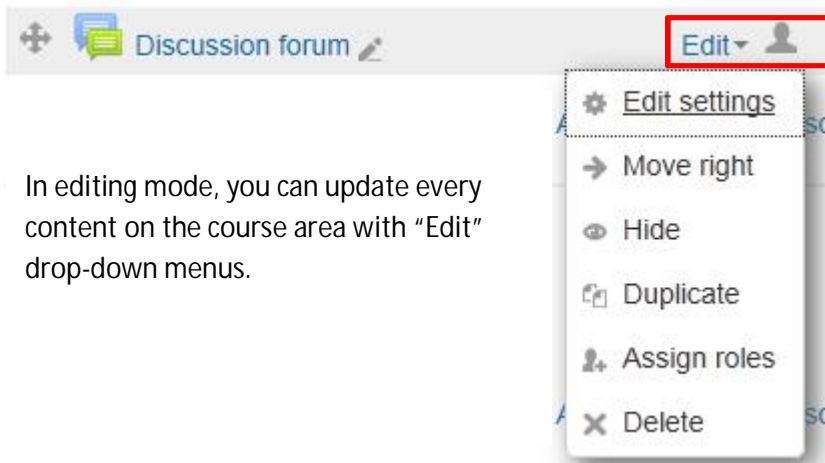
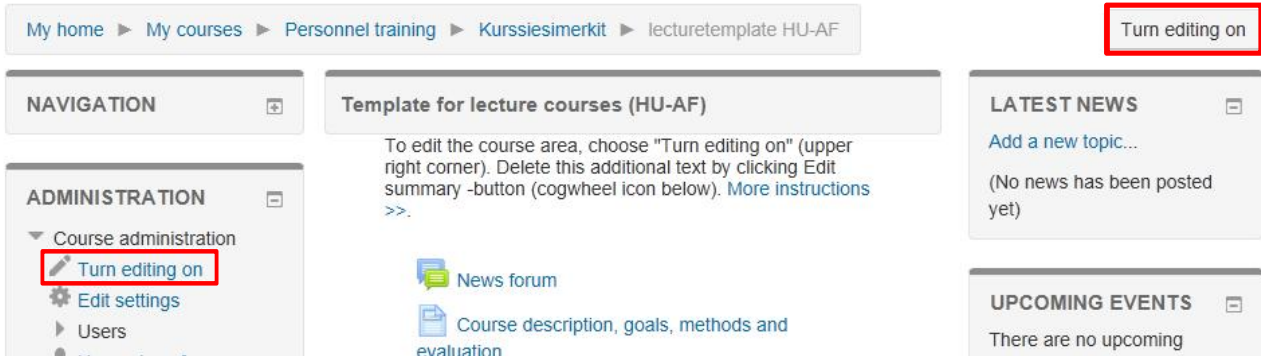


## How to use the course template?

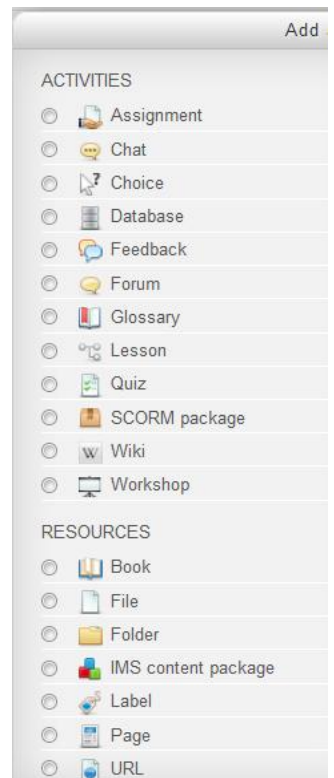
To edit the course area, choose "Turn editing on" (upper right corner) or Settings/Course administration/ Turn editing on.




In editing mode, you can update every content on the course area with "Edit" drop-down menus.

### + Add an activity or resource

You can add new resources and activities to by clicking "Add an activity or resource". Select the type of an activity / resource you want to add from the list.



## Edit top section

1. Delete the default text by clicking Edit summary -button  (cogwheel) and Save changes.
2. Fill in the course description, write down the goals for the course and describe used learning and evaluation methods. To edit the page, select Edit / Edit Settings after the name of the page. When ready, scroll down and click "Save and return to course".
3. Write down the timetable for the course. To edit the page, select Edit / Edit Settings after the name of the page. When ready, scroll down and click "Save and return to course".

## Template for lecture courses (HU-AF)

To edit the course area, choose "Turn editing on" (upper right corner). Delete this additional text by clicking Edit summary -button (cogwheel icon below). [More instructions >>](#).

Settings icon

- News forum Edit
- Course description, goals, methods and evaluation Edit
- Timetable Edit
- Discussion forum Edit

+ Add an activity or resource

There are two discussion forums in the course template:

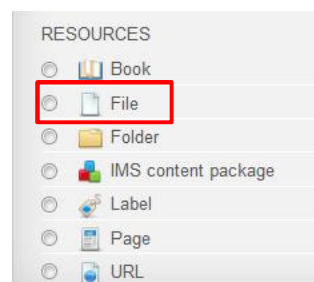
- News forum is for news and announcements from teacher to the students. Participants will get an email copy of messages sent in News forum. Messages will also appear in Latest news -listing.
- Discussion forum is a general discussion forum for the course. All participants can start a new discussion topic and participate in ongoing discussions.

## Section 1: Lecture materials

You can upload any type of electronic file you like to Moodle. All you need to do is to make sure your students can access it with the appropriate software on their computers.

Select "Add an activity or resource" → "File" → "Add".

- Name is obligatory information. Name should be informative for the students.
- Under "Content" select "Add..."
- File picker window will pop up.
- Select "Upload a file" and search the right file from your computer using Browse-function. Select "Upload this file". Files picker window will close. (Alternatively you can drag and drop files to the block under "Select files".)
- Scroll down and click "Save and return to course".



## Adding a new File to Lecture materials ?

▶ Expand all

### ▼ General

Name\*

Description



Path:

Display description on course page



### ▼ Content

Select files

Maximum size for new files: 20MB - drag and drop not supported ?



## Section 2: Course assignments and submissions

If you are using individual assignments in your course, there are two different assignment templates ready for you to choose from, depending on your evaluation process.

- Grading: Passed / Requires further work or Graded
- Decide the type you want to use and delete/ hide (Edit / Edit settings or Delete) the extra one.

Update the one you are using (Edit / Edit settings)

- Change the Assignment name.
- Write down the instructions for the students (Description).
- Define grades and deadlines (due date).
- Change other settings if needed.
- Save.

## Section 3: Course feedback

Write down, how student feedback is collected and processed. Edit the default text (Edit / Edit settings). As a default, there is a short mid-course feedback form and link to WebOodi



- If the course feedback is not collected in WebOodi, update the link or delete the link. (Edit / Edit settings or Delete)
- You can edit the mid-course feedback form in Moodle, or and delete hide it. (Edit / Edit settings or Delete or Hide.)

## Section 4: Extra material

- Add extra material as files (the same way as lecture materials).
- When adding a web link, select "URL" from the "Add a resource..." menu.
  - Name the link and write down the web address in the External URL field.
  - Scroll down and Save.







### Adding a new URL to Extra material

▶ Expand all


#### ▼ General

**Name\***

**Description**

Format  **B** *I*      

Path:

Display description on course page  

#### ▼ Content

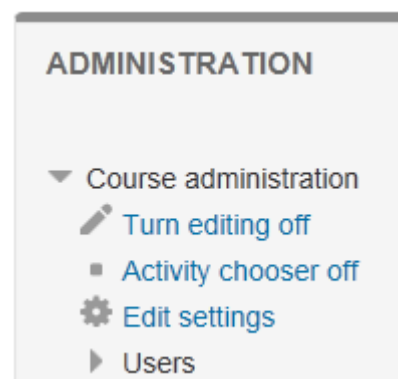
**External URL\***

## Set the course available to students and define enrolment key

New course area is hidden from the students. It does not appear on any course listings, except for the teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter.

When you are ready to open the course for students, change the availability settings: Settings / Course administration / Edit settings.

Under General, change the setting Visible to "Show". Scroll down and Save.



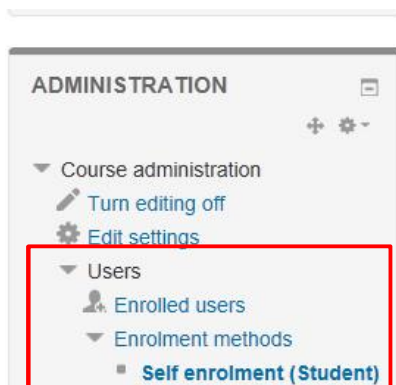
Visible   

A course enrolment key is what keeps unwanted people out of your course.

- If you define enrolment key, then students who are trying to get in for the FIRST TIME will be asked to supply this word or phrase.
- The idea is that you will supply the key to authorized students using another means like private email or verbally in a face to face class.
- You can close enrollment simply by changing the enrollment key. Students who have already enrolled will not be affected.

Setting the enrolment key:

- Administration/Course administration/Users/Enrolled users/Enrollment methods/Self enrolment (Student).
- Define enrolment key and Save changes.
- Inform students about the enrolment key.



### Self enrolment

Custom instance name

Enable existing enrolments ? Yes

Allow new enrolments ? Yes

Enrolment key ?