**Information about Moodle**

**What is Moodle?**

Moodle is a virtual platform that will be used to deliver class content, turn in assignments, take test/quizzes, and allow you to participate in virtual class forums. Listed below are the labels that you will see under each topic category along with some helpful hints.

**How is Moodle organized?**

At the top of the Moodle class page you will find information that is relevant for the entire year. Below this information you will find topic headings. Under each topic heading you will see the following labels: Weekly assignment sheets, Resources, Assignments, Forums, Test/Quizzes.

**When are assignments due in Moodle?**

Moodle assignments must be turned in before the class period that they are due. This means that you will be submitting your assignments before you get to class. If you need to take a picture of an assignment and upload it to Moodle, you will do this before you get to class. This will ensure that all assignments are turned in at the beginning of class.

**What do I do with the different topics?**

1. Weekly assignment sheets

 - Under this label you will see a Word document that is labeled “Week of ….”.

 -This is a list of your homework assignments for the week

 -This assignment sheet will be posted every Friday

 -Please understand that this is my plan for the week, and it subject to change.

2. Resources

-Under this label you will find resources that you need in order to complete homework assignments.

-This includes PowerPoint Presentations, videos to watch, links to websites, etc.

-Some of these resources will be assigned to you, other resources will be additional information that you can view if you need help or more information on a topic

 -I will also place project information sheets/rubrics under this label.

3. Assignments

 -These are word documents or PDF files that you need to complete for homework.

-You must open the assignment, and then download the file. Then you can “see” the assignment.

-If it is a Word document then you can type in the document.

-If it is a PDF you will need to type the answers to the questions in a Word document.

-You will submit these assignments for grading on Moodle. Your grade for these assignments will not appear in Moodle. Check Educate for your grades.

-To do this open up the assignment that you are submitting, complete the assignment, and then copy and paste the text from the Word document in the submission box.

-For some assignments I will require you to take a picture of your work and then submit that picture. This will happen for flashcards, charts, graphs, or diagrams that you need to make.

4. Forums

-A forum is a form of discussion in which you respond to a question or writing prompt that I post. I will post question(s) that you need to respond to and everyone in the class will have access to your response.

-Your response to the question(s) should be written in complete sentences and completely answer the question.

-In a forum I will usually ask you to respond to 1-2 of your classmates responses. You will need to read your classmates response, and then post a thoughtful comment about what your classmate said.

 -Thoughtful comments must be appropriate and written in complete sentences.

-You may not simply say “I agree” or “I disagree” with what your classmate said. You must explain why you agree or disagree with their response.

-It is acceptable to give helpful advice to your classmates’ response, but please make sure that this is done in a kind manner.

5. Tests/Quizzes

 -You will be taking your tests/quizzes on Moodle.

-These will have a time limit, and you will need to submit the test/quiz before the time is up. The time limit will depend on the test/quiz that you are taking.

-You will not be able to access the test/quiz until I open the document for you to view.

-The grade for the test/quiz will appear in Educate, not on Moodle.