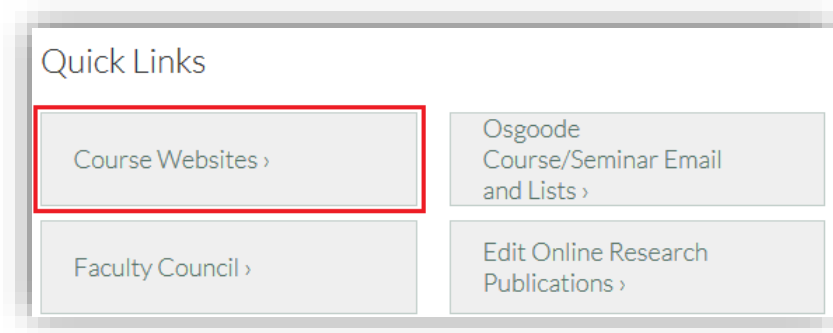


# GUIDE | MOODLE QUICK START FOR INSTRUCTORS

## A. WHERE CAN I FIND MOODLE

Two method:

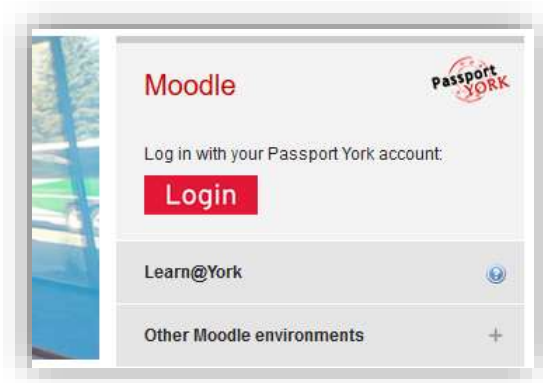
1. Login to **MyOsgoode** with your **Osgoode account** and click on **Moodle** under **Quick Links**; or



2. Use this link: <https://moodle.yorku.ca>

## B. HOW TO LOGIN TO MOODLE

- Use your **Passport York** credentials (username and password) to login to Moodle.

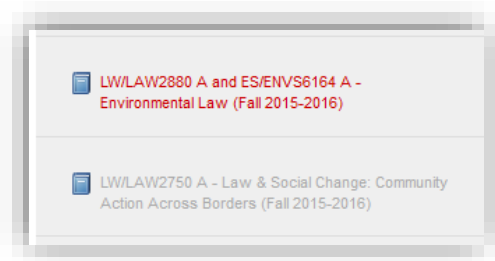


**Note:** Course sites are created automatically, and you will see them listed after you've logged in.

## C. COURSE VISIBILITY (TO YOUR STUDENTS)

If the course name is:

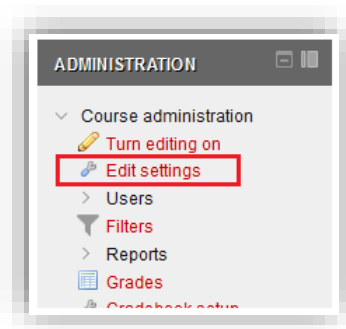
- Red – course is visible to students
- Grey – course is not visible to students, and students cannot access it



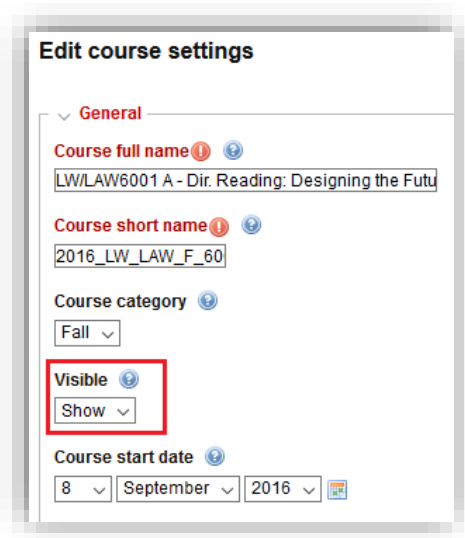
### HOW TO CHANGE COURSE VISIBILITY

By default, courses are hidden and will not be visible to your students. When you are ready for your students to see the course, you will need to make it visible.

1. In your course site, click **Edit settings** under **ADMINISTRATION** block on the left side-bar.



2. Change the value of **Visible** to **Show**.



**Edit course settings**

General

Course full name ⓘ ⓘ  
LW/LAW6001 A - Dir. Reading: Designing the Futu

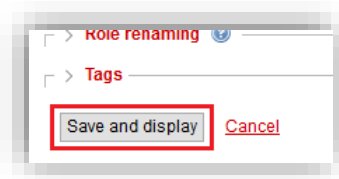
Course short name ⓘ ⓘ  
2016\_LW\_LAW\_F\_60

Course category ⓘ  
Fall

Visible ⓘ  
Show

Course start date ⓘ  
8 September 2016

3. Click **Save and display** button at the bottom of the page.



Role renaming ⓘ

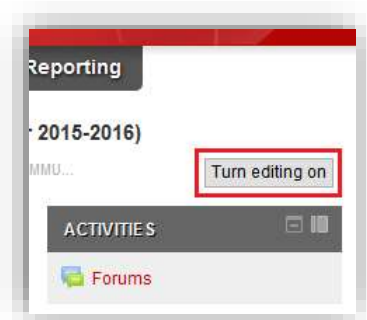
Tags

Save and display Cancel

## D. HOW TO ADD RESOURCES AND ACTIVITIES

You will need to turn on editing mode before you can add resources such as files/documents and links, or activities such as assignments and discussion forums.

1. Click on **Turn editing on** button.



Reporting

2015-2016)

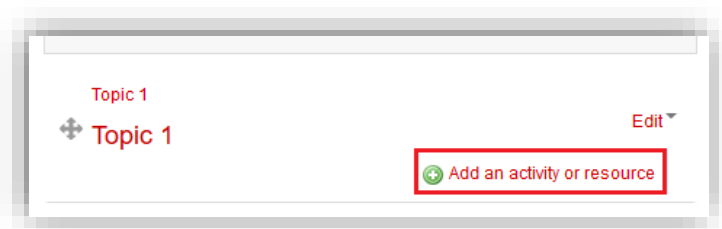
MMU...

Turn editing on

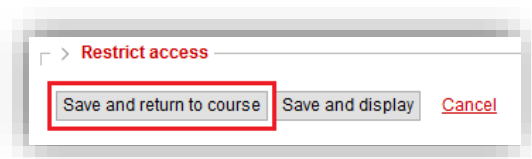
ACTIVITIES

Forums

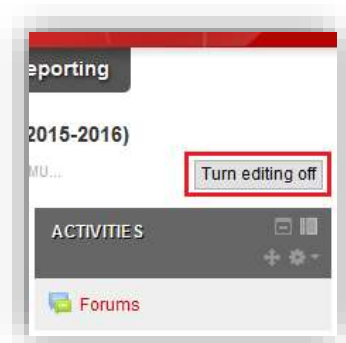
2. Click **Add an activity or resource**.



3. You will get a list of choices for resources and activities – select one.
4. Enter the required information for the selected resource/activity.
5. Click **Save and return to the course**.



6. Continue to add more resources and activities as desired.
7. When you're finished, click **Turn editing off** button.



## E. MORE HELP RESOURCES

- Frequently Asked Questions  
<https://moodle.yorku.ca/instructors/faq/index.html>
- Online Training & Documentation  
<https://moodle.yorku.ca/instructors/training/index.html>