

Guidelines to Using Moodle in a Face-to-Face Classroom

Requesting a Moodle Course

Contact the Learning Online Principal to request a course. Your request should include course name, grade, and period. Learning Online will create the course.

Enrolling Students in Moodle Courses.

All face-to-face classes will use Self-Enrollment. Learning Online will create an enrollment code and course link.

- **Step One** - Students click on the course link and are prompted to log in.
- **Step Two** - Students select **Enrol Me** and enter the enrollment code.

Once enrolled, students will be able to access their course by using the same course link or by logging in at <https://lo.rcsd.ca> and clicking on the dashboard in the top right corner.

Student Password and Login Information

Student usernames and passwords are the same as RCSD accounts.

- Moodle only allows usernames that are 20 characters or less, including periods and hyphens.
- Students **should not** include the @rcsd.ca ending when logging into Moodle.

Trouble Shooting Account or Access Issues.

Moodle uses RCSD usernames and passwords. If a student can log into their other school accounts, they should be able to log into Moodle.

- If students are unable to log into the course, please take the following steps.
 - Confirm with the student that they are using their RCSD username without the @rcsd.ca ending.
 - If the student has a longer name, confirm that they are only using the first 20 characters of their username.
 - Use <https://mypass.rcsd.ca> to reset the student's password.
 - If a student can log into other RCSD accounts and not their course, contact the Learning Online Principal.

Training and Support

- Moodle Training Course: <https://lo.rcsd.ca/course/view.php?id=157>
- Student Preparation Course: <https://lo.rcsd.ca/course/view.php?id=41>

General Guidelines

Copyright – Teachers are responsible for ensuring content delivered through Moodle meets current copyright guidelines. This website provides a tool that can be used to determine what can be shared electronically and what information is required -

<http://www.fairdealingdecisiontool.ca/>.

Uploading Videos – External videos, such as YouTube, cannot be uploaded to Moodle. This is a violation of copyright and puts pressure on our system. You can use these by providing links to the video.

- Personal videos, such as teacher created tutorials, should be stored externally and then embedded in or linked to Moodle. This will minimize pressure on our server.

End of Semester:

End of the semester procedures will be dependent on whether the course will be needed for the following semester.

1. **Course is needed for the upcoming semester:**

Contact the Principal of Learning Online to indicate that your course will be reused in the upcoming semester.

The Learning Online Principal will create a back up of your course work and reset the course. You will be provided with the back up of the course and be required to keep the file for 6 or 12 months depending on the course grade level.

2. **Course is not needed for the upcoming semester:**

If the course is not needed for the upcoming semester, the student work will remain in Moodle for a period of 6 or 12 months, depending on the grade level. After the appropriate time, the course will be reset. Teachers will not receive notification prior to a course being reset.

Please note, a course reset only withdraws students and clears student work. It does not delete any of the course information or assignments.