

Moodle Version 3.7
GUIDEBOOK

For Parents & Students



Prepared by
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March 2020

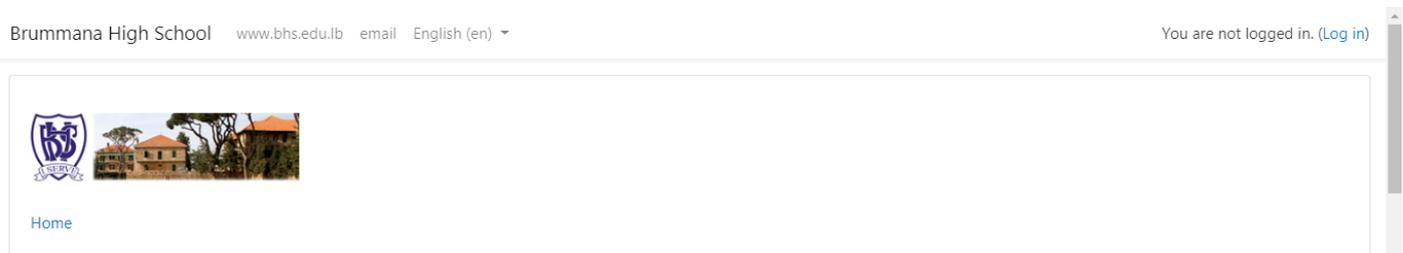
Access BHS Moodle LMS (Learning Management System)

- Open a web browser (Google Chrome, Firefox, Safari...)
- Go to www.bhs.edu.lb
- Press the Moodle button (top right, next to the Office 365 button used for school emails)

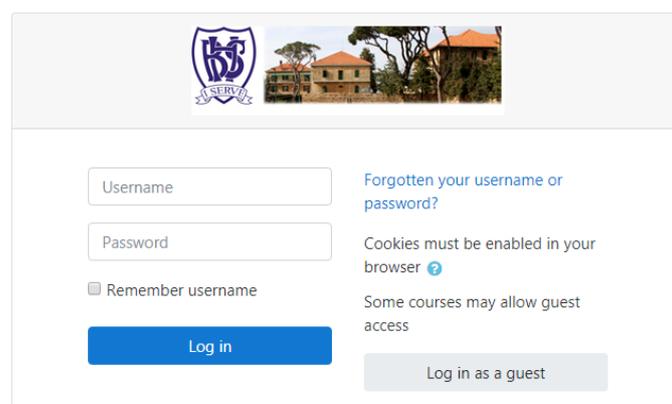


N.B. If for any reason the BHS website is not opening, type in your web browser this address:
<https://moodle.bhs.edu.lb/moodle/>

- Press Log in (in the top right corner)



- Then enter student's Moodle username and password (the password is case sensitive which means that you have to write the characters as they are, using uppercase or lowercase)

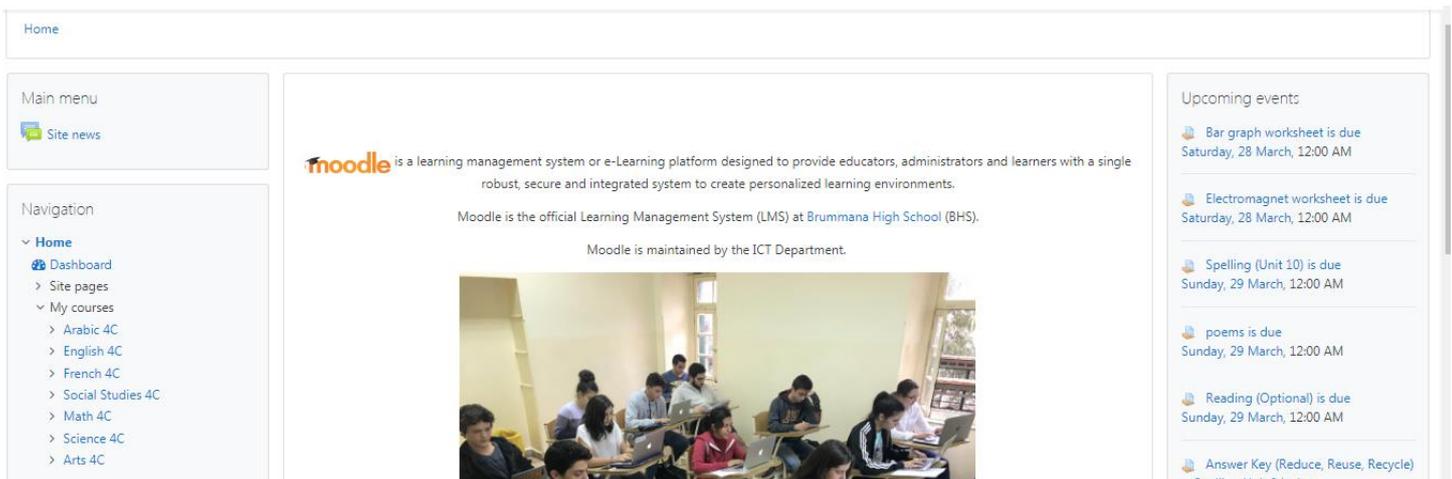


- You will then see a screen where at the top right you can see the image and the name of your child (which are hidden in this screenshot to respect the privacy of the child).

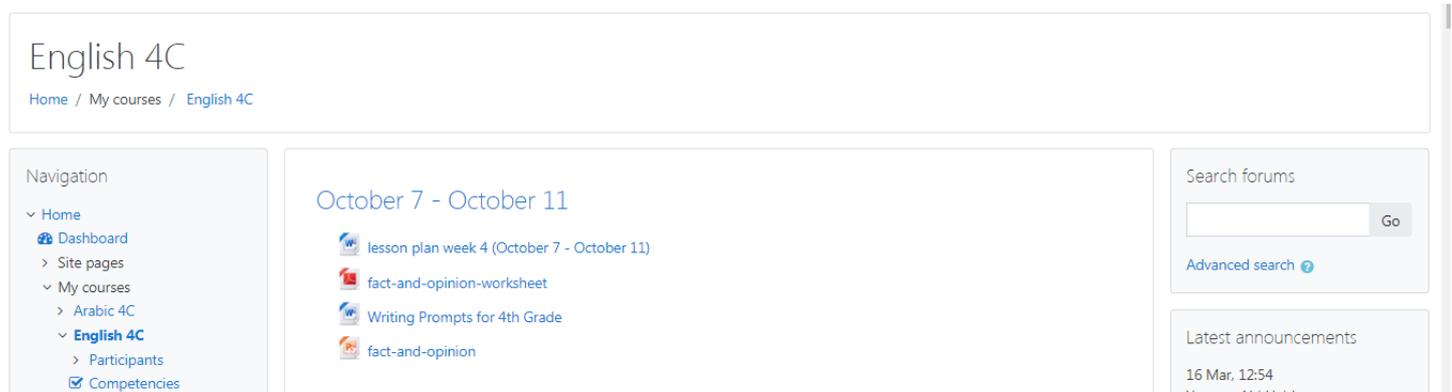
My Courses and Upcoming Events

On the left-hand side you have all the courses your child is enrolled in by his/her teachers, under **My Courses**. *If any course is missing, please contact the teacher.*

On the right-hand side, you will see a list of upcoming events like assignments (with due dates), quizzes...



- Then you can open a course to view its content. The content could be arranged/sorted by weeks or by topics/sections in ascending order. In the example below, we are viewing English for Grade 4 section C. You need to scroll down to see the newest or recent weeks/topics. The teacher of the course can add files of various types (documents, presentations, pdfs...), URLs (links to websites/web pages), online assignments, videos, audio, images...



Moodle Assignment

N.B. Kindly note that the online assignment symbol is



- When you open an assignment, either from the upcoming events or from the course content/page, you read the teacher’s instructions and then you can add **Submission Comments** to be saved. At the end you have to press the **Add Submission** button which is located at the bottom of the **Submission Status**.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 29 March 2020, 12:00 AM
Time remaining	4 days 12 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

N.B. In some cases, the teacher may send an assignment to be done differently, for example on copybooks or on workbooks... So you will not see the Add Submission button. You will read in the Submission Status *“This assignment does not require you to submit anything online.”*

Submission status

Submission status	This assignment does not require you to submit anything online
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Moodle Calendar (Planner/Agenda)

- You can press on **Go To Calendar...** under the **Upcoming Events** or you can check the **Calendar** block under the **My Courses** list

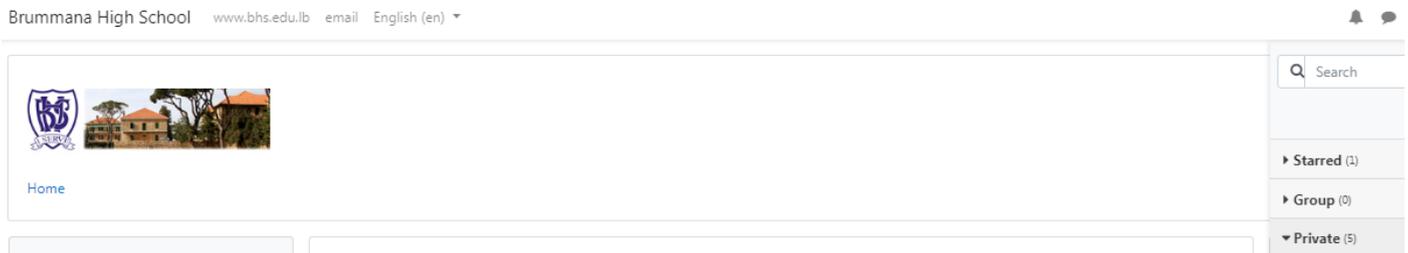
The screenshot shows the Moodle homepage layout. On the left, there is a 'Main menu' with 'Site news' and a 'Navigation' menu with 'Home', 'Dashboard', 'Site pages', 'My courses' (listing Arabic 4C, English 4C, French 4C, Social Studies 4C, Math 4C, Science 4C, and Arts 4C), and a 'Calendar' block for March 2020. The main content area features the Moodle logo, a description of the LMS, and a photo of students in a classroom. On the right, an 'Upcoming events' list includes: 'Bar graph worksheet is due' (Saturday, 28 March, 12:00 AM), 'Electromagnet worksheet is due' (Saturday, 28 March, 12:00 AM), 'Spelling (Unit 10) is due' (Sunday, 29 March, 12:00 AM), 'poems is due' (Sunday, 29 March, 12:00 AM), 'Reading (Optional) is due' (Sunday, 29 March, 12:00 AM), 'Answer Key (Reduce, Reuse, Recycle) + Spelling Unit 9 is due' (Sunday, 29 March, 12:00 AM), and 'Design A hat is due' (Friday, 3 April, 12:00 AM). A 'Go to calendar...' link is at the bottom of the list.

- You can choose from the **Calendar – Upcoming Events** for all courses or for a specific course

The screenshot shows the Moodle 'Calendar' page. The header includes 'Brummana High School' and navigation links. The left sidebar has a 'Navigation' menu with 'Home', 'Dashboard', 'Site pages', 'Calendar', 'Site news', and 'My courses'. The main content area is titled 'Calendar' and has a filter for 'Upcoming events for: All courses' and a 'New event' button. It lists two events: 'Bar graph worksheet is due' (Saturday, 28 March, 12:00 AM) for 'Math 4C' and 'Electromagnet worksheet is due' (Saturday, 28 March, 12:00 AM) for 'Science 4C'. A 'Go to activity' link is present. On the right, an 'Events key' lists options like 'Hide global events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'. Below that is a 'Monthly view' showing calendars for February 2020 and March 2020.

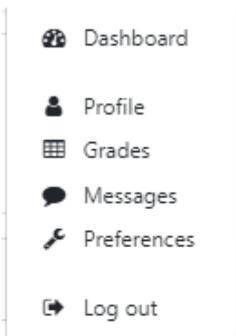
Chatting/Messaging Drawer

In the messaging drawer  you can search for another student within your course(s) or a teacher of your courses and you can chat in private.



Student's Profile

- In order to check the profile where you have the main information about the student, such as his/her **school email address on Office 365**, class or courses, click on the student's name or image in the top right corner and then select **Profile**.



Sign Out from Moodle

- To log out from Moodle, press **Log Out**

