Directions for Moodle Scholarship Application
Part 1: Entering Moodle for the First Time

Seniors will receive instruction for completing the Moodle application form through their English class or in the Writing Lab. You should NOT attempt to complete the Moodle application until you receive this instruction.

1. Scholarship Bulletins are provided both in hard copy and online in Moodle. Read the bulletins **carefully** for the following information:
   - Which scholarships you are eligible to apply for?
   - Does the scholarship require financial/tax information?
   - Is the scholarship application completed online in Moodle or on paper?
   - What is the due date and who is responsible for sending the application to the selection committee?
   - What additional material must be submitted (essay, letter of recommendation, etc.)?

   PLEASE NOTE: **These additional materials are NOT completed within Moodle. Essays, recommendations, etc. are typed separately and submitted to Ms. Rinaldi in Guidance.**

2. Go to the EAHS Moodle homepage: learn.eastonsd.org.
3. **Log in to Moodle at upper right**:
   USERNAME = last name,first initial@roverkids.org (example: smithj@roverkids.org)
   PASSWORD = easdStudentID# (example: easd12345)
   Get assistance with login problems from your English teacher or at the Writing Lab.

4. **WARNING: If you do not now see your name at the top right hand corner of the Moodle page, you are NOT logged in. You MUST be logged in to save your application.**

5. Navigating to the Scholarship Application:
   a. In the left column under **Navigation**, click **SITE HOME.**
   b. In the list of **Course Categories**, click on **SCHOLARSHIPS**.
   c. Click **on the red tab "Click to enter this course."**

6. You will use the links in **TOPIC 1 to** complete your application:

7. Click on the **Scholarship Application** link. In the next window, click on the URL.

8. Notice that you are now in window called **Scholarship Application**. Beneath this title is a row of tabs, and the tab you are working in is called "**Add Entry**." "**New Entry**" appears beneath the row of tabs. "**New Entry"** is only used the **first** time you enter and save information. When you return to Moodle later to add or change information, you will be working on a different tab. Directions for this appear below in Part 2.

9. The first part of the application is a window containing a list of the scholarships that are or will be available. You can select a scholarship any time after it appears in a bulletin. If you prefer, you can wait to make your selections until you have completed the rest of the application. The list is divided into 3 alphabetical sections: Non-Financial; Financial Need; Hard Copy. How you select a scholarship depends on the device you are using.

    On an iPad: Tap the empty grey Scholarship box to open the scholarship list. Scroll through the list and tap each scholarship that you want to apply for. A blue checkmark appears to indicate that the scholarship has been selected. Should you make an error or change your mind, just tap again and the check will be removed. When you save your work (directions to follow) your scholarship selections will also be saved. A list of selected scholarships will appear at the bottom of the application window.

    On a laptop or desktop computer: The scholarship list will be visible immediately. Scroll through the list to find your selections. Click on the scholarship name to select it; it will be highlighted in blue. You can add additional scholarships at any time. To select additional scholarships, follow these steps **so that the highlighting remains on your previous selections**:
    *   If you're working on a PC, hold the ctrl key. If you're working on a MAC, hold the command (Apple) key while you click on the name of each additional scholarship.
    *   If you don't hold the ctrl/command key, the highlighting will be removed from all the scholarships you had previously selected, and you will need to reselect those scholarships.
    Whenever you reenter the application to select additional scholarships, **be sure to follow the procedure so you don't lose the highlighting on previous selections.**

10. Fill in additional sections of the application:
    *   If the scholarship bulletin indicates that financial need is one of the selection criteria, complete both black and red sections of the application. The scholarship list that appears at the top of the Moodle application groups the scholarships by whether or not financial information is required. Most, but not all, scholarships that require financial need also require **tax forms** to be submitted.
    *   If financial need is not a criterion, only the sections in black must be completed.
    *   **Do not leave field boxes empty.** For example, if you have no siblings or haven't received any other financial aid, type "None." If you didn't take SATs because the schools you are applying for don't require them, type NA (not applicable) in the areas for scores.

IMPORTANT WARNINGS!!!
*   Do **NOT** change any of the application's default text setting (font, size, style, etc.).
*   Do **NOT** copy and paste text from another document.
*   Follow the format used in examples on Moodle to enter your information. **DO NOT USE BULLETED OR NUMBERED LISTS.**
*   **Failure to follow these warnings will make your application unreadable when it is printed and, therefore, totally useless.**

- Use the Special Circumstances section when a specific scholarship requires it or when something about your eligibility is not obvious from the information in the application. However, BE BRIEF – write no more than a **short** paragraph.

I SHOULDN'T NEED TO SAY THIS BUT. . .
This application is not a tweet, a text, or an email!
- Follow all the rules for capitalization (proper nouns, etc.).
- Punctuate you sentences correctly.
- Check your spelling.
- This application is worth **$$$.** Proofread carefully. **I will not fix your mistakes.**

11. When you have finished a session, click on **Save & View** at the bottom of the window. The information you entered will remain in the program. Reread your application. If you need to add or change information, click on the **edit icon** (   ) near the bottom of the page, make the needed changes, and **click Save and View** again. Also, at the very bottom of the window you will find a list of all of the scholarships that you have selected.

12. When you have finished and saved your work for this session, click on **Logout** from the dropdown menu in the upper right hand corner next to your name. Don't worry if your application is not complete. You can return to it later to add or update information.

Part 2: Reentering Moodle for Changes/Additions/Updates

You can return to the Moodle application at anytime to select additional scholarships as they appear in the Scholarship Bulletins or to add/change information to your scholarship application.

These are some of the areas you **must** be sure to update:

- choice of school/college
- other aid
- class rank
- SAT/ACT scores
- address, phone, email changes

If you are haven't made a decision about the school you will attend, do **NOT** leave that section blank. Enter the names of a few of the institutions that are your most likely options, separated by semicolons, and delete schools as you narrow to your final selection. Also, keep in mind that if a scholarship requires a specific college major, "Undecided" in this area will immediately disqualify you. In addition, failure to disclose scholarships that you have been awarded could result is disqualification.

Use the following directions to make changes to your application.

1. Log in to Moodle and click on the **Scholarship Application** link as usual (Steps 2-7 above).

2. At the top of the window under **Scholarship Application**, you will see a row of tabs. The first time you entered information into your scholarship application, you used the **Add Entry** tab. **DO NOT USE THIS TAB NOW!**

3. Click on the **View List** tab.

4. You should now see your name followed by the date and time your application was modified and these three icons: ⚙ 🔍 ✖ . If you see only 1 listing of your name, then everything is fine. You can skip to #6 below. If you see more than one listing of your name, this means that you added information to your application through the **Add Entry** tab, instead of using the **View List** tab. These applications are probably incomplete. To ensure that only a complete application is used to file your scholarship applications, you should delete the duplicate or incomplete versions:

    - If you are certain which application is the most complete (it's usually the one with the most recent modification date/time), delete the **incomplete** applications by clicking on the **X** (delete) icon at the ends of the lines where your name appears. A window will open asking if you are sure you want to delete. In that same window you can review the application to be sure. Then click the delete button.
    - If you want to view the scholarships before deleting them, click on the **middle** icon (**more**) to see the application first. Then use the delete icon (**X**) at the bottom of the screen to delete it.
    - Entries that do not begin with your name **cannot** be deleted. Just ignore them.

5. You should now have only 1 listing of your name followed by the 3 icons.

6. To make a changes or additions to your scholarship form, click on the **edit** icon. You are now on the **Edit Entry** tab.

7. To select additional scholarships, follow these steps given in Part 1.

8. To make additions/changes in any other area of your scholarship application, simply click on the edit button to enter the scholarship form and type the info into the appropriate spot. Again, save your changes by clicking on **Save and View**. Be sure to check the scholarship list that appears at the bottom of the Save and View screen to be sure that every scholarship you intend to apply for is listed.

9. Whenever you click on Save and View, the review window opens automatically. Review your changes. You can make additional changes/corrections by clicking on the edit icon at the bottom of the screen. Don't forget to click on Save and View whenever you make additional changes.

10. Remember to log out when you are finished.

11. When you have completed the entire application, return to the **Topic 1** section of the **Scholarship** page by clicking the "**Scholar**" link in the bar across the top of the application page.

12. **Scholarship Release Form**. You must hand in a release form for every scholarship you are applying for that uses the Moodle application. You do **not** need release forms for hard copy applications. You will be given a copy of the release form from which you can make photocopies. You can also obtain additional copies in the Guidance Office or print out copies on your home printer. **Remember to have your parents sign the form. Only signed forms will be accepted.**

13. You **do not** print out or hand in the Moodle application form. This will be done for you using the information you entered into Moodle. For **each** Moodle scholarship, return the release form, tax forms if required, and any additional materials noted in the Scholarship Bulletin (essays, letters of recommendation, etc.) to the Guidance Office as early as possible but **no later than** the time and date posted in the Scholarship Bulletin. **Applications will not be accepted unless all of the**

required material is handed in together. Some of the hard copy application must be **mailed by the student**. **There are several scholarships that are completed online on the donating organization's web site and NOT in Moodle. This is clearly indicated in the scholarship description in the bulletin, and the web site is provided for your convenience.** It is your responsibility to see that these applications are completed and/or mailed on time.

DON'T WAIT UNTIL THE LAST MINUTE!

APPLICATIONS CAN AND SHOULD BE HANDED IN EARLY.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

INCOMPLETE INFORMATION INVALIDATES YOUR APPLICATION. BE SURE TO UPDATE YOUR APPLICATION AS NEEDED.

Part 3: Directions for Hard Copy Scholarship Application

You will know that you are applying for a scholarship that does **not** use the Moodle application form when you see *** next to the scholarship's name in the bulletins. Follow the process below.

1. Review the Scholarship Bulletins **carefully** for this information:
   - Which scholarships you are eligible to apply for?
   - Does the scholarship require financial information?
   - What additional material must be submitted (essay, letter of recommendation, etc.)
   - What is the due date and who is responsible for sending the application to the selection committee?

2. Go to the Guidance Office to obtain the application form provided by the scholarship's sponsor. In some cases as indicated in the bulletin description, you can go to the organization's web site to download and print a copy of the application.

3. Complete the application form **for each scholarship you selected. Be sure to write/print neatly and legibly. You disqualify yourself if your application cannot be read.**

4. For **each** scholarship, return the completed application form, tax records if required, and any additional materials noted in the Scholarship Bulletin or the application's instructions (essays, letters of recommendation, etc.) to Ms. Rinaldi the Guidance Office as early as possible but **no later than the time and date posted in the Scholarship Bulletin.**

5. Some of the hard copy scholarships require that **you mail** the application directly to the donor/organization. Be sure to allow enough time for the application to reach its destination.

DON'T WAIT UNTIL THE LAST MINUTE!

APPLICATIONS MAY BE HANDED IN EARLY.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

INCOMPLETE INFORMATION INVALIDATES YOUR APPLICATION.