

Procedures for enrolling new students at start of term:

“Edit Settings” – “Edit Course Settings” – Enter Course ID

1. Course ID

Is your Course ID correct? If your class is missing students, this might mean that your Course ID is incorrect. We are still in the *academic* year of 2013, so be sure your Course ID looks like this: *If your CRN is 23456, your Course ID in Moodle would be 201323456.* Separate multiple CRNs with a comma.

2. Show/Hide

Is your course hidden? Be default, new courses are hidden from student view so you can work on them. If your course title appears grey on your homepage, your course is still hidden from student view and completely invisible to them. You can make your course visible with just a few clicks:

- Click “Edit settings” in your course Administration block
- Choose “Show” or “Hide” from the visibility dropdown menu
- Scroll down, save your changes, and you’re all set!

3. Content

Do your students know where to get started in your course? This is especially important for online and hybrid courses. Make sure you have clear instructions available to your new students about what is expected of them.

It’s also a good idea to help anchor your students on your course page with a relevant header or image. Did you know you can now drag media straight from your desktop into your course? Just turn editing on, click and drag a photo from your desktop to your course, and let go! Moodle will ask if you want to upload the media as a file for student download or if you want to create a “label” (which just means adding it directly to the course page).