

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

Requesting a Moodle Course

Contact Amy Sanville at a.sanville@rcsd.ca to request a course. Your request should include course name, grade, and period. Learning Online will create the course and enroll your students from SIRS.

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>
- Division Moodle Support: Mitchell Bresciani – m.a.bresciani@rcsd.ca
Amy Sanville – a.sanville@rcsd.ca

Student Information in Moodle

There are activities in Moodle designed to allow students to collaborate and share ideas and information. Examples are Wikis, Forums, and Databases. If you use these activities, please make students aware that their name and information will be shared with their classmates. The statement below is a sample of what can be included in these activities:

By posting to this activity, other students in this class will see your full name as well as the information you share.

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/>.

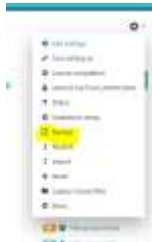
Uploading Videos – External videos, such as YouTube, cannot be uploaded to Moodle. This is a violation of copyright and puts pressure on our system. You can use these by providing links to the video.

- 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 - Creating Course Backups

When a course is reset at the end of the semester, students are withdrawn and all student information and work is deleted. It is the teacher's responsibility to backup and store the course information according to the Ministry of Education guidelines.

- **Step One** – Click on the Edit Icon in the top right corner and select **Backup**.



- **Step Two** – Select the fields you wish to backup and select **Jump to Final Step**. Enrolled Users and Activities and Resources must be included.



- **Step Three** – Once the backup is created, click on **Continue**.



- **Step Four** – You will be taken to your Course Backup Page. Find the course you created the backup for and select **download**.

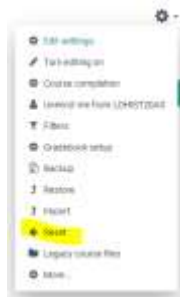


- **Step Five** – Once your course is downloaded, you will find it in your **Downloads** folder. From here you can rename it and save it in the appropriate folder.

End of Semester - Resetting a Course

Resetting a course will remove previous students, but also delete all of their work. Before resetting your course, ensure you have created a backup of the course content.

- **Step One** – Click on the Edit Icon in the top right hand corner and select **Reset**.



- **Step Two** – Click on **Select Default**.



- **Step Three** – Click on **Reset Course**.



- **Step Four** – Scroll to the bottom of the page and select **Continue**.

