

Instructions for DSS Credit for Online Training Courses

1. Participants will mail the registration form with payment to Lifelong Learning to register for the class.
2. Upon registration, the participant will receive via email a **username and password** to login to Moodle as well as an **“enrollment key”** to access the online class.
NOTE: Please allow 1 week to receive the email/access to the course due to registration within the District’s Education Technology System (ETS).
3. Participant will go to <https://moodle.greenville.k12.sc.us/login/index.php> and login to the site with your assigned username and password.
4. After logging into Moodle, scroll down through the list of courses located under **Lifelong Learning**. Click on the class title that you are registered to take. Enter the enrollment key password that you received via email and begin the class. The course is self-paced so you can log out and complete the class in sections or all at one time.
5. Upon completion of the online course, the final activity is completion of the post test required for DSS credit. You must complete the post test with 80% accuracy to receive credit. Reminder: ALL topics must be completed for a certificate of completion to be issued.
6. Upon successful completion, Lifelong Learning will email the participant a certificate of completion as well as the required “Online/Correspondence Coursework form” that must be submitted for DSS credit.
7. The participant will mail or fax the “Certificate of Completion” and the “Online/Correspondence Coursework form” to the Center for Child Care Career Development.

Center for Child Care Career Development

PO Box 5616

Greenville, SC 29606

(Fax) 864-250-8690

**If you have questions, please email or call Melissa Starker at
355-6053 or mstarker@greenville.k12.sc.us.**