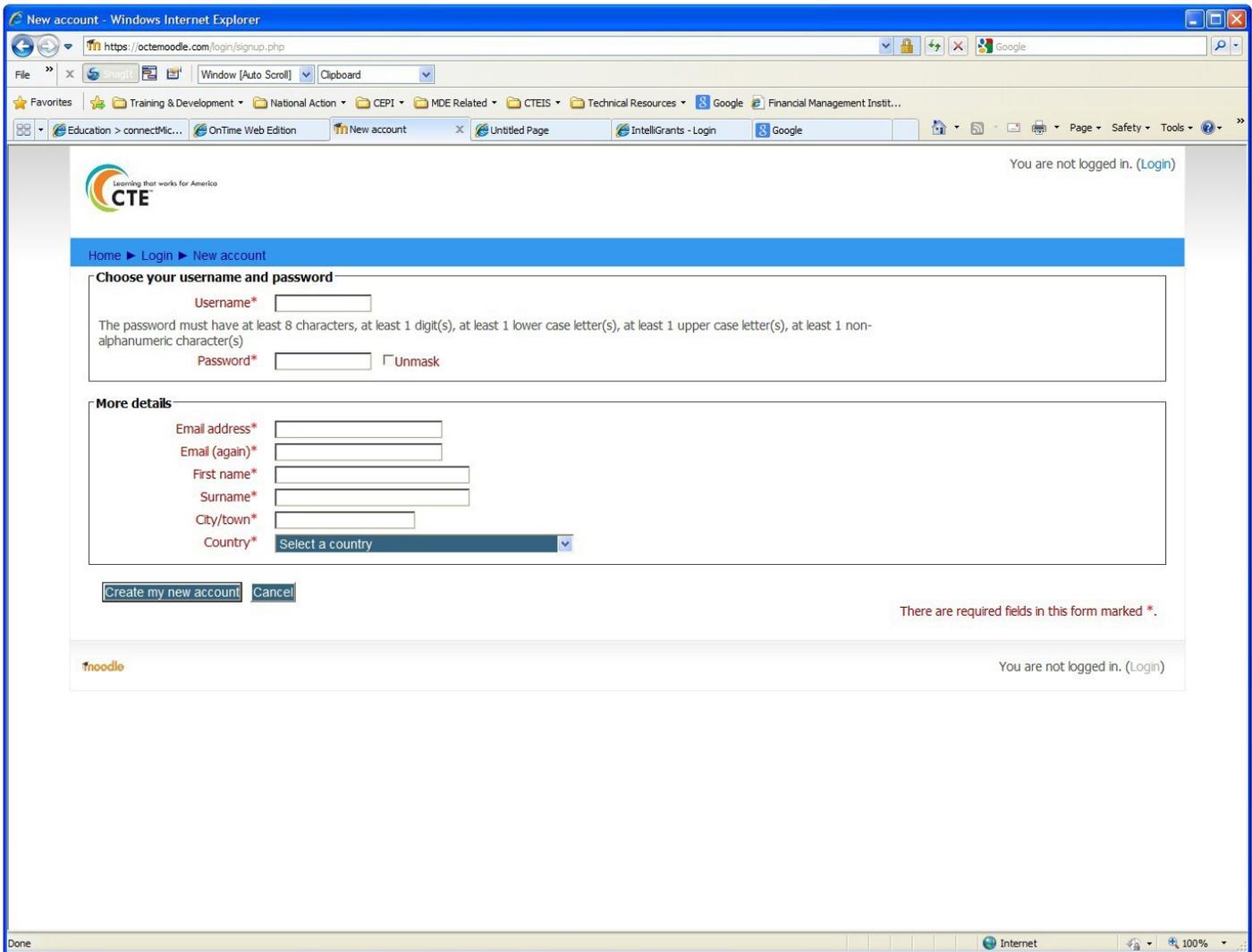
1. Go the [OCTE Moodle Site](#).
2. If an Internet Explorer browser is used, and it brings up a warning about entering a secure site – accept the certificate.
3. Select your work room category and work room:
 - a. Within OCTE Internal Project Rooms
 - b. Within the Michigan Project Rooms

The screenshot shows the OCTE Moodle website in Internet Explorer. The browser window title is "OCTE Project Collaborative - Windows Internet Explorer". The address bar shows "https://octemoodle.com". The page features a blue header with the OCTE logo and the text "Supporting the needs for Michigan". Below the header, there is a navigation menu on the left with "Home" and "Courses". The main content area is titled "Courses" and lists several categories: "MDE / OCTE Internal Project Rooms", "Michigan Project Rooms", "FOCTE Connect Project Rooms", "Cluster Referent Groups", and "Other Education Connect Rooms". A red arrow points to the "Hospitality & Tourism Assessment Cluster Referent Group" link under "Cluster Referent Groups". Below the course list, there is a search bar for courses. The "Course categories" section lists: "MDE / OCTE Internal Project Rooms (4)", "Michigan Project Rooms", "OCTE Connect Project Rooms (10)", "District Communication (5)", "Cluster Referent Groups (3)", and "Other Education Connect Rooms". There is another search bar for course categories. The right sidebar contains a calendar for April 2013 and a section titled "OCTE Project Collaborative" with a mission statement and "OCTE Mission Statement". The footer of the page says "You are not logged in. (login)".

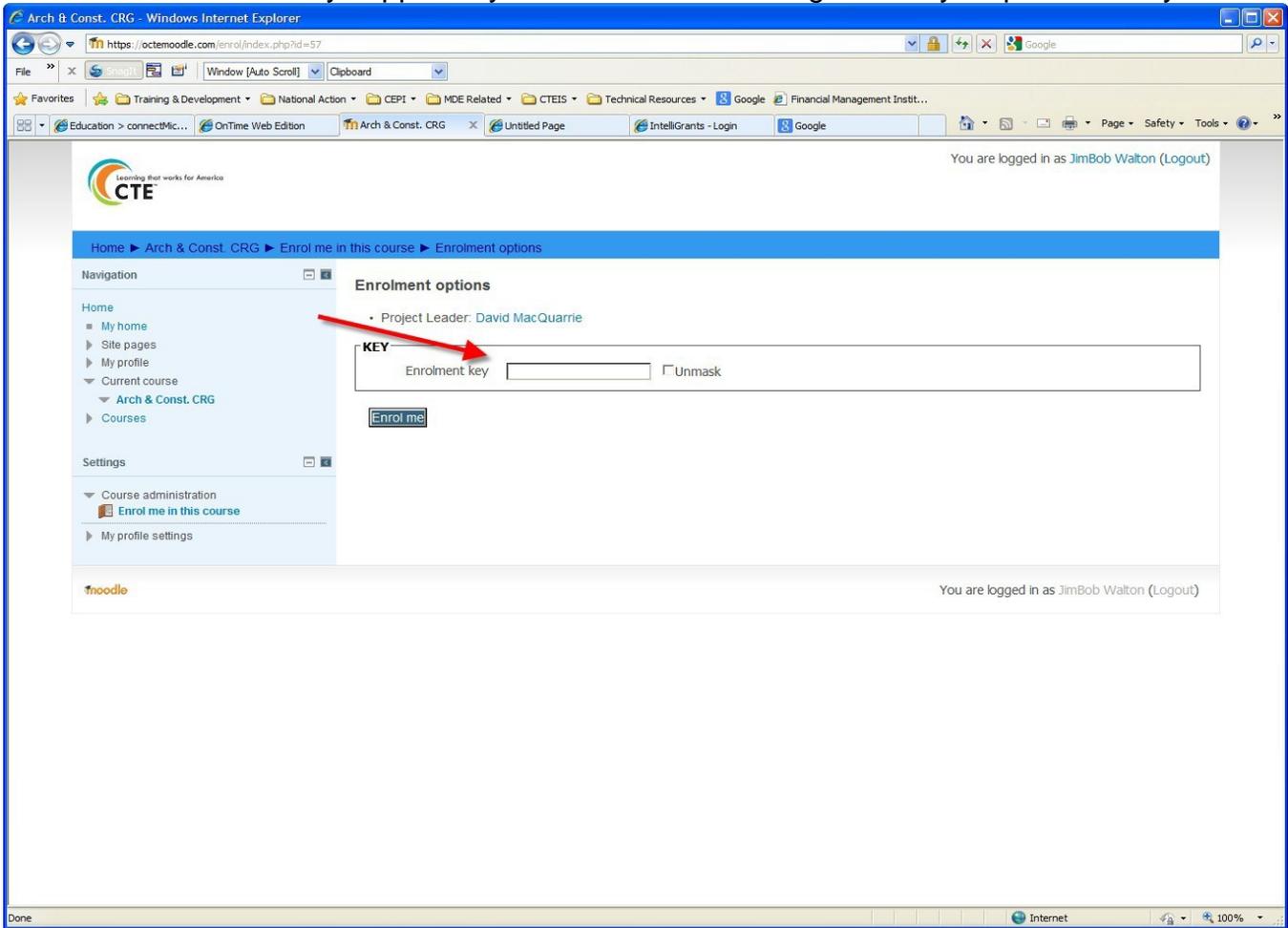
4. Either Create a New Account per the directions or Login with existing Username and Password.



5. If creating a new account, enter New account information and then click create new account.



- An email will be sent your email address. Go to your email and locate the confirmation message verified your correct email address by clicking on the link in the email.
- Go back to your project room, click on it, and login.
- Enter the Enrollment Key supplied by the Work Room manager exactly as provided to you.



- Upon successfully supplying the Enrollment Key – you will find yourself within your work room.
- Please explore the room's features and read the introduction and topics as directed.

Please forward any questions or comments to your work room manager. If you cannot obtain resolution, please contact Valerie Felder at felderv@michigan.gov.