# CASAS CHRISTIAN SCHOOL DIGITAL PLATFORM

Moodle Tutorial - Instructions for use





## IN THIS TUTORIAL...

....you will learn how to:

- Sign in to Moodle
- Choose a course
- Access content (videos, assignments, quizzes, etc)
- Submit an assignment to a teacher
- Access support for questions





# SIGN IN TO MOODLE OPTION 1

- 1. Go to <a href="https://www.casaschristianschool.com">www.casaschristianschool.com</a>
- 2. Click on the Academics tab
- 3. Choose Moodle Digital Platform
- 4. Enter your user name and password (sent to parent email address unique login for each student)

IN THE NEWS

SCHOOL CALENDAR



REVIEW US

520-297-0922

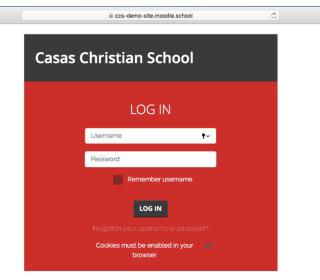






# SIGN IN TO MOODLE OPTION 2

- 1. Type the following in to a web browser: <a href="https://online.casaschristianschool.com">https://online.casaschristianschool.com</a>
- 2. Enter your user name and password (sent to parent email address unique login for each student)







# SIGN IN TO MOODLE OPTION 3

- 1. Download the Moodle App from the Google Play store or App Store
- 2. Open the app
- 3. Enter our school site information (first time only): ccs-demo-site.moodle.school





4. Log in with student user name and password

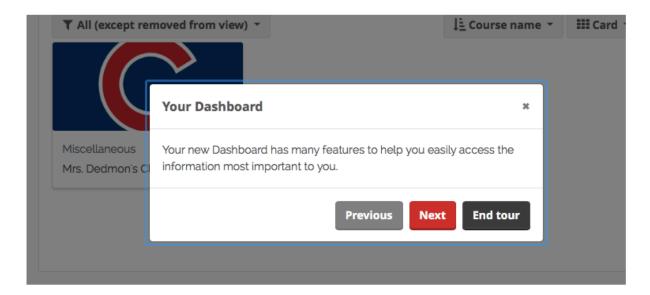






## HOW TO ENTER A COURSE:

On a student's initial login, you will be prompted to take a brief tour. You may click through the tour or choose to end it at any time.



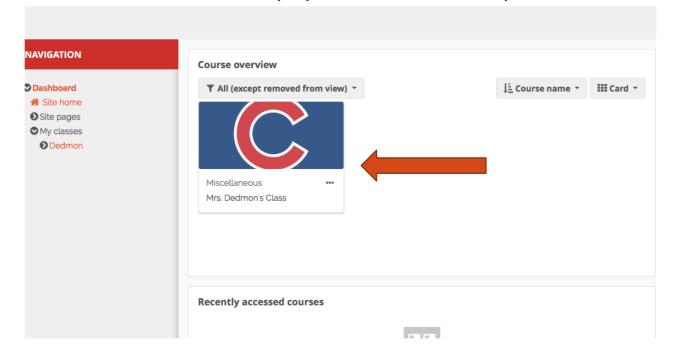




# HOW TO ENTER A COURSE (CONT'D):

Your student will be enrolled in one or more courses (depending on grade level).

To enter a course, simply click on the picture.

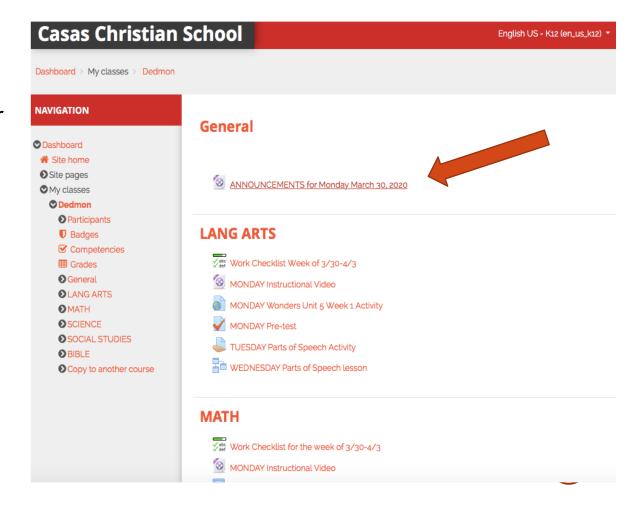




# TO ACCESS YOUR CONTENT:

You are ready to begin! Your teacher has designed a whole classroom in this virtual world!

Click on a link to open up a video, assignment, quiz, discussion forum and more!

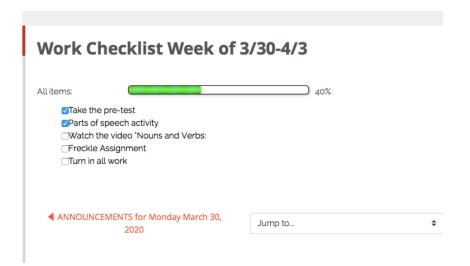


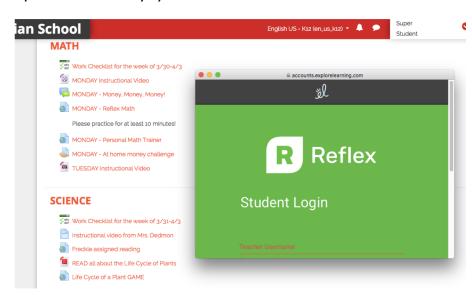


# TO ACCESS YOUR CONTENT (CONT'D):

There are many different types of activities that your teacher may have created. Your teacher may have a weekly checklist to help you keep track of work, a quiz, a discussion board, an assignment and more!

You may click on an assignment that will take you to another work area (examples: Freckle, Reflex Math, Personal Math Trainer, etc). You will log in to those with the username and password provided by your teacher.







#### TO SUBMIT AN ASSIGNMENT TO YOUR TEACHER:

You may need to complete an assignment at home and submit it for grading to your teacher. This will be done through a file upload. You may take a photo of the work, scan the work using a scanner, or use the Notes app (only on iPhones).

# Submitting a photo of work from a phone is done easiest through the Moodle App (not website).

To submit your work:

**Step 1:** Take a picture or scan of your work on a device.

**Step 2:** Open the Moodle app on your phone or tablet device that you took the photo/scan on.

**Step 3:** Click on the course you want to enter.

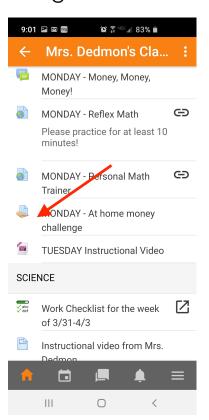


Go to next slide for step-by-step directions!



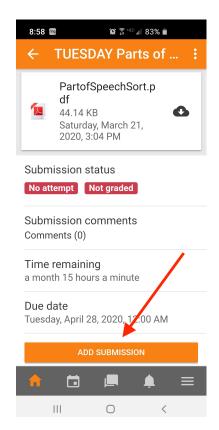
### TO SUBMIT AN ASSIGNMENT TO YOUR TEACHER (CONT'D):

# **Step 4:**Click on the appropriate assignment



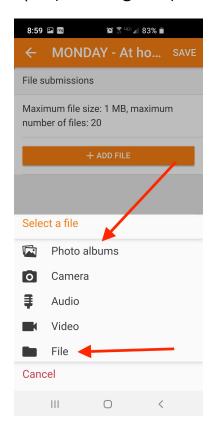
Step 5:

Click on the orange "ADD SUBMISSION"



Step 6:

Choose photo album or file (depending on your device)



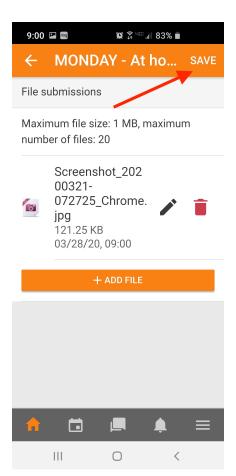


# TO SUBMIT AN ASSIGNMENT TO YOUR TEACHER (CONT'D):

#### Step 7:

Once you have chosen the file or files you want to submit, click SAVE at the top right.

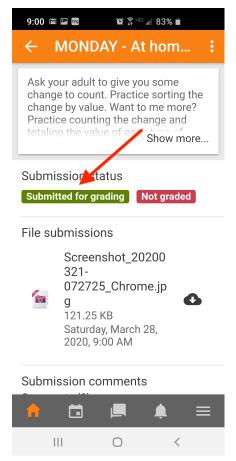
You can add more then one file!



#### Step 8:

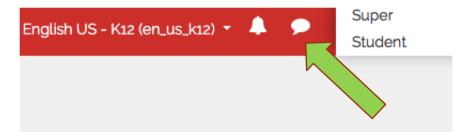
You will see a green button under Submission Status that say "Submitted for grading".

You are all done!





You are logged in as Super Student (Log out)
Reset user tour on this page



# ACCESSING SUPPORT FOR MOODLE/ TROUBLESHOOTING

- 1. For Moodle specific help, you can restart the help tour on any page at any time by click on the "Restart User Tour" link found at the bottom of every Moodle page.
- 2. Call our office at 520-297-0922
- 3. For instruction or assignment clarification, contact your teacher via classroom phone, email or Moodle chat.





<sup>5</sup> May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had,

Romans 15:5