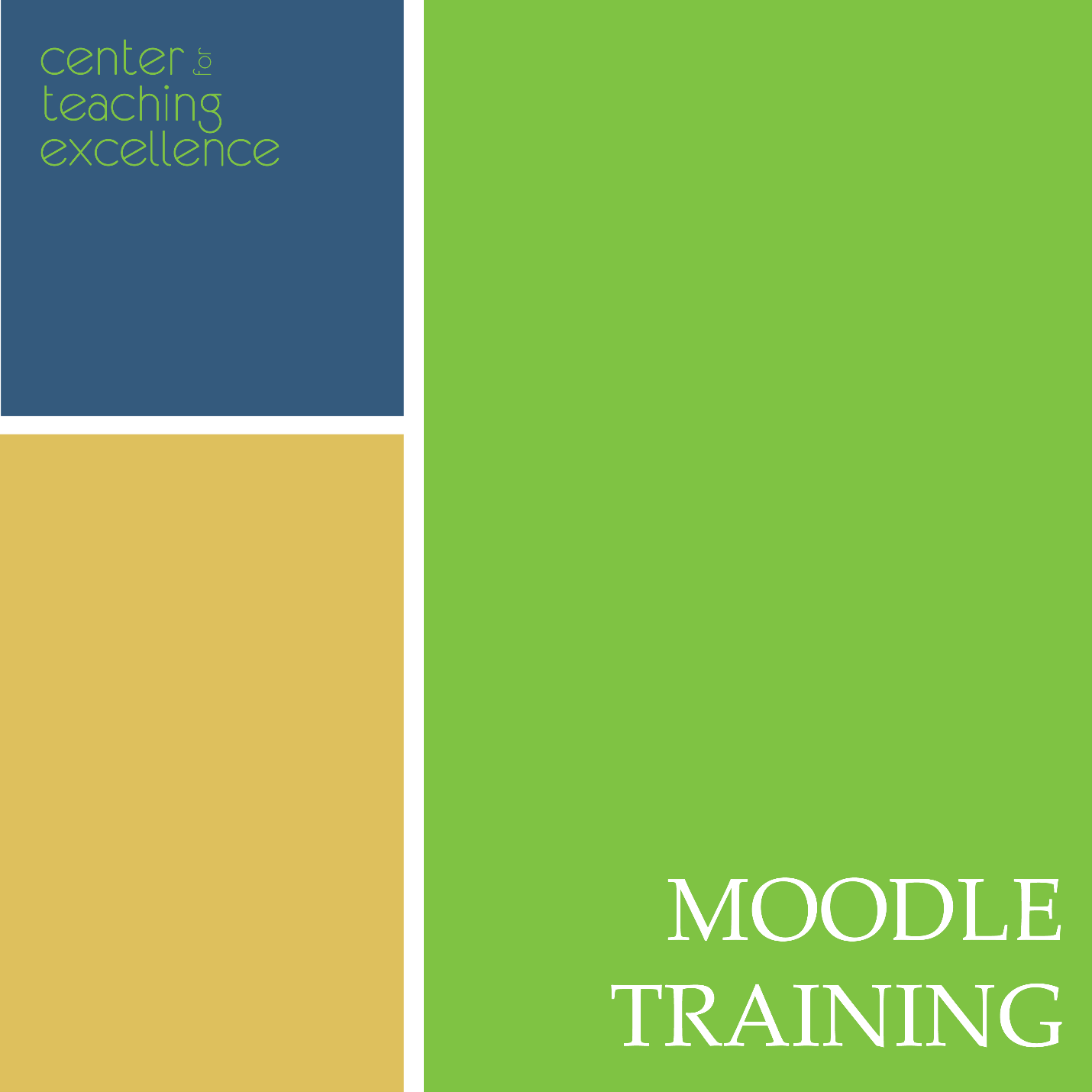
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**Find Your Courses**

**Via Dashboard**

1. Click your name in the upper right-hand corner of Moodle
2. Select **Dashboard** from the drop down list
3. You will be taken to the **Course Overview** block. This can be sorted in two ways: Timeline and Courses. Click the **Courses** tab**.**
4. Here you will be able to see **In progress, future,** and **past** courses.
5. Click the course you wish to enter to be taken to that course page.

**Via Front Page**

1. On the home page of Moodle (first screen when you login) press **ctrl + f** if on PC or **cmd + f** on a mac.
2. In the top right hand corner of the screen, the **find** box will open. Type the name of the course or course number in this bar.
3. You will then be taken to that course name on the front page. Click to enter.

Important notes:

**Making a Course Visible to Students**

**Make Visible**

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search** bar)
2. Select **edit settings** (first option) to be taken to the course settings page.
3. The fourth option from the top is a drop down labeled **Visibility**.
4. Change the **Visibility** drop down from **hide** to **show**.

Important notes:

**Adding Resources**

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search** bar)
2. Select **turn editing on** (second option)

**Via Drag and Drop**

1. With editing turned on, drag and drop is now enabled. Locate the file you wish to add and drag it onto Moodle. It should automatically add to the course page.
2. To change the section or position where the file was added, grab the **cross hair icon** directly to the left of the resource and use this to drag it to the correct place.

**Via Browse**

1. Locate the section into which you wish to add the resource.
2. To the right of the topic name, locate the **Edit** drop down menu.
3. Select **Add resource** (last option on the drop down menu)
4. You will be shown a list of resources and activities. To add a syllabus, course schedule, or other word, pdf, powerpoint, or excel file, select **File** under the **Resources** list.
5. Enter a **name** for the file.
6. Scroll down to the large box with the dashed border and **click**.
7. The **file picker** will open. Select **upload file** from the left side menu.
8. Click **choose a file** to select the file from your computer. When you have finished, select **upload this file**.
9. Once the file is uploaded, scroll to the bottom of the page and select **save and return to course** to finish.
10. To change the section or position where the file was added, grab the **cross hair icon** directly to the left of the resource and use this to drag it to the correct place.

Important notes:

**Adding Activities**

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search** bar)
2. Select **turn editing on** (second option)
3. Locate the section into which you wish to add the activity.
4. To the right of the topic name, locate the **Edit** drop down menu.
5. Select **Add resource** (last option on the drop down menu)
6. You will be shown a list of resources and activities. Select the activity you wish to add from the **Activity** list.

**To Add an Assignment (dropbox)**

1. Select **assignment** from the activity list.
2. Enter a **name** for the assignment.
3. **(optional)** You may add a description of the assignment in the **description** box. This will be visible once students click on the assignment or, by checking the box directly below description, you can make it visible to students on the front page of the course.
4. Set **Availability**. Some helpful reminders:
   1. **Allow submission from**: This determines when students will be able to begin submitting. They will be able to view the activity prior to this, but will not be able to submit any assignments.
   2. **Due date:** This displays to the student the date that the assignment is due but does not stop them from submitting after this date.
   3. **Cut off date:** If a cut off date is set, students will not be allowed to submit assignments after this date/time.
   4. **Remind me to grade by**: This option will send you a reminder when assignments need grading.
5. **Feedback types** determines how you will be able to grade the assignment. **Comments** allows you to provide comments which are visible alongside the grade in the gradebook. **Files** allows you to upload a file to the students, which they will have to download to view.
6. **VeriCite** is Lee University plagiarism detector. This checks against online databases and Lee’s own collection of student submissions. You are not required to enable VeriCite.
7. **Grade** determines how the activity will appear in the gradebook. You may change the **maximum grade** depending on the points each assignment is worth and set the **category** it will be assigned to in the gradebook.
8. You may also add additional restrictions on students’ access of this activity under the **Restrict Access** setting. You may ensure that students cannot access the activity until a certain date, unless they have a certain grade, if they are part of a specific group, or until they have completed prior activities.
9. When you have finished setting up the assignment, click **Save and display** to view the assignment or **Save and return to course** to be taken back to the course home page.

Important notes:

**Gradebook**

**Gradebook Setup View**

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search** bar)
2. Select **Gradebook setup** from the dropdown menu (fifth option)
3. You will be taken to the **Gradebook** setup page, where you are able to add **categories** (folders) and **grade items** (for activities not submitted through Moodle). NOTE: when adding grade items, ensure that the dropdown menu just above the **Save Changes** button reflects the correct category.

**Enter Grades (NOTE: this method is ONLY for items not submitted through Moodle)**

1. While on the **Gradebook setup** page, locate the **view** tab from the first row of tabs at the top of the page.
2. Select **Single view** from the second row of tabs on the View page.
3. On the right hand side of the screen directly below the rows of tabs, you will see two drop down menus: **Select grade item** and **Select user**.
4. To enter grades for a specific item, open **Select grade item** and select the item from the list. To enter grades for a specific user, open **Select user** and select the student from the list.
5. Enter grades and/or comments. When you have finished, click **Save**.

Important notes: