Moodle

# Course structure

Assume that we are logging to Moodle site using Admin credentials

# Course creation

### Navigate to *Dashboard / Site Administration / Courses / Manage courses and categories*

### Use ‘Create new category’ option to create a category for the course or ‘Create new course’ to create a course under ‘Miscellaneous’ category.

### Fill in the information for a course on ‘Add a new course’ form and select the category if you just created one. Choose the required settings for the course such as course format, language selection, completion tracking, file and uploads size limit etc.,

### *Dashboard / Site Administration / Courses / Manage courses and categories / Add a new course*

### Click on “Save and return” to return to *Manage courses and categories* or “Save and Display” to move onto the Participants page to enroll users

## Course content creation or modification

### Navigate to *Dashboard / Courses / {Course category} / {Course short name}* or you can choose course from the listing on *Managed courses and categories* page

### Turn editing on from the settings located on the top right corner, in row with the course name

### Make changes to the course format (such as topics and announcements) as required and click on “add an activity or resource” to add activities like lessons / quiz / assignments and resources like

#### Create a lesson and add content and Questionnaire /quiz as desired.

#### Click on “settings” icon to edit lesson if created and select “Add a content page” to upload content to the lesson. On the page contents field, put in the content information and select “Insert / edit an audio / video file” icon to open a pop-up where the source URL (YouTube share URL) can be mentioned. If a video file is available in the system / Moodle repository do browse repositories to upload.

#### To add a question page, select “Add a question page here” from the Lesson edit page at the appropriate location, select the type of question page, name it, place question contents and answers.

### Content can be added to the topic without creating any lessons.

### *Edit Topic and link course content on the description field and add quiz using “Add an activity or resource” option.*

### *Conditions can be applied on activity completion assessment such as requiring a passing grade / viewing activity to complete it etc.,*

### *Once the quiz is added, edit the quiz to add questions, answers, points / score weightage on each question etc.,*

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