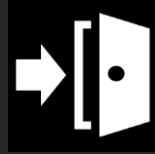




ESK Secondary Online Learning Guide



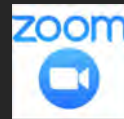
Contents



1. How to access ESK MOODLE (p 3-8)



2. Retrieving password and accessing emails (p9-14)



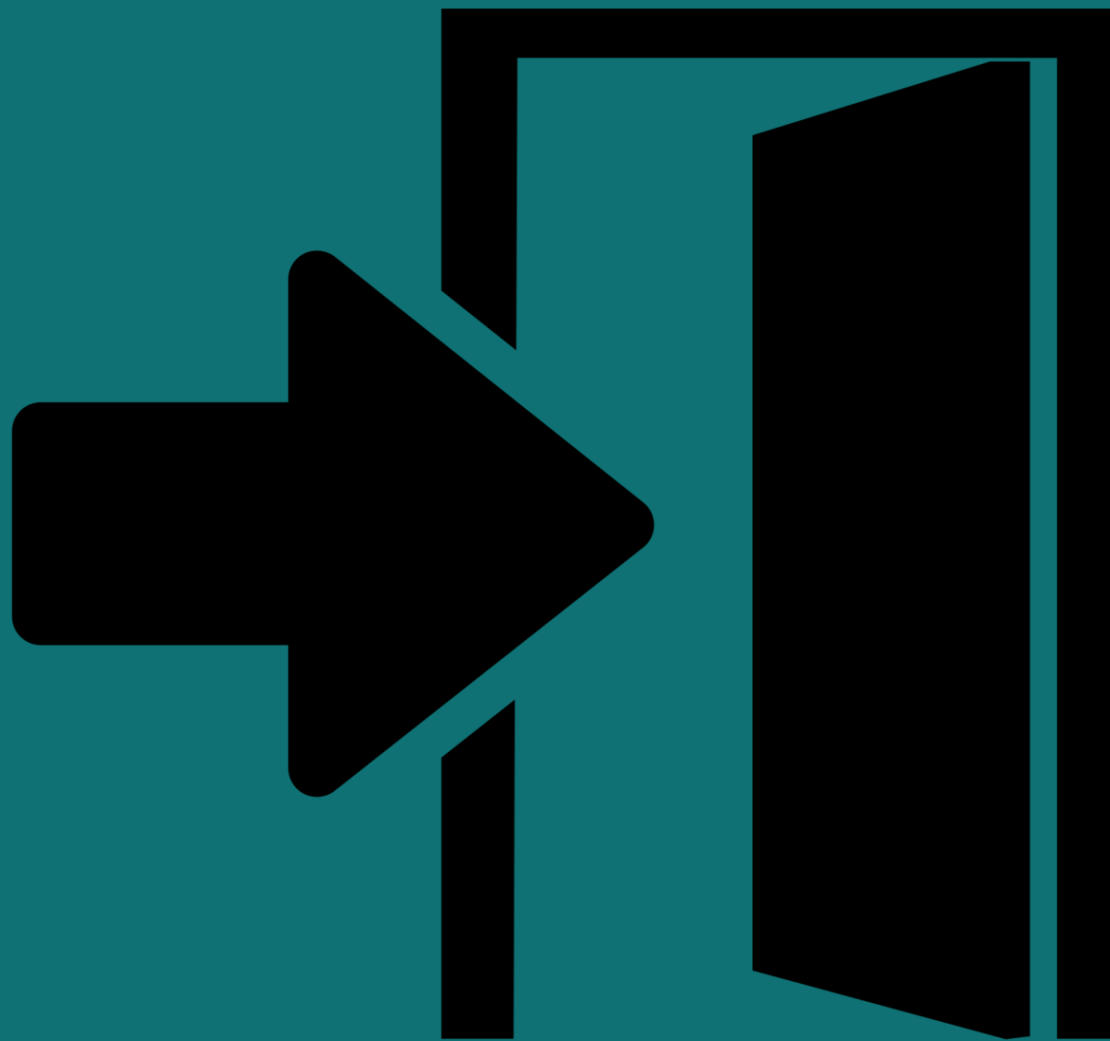
3. Attending Zoom Live lessons on Moodle (p17-27)



4. Asking for help and support (p28-29)



5. Rules and Regulations (p30-35)



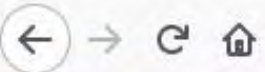
1. HOW TO ACCESS ESK MOODLE

1. Accessing ESK MOODLE

- To visit the ESK Moodle Homepage, please open the following URL in a web browser (preferably Google Chrome or Mozilla FireFox)
 - [ESK Moodle Login Page](#)
- You will be asked for your USERNAME and PASSWORD. Your username should look like this:
 - m.peterson (for a user with first name: Mark and Surname: Peterson)
 - Use your current password (the one you already have, hopefully!) and click on Login Button.
 - Once you are logged in, you will be asked to change your password.
 - Make sure you use at least one capital letter, one number and one special character in your password.
 - Make sure you note down your username and password somewhere as backup and keep it private and safe.

Important Notes:

- If you are a **new student** in ESK secondary, your username and password will be emailed to your/your parent's email account.
- Make sure your computer keyboard is set to ENGLISH. All the letters must be typed using ENGLISH alphabet.
- Keep your login details saved securely.

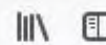


https://eskmoodle.com/moodle/login/

90%



Search



ESK Moodle URL

Username

test.student2

.....

☒ Remember username

LOG IN

Forgotten your username or password?

Cookies must be enabled in your browser



Some courses may allow guest access

LOG IN AS A GUEST

THE ENGLISH SCHOOL OF KYRENIA

Change password

←

→

↺

🏠

https://eskmoodle.com/moodle/login/change_password.php

90%

⋮

🔒

☆

🔍 Search


☰

📖

ABP

👤

🛒

THE ENGLISH SCHOOL OF KYRENIA
an exceptional school

HOMEFOR STUDENTS ▾FOR PARENTS ▾CONTACT US

ESK MOODLE 2019-2020

Dashboard / Preferences / User account / Change password

☰

Navigation

▾ Dashboard

🏠 Site home

▸ Site pages

▾ My courses

▸ Test Course

You must change your password to proceed.

Change password

Username

test.student2

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Current password

!

New password

!

New password (again)

!

Save changes

You'll be asked to set
a new password.



Once you get this message, you're good to go! Click on Continue to go to your Dashboard.

[Dashboard](#) / [Preferences](#) / [User account](#) / [Change password](#)

Navigation

▾ Dashboard

🏠 [Site home](#)

➤ [Site pages](#)

▾ My courses

➤ [Test Course](#)

Password has been changed

Continue

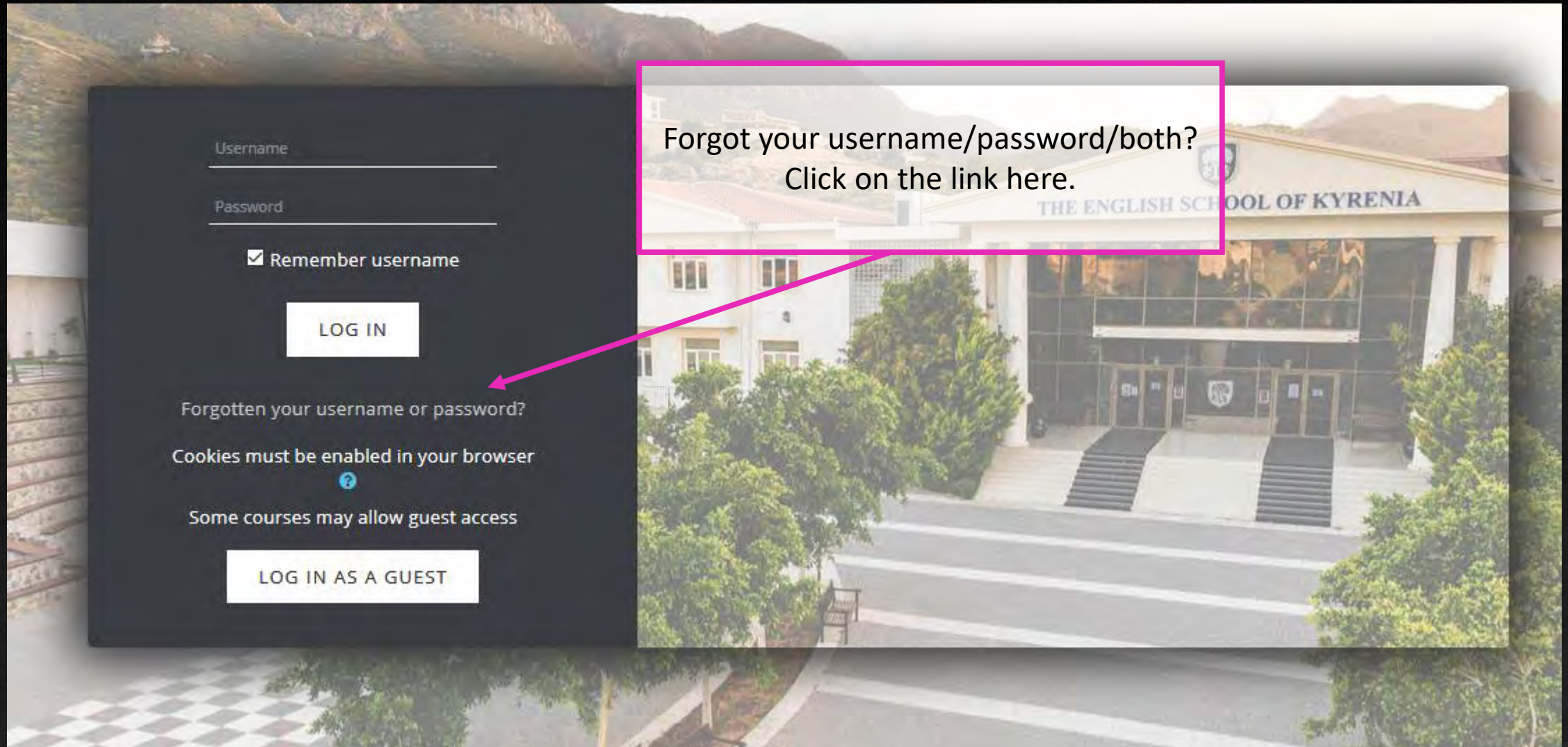
2. Resetting Login Details & accessing your ESK email



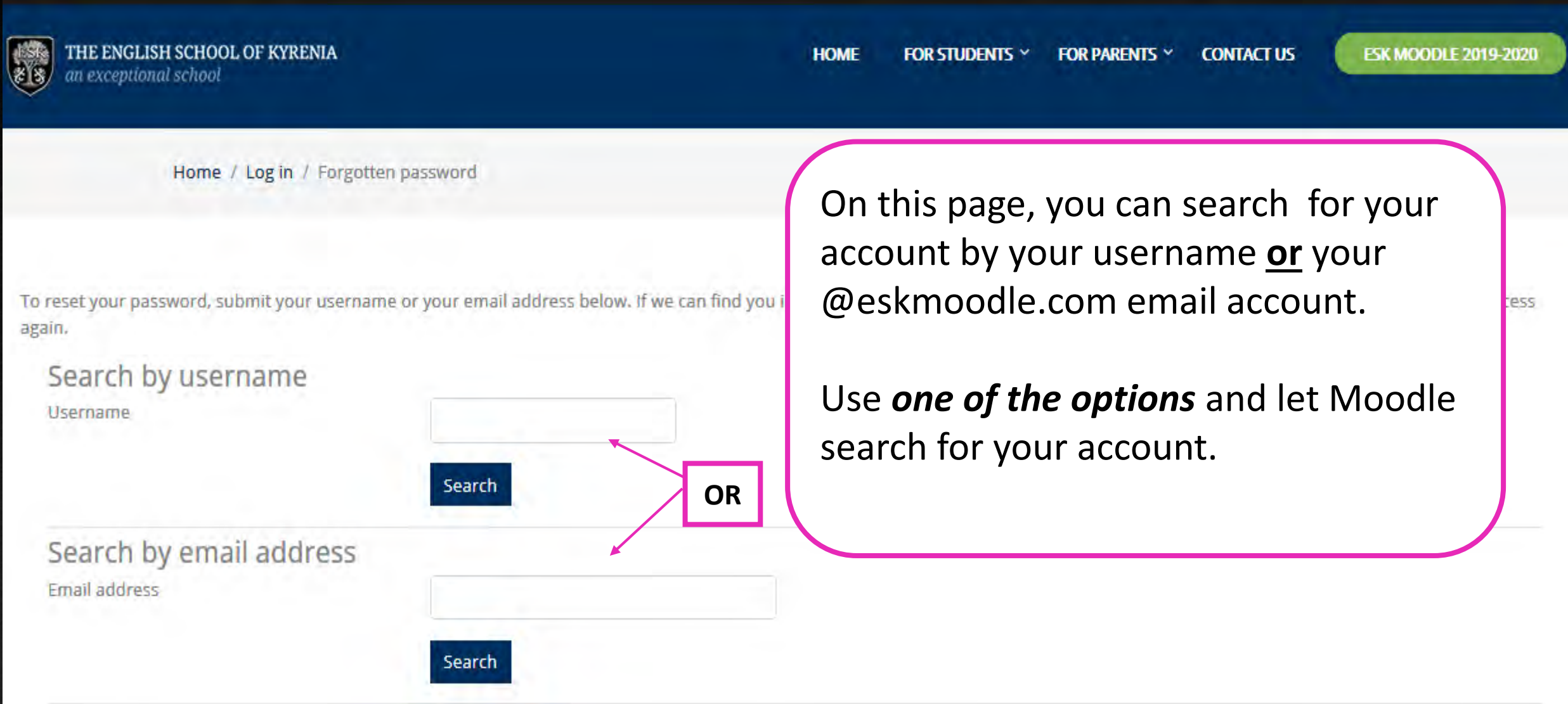
2a. Retrieving Your Login Details

- If you forget your username or password, you can get Moodle to send you a link to your email to retrieve your username or reset your password.
- To do so, go to <http://eskmoodle.com/moodle/>
- Click on 'Forgotten your username or password?' link.

2a. Retrieving Your Login Details



2a. Retrieving Your Login Details



The screenshot shows the Moodle login page for The English School of Kyrenia. The header includes the school's logo and name, navigation links (HOME, FOR STUDENTS, FOR PARENTS, CONTACT US), and a button for 'ESK MOODLE 2019-2020'. The breadcrumb trail reads 'Home / Log in / Forgotten password'. The main content area has a heading 'To reset your password, submit your username or your email address below. If we can find you i again.' followed by two search sections. The first section, 'Search by username', has a text input field labeled 'Username' and a 'Search' button. The second section, 'Search by email address', has a text input field labeled 'Email address' and a 'Search' button. A pink callout box with a rounded border is positioned to the right of the search fields. It contains the text: 'On this page, you can search for your account by your username or your @eskmoodle.com email account. Use **one of the options** and let Moodle search for your account.' A pink box with the word 'OR' in black text is placed between the two search sections, with two pink arrows pointing from it to the input fields of both search sections.

THE ENGLISH SCHOOL OF KYRENIA
an exceptional school

HOME FOR STUDENTS ▾ FOR PARENTS ▾ CONTACT US ESK MOODLE 2019-2020

Home / Log in / Forgotten password

To reset your password, submit your username or your email address below. If we can find you i again.

Search by username

Username

Search

OR

Search by email address

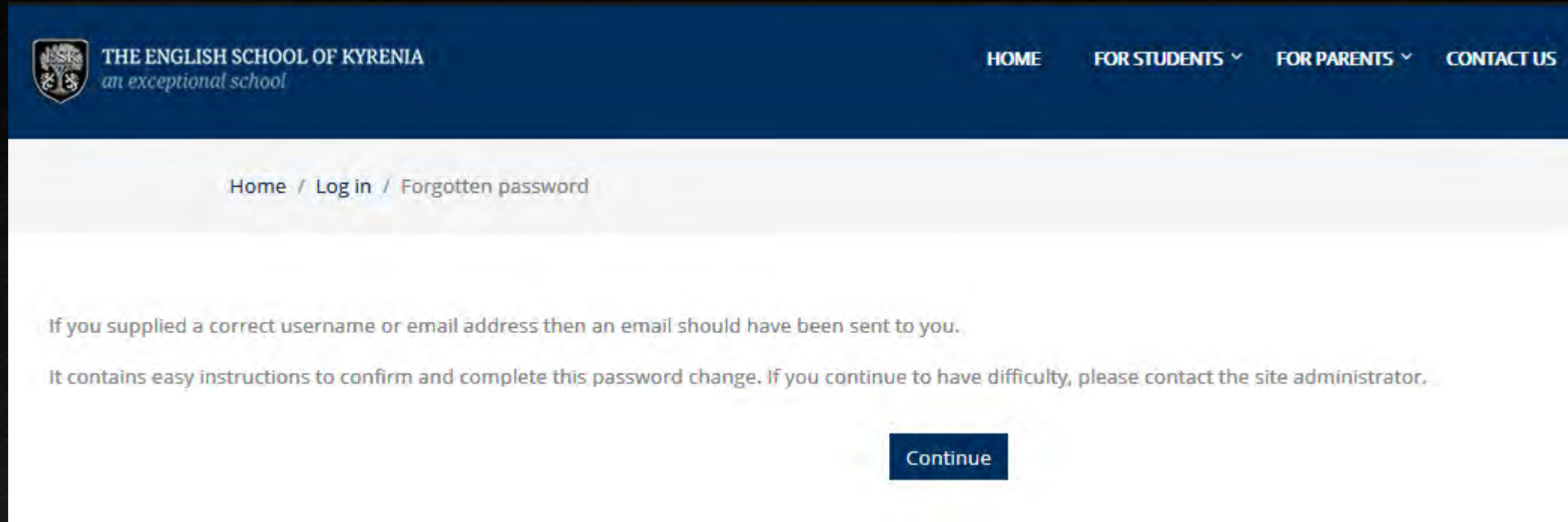
Email address

Search

On this page, you can search for your account by your username or your @eskmoodle.com email account.

Use **one of the options** and let Moodle search for your account.

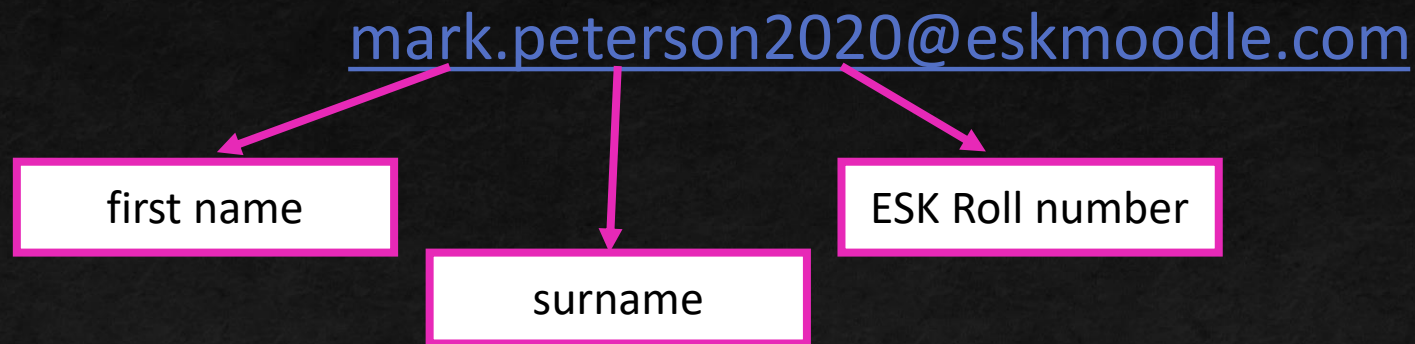
2a. Retrieving Your Login Details



You will have to go to your eskmoodle.com email account, click on the link sent to you and follow instructions.

2b. Accessing @eskmoodle.com E-mail Accounts – you will need to look here if you've asked for a password/username reminder

- If you are a user of ESKMOODLE, you certainly have an email assigned to you that follows this pattern:



- To access your email account, go to
<https://www.eskmoodle.com:2096/webmaillogout.cgi>
- Enter your email address and your password to access your email account.



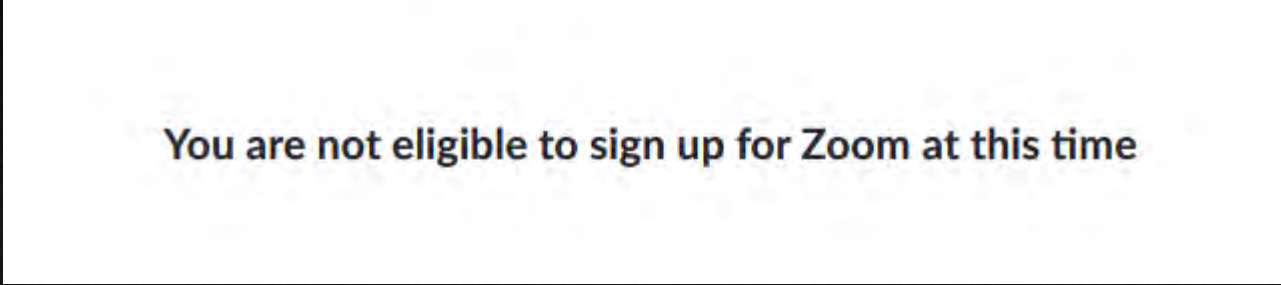
3. MOODLE & LIVE LESSONS via ZOOM

3. Attending Zoom Sessions on Moodle

- On Moodle, your homeroom or subject teachers will post Zoom sessions to meet with you and run lessons online.
- The following pages will guide you through how to join the Zoom online sessions.

3. Attending Zoom Sessions on Moodle

- According to the newly upgraded Zoom Policies, persons under 16 are not eligible to have an independent Zoom accounts. This is the message you will receive if you attempt to create one:

A screenshot of a white rectangular box with a thin black border. Inside the box, the text "You are not eligible to sign up for Zoom at this time" is displayed in a black, sans-serif font, centered horizontally and vertically.

You are not eligible to sign up for Zoom at this time

- ***If you are under 16 and already have a Zoom Account:***
 - Make sure you sign out from Zoom on all your devices and browsers and delete your account on Zoom. It is solely your responsibility to use Zoom only and only for school purposes. Any external communication other than school Zoom sessions could be tracked and have serious consequences.



Navigation

Dashboard

[Site home](#)[Site pages](#)

My courses

Test Course

[Participants](#)[Badges](#)[Competencies](#)[Grades](#)[General](#)[Forums](#)[Wiki Pages](#)[H5P Interactive activities](#)[Off-line Storage](#)[Announcements](#)[Test Zoom Session](#)

Click on Zoom Session

Forums

[Forum 1- General Discussion](#)

Wiki Pages

[Wiki 1-Testing](#)[Computers or Classes?](#)

To join a Zoom lesson, go to your homeroom or course page where your teacher has set up a Zoom session.

[Your progress](#) ?



[Dashboard](#) / [My courses](#) / [Test Course](#) / [General](#) / [Test Zoom Session](#)



Navigation

- ▾ Dashboard
 - 🏠 Site home
 - Site pages
- ▾ My courses
 - ▾ Test Course
 - Participants
 - 🏆 Badges
 - ☑ Competencies
 - 📅 Grades
 - ▾ General
 - 🗣 Announcements
 - 💬 **Test Zoom Session**
 - Forums
 - Wiki Pages
 - HSP Interactive activities

Test Zoom Session

[Join Meeting](#)

Click on Join Meeting

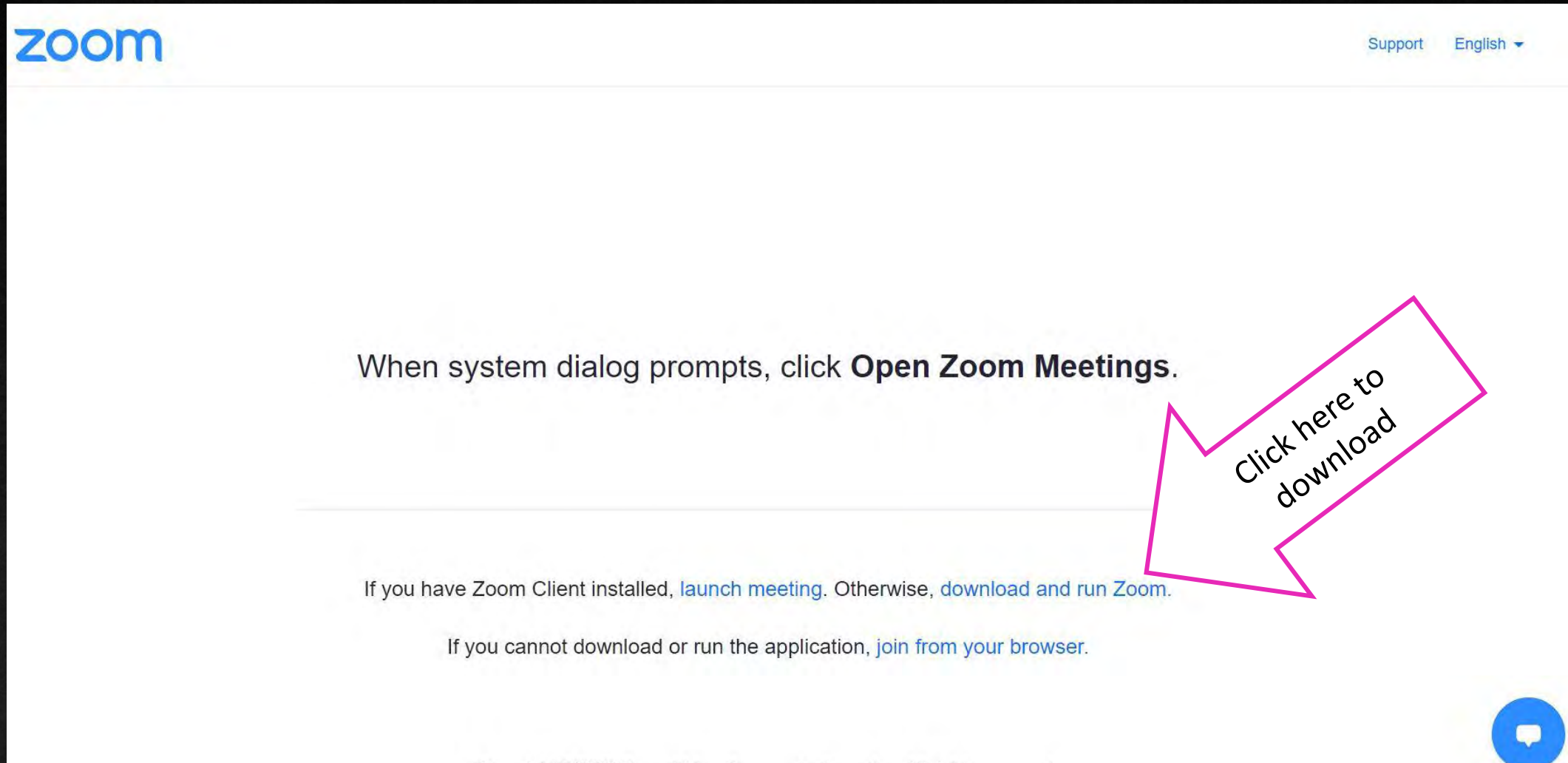
[Add to calendar](#)[Download iCal](#)

Start Time	Saturday, 29 August 2020, 1:07 PM
Duration (minutes)	1 hour
Password Protected	No
Join meeting before host	No
Waiting room enabled	Yes
Start video when host joins	Yes



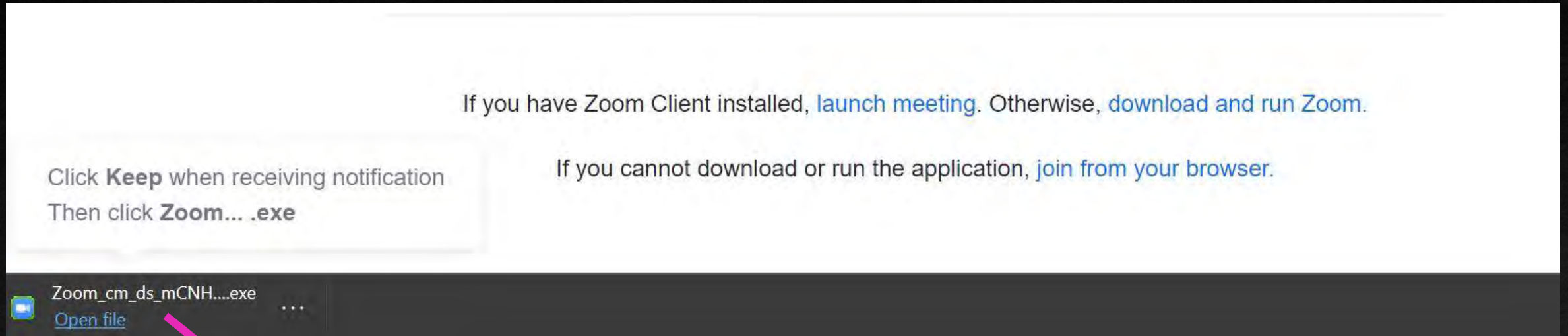
3. Creating a Zoom Account

If Zoom **IS NOT** installed on your device, for the first time you will be directed to this page:



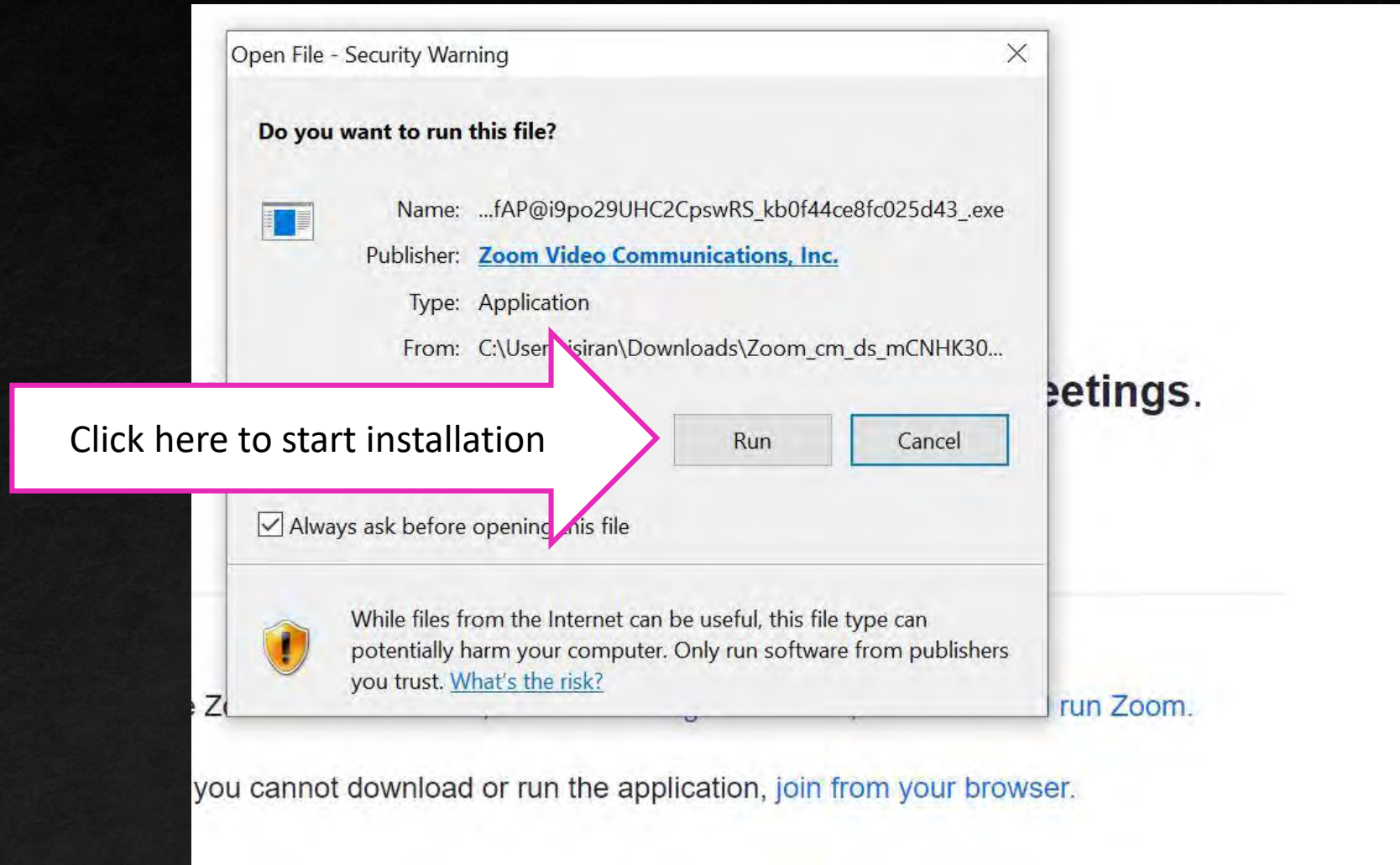
3a. Getting the Zoom App on your device

Wait for your device to download the installation file.



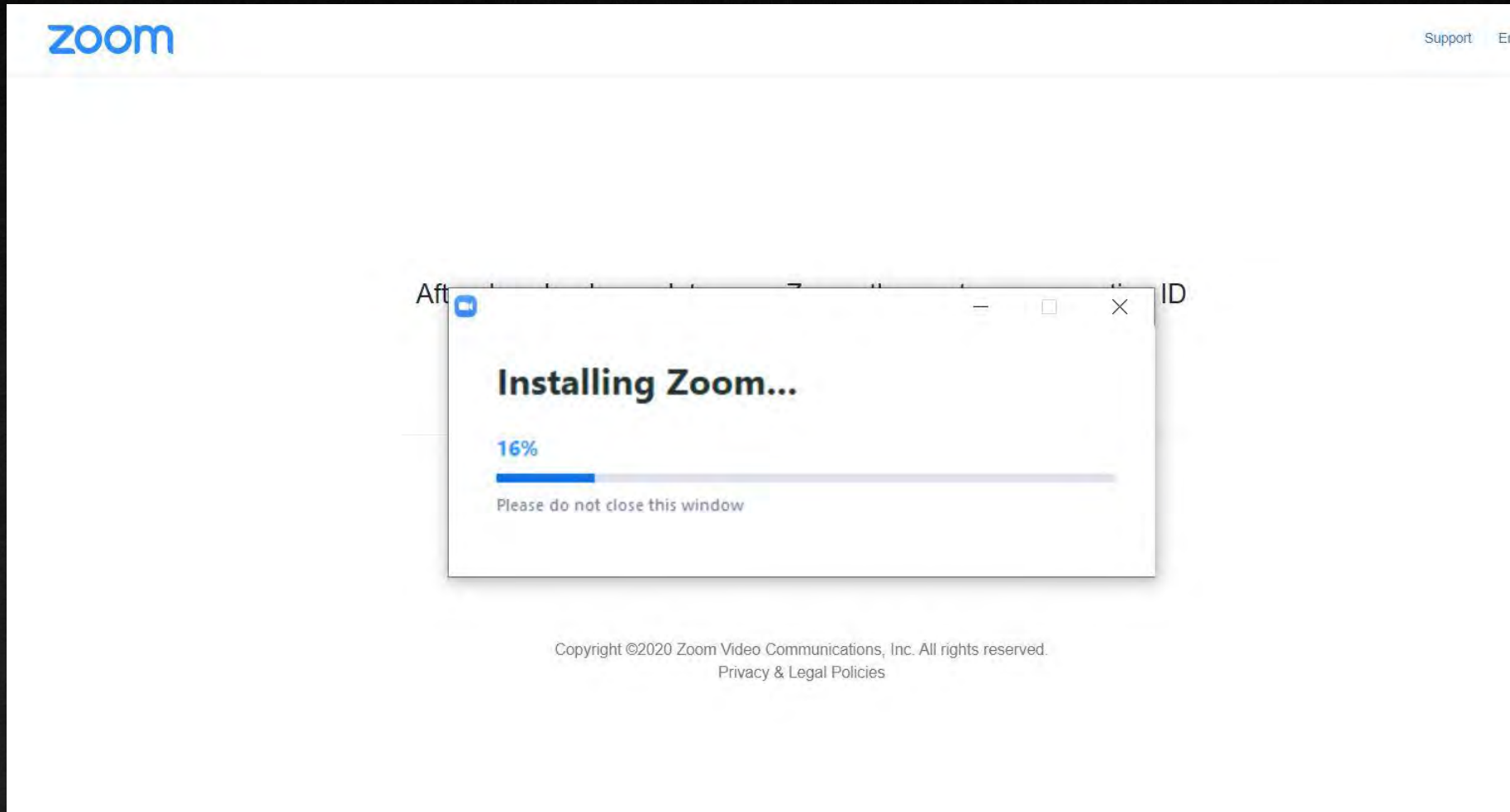
When your computer finishes downloading the .exe file, double-click on it to start installation of the application.

3a. Getting the Zoom App on your device

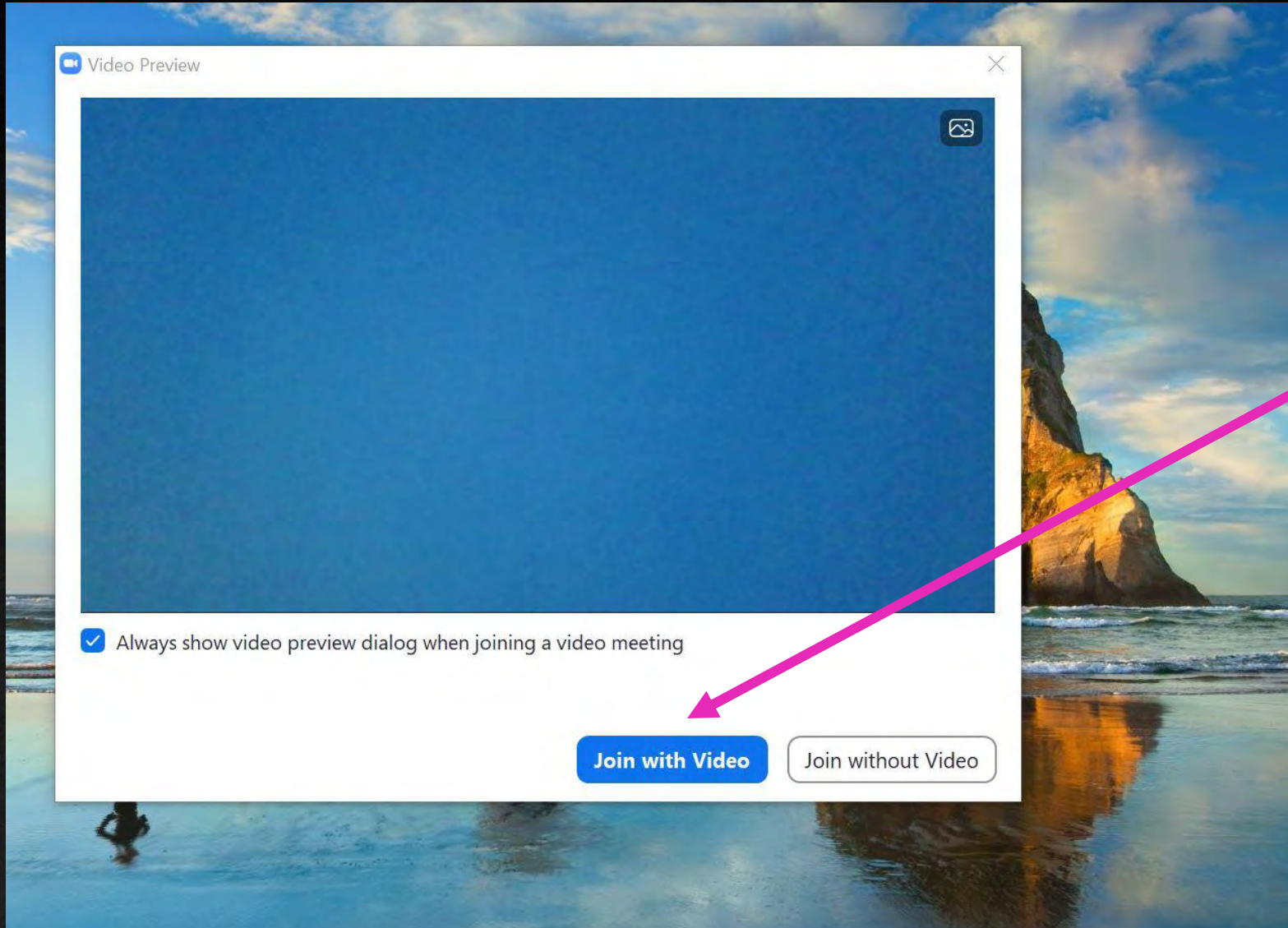


3a. Getting the Zoom App on your device

Let Zoom install its application on your system. A shortcut icon will appear on your desktop as well.



2a. Getting the Zoom App on your device



- Once the installation is complete, Zoom App automatically opens, like the picture on the left.
- Click on Join with Video to go into your Zoom online Live Lesson.

Attention:

According to ESK rules, students must always join the lessons with their Video on and keep their cameras on all through the lesson.

3. Attending Zoom Sessions on Moodle

Once your Zoom App is ready, all you need to do is to click on Zoom sessions that your teachers put up on Moodle Course pages and you'll be directed to your teacher's meeting room. You'll have to wait in the waiting room until your teacher authenticates your username and lets you in.

- **IT IS VERY IMPORTANT THAT YOU ENTER ZOOM SESSIONS WITH YOUR REAL NAME AND SURNAME. OTHERWISE, YOUR TEACHERS WILL NOT ALLOW YOU IN.**
- **BE IN THE WAITING ROOM A FEW MINUTES BEFORE YOUR LESSON STARTS. AUTHENTICATION MIGHT TAKE SEVERAL SECONDS AND SOMETIMES THE MEETINGS MIGHT BE LOCKED BY TEACHERS DUE TO SECURITY MEASURES AND YOU'LL MISS (PART OF) YOUR SESSION.**

Please wait, the meeting host will let you in soon.

Test Zoom Session

8/30/2020

Test Computer Audio

This is your teacher's
waiting room.

Wait patiently as your
teacher authenticates
your name and allows
you in.

Always be ready in the
waiting room a minute
before your session
starts.



Enter Full Screen



Once your teacher
allows you in, you'll be
in the meeting room.

Mer Benette



Mute



Stop Video



Security



Participants 1



Chat



Share Screen



Record



Reactions

End

4. ASKING FOR HELP & SUPPORT



4. Asking for Help and Support

- Should you have any problems or issues regarding your Moodle account, login process or Zoom sessions and connections, or your email accounts, please do not hesitate to send an email to:
- moodle@englishschoolkyrenia.org
- In the subject line, write your complete **name and surname and your form class**, and please include a screenshot of the error message that you receive.
- The more details you provide in the email, the faster the support team's effort to resolve the issue. This avoids back and forth emails to collect enough data for problem solving.



5. RULES & REGULATIONS

Zoom Class Rules

1. Be on time.
2. Be in a quiet place, free from distractions like pets, or televisions.
3. Be dressed appropriately.
4. Sit properly on a chair – not in bed.
5. Keep your video on and focus on your teacher.
6. Be aware of the appropriateness of your profile picture and your background.
7. Follow your teacher's instructions on turn-taking and use of the microphone.
8. Don't chew gum or eat during your session.
9. Don't use the chat box in any way beyond that instructed by your teacher.
10. Don't change your username.
11. Don't share your zoom meeting links with anyone.
12. Remember that this is a classroom, so appropriate and polite behaviour and speech are expected at all times.
13. If you miss a lesson, make sure to follow up with your teacher so that you don't fall behind.
14. Enjoy your lesson!

5. Rules and Regulations

- At ESK, we have very strict policies for the use of ESK Moodle and Zoom applications for online sessions in order to maintain our professional level of education delivery.
- Breaching any of the points mentioned in the school's policies could result in suspension from ESK Moodle, the blocking of your Zoom account, and other disciplinary measures.

5. Rules and Regulations

- If you are under 16, the Zoom application on your device **must only** be used for the purpose of attending your online sessions.
- You **will not be allowed** in the Zoom online lessons if you use any other personal Zoom account other than simply joining the meetings from within your Moodle course page. Your Moodle username and password must not, **under any circumstances**, be shared with anyone.

5. Rules and Regulations

- Sharing the Zoom Meeting links, meeting IDs and passwords with anyone, even your classmates, is strictly prohibited. Sharing the mentioned data with third parties is a violation of Online Safety and Security policies for K-12 Education and universal [Children's Online Privacy Protection Act](#) . Sharing meeting details with anyone outside school or even class jeopardises the safety and security of the attendees in the meeting and puts the live lesson sessions at risk. Any sort of recording or screenshotting of meeting sessions or Moodle pages is against the Law of Digital Data Protection.
- Should you have trouble connecting, you must ask your teacher to provide you with the Zoom meeting details or send an email to the support email provided.

THANK YOU.