

# Moodle Instructions for Students

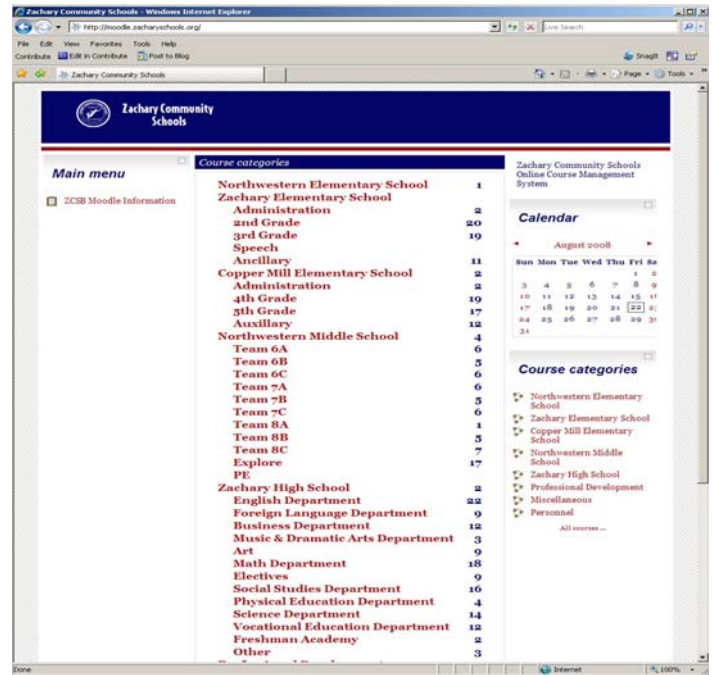
## Step 1: Login

Go to: <http://moodle.zacharyschools.org> or click the Moodle button on the ZHS website.

Login: Same as Novell login without the .s  
Sample Username: jsmith2009  
Sample Password: js1234

If you have already created a login at the Moodle login screen, it will be deleted. You will use the one created for you.

If you experience any problems logging in, DO NOT create an account. If you have problems logging in using the correct login, please see Mrs. Burns in the library to get your proper login created.



## Step 2: Changing Your Profile

When you login, your name will be linked at the bottom of the screen. Click on your name and it will bring you to your Profile page.

Choose Edit profile.

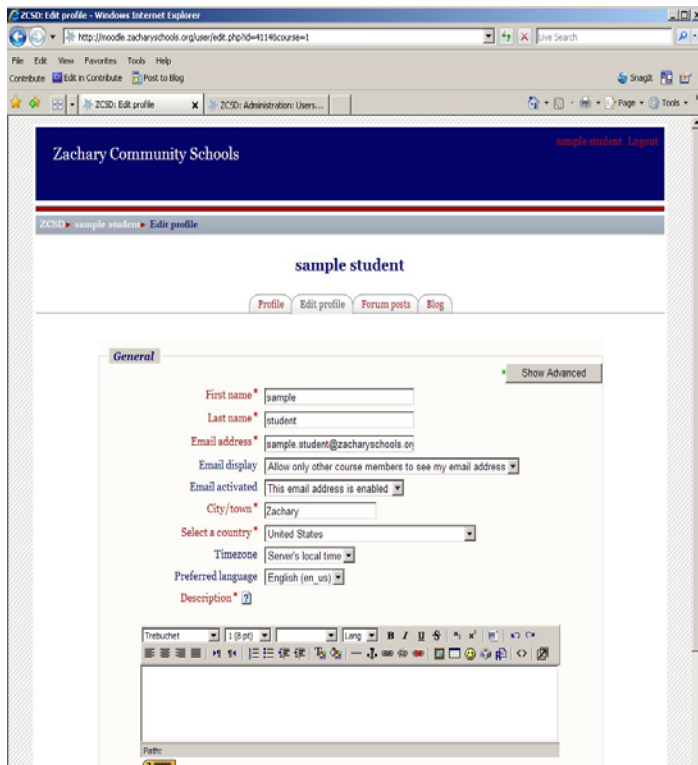
Delete this "fake" email address because it doesn't exist. Please insert your Gaggles email address. Students must return the Gaggles Parent Waiver to school in order to use this email account. The waiver is in the student planner.

You may also browse and upload a picture of yourself under "Edit Profile"

After you have done these things, select Update profile.

## Step 3: Enrolling in Your Classes

Once you have successfully logged in, find your courses. Be sure to choose the correct teacher and course. When you click the course, Moodle will ask if you want to enroll in this course. Click Yes.



## Online Discussion ETIQUETTE in Moodle:

Students must understand that Moodle is a Virtual Learning Environment. It allows students to blog, chat, and interact with each other and their teachers through online discussions. There are rules the students must follow.

Remember to treat each other with respect online as well as at school. Never attack or bully others while blogging or having online forum discussions. Personal attacks on others will lessen your own character and can cause problems that can easily be avoided.

In online academic discussions, avoid using slang. This is an academic environment and your grammar must be reflective of how you are to write and speak at school or in any academic setting.