

## Taking the course:

1. This module is divided into three parts. There will be course videos, handouts, and discussion board posts associated with each part, if applicable. You can take this course in English or in Spanish.

The screenshot shows the Moodle course interface for 'Tobacco Cessation'. The top navigation bar includes the Moodle logo and the user's name 'Blanca Macareno'. The course title 'Tobacco Cessation' is prominently displayed. Below the title, there is a breadcrumb trail: 'Dashboard > Self-Paced CEUs > Tobacco Cessation'. A 'Turn editing on' button is visible in the top right corner. The main content area is divided into sections: 'Announcements', 'Parking Lot Discussion Board', 'Estacionamiento del Foro de Discusión', and 'Tobacco Cessation CEU'. The CEU section is marked as 'Not available unless any of:' followed by two conditions: 'You achieve a required score in Post-Prueba' and 'You achieve a required score in Part 3'. Below this, the course is organized into three parts: 'Part 1', 'Parte 1', and 'Part 2'. Each part lists its components, such as 'Part 1', 'Discussion Board: Tobacco Prevalence', 'Discussion Board: Activity', 'Pre-Prueba', 'Dejar de Fumar: Parte 1', 'Foro de Discusión: Prevalencia del Tabaco', 'Foro de Discusión: Actividad', 'Part 2', 'Discussion Board: Scenario', and 'Discussion Board: Group Activity'. A 'Your progress' indicator is shown on the right side. On the far right, there are several utility boxes: 'SEARCH FORUMS' with a search input and 'Go' button; 'LATEST ANNOUNCEMENTS' with a 'Go to calendar...' link; 'UPCOMING EVENTS' with a 'New event...' link; and 'RECENT ACTIVITY' showing activity since Wednesday, 14 December 2016, 4:50 PM. Below these are 'COURSE UPDATES' including 'Added SCORM package Part 1', 'Added SCORM package Part 2', 'Added SCORM package Part 3', and 'Updated Custom certificate Tobacco Cessation CEU'.

2. Begin the class by watching the videos in each part. Open each video by clicking on its title. Click “Enter” to watch the video. If you would like to start over, please click on “Start a new attempt” icon. Please watch the videos in the order they are listed.

### Part 1

The screenshot shows the 'Part 1' course page. At the top, there are two tabs: 'Info' and 'Reports'. Below the tabs, the following information is displayed:

- Number of attempts allowed: Unlimited
- Number of attempts you have made: 1
- Grade for attempt 1: 0%
- Grading method: Highest attempt
- Grade reported: 0%

At the bottom right of the page, there is a button labeled 'Start a new attempt' with an 'Enter' button below it. This button is circled in red.

3. After watching the course videos, post in the discussion board(s) for each lesson. Open the discussion board by clicking on the “Discussion Board” link.

**Part 1**



4. To post in the discussion forum, select the “Add a new discussion topic” icon.

### Discussion Board: Tobacco Prevalence

Write a brief paragraph describing how the tobacco prevalence statistics relate to your home community.

Were the statistics a surprise?

Why or why not?

Add a new discussion topic

(There are no discussion topics yet in this forum)

5. Then, title your post in the “Subject” field and enter the text of your post in the “Message” field.

### Discussion Board: Tobacco Prevalence

Write a brief paragraph describing how the tobacco prevalence statistics relate to your home community.

Were the statistics a surprise?

Why or why not?

▼ Collapse all

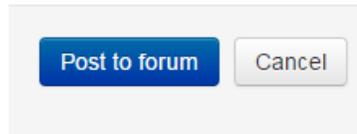
Your new discussion topic

A screenshot of a discussion board post creation form. It has a 'Subject\*' field and a 'Message\*' field. The 'Subject\*' field is a simple text input box. The 'Message\*' field is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and file. Both the 'Subject\*' and 'Message\*' labels and their respective input areas are circled in red.

6. You may also upload additional files as attachments.

A screenshot of an attachment upload interface. It shows an 'Attachment' label with a question mark icon, circled in red. To the right, it says 'Maximum size for new files: 500KB, maximum attachments: 20'. Below this is a file manager interface with a 'Files' folder icon. A large dashed box represents the drop zone, containing a blue downward arrow and the text 'You can drag and drop files here to add them.', which is also circled in red.

- When finished writing, select the “Post to Forum” button.



- As a reminder, the number of CEUs for each course indicates how many hours it should take to complete the course. Since this is a 4.0 CEU course, the entire training is designed to be completed in four hours.
- If you have any questions and/or information to share with other CHWs or students taking the course, please post in the “Parking Lot Discussion Board” found at the top of the course home page. Open the discussion board by clicking on the “Parking Lot Discussion Board” link.

## Tobacco Cessation

Dashboard > Courses > Self-Paced CEUs > Tobacco Cessation

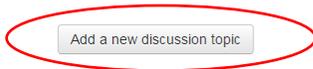
Your progress ⓘ



- To post in the discussion forum, select the “Add a new discussion topic” icon.

## Parking Lot Discussion Board

Throughout the course, please post any additional questions about the course or information to share with other CHWs.



- Then, title your post in the “Subject” field and enter the text of your post in the “Message” field.

## Tobacco Cessation

Dashboard > Courses > Self-Paced CEUs > Tobacco Cessation > General > Parking Lot Discussion Board

## Parking Lot Discussion Board

Throughout the course, please post any additional questions about the course or information to share with other CHWs.

▼ Collapse all

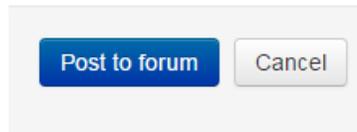
Your new discussion topic

A screenshot of a discussion post form. At the top, it says "Your new discussion topic". Below this is a "Subject\*" field, which is a text input box. Below the "Subject\*" field is a "Message\*" field, which is a rich text editor with a toolbar containing icons for bold, italic, list, link, image, and other formatting options. Both the "Subject\*" field and the "Message\*" field are circled in red.

12. You may also upload additional files as attachments.



13. When finished writing, select the "Post to Forum" button.



14. Please make sure to also complete the pre-test (located in "Part 1" video), post-test (located in "Part 3" video), and evaluation (located in Part 3 "Handouts" folder) in order to access your certificate of completion.

## Accessing your certificate:

1. Once you have watched the videos and passed the post-test, you will be able to view and download your certificate of completion. Click either on the “Certificate of Completion” icon at the bottom of the course home page or the “Certificate of Completion” menu item on the left-hand “Navigation” toolbar.

### Tobacco Cessation

Dashboard ▶ Self-Paced CEUs ▶ Tobacco Cessation

Your progress 

-  Announcements
-  Parking Lot Discussion Board
-  Estacionamiento del Foro de Discusión
-  Tobacco Cessation CEU

Not available unless any of:

- You achieve a required score in **Post-Prueba**
- You achieve a required score in **Part 3**

