

Welcome, and thanks for enrolling in TEC 911: Comprehensive Technology Use Planning! This is my first experience translating an existing distance learning course to the Moodle learning management system so if anything is amiss please let me know so I can take care of the issue. If you are familiar with Moodle you are all set to login to your Fresno Pacific University account, navigate to your Moodle Dashboard, then click on the TEC 911 link to begin.

Within a business day of receiving official word of your registration, I will mail you out a physical copy of the course workbook via USPS Priority Mail. I am doing this at my own expense and for your convenience as I strongly encourage everyone to use the physical TEC 911 workbook when working through the material. That way you will not need to toggle from the onscreen PDF of the workbook and the Moodle screen. You don't need to be sitting in front of a computer when reading the contents of the workbook. In addition to the workbook and Moodle, I have also created a course-specific website you will be utilizing throughout the course, found at:

www.tup.steveyoungfpu.net

You can view / download a PDF copy of the TEC 911 workbook from the course website if you wish, while waiting for the print copy to arrive in the mail. Before you jump right in to the assignments please take some time to familiarize yourself with both the course website and the workbook. Seeing the scope, flow, and pace of the course will help you get the 'big picture' of TEC 911.

When utilizing the course website, note there are columns of links at the bottom. The first item of business is to click on the 'Course Forms' link and download the .zip file to your computer. The .zip file will create a folder containing forms and documents needed to complete the course. Please familiarize yourself with these as well. The course website contains links to the five Google Forms surveys which you will find referenced throughout the course. The 'Other Links' column contains links to technology standards and additional Technology Use Plans not contained in the course appendix. They are worth checking out.

On Moodle, make sure you review the 'Overview, Goals, Objectives, and Assignments' section at the beginning of each module as they contain reference to which pages of the workbook you will need to access to complete that module.

You will be submitting completed assignments a couple ways: (1) Google Forms are submitted upon completion and (2) other documents (i.e. word processed narratives) will be sent to me via Moodle. To submit the non-Google Forms assignments the preferred option is to save to a 'portfolio' folder on your computer then upon completion of all coursework, simply upload your portfolio to me via the 'Portfolio Submission' link found in module 5 of Moodle. This makes returning the bulk of your coursework a one step process, as opposed to doing it piecemeal, one at a time via Moodle.

Be sure to request online grading (the directions are on the last page of the workbook) once you've submitted all assignments as that is my prompt to review your coursework and submit your grade.

If at any time you have questions, concerns, or you need a bit of guidance with a particular assignment, please email me (preferred) at SteveYoungFPUniv@aol.com or call at (559) 434 6494 - I am here to help!

Steve

Click [HERE](#) to access a Google Form to acknowledge you have read this letter.