Moodle QuikStart Guide

MOODLE works best with Mozilla Firefox Web Browser
LINK TO DOWNLOAD FREE MOZILLA FIREFOX ON PC OR MAC
Type this link **https://www.mozilla.org/en-US/firefox/new/**
and follow download and installation instructions.

ACCESSING your RVSCHOOLS email account
® Type **gmail.com** into any browser.
® Click on the first link that comes up in the search.
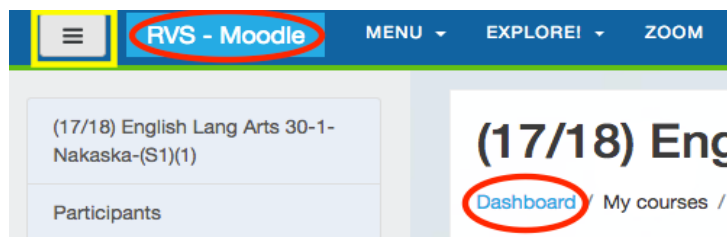® Enter YOUR **username@rvschools.ab.ca** and **password**

How to find Rocky View MOODLE

- **moodle.rockyview.ab.ca**

Click on "Login" and enter your username and password.
If working on the same computer daily, bookmark this link.

Username:_____

Password:_____

Clicking on "RVS - Moodle" on the far left on the Nav Bar OR on Dashboard, from any course page, will take you back to your dashboard, providing short cuts to all of your courses.

Clicking on the three sets on lines in the white button in the top left corner (indicated by the yellow box) will collapse or open the left-hand side navigation.
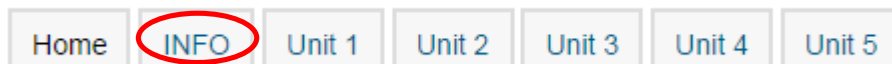

MY TEACHER

On the top left hand corner of your course homepage you will find:

- your teacher's name
- your teacher's email address
- your teacher's phone number
- course announcements

ACCESSING COURSE INFORMATION

Clicking on the INFO tab will give you access to

- course outline
- required resources
- file labeling convention
- course support documents
- tech support

GRADES

Click to release the dropdown menu beside your name on the right hand side of the Nav Bar.
Click on Grades to access marks and feedback left on assignments.
OFFICIAL MARKS ARE CALCULATED IN POWERSCHOOL, HOWEVER, NOT MOODLE.
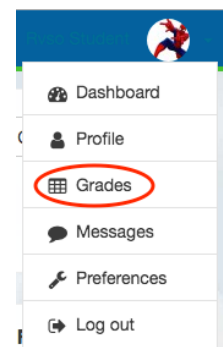
ACCESSING LESSONS

Click on the tab for the unit you are currently in.

The icon for lessons has several formats – book, page, URL, Word document, PDF. Read carefully for lesson labels.

SUBMITTING ASSIGNMENTS

Assignments are submitted via the Dropbox (Assignments).

- Click on the link which contains the name of the assignment >> Add submission.
- Add icon >> Upload a file >> Browse >> (navigate through your files and find the correct one) >> double click file name >> Upload this file >>**Save changes**
- Be sure to save file using the file name indicated in the lesson. It is essential that your last name is part of your file name.
- Check the Dropbox for feedback on your marked assignments.

WRITING QUIZZES

Quizzes are accessed via the Quiz tool.

- Click on the quiz you wish to write. If you need a password, contact your teacher.
- When finished, click "Submit all and finish".

ACCESSING FORUMS

Forums are accessed via the Forums tool.

- Click on the link for the name of the forum >> Add a new discussion topic
- Fill in the "Subject" and "Message" field. (You may want to compose and edit your "message" (discussion post) in Word or a similar program and then copy and paste it into the "Message" field.)
- Post to forum.

USING the CALENDAR

The calendar is found on the right hand side of your course homepage.
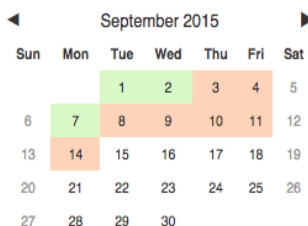
- It contains both global (green) entries (those common to all RVS students and teachers) as well as course-specific (pink) entries.
- Click on a date to determine what is due that day in the course.
- By clicking on the name of the month, you will be able to see the entire month at-a-glance. **If there is not a posting for each day, look to see when assignments are due and pace yourself. If your teacher has given you one week to complete a task, do not think you will successfully finish it in half of an hour!**
- You may also add personal entries, visible only to you, to the calendar.

ACTIVITIES!!

Clicking on any of the activities listed in the ACTIVITES block will take you directly to a list of Assignment Dropboxes, Forums, Quizzes, Resources, or whatever else may be an activity in your course.
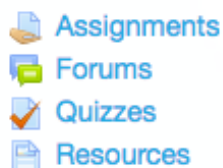
YOUR PROGRESS

As you complete tasks in a unit, check them off using the boxes on the right hand side of the page. Use this tool to keep yourself organized.