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[All Faculty/Staff] Monday Moodle Tips: Course Access

1 message

Elayne Kuletz <kuletze@wou.edu>   Mon, Sep 29, 2014 at 7:41 AM
To: allfacstaff@wou.edu
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Course Access

Posted on **September 29, 2014**

Happy first day of Fall 2014, everyone! Two friendly reminders about course access:

All new courses are hidden from student view by default while you work on them. Here's how to make a course available when you're ready for students to see it:

1. Start on your course page
2. Click "Edit settings" in your course Administration block
3. Choose "Show" or "Hide" from the visibility dropdown menu
4. Scroll down, save your changes, and you're all set!

You can also watch our short video tutorial: http://youtu.be/QlTLz2JcxNE

Need to add an extra participant? Here's how to enroll additional students, other instructors, and guests in your courses:

1. In your course page sidebar, click "Users", then "Enrolled Users"
2. On this page, click the "Enroll users" button
3. Choose a role from the drop-down menu (i.e. Student)
4. Search by name and click "Enroll" next to the user's name
5. Click "Finish enrolling users" and you're all done!

We hope this helps make your first week of term a little simpler.

Happy Moodling 😄

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