

Moodle QuikStart Guide – Semester Two 2019

****MOODLE works best with Chrome or Firefox Browsers****
Both are available via a FREE and SAFE download.
A quick search will provide you with the link to download. Follow the instructions given to install.

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**

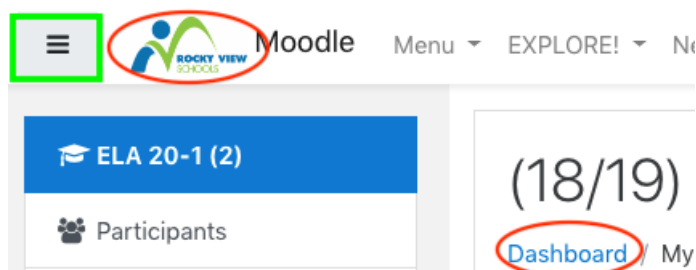
How to find Rocky View MOODLE

- 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: _____



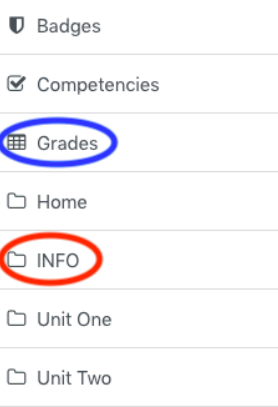
Clicking on “RVS - Moodle” on the far left on the Nav Bar or on Dashboard, from any course page, will take you back to your dashboard, providing short cuts to all of your courses.

Clicking on the “waffle” (the three sets on lines in the white button in the top left corner, indicated by the green 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 & Remind code
- course announcements



Home

Ms Your Teacher
teacher@rvschools.ab.ca
123-456-7890 ext 1234
Remind: @msytech Ms Teacher's Zoom Room

Email, message or phone to ask your questions as you work!

Welcome to Term Four of the 2019 School Year!

- **Due Dates** for course tasks and **Course Outline 2019** found under INFO.
- Read through the documents under the INFO then begin work on U1L1.



ACCESSING COURSE INFORMATION

Click on the INFO tab or on INFO within the Waffle for access to

- course outline
- required resources
- course due dates
- course support documents
- tech support

GRADES

Click on Grades in the Waffle 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 >> (Use the File Picker to navigate through your files, **including Google Drive**, to find the correct one) >> double click file name >> Upload this file >> **Save changes. If you can still see your file, you have not submitted it.**
- Be sure to save file using the file name indicated in the lesson.
- Check the Dropbox for feedback on your marked assignments.

File picker

- Recent files
- Upload a file
- Private files
- Wikimedia
- Google Drive

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 who will enter it for you.
- When finished, click “Submit all and finish”.

(You may have to click several times. If you can still see your quiz, you have not submitted it!!)

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. **It is wise 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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	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		

- 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.
- Clicking on the name of the month 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!!

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

ACTIVITIES

- Assignments
- Forums
- Quizzes
- Resources

YOUR PROGRESS

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.

