

# MOODLE FAQ for Parents

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## What is MOODLE?

MOODLE is a virtual learning environment (VLE) also known as a Learning Management System (LMS) that allows teachers to provide students with access to electronic teaching and learning materials (such as lecture notes, links to useful websites, as well as other resources) and access to activities (such as discussion forums, assignments, and other interactive activities.) MOODLE can be accessed from home as well as in school.

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## What does the word “MOODLE” stand for?

The word MOODLE is an acronym for **M**odular **O**bject **O**riented **D**ynamic **L**earning **E**nvironment.

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## How can students login to MOODLE?

Students use their Ursuline username and password which corresponds to the username and password they use to go on their laptops and check their Ursuline email account. New students are given their MOODLE username and password and shown how to login to MOODLE by their computer teacher during computer class.

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## Can parents login to MOODLE?

Parents can use the parent MOODLE username and password assigned to them by the MOODLE Administrator and sent to them via email. Parents of returning students should note that the username and password emailed this year is the same as assigned last year.

### To login to MOODLE

- Go to the Ursuline website: [www.ursulinenewrochelle.org](http://www.ursulinenewrochelle.org)
- Click **PARENTS** at the top of the homepage below the name of the school

FACULTY | STUDENTS | PARENTS | ALUMNAE

- You are now on the **Parent Portal**  
Look in the **Parent Links** block



- Click the MOODLE icon

### NOTES

- Usernames and passwords are **case-sensitive**.
  - There is one parent account per family
  - Some parents have reported difficulty logging in using Safari. If you have difficulty logging in using Safari, try Google Chrome, Mozilla Firefox or Microsoft Edge.
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### What can parents do, see, not see?

#### Parents **can**

- visit course pages
- read information that is posted
- download any files that are available
- click on links
- see their daughter's grade reports

#### Parents **cannot**

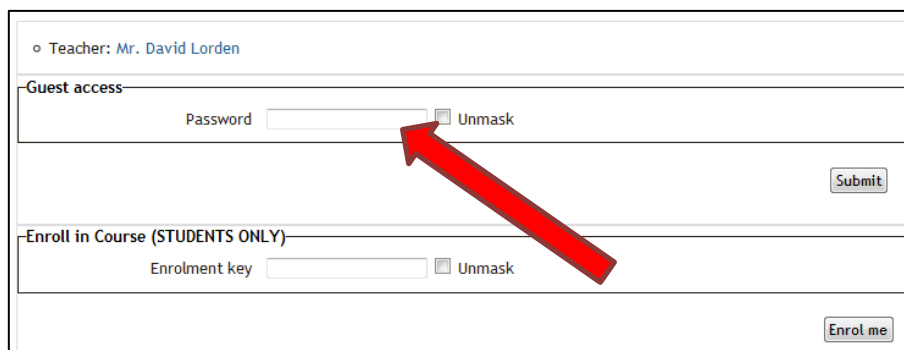
- type anything
  - email other MOODLE users
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### How can a parent view a MOODLE course page?

Some courses require guests to enter an enrollment key to see the page and some courses admit guests without a key, such as the CAFETERIA page. Still other pages do not admit guests at all such as the Faculty page.

#### To view a course page

- Look in the **Course Categories block** on the right side of the MOODLE home page.
- Click the name of the course you want to visit.  
**If the course allows guest access**, you will be prompted to enter a guest key.



The screenshot shows a Moodle course page with two input sections. The top section is titled "Guest access" and contains a "Password" input field, an "Unmask" checkbox, and a "Submit" button. The bottom section is titled "Enroll in Course (STUDENTS ONLY)" and contains an "Enrolment key" input field, an "Unmask" checkbox, and an "Enrol me" button. A red arrow points to the "Unmask" checkbox in the "Guest access" section.

The guest access key for courses that permit guest entry is **tusquest**.

- Type the key in the **Guest access password box**. Check "Unmask" so you can see the key as you type it.
- Click the **SUBMIT button** on the right side of the screen.

#### **NOTES:**

- Only students should enroll in courses. **Parents must NOT enroll** in a course or they will be added to the teacher's gradebook. Parents can only view pages as guests.
  - [You can also view the course page from your daughter's profile by clicking the name of the course in her list of courses and then again in the navigation bar at the top of the screen.](#)
    - Type **tusquest** when prompted for the guest access password.
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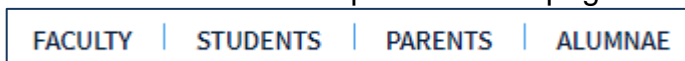
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## How can a parent view his/her daughter's online grade reports?

Parents are emailed their MOODLE parent username and password in September. There is one parent account per family.

- Go to [www.ursulinenewrochelle.org](http://www.ursulinenewrochelle.org)
- Click **PARENTS** at the top of the homepage below the name of the school

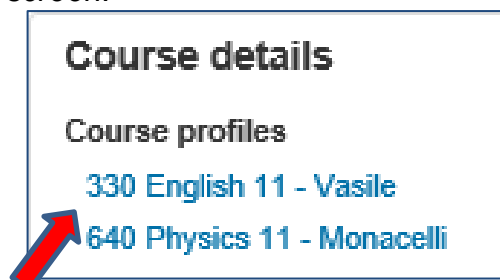


- You are now on the **Parent Portal**
- Look in the **Parent Links** block
- Click the MOODLE icon 
- Go to the **Advisor/Parent block** on the right side of MOODLE's home page. You will need to scroll down to see this block.



- Click your daughter's name.  
*Your daughter's profile will be displayed on the screen.*

- Look in the **Course details block** which contains a list of the courses in which your daughter is enrolled.
- Click the **NAME OF A COURSE** in the **course profiles list** because the grade report is a per course report.



- Look in the **Reports block**.  
Click **GRADE NOT** Grades overview

### **NOTES:**

- The **Grades overview** shows the current **course average** NOT the quarter average.
- The **grade report** is a per course report with a list of assignments/tests with grades and feedback for **all quarters**.



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- You can also view the course page **from your daughter's profile** by clicking the name of the course in the navigation bar at the top of the screen.
    - Type tusguest when prompted for the guest access password.
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## What does the online grade report look like?

The online grade report has 4 columns:

1. Grade Item - the assignment/test name
2. Grade - the actual grade your daughter received for the assignment/test
3. Range – the grade range for the particular item. Examples: 0-10, 0-100, A – F
4. Feedback – teacher comments

Grade Item	Grade	Range	Feedback
490 Intro to Computers 6 - Lucyk			
1st Semester			
1st Quarter			
CPT 6 Quiz - Dialog Boxes	17.00	0-18	Good work
Unit A: Independent Challenge 1 p.22 Assignment	10.00	0-10	Well done. Very creative.
Unit A: Independent Challenge 2 p.22	-	0-10	Assignment not submitted by due date. A zero has been averaged in.
Unit B: Concepts Review Assignment p. 44	14.00	0-21	Don't forget to proofread your work before submitting it.
Unit A&B: Dialog Box Scavenger Hunt	28.00	0-35	Esquire, you did not answer several questions. You were supposed to look up the answers in your textbook. The pages to focus on were listed on the assignment sheet.
1st Qtr Avg	73 %	0-100	

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## Are students notified when a teacher updates his/her MOODLE page or on assignment on that page?

Students are not automatically notified of changes to a teacher's MOODLE page. It is the student's responsibility to check the teacher's page. However, MOODLE has some features to help students track changes. When a student logs into MOODLE, the home page she sees has information that has been "pulled" from the various courses she is enrolled in. The "Upcoming Events", "Site News" and "Calendar" blocks will point her to pages she should be sure to visit. Those same blocks are on each course page. Additionally, teachers may communicate via a student's Ursuline email account.

A student's first assignment each night is to check her Ursuline email account and MOODLE.

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## What is MOODLE Mobile?

MOODLE Mobile is the free official app for MOODLE.

### To get MOODLE mobile

- Scroll down to the bottom of the MOODLE home page.
- Click the **Get the mobile app link**.



- When prompted for the URL of Ursuline's MOODLE site enter <https://mdl.ursuline.pvt.k12.ny.us>.

**Be aware** that the mobile app does not have all of the functionality available on the full site. For example, blocks, such as the Adviser/Parent block, are not displayed on the mobile app so **you will not be able to check grades using the mobile app**.

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## How can a parent email a teacher?

- Go to the Ursuline school website: [www.ursulinenewrochelle.org](http://www.ursulinenewrochelle.org)
- Click the **FACULTY/STAFF DIRECTORY** button at the top of the home page on the right side.



## I am confused about Ursuline email. What is it and how is it accessed?

Only students and faculty have Ursuline email accounts. Ursuline email accounts are separate and distinct from MOODLE. However, an icon (envelope) linked to the Ursuline email system is provided on the MOODLE home page for the convenience of students and faculty. Students and faculty can email each other using MOODLE but the email is still sent to the student's or faculty member's Ursuline email account.



Click the icon to check your Ursuline email account.

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### How can a parent sign up to receive email from Ursuline?

#### Contact

- Mrs. Renata Mulder, Director of Communications.
  - [mulderr@ursulinenewrochelle.org](mailto:mulderr@ursulinenewrochelle.org)
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### Who can answer MOODLE related questions?

- Contact Mrs. Micki Carbone: [carbonem@ursulinenewrochelle.org](mailto:carbonem@ursulinenewrochelle.org)
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