

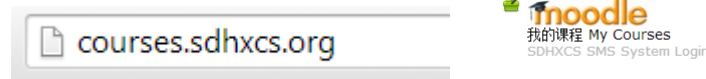
Student's Guide to SDHXCS Learning Management System

Rev. 1.1 8/28/2014

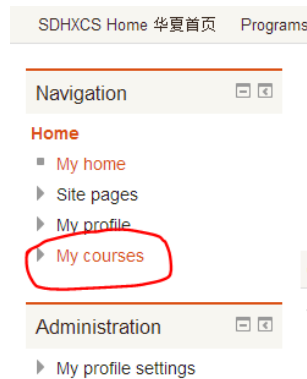
Welcome to our new Moodle-based LMS system! This guide is for students only, it describes how to log in to SDHXCS LMS, find courses, locate and edit user profiles, submit assignment, view grades, locate and post to discussion forums and etc.

Log in

1. Go to <http://courses.sdhxcs.org> or click on “My Courses” at the upper right corner of home page of www.sdhxcs.org
2. Click ‘Login’ link on the top bar
3. Type in your username and password. If you don't have a username and password, please get them from your teacher



You should see a list of your courses in the “My courses” box on the left.

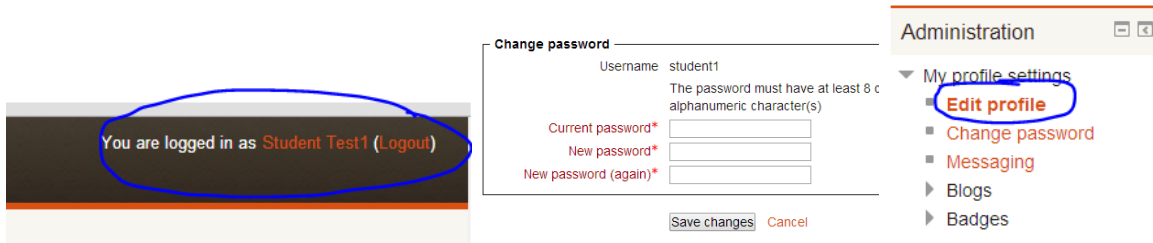


Your profile

Your profile is your identity on Moodle. Only the system administrator and your teacher may see a full or partial of your profile.

To change default password and edit your profile

When you log in to the system for the first time, you are required to change your default password and complete your profile. To change your password, click on your name next to “Logout” link at the top of the screen, or anywhere else that your name appears to be a link. Then click the “Change password” tab. To access your profile, just click the “Edit profile” tab.



Fields	status	Actions
General		
First name	Prefilled	
Last name	Prefilled	
Email address	Fake email prefilled	A pseudo email address is assigned to every student. Please update this field with a unique student email address. For regular and bilingual program students, please see Q/A for recommendations if you don't have a student email address.
City/town	Prefilled	Revise it if necessary
Personal Information		
Chinese Name	Prefilled	Revise it if necessary
Date of Birth	Prefilled	
Gender	Prefilled	
Home Phone Number	Prefilled	Revise it if necessary
Home Address		Put your home address into the field
Parent Name	Prefilled	
Parent Phone Number	Prefilled	Revise it if necessary
Parent Email	Prefilled	Revise it if necessary
School District	Prefilled for CP/AP students	Regular and bilingual program students may put "N/A" into the field
School Name	Prefilled for CP/AP students	Regular and bilingual program students may put "N/A" into the field
Grade	Prefilled for CP/AP students	Regular and bilingual program students may put "N/A" into the field
Emergency Contact		Put your emergency contact name into the field
Emergency Contact Number		Put the phone number of your emergency contact into the field
Family Physician		Put your family physician name into the field
Family Physician Number		Put your family physician phone number into the field
Insurance Company		Put your insurance company name into the field
Policy Number		Put your insurance policy number into the field

If you would like to include a user icon with your profile use the Browse button next to the "New picture" field to locate a picture. Please use either GIF or JPG format to keep the picture small (about 100x100 pixels max with a file size less than 500KB).

Site News

Site News on the "Site pages" is used for weekly reminder, general news and announcements.

News Forum

Each course has a news forum that is a special forum for announcements. Only teachers and administrators can post in the news forum. The “Latest news” block on the right sidebar will display recent discussions from the news forum.

Forums

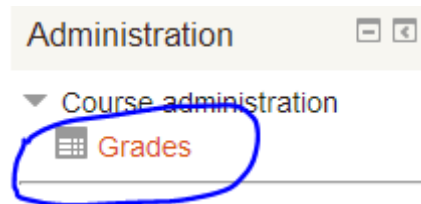
Teachers can initiate different forum activities in their courses, which enables participants to have asynchronous discussions that take place over an extended period of time. Forums can be used for course announcements, course content or reading materials discussions, private student-teacher communications, and teacher’s help center, etc..

[Reply to a thread](#)

Click on the name of the thread in the forum, then click “Reply” at the bottom right of the post to which you want to reply. You may also click “Edit” or “Delete” if you want to make any changes of your reply.

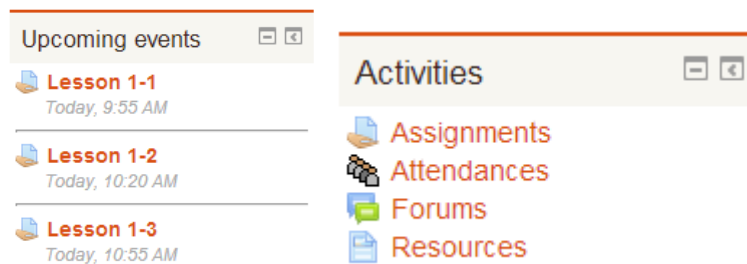
Grade

To see your grades, go to the main page of your courses, click on “Grades” in the Setting block.



Assignments

You may find your assignments under the “Upcoming events” on the right sidebar or “Activities” block if your teacher has set it up.



Messages

The Moodle messaging system is internal to Moodle, therefore all messages are sent and received within the system. Think of it as Moodle instant messaging. By default, when a user receives a message but he/she is NOT actively online in Moodle, the message is also sent to the recipient via his configured email address. Recipients, who ARE actively online in Moodle at the time the message is sent, receive an alert that they have a new message.

Our messaging system is strictly limited to Hua Xia school activities. Any abuse of the system may lead to permanent suspension of your account.

Q&A

Q. I have two children at Hua Xia, can we use one email address as student email for both of them?

A. No. The student email address is a unique ID to identify a student account in our system. It's actually much complicated than you might have thought. Email sharing with multiple accounts may cause many issues. One possible problem that might arise when you have two students sharing the same email address is, when one of them forgets his/her password and uses the Forgotten Password facility in Moodle to reset it, Moodle will then send the password change notification via email to both students. This could be a privacy/security problem.

Q. My child does not have an email address, what should I do?

A. You may try to create an email account, such as one with Gmail or Yahoo Mail for your child. Then you may just simply configure email settings and forward emails to a parent account.

Q. Can a parent's email address be used as my student email address in the profile?

A. Yes, you may use a parent email address as student email in the profile. However, Hua Xia is now considering to set up a Parent account for each family, which enables parents to view certain information, such as activity reports, grades, and forum posts about their children. We recommend you reserve one parent email address for Parent account setup.

Q. I have three children at Hua Xia, can we just use one email address for school communications?

A. Again, you have to create a separate email account for each child if they don't already have one. Then you may configure email settings to forward emails of these three accounts to the email account that is used for school communications.

Q. How do I upload an assignment?

A. Follow the directions below:

1. Click on the assignment
2. On the bottom of the next page, click on **Add Submission**.

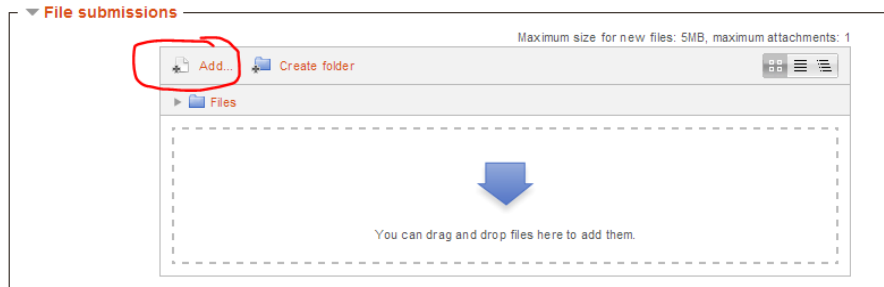
Lesson 2-1

Lesson 2 week 1

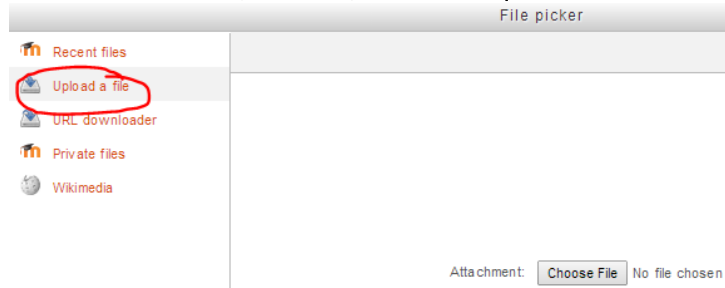
Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, August 25, 2014, 10:00 PM
Time remaining	6 days 23 hours

3. When the box below appears you have the option to **(1) Click and Drag** a file to upload it, or you can click the **(2) Add** icon.



4. You can upload a file that is saved on your computer, click **Upload a File**



5. Then Click **Choose File** next to the attachment box, as seen above.
6. Navigate to your file and click **Upload this file**.
7. Then verify that your file has uploaded and click **Save Changes**