

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.

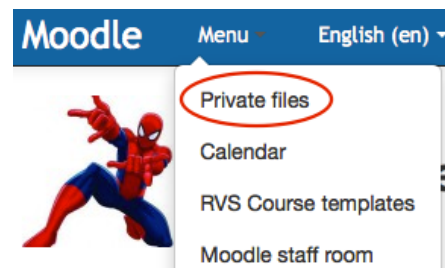


Clicking on “Moodle” on the far left on the Nav Bar, from any course page, will provide short cuts to all of your courses.

Private Files

This tool allows you to store documents on any computer to retrieve on any other computer.

- Click to release the drop down menu beside “Menu” on the left of the Nav Bar.
- Click on the add icon (a sheet of paper with a plus sign). Click on “Upload a File”.
- Click on “Browse”.
- Navigate through your folders to find the file(s) you wish to store in your private files.
- Double click the file name and then click “Upload this file”.
- **Click on Save changes or your file will not be there!!**
- To retrieve the file, click on “Private files”, then the name of the file you wish to use.



MY TEACHER

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

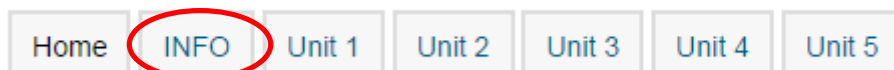
- your teacher’s name
- your teacher’s email address
- your teacher’s phone number
- course announcements

Ms Your Teacher
yourteacher@rvschools.ab.ca
(403)555-1234 ext 5678

ACCESSING COURSE INFORMATION

Clicking on the INFO tab will give you access to

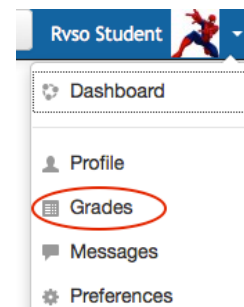
- course outline
- required resources
- file labeling convention
- course support documents
- tech support



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. (Some courses may have lessons under “Course Content”.)

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 left 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	29	30			

• It contains both global (green) entries (those common to all RVS students and teachers) as well as course-specific (pink) entries.

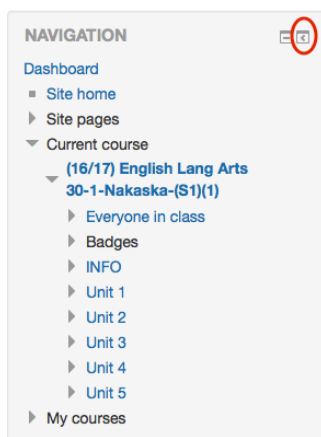
• Click on a date to determine what is due that day in the course.

• 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.

DOCKING!!

Click on the sideways arrows across from NAVIGATION and ADMINISTRATION. This will dock the tools at the top left of your page, making them accessible at this point from ANY page in your course for quick and easy navigation.



ADMINISTRATION

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.

Your progress ?

