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[All Faculty/Staff] Monday Moodle Tips----How to create a new course

1 message

Moodle Support <moodle@mail.wou.edu>   Mon, Feb 15, 2016 at 11:13 AM
Reply-To: moodle@wou.edu
To: allfacstaff@wou.edu

Monday Moodle Tips----How to create a new course
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Usually, new course shells (for the following term) are generated 3 weeks before the first day of class. For example, the first day of class in Spring 2016 is March 28, thus spring course shells would be expected to be generated by March 7th. However, we are hoping spring course shells could be generated a bit earlier for this coming spring. We will keep you posted on this.

If you'd like to start working on your Spring course now, here is what you can do:

1) Find out the course CRN number
2) Go to your Moodle home page, on the right hand side "Dashboard tasks", click "
create a course"
3) On the next page, fill out the form. Your course short name should follow the format "course prefix (2015xxxxx)"
The "xxxxx" is your course CRN number. For example, your course short name would look like "ED 111 (201511111)"
4) Pick the correct start date of the course
5) Enter course ID number, which would look like "2015xxxxx" for Spring 2016
6) You may look through all the default settings and make adjustment according to your needs
7) Scroll down, click "save changes"
8) Email Moodle support so that we can move your course from "Course development" to "Spring 2016"

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