General Checklist for New Moodle users

Step 1 - IT Services - Getting Started in XMU Malaysia

Prior to login to Moodle, all new users are required to activate their staff or student's email ID and Campus ID once on boarding in the University.

All lecturers will need to perform below steps and know how to use the basic functions of Moodle and start uploading course material in Moodle, as well as for knowledge sharing purposes.

Step 2 – Moodle Course Request (Lecturer only)

Lecturer can start requesting course for the academic purposes via **Course Request**. The Course Request only can request by Lecturer to provide learning and teaching activities and resources for students who are officially enrolled in XMUM Moodle courses.

Step 3 – Setting up the Layout of Your Course (Lecturer only)

Moodle course home page is the main page of any Moodle course. Lecturer can edit course's **Settings** to select either in displaying course in topics or weeks display. Then, update the course start and end date, and the related lists of resources and activities. Lecturer can start design and create course page based on the template functionality selection available in the setting.

Step 4 – Manage Your Course (Lecturer only)

Lecturer can perform some of the below basic Moodle steps.

a.   How to Turn on Edit Mode in Moodle?
b.   How to Upload a File?
c.   How to Create and Edit Folders?
d.   How to Hide an Activity or a Resource in Moodle?
e.   How to Add an Announcement?
f.   How to Create Assignment?
g.   How to Grade Assignment?
h.   How to add another Lecturer to your Moodle course?
i.   How to update Gradebook data, etc.

Step 5 – Student Self Enrolment (For Students)

Lecturer to provide students with **Course Full Name** and **Enrolment Key** for students to self enrol into the lecturer course. Lecturer to setup their Moodle course page by adding content, activities, resources, assessments etc.). Lecturer can choose to enrol student into their course, if requires.

Step 6 – Pre and Post Semester Update (For Lecturers)

Lecturer can request for a new course in Moodle for the similar course taught in previous semester. Alternatively, lecturer can also edit the existing course to be used for next semester.