

Moodle QuikStart Guide – RVSO / RVSCLC 2020-2021

****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 RVSO MOODLE

- rvlcmoodle.rockyview.ab.ca

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

Username: _____

Password: _____



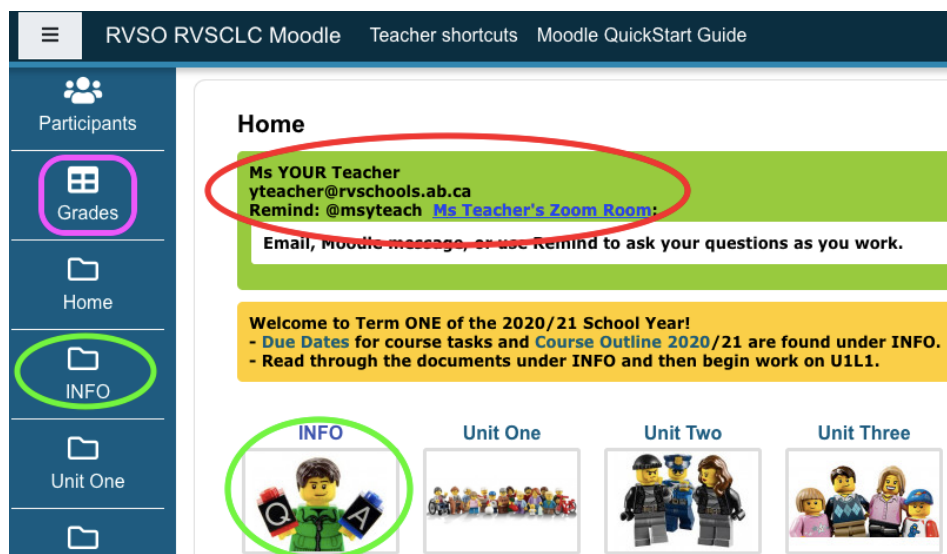
Clicking on “RVSO RVSCLC Moodle” on the far left on the Nav Bar or on “Dashboard”, from any course page, will take you back to your dashboard, providing short cuts to all of your courses. *Note that you can easily access this QuickStart Guide from your browser by clicking on its title.*

Clicking on the “Hamburger” (the three sets of 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



ACCESSING COURSE INFORMATION

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

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

GRADES

Click on “Grades” in the Hamburger to access marks and feedback left on assignments.

OFFICIAL MARKS ARE CALCULATED IN POWERSCHOOL, HOWEVER, NOT IN MOODLE.



ACCESSING LESSONS



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

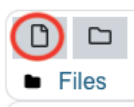
The icon for lessons has several formats – book, page, URL, Word document, PDF. Read carefully for lesson labels.

SUBMITTING ASSIGNMENTS

Assignments are submitted via the Assignments Dropbox.



- Click on the link which contains the name of the assignment >> Add submission.
- Click the file icon >> Upload a file >> Browse >> (Use the File Picker to navigate through your files to find the correct one) >> double click file name >> Upload this file >> **Save changes.**
If you can still see your actual file, you have not submitted it.
- Be sure to save your file using the file name indicated in the lesson.
- Check the Assignments Dropbox for feedback on your marked assignments.



Recent files

Google Drive

Upload a file

Private files

Wikimedia

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 through several buttons. If you can still see your actual 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. If the message field is open for a lengthy period of time, the software may time-out and the “message” you are writing may be lost when you post.**
- Post to forum.

USING the CALENDAR

The calendar is found on the right-hand side of your course homepage.

September 2020						
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	29	30			

- 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 or for that day’s task.
- Click 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!**

ACTIVITIES!!

Click on any of the activities listed in the ACTIVITIES 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.

