



Team Nutrition Training Courses

Through the United States Department of Agriculture's Fiscal Year 2022 Team Nutrition Training Grant, Indiana was able to develop comprehensive meal pattern and meal service operations training for food service directors, managers, and front line staff. Check out the [Indiana Department of Education's Grant Lookbook](#) for more information about the grant.

This training was created using Adobe Captivate and Faster Course and is accessible via Moodle, a virtual education platform utilized by the Indiana Department of Education (IDOE) to provide school personnel with training tools and resources.

To access 40 hours of meal pattern courses for food service directors and managers or 8 hours of courses for front line staff (in English, Hakha Chin, and Spanish) follow the instructions below.

Setting Up an Account

- Go to <https://moodle.doe.in.gov/login/signup.php?>
- Fill in all necessary information to create an account. You will need a username, password, email address, your first and last name, and city to sign up. List the city of your school when signing up for an account.
- Click the "Create my new account" button.
- You will receive a confirmation email to the email account entered in the form.
- Click the link to confirm your account.
- Congrats! You now have an account set up with Moodle.
- If you need to reset a password, click [here](#).
- For assistance with logins and passwords, email Moodle Support at moodle_support@doe.in.gov.

Logging In

- Go to <https://moodle.doe.in.gov/>.
- Login by clicking "Log In" in the top right corner.
- Type in your username and password and click "Log In."
- You will then be taken to the main IDOE Moodle homepage. You can find all Nutrition courses by scrolling to the bottom and clicking School Nutrition.
- You can also go directly to the School Nutrition homepage once logged in by going [here](#).

Selecting a Course

- Once on the School Nutrition homepage.
- Click the title on the course you want to take.
- TN Training Course Options include:
 - [School Nutrition Training for Directors and Managers](#) (40 Hour Course)
 - [School Nutrition Training for Frontline Staff](#) (8 Hour Course)

- [School Nutrition Training for Frontline Staff - Spanish](#) (8 Hour Course)
- [School Nutrition Training for Frontline Staff - Hakha Chin](#) (8 Hour Course)
- Once the course has been selected, you will need to enter an enrollment key in the self-enrollment (student) area. The key for these four courses is **TNG**. Click “Enroll Me” in order to access the course.

Opening Training

- Within a topic, you will click “Enter” and a new screen will appear. Click the play button in the middle of the screen.
- Each training will be followed by a quiz. Take the quiz in order to obtain a certificate.

Finding Certificates

- A certificate will only be available once all topics are completed within the course. This includes navigating through all of the training and taking the applicable quiz following that training.
- To download the certificate, click the certificate option on the screen.
- Click “View Certificate.”
- Your certificate will be generated for you to download or print to retain on file.

Questions?

If you have questions about the courses in Moodle or specific course content, please contact the training team at the Indiana Department of Education at SCNTrainings@doe.in.gov.

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1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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