



SCHULZENTRUM ST. URSULA  
FRANZ ASENBAUERGASSE 49  
A 1230 WIEN

School  
Dear Principals of the Schools St. Ursula

Street  
City  
Country

Vienna, January 2010

## **Anniversary 2010: 475 Years since the Foundation of the Order**

Dear Principals of the Schools St. Ursula!

This year we are celebrating the **475<sup>th</sup> anniversary of the foundation of our Order**. Many of our schools are probably starting to think of ideas and projects to be put into action. We, the Ursuline Schools in Austria, see this anniversary as an opportunity to increase awareness of the internationality of our schools with the specific spirituality and educational principles of St. Angela Merici.

Our school centre St. Ursula in Vienna, comprising an **Elementary School, Secondary School, Junior High School and High School, (6 – 18 year old boys and girls)** wants to reinforce contacts to other schools; therefore we herewith invite you to contact us. This invitation is meant for all Ursuline schools worldwide.

By means of the modern ways of communication we are able to transcend borders. We think that our mutuality will strengthen us.

On our **homepage** [www.st.ursula-wien.at/International/Contact](http://www.st.ursula-wien.at/International/Contact) you will find a list of all St. Ursula schools familiar to us.



In addition, we have installed a password protected bloke on our homepage called "**Moodle**" where everybody can put on-line their ideas and first steps to celebrate the anniversary; we hope that this will support a worldwide network of St. Ursula Schools.

If possible, the communicating languages should be German, English or French. If you contact: [network@st.ursula-wien.at](mailto:network@st.ursula-wien.at) you will get access to codes and the necessary information.

We are looking forward to learning about your interest to cooperate with us and to profit from our common heritage and internationality.

**"Transcending our borders with wisdom, courage and hope."**

Sr. Maria Elisabeth Göttlicher, OSU.

Representative of the School Association St. Ursula in Austria



## First-time registration instruction for “Moodle”

1, Registration on the website St. Ursula Vienna [www.st.ursula-wien.at](http://www.st.ursula-wien.at)  
Press the button **MOODLE**

2, **Login:** Anmeldenname and Kennwort

For **first-time registration** fill in the fields “*Email address*” “*First Name*”, “*Surname*”, “*City*”, “*Country*,” as well as the field “*Description*” (who you are – teacher, administration, sister, etc.). Please confirm with “*Update profile*”.

3, Please exit Moodle with Logout.

4. In the following, you receive an e-mail containing the following text:

Dear firstname lastname,

You have requested a change of your email address for your user account at MOODLE in St Ursula Wien. Please open the following URL in your browser in order to confirm this change.


[http://www3.edumoodle.at/st\\_ursula\\_wien/user/emailupdate.php?key=sYeVvFd2Sjd8uRBG3KI3&id=694](http://www3.edumoodle.at/st_ursula_wien/user/emailupdate.php?key=sYeVvFd2Sjd8uRBG3KI3&id=694)


5. Please confirm the link with a double click



6. Now you can log in on the website [www.st.ursula-wien.at](http://www.st.ursula-wien.at) with the button “*Moodle*”.

7. Renewed login with your login name and password. Under “*My courses*” press the button “*Network*”.

 **News forum:** General news and announcements (Info about Moodle)

 **Discussion forum:** For discussion and new topics

 **School update**

For the request of further users and questions, please write an e-mail to [network@st.ursula-wien.at](mailto:network@st.ursula-wien.at)

Enjoy “moodling”!

## Working with Moodle

You will find central topics under **News forum**. In addition, there are a number of current topics having been put online by users themselves, which can be found under **Discussion forum**.

**How to put a new topic online:** On the Homepage of "**Discussion forum**" you will find a button "**Add a new discussion topic**". Press that button and under "**Subjekt**" a window will pop up where you can put in a headline and, in the big text area below, a description of your topic. Under "Attachment" you can download the document. Conclude with "**post to forum**".

To give your opinion or answer, press the chosen topic and the "**Reply**" button on the right. This is where you can make up your own text and download a document.

Under **School update** you can put school dates online. Under "**add entry**" you can input school dates, which can be confirmed by "**save and view**".