

Tips and Notes on Setting Up Moodle for your Committee

The notes below are a modified version of how the ESL Committee has approached the use of Moodle to support its functions and communications, in terms of its structure and core components.

Suggested Administrative Structure:

- **Chair:**
 - Design page set-up (main features, etc.)
 - Archive committee documents each year
 - Initiate new communications to committee
 - Monitor discussions

- **Site Manager:**
 - Oversee member accounts (creation, deletion, password changes)
 - Add features as required (in consultation with the Chair)

Committee Page Setup

Once you are notified that KPU has allocated space on its server, select a template to use for your page and then fill it in as one does when creating a course page in any Learning Management System (LMS). Chairs and Moodle Managers, as the “administrators” of the site, can add, reposition, or remove features from their page.

There are some global settings one can adjust to meet a committee’s particular needs, and plenty of options to peruse when creating a page (see below). Moodle’s settings can be adjusted at any time by any of the administrators.

Main Page Components

Suggested core features:

- Announcements: notices sent to the entire committee with reply features enabled.
- Discussion forums: a separate forum can be set up and organized into discussion threads.
- Tabs: a neat way to organize committee meeting documents, resources, etc.
- Comments: quick questions to/from the Chairs can be viewed here by anyone.
- Calendar: to note important dates such as submission deadlines, meeting dates, etc.

The home page for the committee provides a brief intro to the page, and immediately below this you may wish to provide a link to the main discussion forums (for the committee at large), a list of announcements, and a ‘How to get started’ guide. Additional FAQs may be added to this area over time. The default settings send email notifications to everyone linked with the page.

Adding Members & Roles

Adding members (“students”) is fairly simple, as most of the work is done by each member. Instruct them as follows:

Users (Committee Members): go to the following link: <https://onlinelearning.kpu.ca/>

1. Select 'Create new account', using your work email and a password of your choosing;
2. After you have received an email from KPU, verify/confirm your account as requested;
3. Email the Site Manager to be enrolled in the "course" (Committee site) by providing the email address you used, as this will locate your profile and allow for enrolment;
4. Allow 1-2 business days for account confirmation before logging in to the system;
5. Once you are logged in, you will see a link to your articulation committee course page.

Managers: once the users (Committee Members) have set up their accounts:

1. On the homepage of the site you want to add to:
2. Select **Participants** (left menu, near top) > **Enrol users** (button, top right)
3. **Search:** Use the search to locate the user you want to add. (They must have an account already.)
Select the user from the drop-down list that Moodle generates. If you don't see the user, try adding more letters to the search or try searching for a different part of the name.
The user will appear above the list in a coloured box. If you've chosen the wrong person by accident, click on the X in the coloured box to the left of the name to clear it.
Click somewhere outside the drop-down box to clear it away so you can access the next step.
4. **Assign role:** choose Teacher from the drop-down list.
5. **Enrol users** (button, bottom right)
The new user should now appear in the list of Participants.

Helpful Resources

- Core intro video tutorials: <https://youtu.be/b9Y3yV3KP50>
- Setting up Structure: <https://youtu.be/4bbQF-d2SpU>