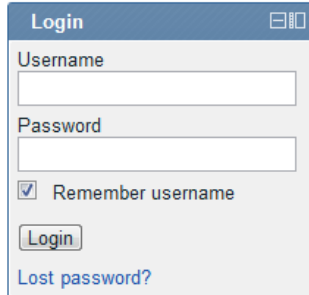


# A PARENT'S TECHNICAL GUIDE TO THE BRITISH SECTION VLE

Internet address: **moodle.britishsection.fr** (make sure there is no www. in front of the “moodle”)

## LOGGING ON THE VLE

Enter your family username and password in the “Login” box at the top right hand corner of the homepage.



The screenshot shows a 'Login' window with a blue header. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember username' which is checked. At the bottom of the form is a 'Login' button and a blue link labeled 'Lost password?'.

**British section families who have received login details in the past can carry on using the same password they used previously.**

**All new families will receive by post all details related to their parent or children' accounts. As CE1/11e children will also receive details of their new student account.**

### IN CASE OF LOST PASSWORD

Click on “Lost password?” in the Login box.  
Enter either your username or email address.  
Go to your webmail.  
Click on the link in the email entitled “**Change Password Confirmation**” then on Continue.  
Go to webmail for a **second email** (entitled “**Changed password**”) which contains new password.  
Copy and paste this password in the login screen to enter the VLE.  
When prompted, enter a new password of your choice.

## FINDING YOUR PAGES

To access directly your courses, on the VLE home page, use the **Navigation** box on the left-hand side, and click on **My courses**.

All parents' pages can also be accessed directly by clicking on the name of the page in the box on the top right-hand side of the home page, entitled Parents' Pages:



The screenshot shows a 'Parents' Pages' window with a blue header. It contains three blue links: 'PTG & Community page', 'Primary Information', and 'Secondary Information'.

## SIGNING THE AUP

The long AUP document contains (as you might have noticed) the various different versions of the AUP depending on which type of user one is (parent, child, teacher). Please find the one that applies to you and read it (you will have to use the cursor on the side of the AUP document window to scroll down)

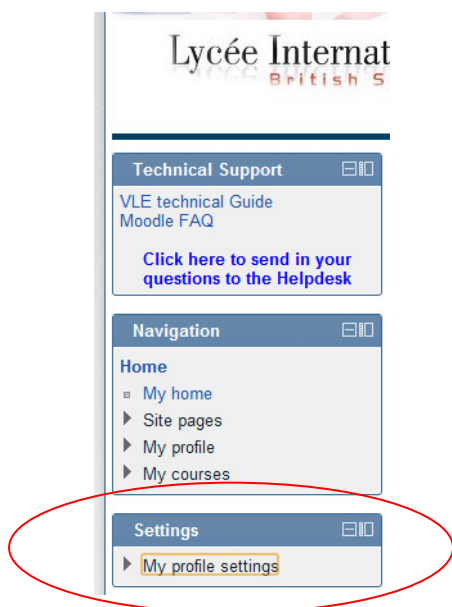
To electronically sign the document, one has to click on the **Yes** button which appears just below the AUP document window on the web-page. You might have to scroll down the internet browser page to see it.

The screenshot shows a web page titled "Site policy agreement". On the left, there are two menu boxes: "Navigation" with links for Home, My home, Site pages, My profile, My courses, and Courses; and "Settings" with a link for My profile settings. The main content area contains a form with three input fields labeled "Staff Name", "Signed", and "Date". Below the form is a section titled "Acknowledgements" with a horizontal scrollbar. At the bottom of this section, there is a question: "You must agree to this policy to continue using this site. Do you agree?" with two buttons, "Yes" and "No". The "Yes" button is circled in red. An arrow points from the text "scroll down" in the previous paragraph to the scrollbar on the right side of the page.

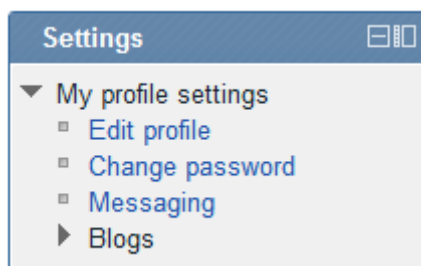
Clicking on **Yes** will electronically sign the AUP document which applies to your type of user. This action is recorded on the system and you shouldn't have to do it again until next school year.

## CHANGING YOUR PROFILE

To edit your profile, click on [My profile settings](#) which appears in the Settings box in the right-hand column of the homepage.




Once you have clicked on My profile settings you will see the following options appear in the Settings box



You can use them to change your password, edit your profile or send a message to another VLE user through the internal messaging system.

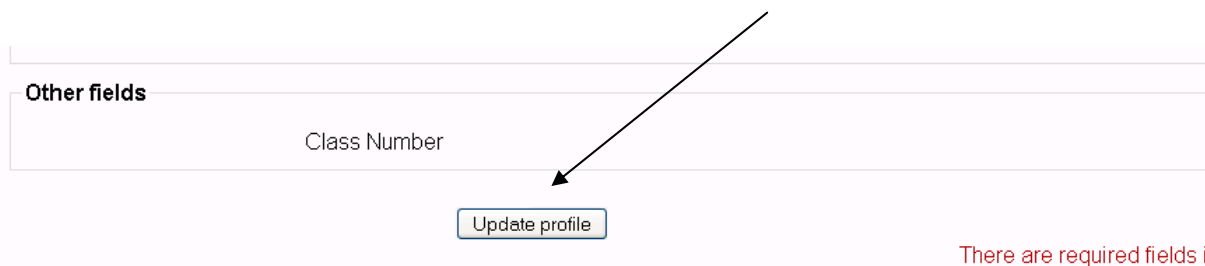
**Password:** If changing your password, remember it must contain 9 characters including at least 1 letter and 1 number. Please keep a careful note of this password! In the event of you forgetting your password, please use the “Forgotten password” button on the login page.


**Email address:** Check that the e-mail address on your “profile” is correct. It is important that you do this because you will receive an e-mail summary of news items appearing on the VLE (a digest – see below).

 ***It is your responsibility to update your email address on the VLE. It is not automatically updated from the British Section Administration database.***

You can use “Edit profile” if you wish to include a picture and other details about yourself

**Remember** to scroll down to the bottom of the page and click on Update Profile to save your changes!



 ***After entering a new email address on your profile, Moodle will send you an email at that address to confirm that the email address exist and you are real (and not a robot) . make sure you go to you mail box, find that mail (maybe in the Junk or Spam folder?), and click on the link in the email. Only then will the email change be effective.***

## FORUM DIGEST

You will occasionally receive a **Forum DIGEST** email at 17h00; this is an email **summary** of all new forum messages (also called posts) which have been recently added to the VLE courses you are enrolled in. That means you don't have to keep logging onto the site to check if anything has changed. The default setting for everyone is **Complete (daily email with full post)**, which allows you to see in the email the full text of the message. If you wish, you could **click anywhere on the headings** to be taken to the VLE (via the login screen).

All forum digest follow the following format:

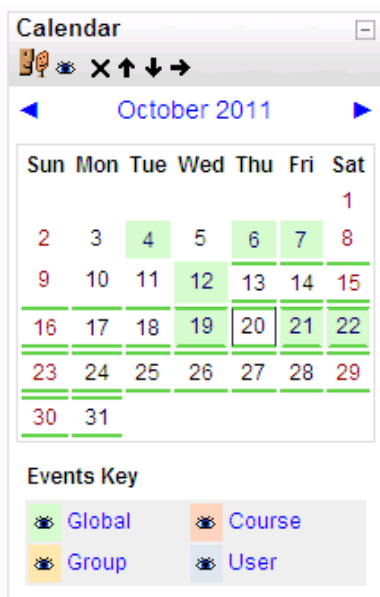
The screenshot shows an email titled "BritishSection: forum digest" sent to "To Family Hurst". The email content includes a header for "BritishSection" with a link to "Add to contacts". Below this, a message states: "This is your daily digest of new posts from the Lycee International forums. To change your forum email preferenc". The main body of the email lists forum posts with breadcrumb navigation. The first post is from "Orchestra (Lycée International site)" by "Mr Cathcart" on Monday, 3 October 2011, at 09:28 AM. The second post is from "Optional IGCSE Maths lessons (Seconde)" by "Mr Cathcart" on Monday, 3 October 2011, at 09:55 AM. Red circles highlight the course name "BritishSection", the forum name "Orchestra (Lycée International site)", and the post heading "Orchestra (Lycée International site) by Mr Cathcart". Arrows point from text boxes to these elements: "Username of the user the digest is sent to." points to "To Family Hurst"; "Course name" points to "BritishSection"; "Forum Name" points to "Orchestra (Lycée International site)"; "Post Heading" points to "Orchestra (Lycée International site) by Mr Cathcart"; and "Discussion Topic Name" points to "Orchestra (Lycée International site)".

The **course name** is very important because it tells you where on the VLE the message (or post) was posted:

- BSPPrimary:** from the British Section Primary Information
- BSSecondary:** from the British Section Secondary Information
- BSCCommunity:** from British Section community Information
- Univ1:** from the Orientation and University Entrance Information for Première students
- UnivT:** from the Orientation and University Entrance Information for Terminale students

The **user name** is very important because it tells you who the digest is sent to; if you happen to share your email address with your children on the VLE, double-check who the digest is sent to so that, if you want to connect to the VLE, you use the right user account.

**CALENDAR:** use this feature to keep informed of section events. It appears on the top-right hand side of your courses



The calendar is colour-coded :

- **Green** is for a whole school site event
- **Pink** is for a course event - only relevant to the course you belong to.
- **Peach** is for Group event (not used)
- **Blue** is for user event - only visible to you

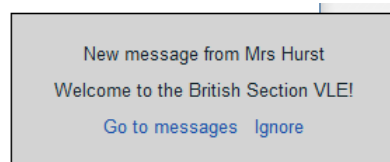
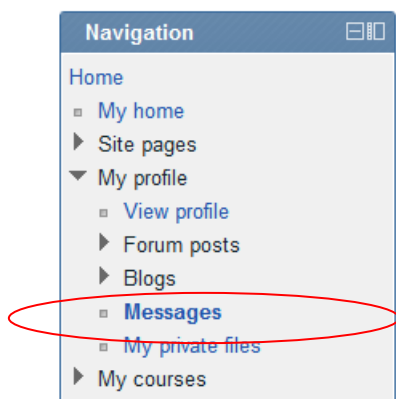
The default is for you to see all events: all the eyes are open. To hide the whole site events, shut the green eye. To hide all the courses events, shut the pink eye. **Beware!** If an eye is shut, you're might be **missing** the related events.

You can have the choice between

- a **month view** by clicking on the name of the month or
- a **daily view** by clicking on the actual date you're interested in.

### CHECKING MESSAGES:

To read your messages, click on Messages in the Navigation box, under My profile:



Alternatively, a pop-up window will try and open when you log in.

Make sure you allow pop-up windows for our website: moodle.britishsection.fr (see below to find out how to do this).


To send a message, click on the **Search** tab. Enter the name of the person in the Name box, click on **Search**. Once found, click on the name of the person to send a message.

## Authorise pop-up windows for moodle.britishsection.fr

### Chrome:


#### Afficher les fenêtres pop-up d'un site

Pour afficher les fenêtres pop-up d'un site, suivez la procédure ci-dessous.

1. Si des fenêtres pop-up ont été bloquées, l'icône  apparaît dans la barre d'adresse. Cliquez sur cette icône pour afficher la liste des fenêtres pop-up bloquées.
2. Cliquez sur le lien de la fenêtre pop-up que vous souhaitez afficher.
3. Pour que les fenêtres pop-up de ce site ne soient plus bloquées, sélectionnez "Toujours afficher les fenêtres pop-up de [site]". Le site est ajouté à la liste des exceptions que vous pouvez modifier depuis la boîte de dialogue Paramètres de contenu.

#### Autoriser tous les pop-up

Vous pouvez autoriser toutes les fenêtres pop-up en désactivant la fonctionnalité de blocage des pop-up. Pour ce faire, procédez comme suit :

1. Cliquez sur l'icône représentant une clé à molette  qui est située dans la barre d'outils du navigateur.
2. Sélectionnez **Options (Préférences** sous Mac et Linux, **Paramètres** sur un Chromebook).
3. Cliquez sur l'onglet **Options avancées**.
4. Cliquez sur l'option **Paramètres de contenu** de la section "Confidentialité".
5. Dans la section "Fenêtres pop-up", sélectionnez "Autoriser tous les sites à afficher des fenêtres pop-up".  
Attribuez des autorisations à certains sites Web en cliquant sur le bouton **Gérer les exceptions**.

### Internet Explorer:

Go to this site :

<http://windows.microsoft.com/en-US/Windows7/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions>

### Firefox:

Go to this site:

<http://support.mozilla.com/en-US/kb/Pop-up%20blocker>

### Safari:

Menu Safari > Préférences under «Sécurité» tab. To authorise pop-up windows, «Bloquer les fenêtres surgissantes» must not be ticked.