Moodle Version 3.7
GUIDEBOOK
For Parents & Students

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Moodle Tutorial for Parents & Students

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)
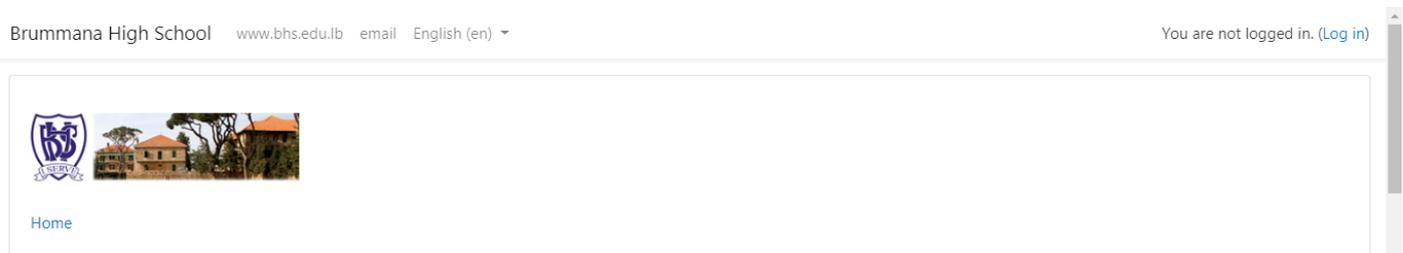
- Then enter student's Moodle username and password (the password is case sensitive which means that you have to write the characters as they are, using uppercase or lowercase)
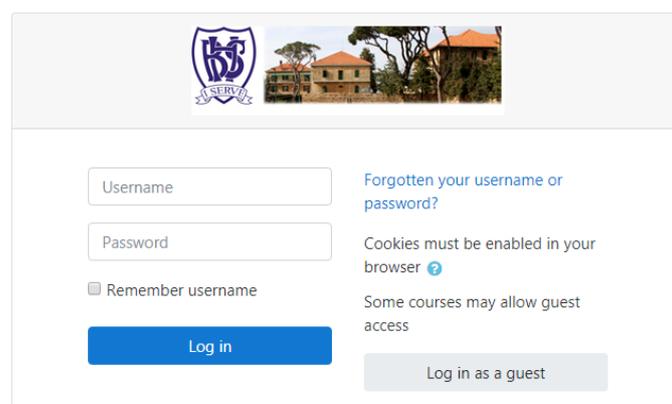
- You will then see a screen where at the top right you can see the image and the name of your child *(which are hidden in this screenshot to respect the privacy of the child).*

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Academic Year 2019/2020

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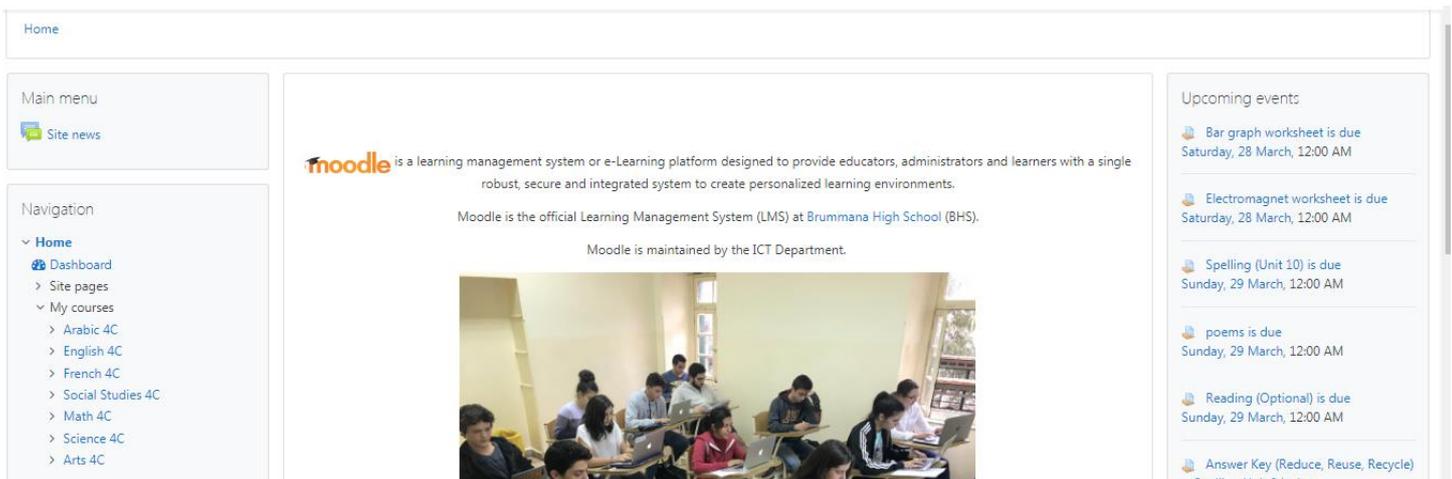
- Then you can open a course to view its content. The content could be arranged/sorted by weeks or by topics/sections in ascending order. In the example below, we are viewing English for Grade 4 section C. You need to scroll down to see the newest or recent weeks/topics. The teacher of the course can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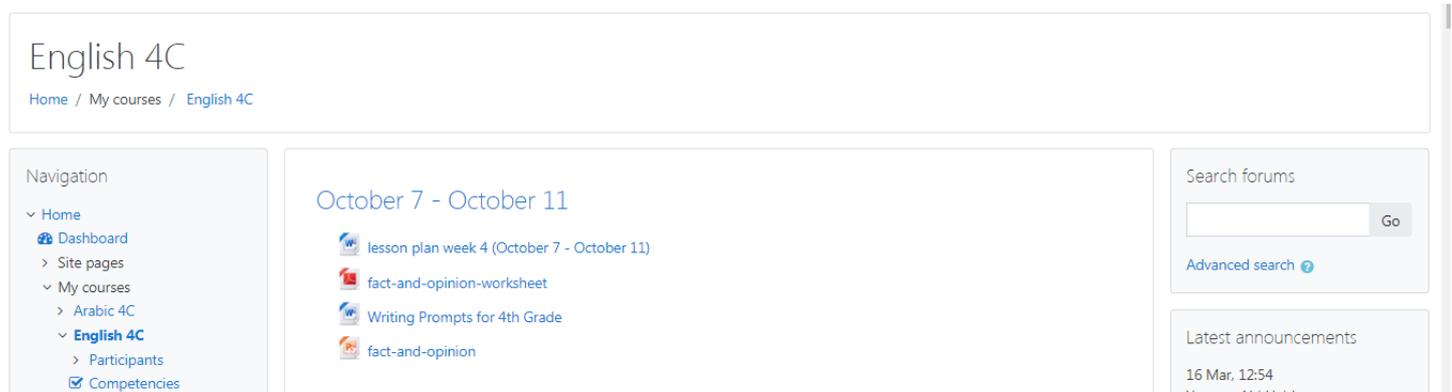
Moodle Assignment

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.**

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."*

<u>**Moodle Tutorial for Parents & Students**</u>

Academic Year 2019/2020

<u>**Moodle Calendar (Planner/Agenda)**</u>

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

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

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.
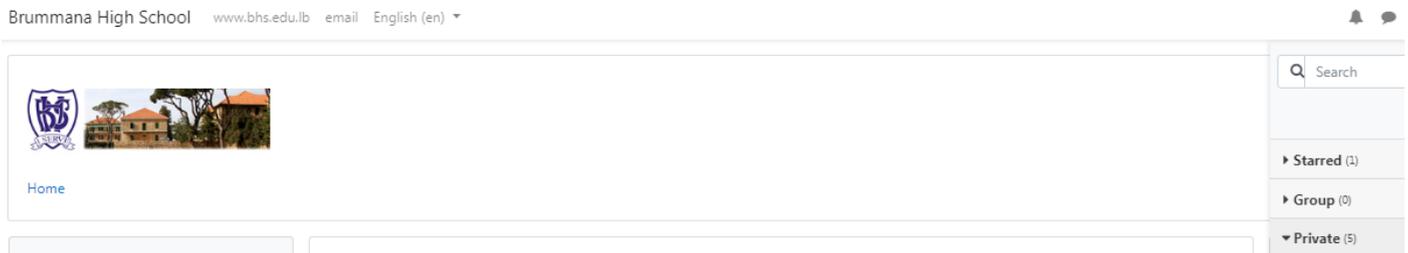
Student's Profile

- 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**.
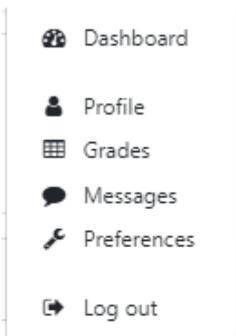
Sign Out from Moodle

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