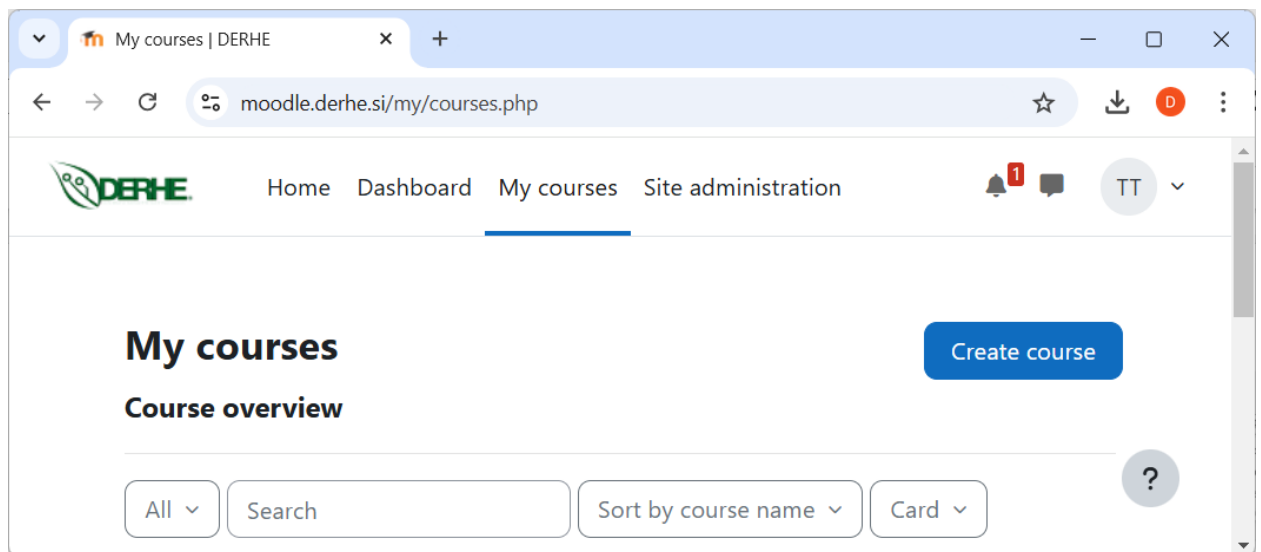


# Short instructions for Moodle Course Creators

## 1. Creating a New Course

### Step 1: Accessing the Course Creation Page

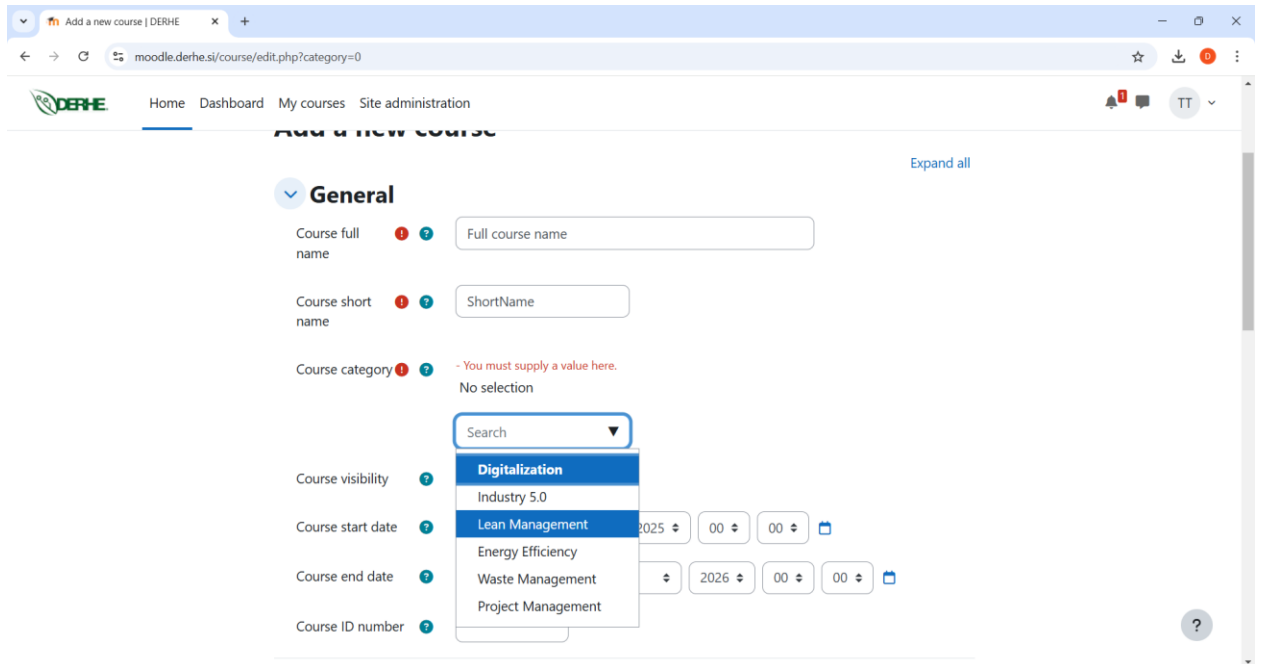
1. Log in to your Moodle account at <https://moodle.derhe.si/login/index.php>.
2. In the top menu, go to **My Courses**.
3. Click on **Create Course** button.



### Step 2: Configuring Course Settings

1. **Course Full Name:** Enter a descriptive name for the course.
2. **Course Short Name:** Add a short identifier for the course (e.g., "LEAN").
3. **Course Category:** Select a category from the dropdown list.
4. **Course Visibility:** Set to **Hide** or **Show** depending on whether you want students to see the course immediately.
5. **Course Start/End Date:** Set the start/end dates for the course.
6. **Set Other Options:** Optionally, set the course summary, image, and additional options in the sections below.

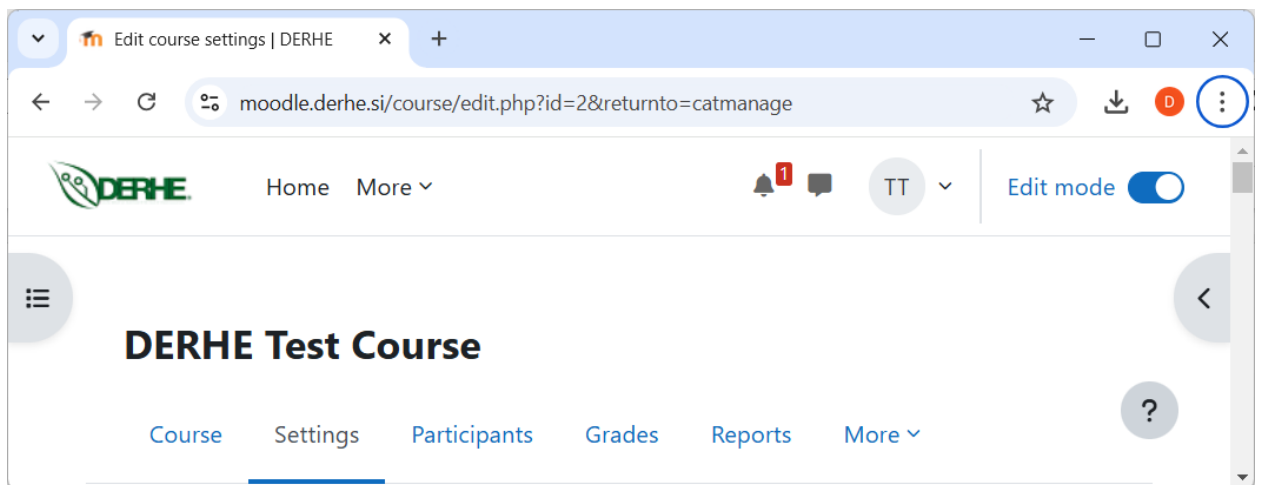
7. Click **Save and Display** to create the course.



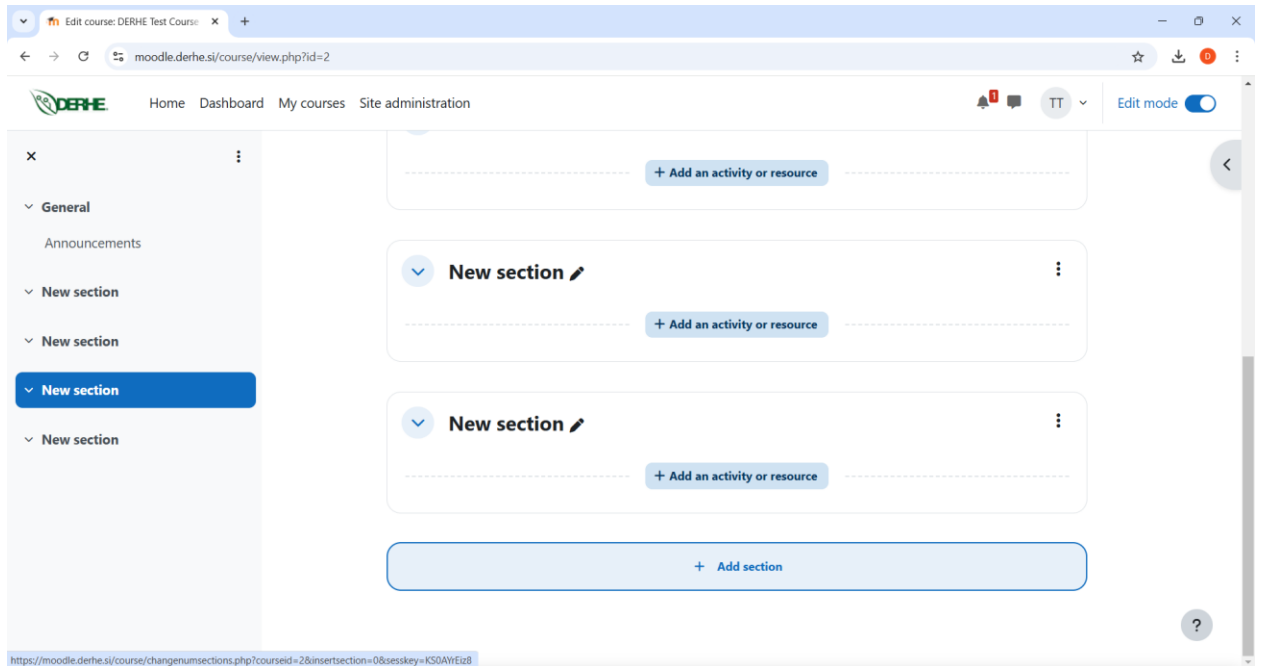
## 2. Adding Course Content

### Adding Sections and Topics

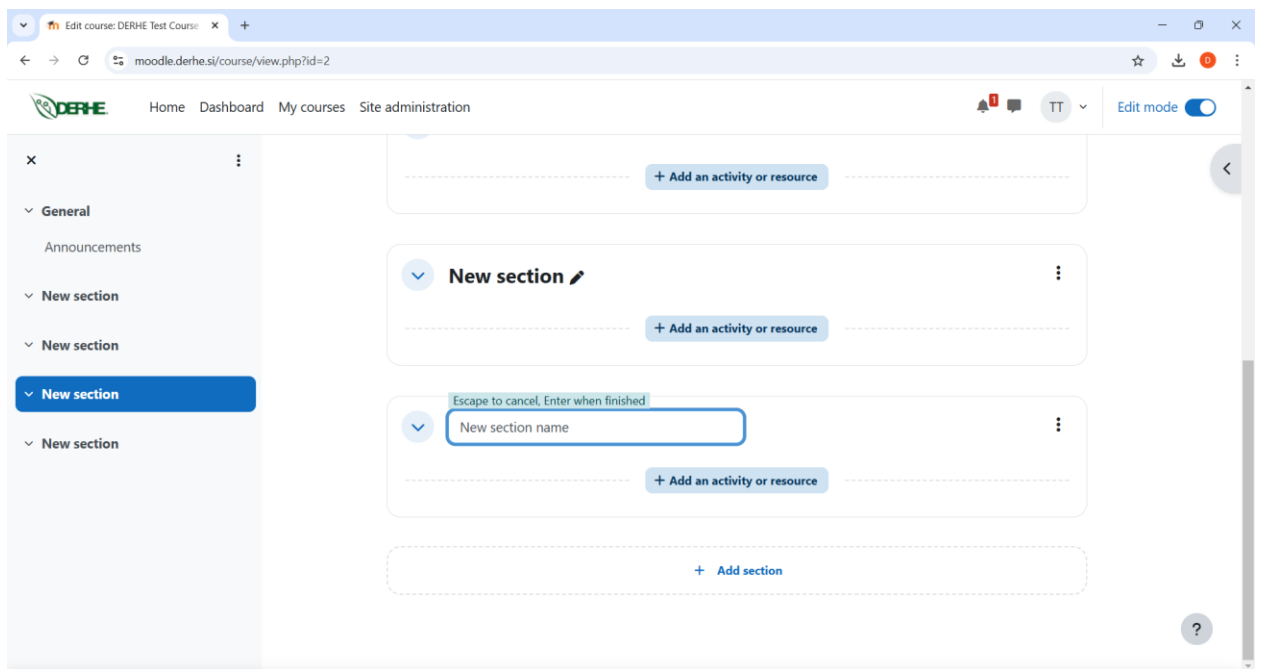
1. Enable editing mode by clicking **Edit mode** button (top-right).



2. Click **Add Section** at the bottom of the course page to create additional sections or topics.

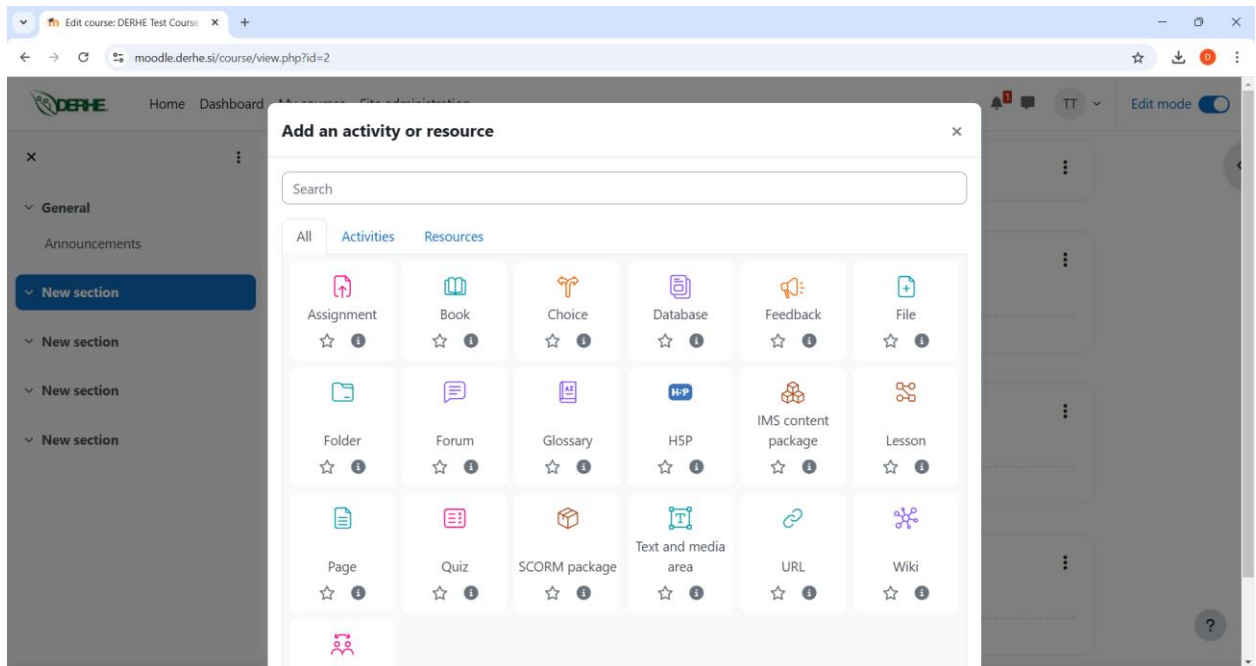


3. Rename sections by clicking the pencil icon next to the section name.



## Adding Resources

1. In a section, click **Add an Activity or Resource**.



2. Select a resource type:

- **File:** Upload documents (PDF, Word, etc.).
- **Page:** Create a simple webpage with text and multimedia.
- **URL:** Add a link to an external website.

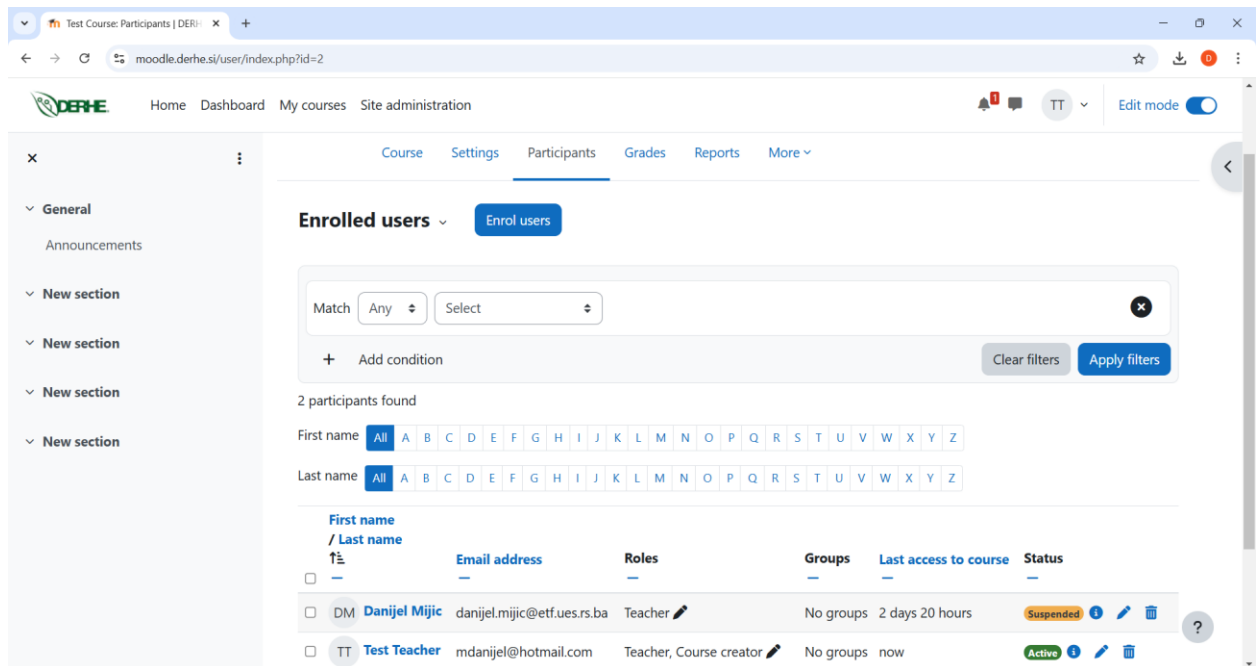
## Adding Activities

1. Click **Add an Activity or Resource** in a section.
2. Choose an activity type:
  - **Quiz:** Create online quizzes with auto-grading options.
  - **Assignment:** Allow students to upload submissions.
  - **Forum:** Set up discussion boards for collaboration.

## 3. Managing Course Participants

### Enrolling Users

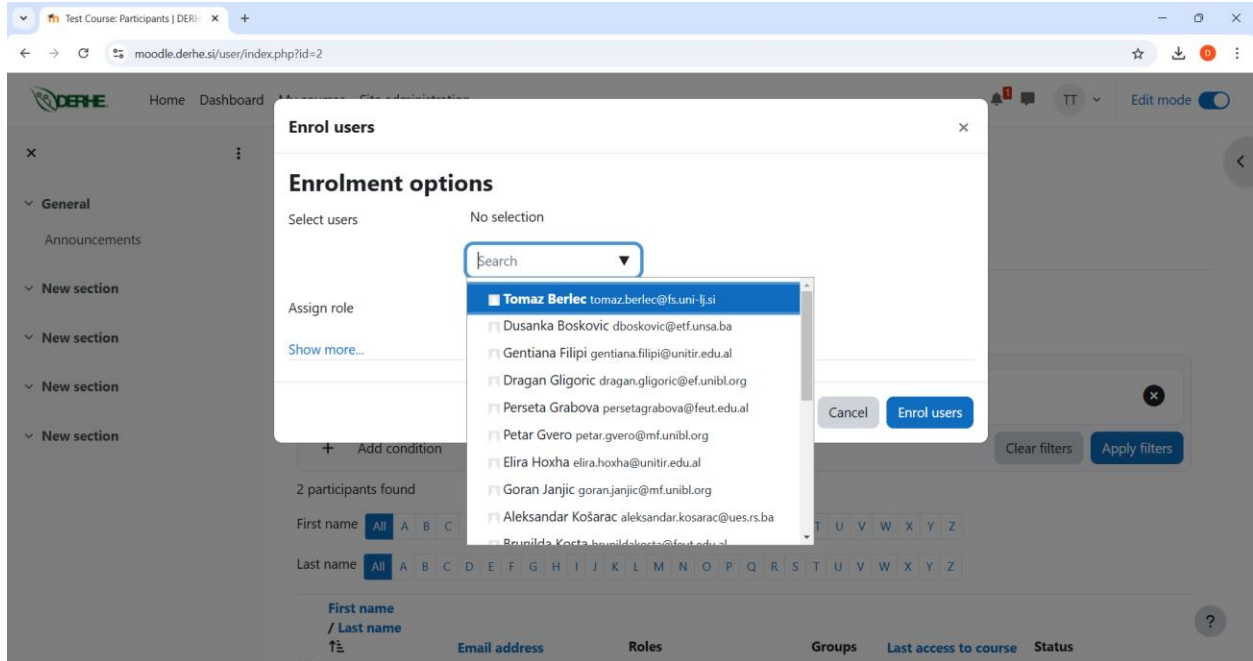
1. Go to **Participants** tab while viewing your course. A list of enrolled users will be displayed, with the possibility to add additional users or change existing users' roles and permissions.



The screenshot shows the Moodle course participants page. The browser address bar indicates the URL is `moodle.derhe.si/user/index.php?id=2`. The page header includes navigation links: Home, Dashboard, My courses, Site administration, and an 'Edit mode' toggle. The main navigation bar has tabs for Course, Settings, Participants (selected), Grades, Reports, and More. A sidebar on the left contains a menu with 'General' (Announcements) and several 'New section' items. The main content area is titled 'Enrolled users' and features an 'Enrol users' button. Below this is a search filter section with a 'Match' dropdown set to 'Any' and a 'Select' dropdown. A '+ Add condition' button and 'Clear filters'/'Apply filters' buttons are also present. The search results show '2 participants found'. Below the search filters are two alphabetical lists for 'First name' and 'Last name', both with 'All' selected. The main table lists the participants:

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	DM Danijel Mijic	danijel.mijic@etf.ues.rs.ba	Teacher	No groups	2 days 20 hours	Suspended
<input type="checkbox"/>	TT Test Teacher	mdanijel@hotmail.com	Teacher, Course creator	No groups	now	Active

2. If you want to manually add existing Moodle users, click **Enroll Users**.
3. Search for a user by name or email, select their role (e.g., Student), and click **Enroll**.



## Managing Roles and Permissions

1. In the **Participants** list, click the pencil icon next to a user's role to edit their role.
2. Assign or change their role (e.g., Teacher, Manager, etc.).
3. In the same list, you can change the status of participants (active, suspended), using commands available in the **Status** column.









## Managing Enrolment Methods

If you want to manage the way participants enroll in your course, please select **Enrolment methods** option in the **Participants** tab while viewing the course.

# DERHE Test Course

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

## Enrolment methods ▾









Enrolments			
Enrolled users			
✓ Enrolment methods	<b>Users</b>	<b>Up/Down</b>	<b>Edit</b>
Role renaming	2	↓	 
Groups	0	↑ ↓	  
Groups			
Groupings	0	↑	  
Overview			
Permissions			
Permissions			

The following enrolment options are available. To activate/deactivate or set desired options for specific enrolment methods, use commands in the **Edit** column.

# DERHE Test Course

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

## Enrolment methods ▾

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	 
Guest access	0	↑ ↓	  
Self enrolment (Student)	0	↑	  

Add method

## Allowing Guest Access

If you want anyone to be able to access your course without having a user account on the Moodle platform, you can enable guest access and optionally set password for accessing the course as a guest.

# DERHE Test Course

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

## Guest access

Allow guest access



No ▾

Password



*Click to enter text* ✎



Save changes

Cancel



## Allowing Self Enrolment

To allow existing Moodle users to access your course, you can enable **Self enrolment** method and optionally set password for enrolment and additional options.

### DERHE Test Course

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

#### Self enrolment

Custom instance name	<input type="text"/>
Keep current self enrolments active	<input type="button" value="Yes"/>
Allow new self enrolments	<input type="button" value="Yes"/>
Enrolment key	<input type="text" value="Click to enter text"/>
Use group enrolment keys	<input type="button" value="No"/>
Default assigned role	<input type="button" value="Student"/>

## 4. Finalizing and Publishing the Course

1. Review all sections and content of your course.
2. Set **Course Visibility** to **Show** under the course settings to make it accessible to students.
3. Test all activities and resources to ensure they function as expected.

## 5. Tips for Maintaining Your Course

- **Backup Regularly:** Use the **Backup** feature in the course administration menu (enter tab **More**, select **Course reuse** option) to save a copy of your course.
- **Engage Students:** Use forums, announcements, and quizzes to keep students active.
- **Monitor Progress:** Utilize reports to track student activity and performance.
- **Keep Content Updated:** Regularly update resources and remove outdated materials.