The Gas Well Workshops website uses a Moodle interface to present course materials. Moodle is open source software used in schools, colleges and industry training programs for online learning.

The screen shots shown here are for a laptop/desktop view. The website is designed to also be accessed on pads and phones; the mobile version’s appearance for the site will be slightly different.

**Entering the Workshops website**
The workshops are at [http://workshops.sootypaws.net/moodle/](http://workshops.sootypaws.net/moodle/).

If this is your first time you’ll need to create an account. Click on the Log In link on the upper right hand corner of the page.
Click on the “Create new account” button.

You’ll be asked to provide a user name and a password (anything with a red asterisk is required). You’ll also need to provide your email address, name (first and last), and town. You’ll need to enter the letters/numbers found in the reCAPTCHA anti-spam image.
A successful application will result in an email sent to the email address you gave. Click on the link in the email and you will be logged into the Workshops site. When you click on the “Courses” link you’ll be taken to a page showing course categories. If you know the course you want, click the category (the triangle next to the category should be sideways) and the course will appear below the category. Or, click on the Home link which appears in the breadcrumbs links in the header, in the Navigation block, or at the bottom of the page.

**Navigation**
Gas Well Workshops opens on a page showing available workshops. If you’ve enrolled in a workshop that workshop will be shown in a separate block below the available workshops.

To enroll in a workshop you’ll need a special key. To get a key contact George (gmonk@citynet.net). The key will only need to be used once.

**In the Workshop**
Each workshop has a home page which has a number of navigation features. This section of the handout will describe how to move about within a workshop.

**Breadcrumbs**
A group of links called breadcrumbs appears at the bottom of the header banner with the workshop name.

### Using West Virginia Online Resources

- Home
- My courses
- Online Databases
- Using West Virginia Online Resources
- How Databases Are Used
The link furthest to the left will take you back home, to the page you see when you enter the Gas Well Workshops site. The link furthest to the right tells you exactly where you are. Links in between will include the workshop front page.

**Links to pages within a Workshop**
On most pages within a workshop there will be a link to the next page. There are also links on the sidebar in the Navigation block for pages and quizzes within a workshop.

There may also be links on a page to documents or external websites. In most cases documents can also be found in a folder for the workshop.

Navigation within a workshop is more consistent if you don’t use your browser’s forward or back buttons.

**Elements on the Page**
Depending on where you are within the Gas Well Workshops website, there will be a main text area with a sidebar to the left and sometimes also a sidebar to the right.

The sidebars are constructed of elements called blocks. The blocks that appear on a page will vary as you move through a workshop.
Administration Block
The Edit Profile link takes you to a page where you can provide more material for your profile, including uploading a photograph.
Navigation Block
This block is on the left sidebar and includes links for all the pages, quizzes and other resources for the workshop. The last resource in the list is the folder holding downloadable documents.
Videos
At the top of the workshop’s front page is a link to a short video and a longer video. These videos will provide an overview of the topics covered in the workshop.

Using West Virginia Online Resources
We’ll look at West Virginia online oil and gas resources that are available to the public. We’ll focus on some - the Office of Oil and Gas' Map Search, Well Search and Permit Search, and the West Virginia Geological and Economic Survey's (WVGES) Pipeline databases.

This workshop is not being monitored closely. If someone completes a quiz, contact George (gmonk@citynet.net) to grade it.

Download a handout showing how to use these online resources.
The Text Entry Box
A basic text entry box is used for quizzes where you can type out an answer. This text box has a group of buttons along the top. These buttons allow changes in font display and arrangement as a bulleted or numbered list. If you know of an online photo you want to include in your answer, you can use the image button. The photo’s link is needed for the photo to appear in the answer.
Clicking on the button furthest to the left expands the buttons to provide more options for formatting the text.

well's permit was granted when the permit was completed, and if there have been inspections. Give the dates.

2. Use the Office's well search database (https://apps.dep.wv.govzoek/wellsearch_new.cfm) determine what years production was reported. Did the operator report production each year?

3. Use the Office's map search (http://tagis.dep.wv.gov.CheckBox/) and find the closest well. What is that well's API number?
To add a link type some text, select part of that text, and then click the link button which will bring up a box where you can put in the url.

If you select for the target “Open in new window,” people clicking on the link will have a new tab open on their browser.

Remember to click the save button before leaving the page.