Checklist for Building a New Moodle Course

1. Request a new Moodle course in SPIRE (every semester you teach the course).

2. Log in to Moodle using your IT NetID (username) and password.

3. Check your Personal Settings.
   To control how often email notifications from Moodle are sent to you, or to add a personal profile icon, go to the Administration block and under My profile settings, click Edit profile.

4. Find your Moodle course under My Courses.
   At the beginning of the semester, before courses are open to students, at the bottom of the My courses block click Show hidden courses to access unreleased courses.

5. Configure the Course settings.
   In the Administration block, under Course administration click Edit settings to change the Theme, set the number of Sections, choose Weekly, Topic or Collapsed Topic format, etc.

6. To work on your course, click Turn editing on.
   To add content to your course, click Turn editing on (top right). When editing is on, a Move tool and an Edit link will appear. To Edit settings, click Edit, the Edit settings drop-down will open.

7. Edit Section Names.
   If using the Topics or Collapsed Topics formats, click the Edit settings icon (antasy) at the top-left of each section and provide a custom Section name.

8. Add Resources to your course.
   To add files, pages, and links, editing must be turned on. In the section where you want the Resource to appear, click + Add an activity or resource to open the Activity Chooser. Select the type of resource (you may need to scroll down the list to see all resources) and click Add. Configure the activity and click Save and display (at bottom of screen). Use Label resources to organize your main course page with text headings and images.

9. Add Activities to your course.
   To add interactive tools such as Forums, Assignments, Quizzes, etc., editing must be turned on. In the section where you want the activity to appear, click + Add an activity or resource to open the Activity Chooser. Select an activity and click Add, then configure the settings and click Save and display. Note: Attendance, Quizzes, Glossaries, and Databases require additional setup from within the activity.

10. Set up Blocks.
    Blocks can be minimized or stacked on the left side of your screen using the Minus icon (−) and the Dock icon (≡). To change which blocks appear in your course, click Turn editing on:
    • To add a new block, use the Add a block drop-down menu at the bottom of the right column.
    • To delete a block, in the block Edit settings drop-down menu. Click the Delete icon (X).

11. Make the course available to students.
    New Moodle courses are hidden from students. IT releases courses three days prior to the start of classes. If you request a Moodle course after this release date, you must release the course yourself. In the Administration block, click Edit Settings, and then click the Visibility to students drop-down menu. Select Show to make your course visible to students.