1. What is Moodle

Moodle is the newest Colville School District learning management system designed to provide remote learning experiences for our learners. With Moodle, students and teachers are able to work on assignments, lessons, quizzes, and much more while being online or offline. There are two different ways to access Moodle coursework depending if you have access to the internet or not. While having internet access is the easiest way to interact with class materials through the Moodle website, there is an offline option for Moodle which would entail downloading the Moodle Mobile App and downloading (and syncing) class materials weekly. This ‘book’ is here for you to explore all the key components and features you will see as a student using the Moodle Mobile App for offline learning. If you are interested in learning about accessing class materials with the online Moodle website, please refer to the other ‘book’ on this page.
2. Where to Locate Internet Access

ALL Colville School Buildings have internet access to students and staff accessible in from their parking lot.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Access Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colville</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Big Al’s Coffee Shop</td>
<td>279 S. Main St.</td>
<td>(509) 684-4491</td>
<td>Temporarily suspended</td>
</tr>
<tr>
<td>Colville Library</td>
<td>195 S. Oak St.</td>
<td>(509) 684-6620</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Fired Up Brewing</td>
<td>1235 S Main St.</td>
<td>(509) 684-3328</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>McDonald’s</td>
<td>1103 S. Main St.</td>
<td>(509) 684-6667</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Safeway</td>
<td>1250 N. Highway</td>
<td>(509) 684-3782</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Super 1 Foods</td>
<td>1250 N. Highway</td>
<td>(509) 684-9788</td>
<td>24/7, accessible from parking lot. Password is posted inside store and changes periodically.</td>
</tr>
<tr>
<td>South Main Restaurant</td>
<td>993 S. Main St.</td>
<td>(509) 684-9930</td>
<td>Closed during the Stay Home order</td>
</tr>
<tr>
<td>Walmart</td>
<td>810 North Highway</td>
<td>(509) 684-3209</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Zips</td>
<td>1265 S Main St</td>
<td>(509) 684-3548</td>
<td>24/7, accessible from parking lot</td>
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</table>

Kettle Falls
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Access/24/7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kettle Falls</td>
<td>Kettle Falls Library</td>
<td>605 Meyers St.</td>
<td>(509) 738-6817</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Meyers Falls Market</td>
<td>Meyers Falls Market</td>
<td>509-738-2727</td>
<td>24/7, somewhat accessible from parking lot (poor reception even indoors)</td>
</tr>
<tr>
<td></td>
<td>and Cafe</td>
<td>160 E. 3rd Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chewelah</td>
<td>Fired Up Pizza</td>
<td>206 E Main Ave.</td>
<td>(509) 936-9121</td>
<td>Parking lot accessible 24/7</td>
</tr>
<tr>
<td></td>
<td>Chewelah Library</td>
<td>311 E. Clay Ave.</td>
<td>(509) 935-6805</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td></td>
<td>Safeway</td>
<td>10 W. Colville Ave.</td>
<td>(509) 935-8383</td>
<td>24/7, unknown if parking lot accessible</td>
</tr>
<tr>
<td></td>
<td>Zips</td>
<td>516 N. Park St.</td>
<td>(509) 935-3401</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Hunters</td>
<td>Hunters Library</td>
<td>5014 Columbia River Rd.</td>
<td>(509) 722-3877</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Loon Lake</td>
<td>Loon Lake Library</td>
<td>4008 Cedar St.</td>
<td>(509) 233-3016</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Northport</td>
<td>Northport Library</td>
<td>521 Center Ave.</td>
<td>(509) 732-8928</td>
<td>24/7, accessible from parking lot</td>
</tr>
<tr>
<td>Onion Creek</td>
<td></td>
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</tbody>
</table>
Onion Creek Library Station 2191 Clugston-Onion Creek Rd. (509) 738-6817 8 am-6 pm (hours may vary), accessible from parking lot

Suncrest/Nine Mile Falls/Lakeside

Lakeside Library 5919 D Hwy 291 (509) 315-8339 24/7, accessible from parking lot

Pizza Factory 5978 Hwy 291 (509) 464-3994 24/7, probably accessible from parking lot

Rosauers 5912 WA 291 (509) 315-5562 24/7, accessible from parking lot

Subway 5978 Highway 291 (509) 466-1964 24/7, accessible from parking lot
3. Sign into Microsoft Office

When you first sign in to your school Chromebook it will install the Moodle app and the Office app. After signing into Moodle you will also need to sign in to Office for the first time. **You must do this while you still have Internet access.** If you sign in properly, you can then use the Office tools offline (Word, Excel, PowerPoint).

1. Click on the Office icon.

2. Once it opens you will be asked to sign in. Use your school email address (make sure you include "@students.colsd.org").

3. On the next screen enter your school password. (The same one you used to login to your Chromebook.)

You should now be able to both open and create Office documents both on and offline.
If you checked out a School Chromebook for offline learning, the Moodle App has already been installed on the device. Below are the steps needed to log into the Chromebook and sign in to Moodle for the first time. **The first time you log in, you will need to be connected to the internet.**

**Note:** Since this page is referring to Moodle App on a school Chromebook for offline use, you will only need to login to the Moodle App once while connected to the internet. After the first time, your Moodle login will save to your student account for future access and easy sign-in.

1. Open the school Chromebook and sign in using your Colville School District Student Account Google Account (first.last@students.colsd.org).

2. Make sure the Chromebook is connected to the internet. You may have to wait a few minutes as new settings and the Moodle App downloads to the device.

3. On the bottom of the screen, click on the Moodle icon.

4. Enter your site address: moodle.colsd.org and click ‘Connect!’

5. There are two choices to sign in. Either login by entering your first.lastname and student password OR login using the Google button and enter your Colville School District student Google account (first.lastname@students.colsd.org)
Remember, if you are using a school Chromebook for offline use, you will have to log in to Moodle one time while connected to the internet. Then, you can leave internet access and log into the Chromebook and click on the Moodle App to gain access offline.

**Note:** Continue reading this ‘book’ to learn how to download class materials for offline use.
5. Moodle App Used on Personal Devices

The Moodle Mobile App is available for FREE from the Apple Store and Google Play.

The app requires the following permissions:

- Record audio - for uploading to your Moodle site
- Read and modify the contents of your SD card - for content to be downloaded to your SD Card for offline access.
- Network access - to be able to connect with your Moodle site and check if you are connected, and if not to switch to offline mode.
- Run at startup - to receive local notifications even when the app is running in the background.
- To receive push notifications anytime.

Once the Moodle Mobile App is installed, follow the steps below to access the Colville School District site and log in.

1. Enter your site address: moodle.colsd.org and click “Connect!”

![Moodle App Login](image)

2. There are two choices to sign in. Either login by entering your first.lastname and student password OR login using the Google button and enter your Colville School District student Google account (first.lastname@students.colsd.org)

![Google Login](image)
6. Download & Sync Course Materials

Follow the steps below to **DOWNLOAD** course materials. This is an important step. Each week, new learning materials will be posted to your course by your teacher. If you are working offline, you will need to connect to the internet weekly to 'download' new materials and 'sync' materials from the previous week.

**Download Course Materials**

1. Once logged in, you will see the Moodle Dashboard. On the top right corner of the screen, click on the three dots, and choose 'Show download options'.

2. Then, you should see a 'download' button in the shape of a cloud with an arrow. You can choose to download specific courses you are enrolled in as a student, OR you can download **ALL** course materials in one click. To download all course materials, click on the cloud icon in the 'Course Overview' heading. Pictured below.

3. A popup window will appear explaining how large the downloaded content is and how much free space you have on your Chromebook. Click 'OK'.

**Sync Course Materials**

1. Once logged in, you will see the Moodle Dashboard. On the bottom left corner of the screen, click on the three lines and choose 'App Settings'.
2. Click 'Synchronisation', check to make sure that sync is allowed when on Wi-Fi, and then click on the 'sync' icon as shown below. **Note:** It may take some time for your content to sync.
7. Moodle Dashboard

When logged in, the Moodle Dashboard page will appear.

- On the left, you will see the 'Navigation drawer' where different tabs will help guide you to important features, notifications, other courses, etc.
- In the middle, you will see a list of Moodle courses you are enrolled in.

To open a course, click on the title located in the middle of the Dashboard. Depending on which grade you are, you may see one or more courses to choose from. **Note:** If you do not see a course you are a student in, please contact your teacher to confirm your enrollment in the Moodle course.
8. Take a Quiz

Your teacher can deliver quizzes in Moodle using a variety of question types, including multiple-choice, true-false, short answer, numeric questions, and more. Quizzes may be configured in different ways, so do not expect to always see the same thing when you take a quiz. For example, you may see quiz results as soon as you finish all the questions or even as you submit each question, or you may need to wait until after the quiz deadline or until all submitted quizzes are graded before results are released. Also, not all quizzes are graded as per teacher preference when creating the assignment.

To Take a Quiz

- Click the title of the quiz found down the center of the coursework page. The quiz page will open showing a summary of information about the quiz. This may or may not include grading, number of attempts you have to take the quiz, a date range the quiz is available to take, or a time limit for taking the quiz.

- To begin, click the 'Attempt quiz now' button. A confirmation page will remind you of any time restrictions or a limited number of attempts. **Note:** If your quiz is interrupted, you can return to the quiz and click 'Continue the last attempt' to resume your work, even if you lose your connection to Moodle, as long as the deadline for the quiz has not passed.

- Quizzes may have one or more questions per page. The way you answer each question may vary based on the question type. Please note:
  1. For multiple page quizzes, you can use the quiz navigation panel (on the right) to move between quiz pages. The panel will show your progress as well as how much time you have remaining if your teacher sets a time limit for the quiz. If free navigation is enabled by the instructor, you can use the quiz navigation panel to move to another page or return to complete any unanswered questions. Completed questions will be highlighted differently from unanswered questions in the quiz navigation panel.
  2. For some quiz and/or question types, you will need to click the 'Submit' button to ensure your answer is recorded.
  3. For questions without submit buttons, enter your answers and click 'Next' (on the bottom) to continue.

- When you have reached the end of a quiz, the 'Summary of attempt' page will open. This page lists the quiz questions and indicates which ones have been answered. To return to a question for review, or to complete an unanswered question, click the question number.

- When you are satisfied with your answers, click 'Submit all and finish' to finalize the quiz attempt. You will not be able to change any answers after you submit and finish the quiz attempt.

![Confirmation](image-url)
9. Create and Save an Office File

With the Office app on your Chromebook, you can open files that your teacher may have posted to the course, but you can also create your own PowerPoint, Excel, and Word files offline.

1. Click on the Office icon that should be at the bottom of your Chromebook screen.

2. Click on the + mark that will show up after you open the Office app.

3. Click on the blue icon that reads "Documents."

5. If you chose a "Blank document," click on the pull-down icon to see your tools.

6. Now, you can see your tools. When you are ready to save your document click on "File."

7. Click on "Save As."

8. Click on "This device."
9. Click on “Download.”

10. Give the file a name.

11. Click “Save.”
Your file is now saved to your Chromebook. You are ready to turn it in.
10. Participate in Activities (Do an Assignment)

Some activities that your teacher can provide you in Moodle do not require you to submit any work. Rather, it is an activity to provide you information, announcements, resources, examples, etc.

However, teachers can also set up activities that are assignments and require you to interact with the learning or even submit work. There are a variety of submission types. For example:

- Your teacher may ask you to contribute to a forum or participate in a survey which you simply follow the directions given in the assignment.
- Your teacher can control whether you can make only one submission or upload files and if you can re-submit files or not.
- Some assignment types let your teacher return a submission with comments for revisions. You can then upload your revisions by returning to the link for the assignment.
- Assignments can be for non-Moodle activities such as a pencil and paperwork, handwriting or physical activities in which case you might not be asked to submit anything on Moodle. In this case, your teacher might use the Moodle assignment for delivering directions, grading, and feedback.

How to Submit an Assignment

- Assignments are given titles by the teacher and can be found in the main section down the center of your Moodle coursework page. Click on the assignment name and the assignment page will open showing instructions and your submission status (due date, grading status, time remaining, grade, etc.) for the assignment. Remember, not all assignments are graded, given a due date or time restraints.

  - Activities and Resources
  - Day 2 Quiz
  - Where are You?

- Once inside the assignment, you can click on the "show more" option to view the whole assignment description. Then select 'Add Submission' and the submission page will open.

- Depending on how your teacher set up the assignment, you may have the option to submit file(s) or enter text in a text entry box.
If you choose to “ADD FILE” you will be given some options. The ones you will most likely use are camera, audio, video, and file. Camera, audio, and video will allow you to record right in Moodle. Be careful, your Chromebook has limited memory so a 10-minute video is a pretty bad idea! Most of the time you will be uploading a file.

Choose your file and click “OPEN.”
1. Choose a file.

Click on "OPEN"

Once you are finished either responding via the text box or uploading a file (as requested by your teacher), click 'Save' at the top of the page.

If your teacher allows you to revise your submission, you'll see an 'Edit submission' button on the Assignment page. Select 'Edit submission' to add or replace files, or edit a text submission. When you finish making changes, click 'Save changes'.

For some assignment types, you will see a 'Submit assignment' button. To finalize your submission, click the 'Submit assignment', then 'Continue'.

You can still make changes to your submission.

Once this assignment is submitted you will not be able to make any more changes.
11. Track My Progress

Some teachers add a 'checklist' to one or more activities. Checking off work isn't the same as submitting. Rather, these activities are memo tools for you to manage your work. Teachers may set up activities to automatically check when completed, but more often checklists are provided as a tool for you to manage your own workload.

There are several ways this tool may be set to operate:

**Auto-complete:** Some activities are automatically checked when you complete an activity. For example, when you submit a quiz or upload an assignment.

**Your teacher sets additional conditions:** Your teacher may choose to mark items complete. For example, only after an activity has been graded.

**You mark the checkbox:** If the teacher has set an item to allow you to mark it as complete, you will see an empty checkbox. To mark the item as complete, click the empty checkbox and a blue checkmark will appear.

**Note:** This use of the tool is intended to help you keep track of completed work, so it is only useful if you are in the habit of checking off boxes when you finish an assignment. Also, not all courses have Checklist activities. This is an option your teacher may choose to add.
12. Upcoming Events & Calendar

The Upcoming Events and Calendar help you keep track of upcoming due dates and events in your course(s). Your Calendar is automatically updated when activities with due dates (e.g., assignments or quizzes) are added to a course. At any time, you can hover over a Calendar or Upcoming Event and click on the assignment to open it.
13. View Grades

Once activities have been graded and released to students, you can access grades via the User Profile on the top right of the screen. Keep in mind that not all activities your teacher assigns you may be graded.

1. Click on the grade icon from anywhere in the Moodle app.
2. Select one of your courses.
3. Select an individual assignment.

4. Switch from one assignment to another.

5. Find specifics about the grade on your assignment here.
14. Messages in Moodle

Messaging is a feature in Moodle that is used to communicate with your teacher. Your teacher might create a group message to all students in the class or they might message you individually to answer any questions you might have.

- To locate your messages, click on the 'Message' button found in the 'Navigation Drawer' to the left of the screen.
- Once clicked, the message tab will appear. There are message categories: starred, group, and private.
15. Chromebook Storage Management

The Chromebooks have a limited amount of storage. Because of this, you will need to clean up the memory on the device occasionally.

Option A: Delete downloaded materials for just one course:

1. Go into the course you want to delete downloaded materials from and click on the three dots in the upper right corner of the screen.

2. Click on "Manage storage."

3. Choose what parts you want to delete. You may want to keep more recent work but delete older work.
Option B: Delete everything you have downloaded from Moodle onto your Chromebook: (**Do not perform this action unless you have already performed your Sync for the week.**)

1. Click on the three lines at the bottom of your system tray on the left.
2. Click on "App settings."
3. Choose what parts you want to delete.
4. Click on the trash can icon to delete everything Moodle has downloaded.
16. How to Get Help

How to Get Help with School Work
If you need assistance with class materials, please contact your teacher by either emailing your teacher, messaging your teacher in Moodle, or calling your school's main office phone number and leave a detailed message if no one can answer.

Note: emailing or messaging in Moodle will require internet access.

How to Get Help with Technology Issues
If you are having technical issues regarding the coursework or a checked out school district Chromebook, please contact our building's main office phone number. If someone is unable to answer the phone, please leave a detailed message including your name, the technical issue you are having, and how you may be contacted.