



Moodle Site Request

Instructions:

Please complete the form below and forward it to your EduTech Project Coordinator.

The initial charge for the Moodle hosted service is \$2,018 annually which includes the following:

- Individual district Moodle site following the convention of [districtName]moodle.edutech.org (e.g. dansvillemoodle.edutech.org).
- Installation and configuration of
 - MYSQL database
 - Apache web server
 - PHP processing
- Setup of district administrative user IDs and administrative training.
- End-user training is offered at an additional cost. To arrange for training, contact Kelli Eckdahl at keckdahl@edutech.org or 585-394-9239 x6608 to discuss your training needs.
- EduTech web hosting service & support during school business hours (7:00 am – 4:30 pm)
- Moodle application support: Troubleshooting, software updates, password reset
- Research, testing and installation of additional Moodle templates and modules
- Initial implementation meeting

District Responsibilities:

- Create courses and course categories
- Creation/upload of User accounts
- Establish Security roles and policies
- Provide end user training

District: _____ **Date of Request:** _____

Primary Site Administrator: _____ **Phone:** _____

E-Mail: _____
Backup Site Administrator: _____ **Phone:** _____

E-Mail: _____

District Signatures

Superintendent: _____ **Date:** _____

Technology Coordinator: _____ **Date:** _____

EduTech. Staff Only:

| | | | |
|------------------|-------|-------|-------|
| Date Received: | _____ | DNS | _____ |
| Moodle Site Name | _____ | Proxy | _____ |