



Lakeside Christian School

Moodle Student Guide

GETTING STARTED:

- To log in to Moodle, go to <http://lcs-fl.moodle.renweb.com>.
- Your username is your first and last name. For example, John Doe's username would be johndoe. The first time you log in, your password will be the same as your username. You will then be prompted to change your password. Your password must be at least six characters and contain at least one number. *Exception: If a student has created a ParentsWeb account on their own, that username will be used for Moodle.
- You may then be taken to your profile page where you will be asked to enter your email address. Once entered, you will receive an email confirming the email address you entered. You must confirm the email address before you will be able to access your Moodle courses. *Note: If your email address is already listed in RenWeb, you will not be prompted to complete this step.

NAVIGATING IN MOODLE:

- After logging in, you will be taken to your Moodle Home Page. In the middle, you will see a section called "My Courses" where all of your classes should appear. Click on the name of the class to display the course information and to view and complete assignments.
- To return to the Moodle Home Page, click on "Home" button or on the school logo in the upper left-hand corner.
- Should you need to change your password or email address, you can do so by clicking on the user menu in the upper right-hand corner, clicking on Profile, and clicking on Edit Profile.

ACTIVITIES IN MOODLE:

Your teachers can assign a variety of Activities in Moodle. These activities are represented by various icons. Below is a list of the most commonly used activities. It is up to your teacher to determine which activities are assigned for your class.



Assignment

Enables a teacher to communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor.



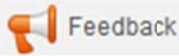
Chat

Enables participants to have text-based, real-time synchronous discussions. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.



Checklist

Enables teachers to create a checklist / to-do list / task list for their students to work through.



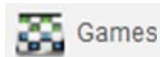
Feedback

Enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.



Forum

Enables participants to have discussions that take place over an extended period of time.



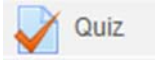
Games

There are a variety of games, such as hangman and crossword puzzles, that teachers may assign.



Glossary

Enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information



Quiz

Enables a teacher to create quizzes comprising of questions of various types, including multiple choice, matching, short-answer and essay.

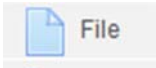


Wiki

Enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

RESOURCES IN MOODLE:

A resource is an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses.



File

Enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

*Note: Students need to have the appropriate software on their computers in order to open the file.



Folder

Enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page.



URL

Enables a teacher to provide a web link as a course resource.

GRADING:

While grades for Moodle assignments will be available for viewing in Moodle, the grades displayed in RenWeb/ParentsWeb should be considered as the student's actual grade for the course.



Lakeside Christian School Moodle Policy

Educational Uses:

- Lakeside's Moodle site is intended for instructional use only.
- Faculty members will decide how Moodle resources will be used in their individual classes.

Acceptable Use

- Use of the LCS Moodle system is for educational purposes or those purposes that relate to LCS activities only.

Prohibited Use

- LCS Student Moodle accounts are not for private use.
- Students should not allow anyone other than their parents to access their accounts.
- Students should never share their passwords with anyone other than their parents.
- Students should never attempt to access another user's account
- Students should never attempt to misrepresent their identities.
- Students should not use their accounts for private profit not related to school activities.
- Students should not use their accounts for junk mail, mass mailing, or spamming.
- Students should never knowingly send viruses, spyware, or other harmful software
- Students should never use their accounts to violate any law, regulation, or contract
- Students should never publish/create information that is profane, vulgar, threatening, harassing, abusive, defamatory or libelous.
- Students should never publish or distribute illegally copied music, movies, software or other Intellectual property, or otherwise infringe upon the copyrights of other persons or entities
- Students should never publish any information or software used to circumvent software licensing or registration.
- Students should never advocate or solicit violence or criminal behavior

Assignment of Student Accounts

- Lakeside's System Administrator or other authorized personnel will assign all student accounts.

Account Information

- Accounts will be deactivated after graduation or withdrawal from the school.
- Lakeside reserves the right to copy and distribute any data created using the LCS Moodle system.

Privacy

- Lakeside Christian School owns all school-generated student accounts and all data created using those accounts.
- Administration reserves the right to monitor and/or access and disclose student created content at any time. If evidence of criminal activity is discovered, the evidence will be turned over to law enforcement officials.
- Users should realize that the deletion of content does not prevent administration from accessing those files.

- Students should realize that their Moodle usage will be logged and can be accessed by Lakeside administration at any time.
- Content posted on Moodle may be available to all LCS Moodle users. If you don't want it read, don't post it.

Security

- Students should never share passwords, account information, or sensitive personal information to anyone other than their parents for any reason.

Consequences for Violation of LCS Moodle Policy

- The consequences for violating Lakeside's Moodle Policy include suspension of privileges, revocation of privileges, suspension from school, and expulsion from school, depending on the severity of the violation. LCS Administration has the final say in the assigning the appropriate punishment.

Lakeside Christian School reserves the right to amend this policy at any time. Administration has the final say in all matters relating to the use of Moodle.