

# GUIDE For ACA Online Students

## Introduction

Please print this Guide so that you can refer to it at the same time as taking notice of what is being displayed on the screen.

Appraisal Course Associates makes use of this course management system to support online courses and related resources and activities. The service is accessible from any browser and is handled with the same techniques used to manage other web pages. You can access Moodle from any computer with Internet access.

This guide is designed to give students all the information they need to get up and running on this new system.

Note that the actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different from that shown in the examples. Plus, we design the views from time to time, so, again, what you see may differ slightly from the below.

## Entering the ACA Courses server

To access the ACA Courses server type the ACA Courses URL (<http://74.220.219.62/~apprais9/lms/>) into your Internet browser. You will be taken here:

**Appraisal Course Associates** You are not logged in. ([Log in](#))

**Who we Are**  
Appraisal Course Associates (ACA) is a partnership between Bill Novotny, ISA AM, GCA and Dave Maloney. ACA CM established to provide comprehensive courses in personal property valuation theory, principles, methodology, report writing and standards.  
A full-time appraiser since 1993, **Bill Novotny** is an AQB-Certified USPAP instructor who has been teaching courses in appraisal theory, methodology and USPAP since 1997. He is author and instructor of ACA's Online USPAP Update Course.  
**Dave Maloney** is a veteran course writer, author and instructor. Appraising since 1981, he is author of *Appraising Personal Property: Principles and Methodology*. He is also author and instructor of the *Complete Online Course in Personal Property Appraising*.

**What we Do**  
We are proud to provide online quality core appraisal courses as well as continuing education USPAP update courses for professional personal property appraisers.  
• The *Complete Online Course in Personal Property Appraising* provides the individual seeking to become an appraiser with the most comprehensive and up-to-date course available in core valuation principles and methodology. ([...more](#))  
• ACA's Online USPAP Update Courses allow appraisers to fulfill their requirement to stay current with biennial changes made to the Uniform Standards of Professional Appraisal Practice (USPAP). ([...more](#))  
ACA online courses offer the appraiser an opportunity to learn from the comfort, privacy and convenience of home or office through our easy-to-use Web-based content learning management system.

**Available courses**  
**ACA Online USPAP Update Course (2012 version)**  
Author/instructor: [William M. Novotny, ISA AM, GCA](#)  
(CLICK ON THE COURSE TITLE TO THE LEFT TO OPEN)  
This course is intended only for those who last took the 15-hour USPAP in 2010 or 2011. This ACA Online USPAP Update Course (2012 version) focuses on changes incorporated into the 2012-2013 edition of USPAP. In addition to reviewing the changes, this course also reviews the structure of USPAP as well as common USPAP violations. The course also focuses on those sections of USPAP that the ASB has identified as being problem areas for appraisers. This course makes use of the 2012-2013 edition of USPAP (required).  
• 2012 Version Welcome Message (flash video, 5:27)  
• Course meets The Appraisal Foundation's guidelines  
• 2012 Version Syllabus: Course description, information  
• 2012 Version Course Objectives  
• Screenshot of 2012 Version Course Outline  
• What is USPAP?  
• Enrollment instructions  
• Disclosure  
Students have access to this course for 30 days. With diligence, this course can be completed in seven hours. \$150

**Login**  
Username   
Password   
☐ Remember username  
[Log in](#)  
[Create new account](#)  
[Lost password?](#)

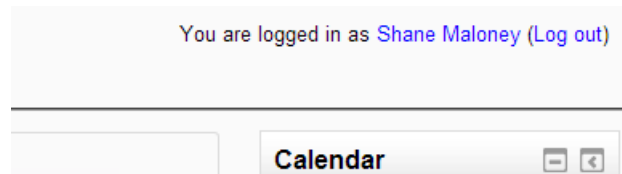
**Calendar**  
March 2014  
Sun Mon Tue Wed Thu Fri Sat  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31

**Tips & Suggestions**  
[Enrollment Instructions](#)  
[Guide to this Website](#)  
[Tips for Online Success](#)  
[Contact](#)

## If you are already registered:

In the Figure 1 Login box in the upper right, enter the username and password with which you registered with this website and then click the Login button to gain access to the ACA Course(s) to which you are enrolled.

Once logged in, you will notice your user name in the upper right corner. Example:



Clicking on the "Logout" link in the above will cause you to exit the course.

### ***Don't have a username and password yet?***

If you are not registered with the website yet, you need to open a New Account by clicking on the "Create new account" link in the left hand Login box.

Complete the form that appears including your chosen username and password that appears and then "submit" the form.

A system confirmation email will be sent to you containing a link. Click on the link to confirm your registration. When the registration confirmation page appears, click on the "Courses" button at the bottom to be taken to a list of all ACA courses currently being offered.

Did not receive the system confirmation email? Check your spam folder. If not there, email us at [info@appraisalcourseassociates.com](mailto:info@appraisalcourseassociates.com) and ask to be manually confirmed. We will reply once done.

Once confirmed and logged back in, select the course in which you would like to enroll.

You will then be taken to a Payment page where you can pay via PayPal or a major credit card.

If you have already paid ACA by some other means, you will manually enroll you in your course.

Once enrolled in your course the following will appear listing the courses in which you are enrolled under "My Courses" followed by other "Available Courses".

The screenshot shows the Appraisal Course Associates website. At the top right, it says "You are logged in as Shane Maloney (Log out)". The left sidebar contains navigation links: "Administration" (with a sub-link "My profile settings") and "My Courses". The main content area has three columns: "Who we Are" (with a photo of two men), "What we Do" (with bullet points about the course), and a "Calendar" for March 2014. Below these is a "Tips & Suggestions" section with links to "Enrollment Instructions", "Guide to this Website", "Tips for Online Success", and "Contact". The "My courses" section lists a course titled "2014-2015 Complete Online Course in Personal Property Appraising (Featuring USPAP)" by David J. Maloney, Jr., AIA, CMA. It includes a "BONUS!" section about a free enrollment in a "How to Write Appraisal Reports" course and a "SYLLABUS" section with links to "Course Outline", "Course Screen-shot", and "Sample Task (a video review)". The "Available courses" section at the bottom lists "ACA Online USPAP Update Course (2012 version)". Red arrows point to the "My Courses" link in the sidebar and the "Available courses" section.

## Accessing your course


Under **My Courses**, click on the name of the course you wish to open. You are already enrolled in this course, so a screen similar to the following will appear showing the course outline. The course title is shown on the top of the screen.

2014-2015 Complete Online Course in Personal Property Appraising (Featuring USPAP) You are logged in as Shane Maloney (Log out)

Home ► My courses ► Personal Property Appraising Courses ► 2014-2015CompleteCourse

Take frequent study breaks

Instructor's time (EST)



Administration

► My profile settings

My Courses

Your progress

### Introduction

Welcome to the 2014-2015 edition of the Complete Online Course in Personal Property Appraising! This is the latest version of the course originally authored by David J. Maloney, Jr., AOA CM in 2002. The course has now been updated to include changes incorporated into the 2014-2015 edition of USPAP. The course has also been greatly expanded with score upon score of new topics and expanded discussions (including a 71-page mini-USPAP course in Lesson 7!).

This 2014-2015 edition of the Complete Online Course in Personal Property Appraising offers learners a unique opportunity to obtain a detailed education in the core fundamentals of personal property appraising including principles, theory, methodology, standards, ethics and report writing from the comfort of their own home at the times most convenient to them. This online course in appraising provides the most complete educational opportunity for the personal property appraiser available anywhere - either online or on site. We estimate that the online course will take six months to complete assuming an average study time of 5 hours per week. Having said that, many students finish the course within four months.





While there are a few supplemental reading assignments, this course primarily makes use of the highly-acclaimed 656-page text book *Appraising Personal Property: Principles and Methodology - 6th Edition (APPPM)* by David J. Maloney, Jr., AOA CM (Appraiser Press 2013). As you proceed through the Lessons, read the text book content that is assigned in each Task. In the "Resources" section of this course, we even make the entire book available online so you can study wherever you are even if you do not have your text book with you. All you need is an Internet connection! Follow-up each reading assignment Task by watching its complimentary video review. The video reviews will emphasize the highlights of the section you just read and are an excellent method of reinforcing your understanding of the material. The APPPM course book can be [ordered here](#).

You will also need the current edition of the 2014-2015 edition of the Uniform Standards of Professional Appraisal Practice (USPAP), (Washington, DC, The Appraisal Foundation). Purchase USPAP directly from [The Appraisal Foundation](#).


Your first tasks are listed below. Task 1.1 is a Welcome message from your instructor, Dave Maloney. Task 1.2 is an APPPM reading assignment that introduces the course. In Task 1.3 you will watch a Flash video which supplements Task 1.2 and amplifies on what this course is all about. And task 1.4 will explain why USPAP, our national appraisal standard, is so important. Be sure to track your progress by checking the boxes to the right when you complete an activity or task.

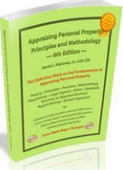
- Please note that in order to be able to view the videos within the course you will need to have Adobe Flash Player installed. Most computers already have it installed. But in case you do not, download Adobe Flash Player [for any operating system here](#).
- Click here for the best choice of an [Internet browser](#) to use with this course and for other browser set-up information including an important tip for installing Adobe Flash Player.
- To view the online reading assignments that are in Adobe .pdf format, you will also need to have Acrobat Adobe Reader installed. Most computers have Adobe Reader installed by default, but if you do not, go here to download it for free.
- Be sure to read [Guide to this Website](#), [Tips for Online Success](#), and [Browser Tips](#) before beginning.

**Administration**

-  Syllabus ☒
-  Course Outline ☒
-  Your obligation to become fully trained ☐
-  Testing: Lesson Quizzes, Course Exams, Final Project ☐

**Introductory Tasks**

-  Task 1.1: Welcome Message ☐



**Tips & Suggestions**

[Guide to this Website](#)  
[Tips for Online Success](#)  
[Browser Tips](#)  
[Instructor Contact](#)

**Random Glossary Entry**

Lessee: the leaseholder, the one who rents the property, the tenant.

[More quotes...](#)

## Using this course

All course elements are visible on this main page. The course is set up with three columns. The main central column, called the **Topic outline**, is the primary content area and contains links to the various elements that your instructor has posted as part of the course. These may include plain text or HTML documents, links for downloading videos, Word, Excel and PowerPoint files, images, and even links to web pages at other locations on the Internet.

If you are attempting to view a MS Word, Excel or PowerPoint documents, you will need to have these software applications installed on your computer. If you do not have Microsoft Office installed on your computer you can download free viewers from the Microsoft website:

<http://office.microsoft.com/en-gb/downloads/office-online-file-converters-and-viewers-HA001044981.aspx>.

If you are viewing a .pdf file, you will need Adobe Acrobat Reader Software. If you do not have the Reader installed on your computer, you can download it for free from the Adobe website <http://get.adobe.com/reader/>.

## Basic navigation - the Breadcrumbs trail

The best way to navigate is through the internal navigation bar, also called the "Breadcrumbs trail," which is positioned below the course title and which shows your position in the course.

2014-2015 Complete Online Course in Personal Property Appraising (Featuring USPAP) You are logged in as Shane Maloney (Log out)

Home ► My courses ► Personal Property Appraising Courses ► 2014-2015CompleteCourse ► Topic 1 ► Lesson 1 Quiz

Navigation

Administration

► My profile settings

**Lesson 1 Quiz**

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 10.0	Grade / 100.0	Review
1	Finished Submitted Friday, 7 February 2014, 6:39 AM	8.5	85.0	<a href="#">Review</a>

In the above breadcrumbs:

- **Home:** Clicking on this will take you to the home page screen which displays the courses in which you are enrolled.
- **2014-2015CompleteCourse:** This is the shortened name for this course. Clicking on it will take you to the course's home page.
- **Lesson 1 Quiz:** This is the page that you are currently in. It will vary depending on where you are in the course.

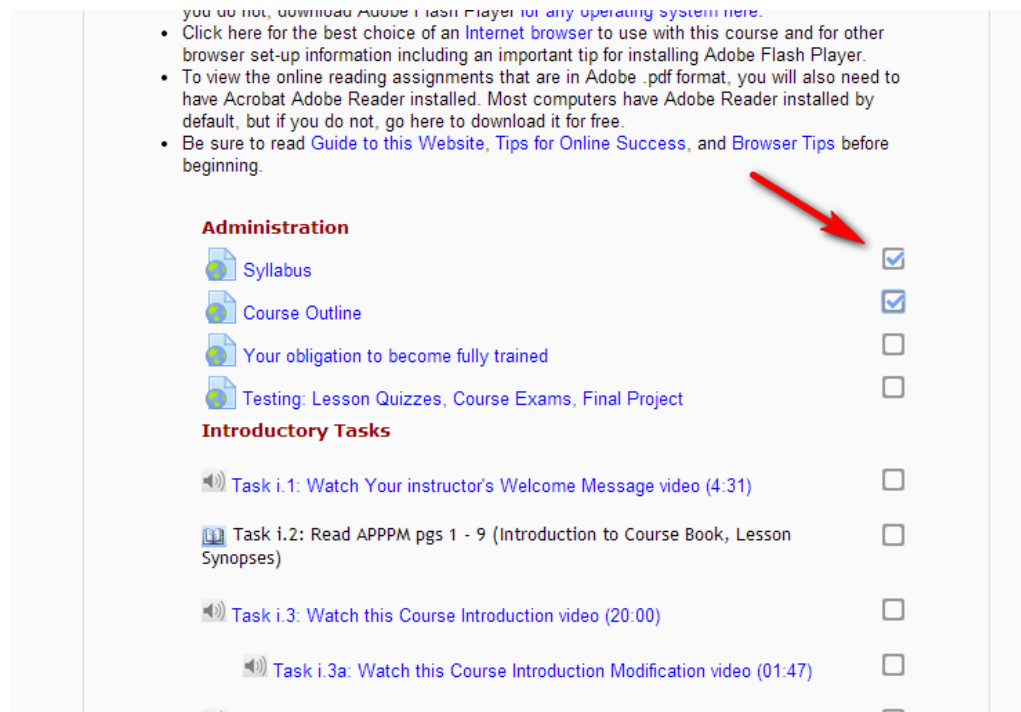
The above is only one example of how the breadcrumb Navigation bar may appear. Keep an eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

### **Caution:**

It is possible to navigate between pages by using the navigation buttons on your web browser (e.g., the back and forward arrows), but this is **not** recommended. You will obtain more consistent results by using the navigation options within the website and course pages.

### **Activity Completion Check Boxes**

Keep track of where you are in the course by checking off each activity once it has been completed:



### **Logging out**

To protect your privacy, be sure to log out of the Course Management System when you are finished. Simply closing the browser will usually log you out, but to make sure click the **logout** link located at the top-right of the course home page. This is especially important if you are using this software on a public machine such as at a library or an Internet cafe.