

# Using Moodle

A Resource for  
Articulation Committees



BC COUNCIL ON ADMISSIONS & TRANSFER  
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# Using Moodle

## Preamble

Using Moodle can help maintain a committee's institutional knowledge in the face of changing leadership, and foster ongoing discussion among articulation committee members throughout the year. It is intended to act as a repository for the following types of records and documentation:

Examples of records and files to be retained include:

- ☐ A current list of participating committee members and contact information (email distribution lists)
- ☐ Institutional reports
- ☐ Professional, ministry and agency resources
- ☐ BCCAT resources
- ☐ Historical information on past Chairs and hosting institutions
- ☐ General correspondence related to any specific issues addressed by the committee
- ☐ Presentations given at meetings (PowerPoint, Prezi, etc.)
- ☐ Records of professional conventions/professional development opportunities
- ☐ Links to other provincial counterparts
- ☐ Professional practice records
- ☐ Awards received by committee members
- ☐ Photos, such as of field trips or groups.
- ☐ Transfer Innovations project material such as final reports

## First Steps

**Submit a request** to the BCCAT Committee Coordinator, Ruth Erskine [rerskine@bccat.ca](mailto:rerskine@bccat.ca), with the following information:

- ☐ **Name of Committee** (this will be the name of the site)
- ☐ **Name of Committee Chair**
- ☐ **Name of Site Manager** (to be approved by the Chair).
- ☐ **Existing site or management system:** please provide details of the records management system that is currently used.

## Next Steps

The Site Manager will go to the following link: <https://onlinelearning.kpu.ca/> to set up a KPU account. Select 'Create new account', using your work email and a password of your choosing; The BCCAT Committee Coordinator will arrange for the Moodle site to be set up by KPU and then notify the Committee Site Manager when the site is ready.

## Setting up your Site

Site Managers can add, reposition, change or remove features from their site. The Moodle default roles are “teachers” (administrators) and “students” (members), which can be changed in the *settings* menu.

There are some global settings one can adjust to meet a committee’s particular needs, and plenty of options to peruse. 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.

Here is an example of providing meeting information:


 Minutes, CAMAC, May 2019, TRU, Kamloops BC

 Professional Development Lecture Slides

 An Inclusion Statement from a Course Outline (BCIT) from Jean Scribner

 Agendas and Minutes

 BCCAT Information

 Accommodation and Activity Information

 Upload 2019 Institutional Reports Here

 2019 Reports

 Template for Institutional Reports

Use this template to prepare your institutional reports to assure uniformity

2020 CAMAC to be held in New Westminster BC, May 13th & 14th

### Key Dates

April 24, 2020 - Please have your Institutional Reports uploaded to the Moodle assignment link.

## Adding Members & Roles

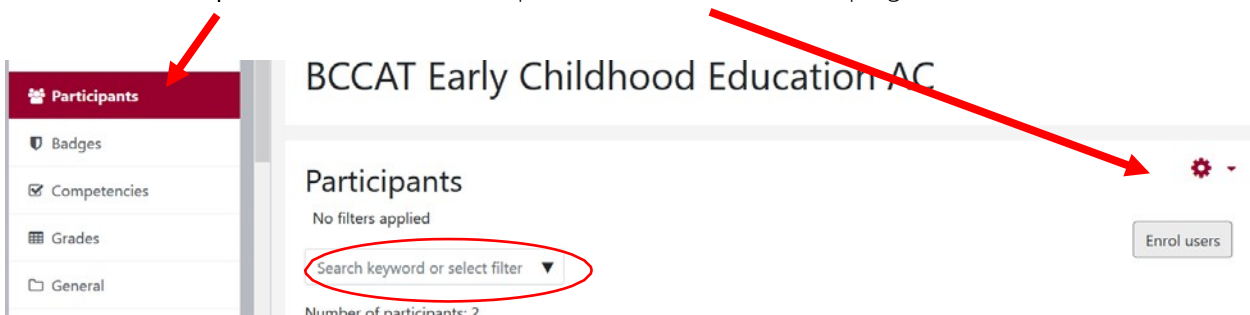
Adding members ("students") is fairly simple, as most of the work is done by each member. Instruct them as follows:

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. 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;
3. Allow 1-2 business days for account confirmation before logging in to the system;
4. Once you are logged in, you will see a link to your articulation committee course page.

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

1. On the homepage of the site:
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.
4. **Assign role:** choose "Student" from the drop-down list. (Note: roles can be renamed as desired, e.g. to "Member".)
5. **Enrol users** (button, bottom right)  
The new user should now appear in the list of Participants.

| Select                   | First name ^ / Surname   | Email address     | Roles   | Groups    | Last access to course | Status   |
|--------------------------|--|-------------------|---|-----------|-----------------------|--|
| <input type="checkbox"/> |  Ruth Erskine | rerskine@bccat.ca | Teacher  | No groups | 13 secs               | Active    |