Creating Moodle Courses

Step-By-Step Guide 2019-20

What is Moodle Modules?

Moodle modules is a web application which allows us to gather information about which **credit** bearing **modules** require corresponding spaces in our Virtual Learning Environment, Moodle. In other words, it lets you tell us whether or not you want a module space setup in Moodle. It's clever too! It knows who you are and who the students taking your module are, so it will automatically make sure all participants, whether staff or student, have access to the module spaces they need.

Who is Responsible for Updating the Information?

It varies from School to School. Module Leaders are usually responsible for activating their own Moodle course areas, but sometimes Subject Directors take on the onus. It's up to you to decide, or find out whose responsibility it is to enter the information required, remembering that designing your VLE page *is* part of teaching and shouldn't be seen as merely an administrative or additional task. Appropriate and considered use of the VLE should see it used as much more than just a repository for files and folders, and more as an active learning environment, which can enhance and compliment face-to-face teaching.

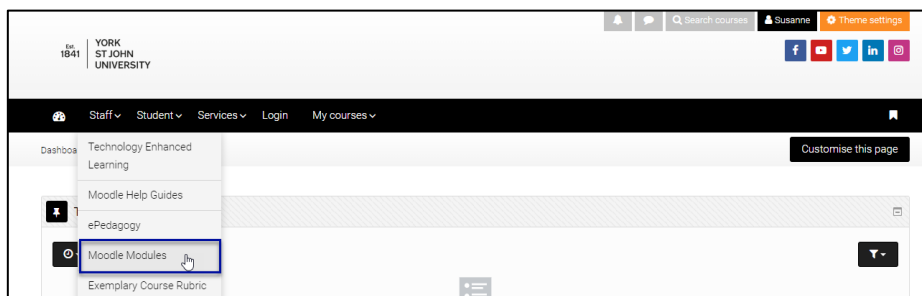### What Can I do in Moodle Modules?

You can:

- Update existing modules to set the type of course required in Moodle
- Give yourself or other people access to credit bearing modules in the role of 'tutor'
- Add new module codes to the list of modules in Moodle

Using Moodle Modules

Logging in
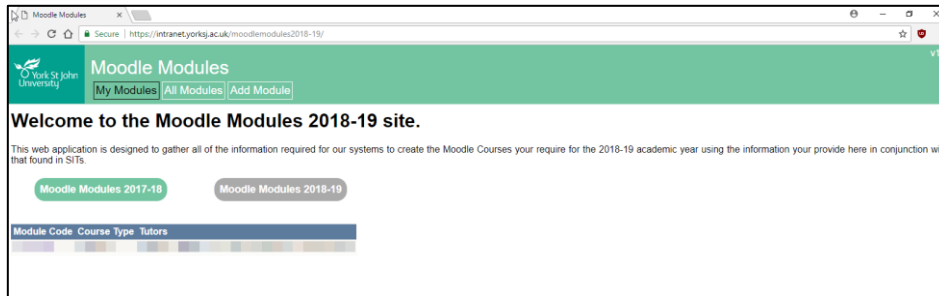
To login to Moodle Modules, first go to Moodle and select **Staff** and **Moodle Modules** from the top menu bar:

When prompted, enter your YSJ IT username and password.

My Modules

The first page you will see when you login is the **My Modules** page.

On this page, you'll see either:

- A blank page, with no modules listed, meaning that currently you are not enrolled against any credit bearing modules. To add modules to your list, click the All Modules button from the menu bar at the top.
- Or, a list of modules you have access to in the role of Tutor.

In the table which displays your list of modules, you can see the following information:

- Module Code – the code of the module which you have access to
- Course Type – the type of course which has been set against the module for Moodle
- Tutors – a list of all those who have access to the module, in the role of Tutor.

All Modules

The **All modules** page provides a list of all credit bearing modules which are available at York St John University. It provides an overview of the course type for each module plus a list of people who have access to the module.

If you don't have a module in your list on the **My Modules** page, you can use the **All Modules** page to find the module and give yourself access, as detailed above in Getting Access to a Module.

Quick Tip

By holding down **Ctrl & F** on your keyboard, you can access your browser's built in 'Find' function. This will allow you to enter the module code you are looking for, which will be displayed on the page.

By clicking on the module code, you can access further information about the module, enabling you to:

- select the course type required in Moodle
- give yourself and other tutors access to a module
- remove access for yourself and others.

If you cannot find your module code in this list, see the Add Module section below and then return to this stage.

Updating a Module

Updating a module allows you to:

- set the course type
- give access to yourself or others.

You can update a module by clicking on the module code. You can do this from the **My Modules** page or the **All Modules** page. This will then take you through to the module details page.

You will be presented with a list of options, allowing you to select which type of course you would like created in Moodle. The current selection will be highlighted in yellow.
Use the description of the course type to help you make a decision about the course you would like in Moodle.

The column entitled Moodle Courses Created, provides an example of the courses which will be automatically created in Moodle, based on your selection.

When you have made your decision, choose the **Select** option and click the **Update Details** button.

Enrolling Yourself and Other Academics onto the Course

On the module update page, you can give yourself or academic colleagues access to a module. To do this, find the *Tutors* section on the page (see below).
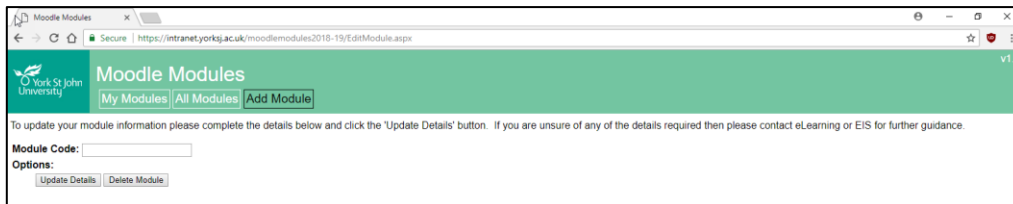

Your username will automatically appear in the text field. If you want access to the module, click **Add Tutor.**

You can give colleagues access to a module by replacing your username with theirs, then click **Add Tutor**.

NB: Administrative staff should **NOT** be given access here. They have a different way of being able to view and administer modules within specific academic areas.

Add Module

You may find that your module isn't displayed on the **All Modules** page; this can be for a number of reasons. Usually it is because the module hasn't run before or has been recently re-validated. In this case, you can use the **Add a Module** page to add it to the list and update the course type and tutor access.

After entering a valid module code, click on the **Update Details** button.

SEGI/Degree Apprenticeship/Partnership Modules

If you're teaching on a module that is also being delivered external to the YSJ campus, it is important to create both instances of this module at the same time. Due to the limitations of the Moodle Modules application, it's very difficult to retrospectively create different versions of a module once the YSJ version has been created! Again, please contact the TEL Team if you require any support or advice - it maybe that you don't have the course type available to you in Moodle Modules but this can be easily changed.