

## MOODLE ENROLLMENT INSTRUCTIONS

Two (2) weeks prior to the start of each course, students will receive confirmation emails for their enrolled courses. This email will come from the course instructor, and will include an enrollment key for Moodle. This key will allow students to self-enroll in the appropriate Moodle course(s). Students will be given a one (1) week window to confirm their enrollment by enrolling in the Moodle course. IMPORTANT: this step must be completed within the 1 week window to confirm you enrollment . After this window closes, any unclaimed seats will be forfeited to waitlist students.

### How to Confirm: Moodle Course Enrollment

#### 1) Log into Moodle:

To login into Moodle, please use the information below.

Link: <https://moodle.heritageschoolofinteriordesign.com>

Username: first name-last name (example: amy-white, all lowercase)

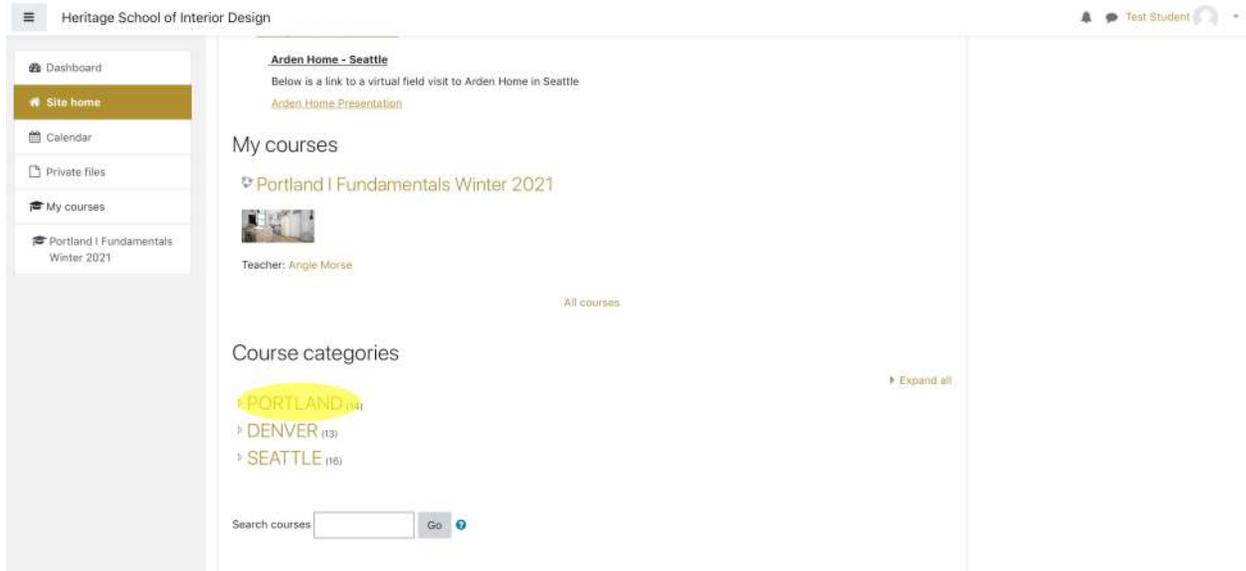
Password: Heritage2021! (or your existing password if you already have one)

#### 2) From the Dashboard page, click on "Site Home"

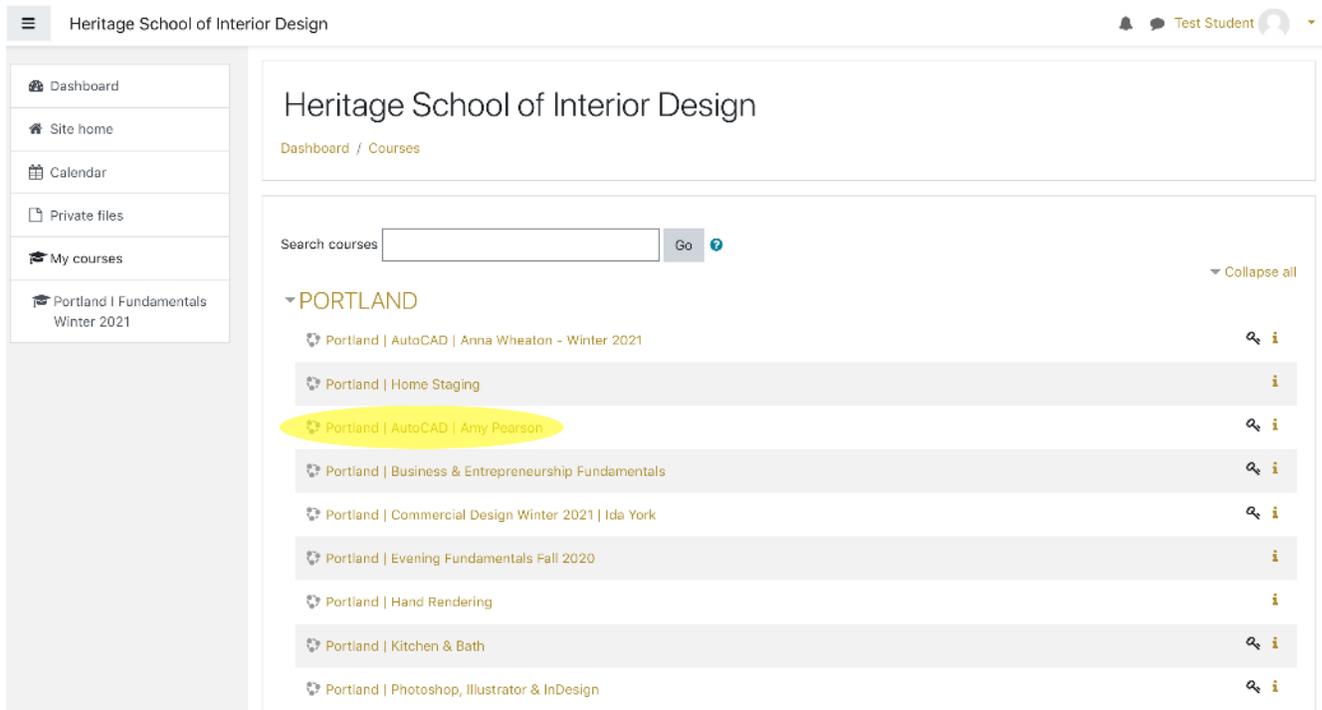
The screenshot shows the Moodle dashboard for a user named 'Test Student'. The page title is 'Heritage School of Interior Design'. The dashboard is organized into several sections:

- Left Sidebar:** Contains navigation links: 'Dashboard' (selected), 'Site home' (highlighted in yellow), 'Calendar', 'Private files', 'My courses', and 'Portland I Fundamentals Winter 2021'.
- Course Overview:** Displays a list of courses. The first course is 'Portland | Hand Rendering' with a thumbnail image of a bedroom. The second course is 'Portland I Fundamentals Winter 2021' with a thumbnail image of a kitchen. There are filters for 'All (except removed from view)', 'Course name', and 'Card'.
- Recently accessed courses:** Shows the 'Portland | Hand Rendering' course as the most recently accessed.
- Private files:** Indicates 'No files available' and provides a link to 'Manage private files...'. There is a 'Customize this page' button in the top right of this section.
- Timeline:** Shows 'No upcoming activities due'.
- Online users:** Lists '6 online users (last 5 minutes)'. The users listed are 'Test Student', 'Stephanie Plymale', 'Victoria Filovets', 'Alexa Seibel', and 'Jennifer McNab', each with a small profile picture icon.

3) Scroll down to the bottom of the Site Home page and select your Heritage Location (i.e. "Portland") to view all available courses at your location.



4) Select your course by clicking directly on the course title.



5) OR: use the "Search Courses" bar to search for your course.

The screenshot shows the Heritage School of Interior Design website. The header includes the school name and a user profile for 'Test Student'. A sidebar on the left contains navigation links: Dashboard, Site home, Calendar, Private files, My courses, and Portland I Fundamentals Winter 2021. The main content area is titled 'PORTLAND' and shows a search bar with 'PORTLAND' entered in the 'Course categories' dropdown. Below the search bar is a list of courses, with the first one, 'Portland | AutoCAD | Anna Wheaton - Winter 2021', highlighted in yellow. Other courses listed include Home Staging, AutoCAD | Amy Pearson, Business & Entrepreneurship Fundamentals, Commercial Design Winter 2021 | Ida York, Evening Fundamentals Fall 2020, Hand Rendering, Kitchen & Bath, and Photoshop, Illustrator & InDesign.

6) You will be taken to the course description page-- if not already expanded, click to expand the

The screenshot shows the course description page for 'Portland | Hand Rendering'. The page title is 'Portland | Hand Rendering' and the breadcrumb trail is 'Dashboard / Courses / PORTLAND / Portland | Hand Rendering / Enroll me in this course / Enrollment options'. The page is titled 'Enrollment options' and features a course card for 'Portland | Hand Rendering' with a search icon. The card includes a thumbnail image of a hand-drawn interior scene, the teacher's name 'Ida York', and a description: 'This 8-week course will give students the knowledge they need to confidently hand render their designs for client presentations or on-the spot requests and revisions. Students learn quick-hatch methods in addition to classic and realistic full renderings, utilizing everything from graphite and pen and ink to color pencil, watercolor, Prisma marker and mixed media. All renderings will be relevant to the field of interior design. Each class is hands-on with instructor demonstration followed by student implementation.' Below the description, the course is listed as 'Portland - Hand Rendering - Winter 2021' with a dropdown arrow. An 'Enrollment key' field is present, and an 'Enroll me' button is at the bottom.

7) Enter your Enrollment Key (provided in the email from your instructor) and click "Enroll Me".

## Portland | Hand Rendering

[Dashboard](#) / [Courses](#) / [PORTLAND](#) / [Portland | Hand Rendering](#) / [Enroll me in this course](#) / [Enrollment options](#)

### Enrollment options

#### Portland | Hand Rendering



Teacher: [Ida York](#)

This 8-week course will give students the knowledge they need to confidently hand render their designs for client presentations or on-the spot requests and revisions. Students learn quick-hatch methods in addition to classic and realistic full renderings, utilizing everything from graphite and pen and ink to color pencil, watercolor, Prisma marker and mixed media. All renderings will be relevant to the field of interior design. Each class is hands-on with instructor demonstration followed by student implementation.

#### Portland - Hand Rendering - Winter 2021

Enrollment key

[Enroll me](#)

8) You are now enrolled in the course. You will receive an automatically generated email from

← [Icons] 3 of 26,802 < >

### Welcome to Portland | Hand Rendering

[Inbox x](#) [Print] [Share]



**Ida York (via Heritage School of Interior Desig...** 10:57 AM (1 hour ago) ☆ ↶ ⋮  
to Test ▾

Thank you for enrolling in Winter 2021 Hand Rendering! Your enrollment is confirmed.

Please review the course page for any relevant information and instructions for the first day of class.

[← Reply](#) [➡ Forward](#)



