

## Moodle Courses - Teacher Guidelines

### Requesting a Moodle Course

Contact Amy Sanville at [a.sanville@rcsd.ca](mailto:a.sanville@rcsd.ca) to request a course. Your request should include course name and grade.

### Enrolling Students in a Moodle Courses.

All face-to-face classes use Self-Enrollment. You will be provided with a course link and enrollment code.

- **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 Amy Sanville.