

## 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.

### Duplicate Courses

Duplication of multiple courses will not be processed unless out of necessity. Teachers are encouraged to duplicate assignments or tasks within one course and restrict access to them via the Groups function in Moodle. Restricting access can be set up in Groups (Periods/Classes). For Example, if you have Period 1 and Period 4- History 10, you use the same course in Moodle, but certain tasks are only accessible to specific periods/classes. For more information look to the tutorial on the Face-to-Face Moodle Information page or reach out to the Learning Online Teacher Mentor.

### 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. A tutorial to find the self-enrollment code is on the Moodle Face to Face Information page.

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 or my courses.

### 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>
- Reach out to Learning Online Teacher Mentor for additional help

## **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 **ONLY IF REQUESTED**. **Teachers are responsible to delete their own participants and reset courses**. Resetting a course does not delete any content, but just student data, responses, submissions etc.

How to reset courses will be on the Moodle Face to Face Information page.

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 if it is over 12 months old.

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