

Logging in on the Moodle site

1. Go to parish website. Select "Moodle" from the column on the right side.
2. From the list of courses, go to your school and select 2014-2015 lesson plans.
3. a. If you already have a Moodle account, enter user name and password.
b. If you do not have a Moodle account, you must "Create a New Account." Follow the directions to setting up the account. (Most people use their email user name and passwords to keep it simple, but you may have to add another letter or number to your user name if the one you try first is already in use). Use your school email account when it asks for email address. A confirmation will be sent to your email. Go to your school email and click the link.
4. Once in Moodle, click on "2014-2015 lesson plans." Click the "enrol" tab.

Uploading lesson plans to Moodle

1. Click on the lesson plan template located at the top of your Moodle lesson plan site.
2. Complete your lesson plans.
3. In the dropdown menu under "File" in upper left, Click "Save as" and name and save your lesson plan (example: "Algebra II Aug 20"). Repeat if you have multiple lesson plans.
4. On the Moodle page, click on the desired week, "Week of August 25", for example.
5. a new page will open. Click "Add a New Discussion topic"
6. A new screen will open. Put in your subject (example: "Week of August 20").
7. You must put something in the message box. For example, "Here are my lesson plans for the week."
8. **In the next box you will see "Send me email copies of posts to this forum" Click on the dropdown arrow in that box and select "I don't want email copies of posts to this forum"
9. Click and drag your saved lesson plan into the "Files" box.
10. At the bottom of the Moodle page, click "Post to Forum." A screen will open saying you have 30 minutes to edit your post. Click "continue." Your lesson plans will appear as attachments under your name in the Moodle forum. At this point you may select "Edit" to make changes if you want, if not, you are done.