

Moodle Training I

Saint James School of Medicine

Intended Audience – Instructors that have never used Moodle

What is Moodle?

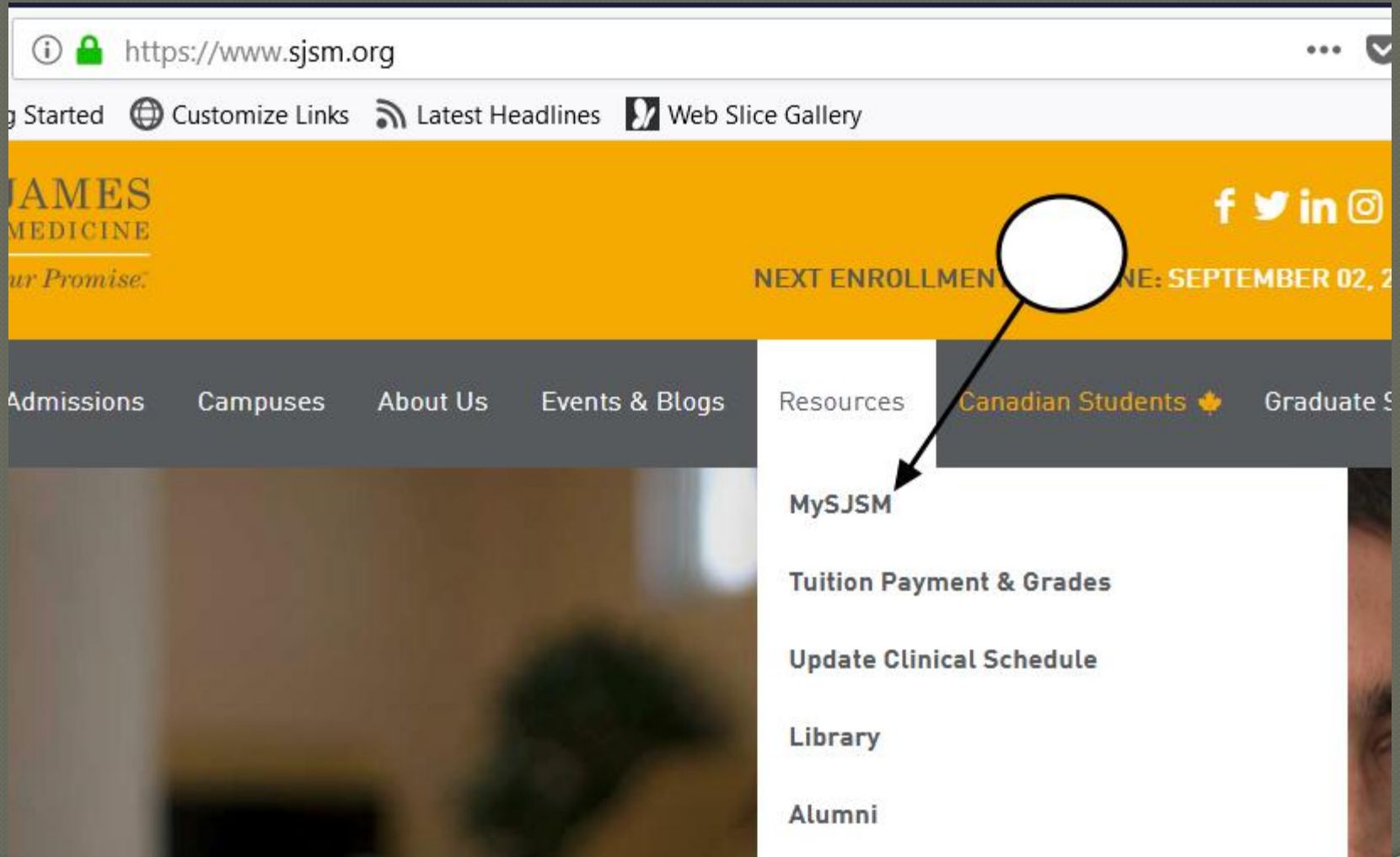
- Moodle is an online course management system that faculty can use to post various types of online learning materials and to communicate with students.
- Please read this case study:
- At our school, the Moodle system is called: Mysjsm

Objectives of this Training:

- Faculty will login to Moodle (mySjsm) and see enrolled students. After this training, faculty will be able to check enrolled students in a class.
- You should also know how to add a student to your course.

How to Login

◎ <https://www.sjsm.org>



Pick Anguilla or St. Vincent

https://www.sjsm.org/mysjsm-select/

g Started Customize Links Latest Headlines Web Slice Gallery

Admissions Campuses About Us Events & Blogs Resources Canadian Students Graduate Success

MYSJSM



```
graph TD; A(( )) --> B[ANGUILLA]; A --> C[ST. VINCENT];
```

Username & Password

You will be given a username but you will need to create a password

For this training, we will use the Moodle for the Anguilla campus, although the St. Vincent Moodle looks different, functions will be the same.

create a password

- The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)
- Typical non-alphanumeric characters:
- !@#\$&*

create a password

- Examples of incorrect passwords:
- andrade66# { does not have uppercase }
- Andrade88 { does not have non-alphanumeric character }
- Andra9# { Only 7 characters }
- ANDRADE85# { does not have a lowercase }

You will see assigned courses on the left column.

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MY

You are logged in as [Name]

-Watch for announcements here.

My courses

- Biology I**
Teacher: Mary Contrary
Teacher: Alicia Dudesek
Test course
- Physio III Fall**
Teacher: Mary Contrary
- Mike Kuta Test Course**
Teacher: Mary Contrary
Mike Kuta test course

MAIN MENU

- Site news

NAVIGATION

- Home
 - Dashboard
 - Site pages
 - My courses
 - Bio-101
 - PHYS-3
 - MKTC

enter into the course

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You are logged in

-Watch for announcements here.

My courses

Biology I

Teacher: Mary Contrary
Teacher: Alicia Dudesek

Test course

Physio III Fall

Teacher: Mary Contrary

Mike Kuta Test Course

Teacher: Mary Contrary

Mike Kuta test course

MAIN MENU

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Typical course Screen

The screenshot shows a web browser window displaying a course page for "Biology I". The browser's address bar shows the URL "https://www.sjsm.org/mysjsm" and the page is zoomed to 90%. The browser's toolbar includes navigation buttons (back, forward, refresh, home), a search bar, and icons for most visited, getting started, customize links, latest headlines, and a web slice gallery. The course page has a blue header with the text "Biology I" and the "MY SJSM" logo. A yellow banner at the top right indicates the user is logged in as "Mary Contrary" with a "Log out" link. Below the banner, a yellow navigation bar shows the breadcrumb "HOME > MY COURSES > BIO-101" and a "Turn editing off" button. The main content area is divided into two columns. The left column contains a "General" section with two items: "News forum" and "No exam this Thursday", each with an "Edit" button. Below these is a section for the dates "5 May - 11 May" with two items: "First quiz" and "Pathology Chapter 3", each with an "Edit" button. The right column contains an "ADMINISTRATION" section with a list of links: "Course administration", "Edit settings", "Turn editing off", "Course completion", "Users", "Filters", "Reports", "Gradebook setup", "Badges", and "Backup".

Browser address bar: <https://www.sjsm.org/mysjsm> 90%

Browser toolbar: Most Visited, Getting Started, Customize Links, Latest Headlines, Web Slice Gallery

Biology I

MY SJSM

You are logged in as Mary Contrary (Log out)

HOME > MY COURSES > BIO-101 Turn editing off

General

- News forum Edit
- No exam this Thursday. Edit

+ Add an activity or resource

5 May - 11 May

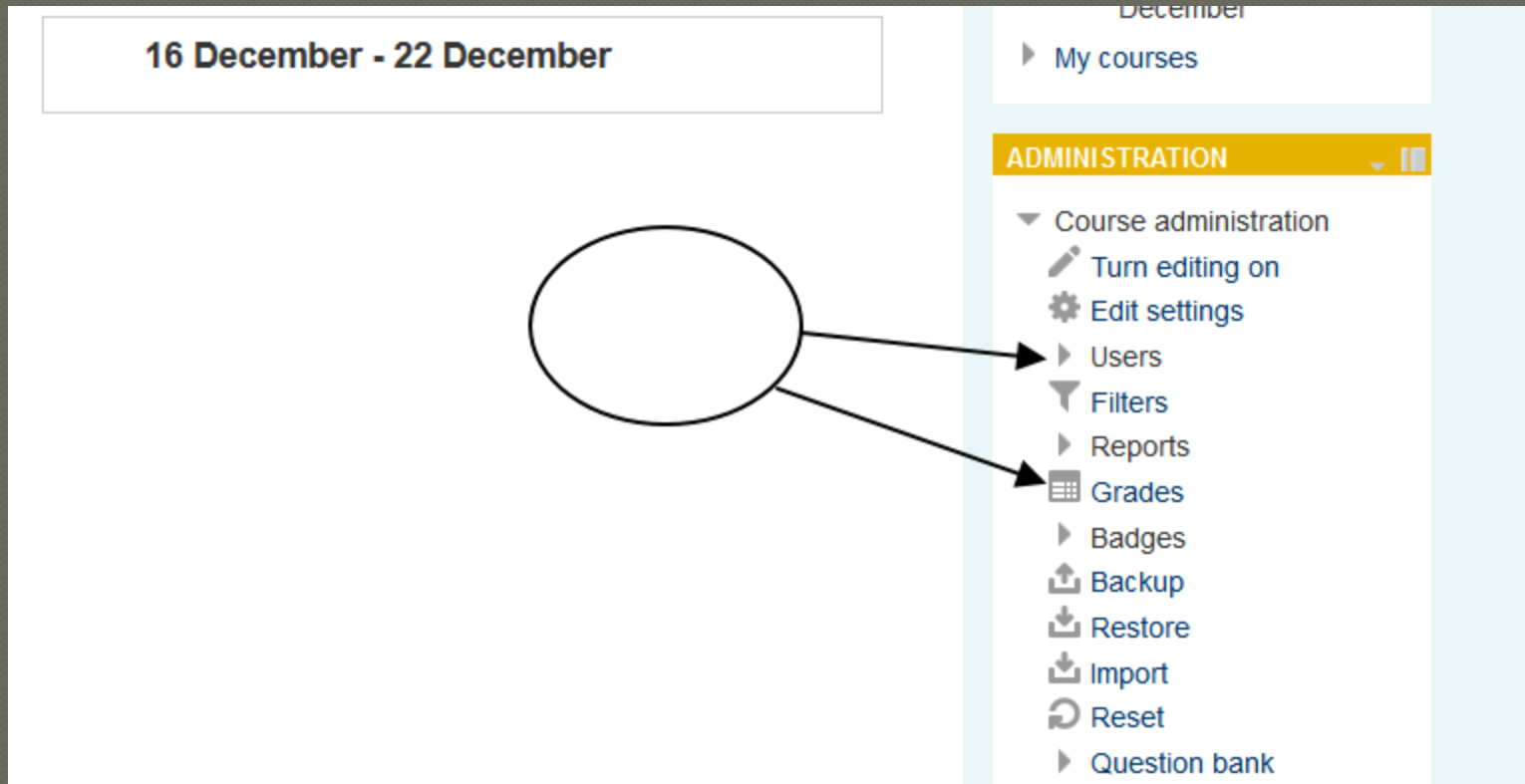
- 5 May - 11 May Edit
- First quiz Edit
- Pathology Chapter 3 Edit

+ Add an activity or resource

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup


Please scroll down, to see more options



If you scroll down, and look at the right column, you will
See the administrative options, for example, users and grades.

After you click on “Users”, click “enrolled users”

HOME ► BIO-1 Turn editing on

 News forum

2 March - 8 March

9 March - 15 March

16 March - 22 March

23 March - 29 March

30 March - 5 April

6 April - 12 April

13 April - 19 April

NAVIGATION

Home

- My home
- Site pages
- My profile
- Current course
 - BIO-1**
- My courses

SETTINGS

- Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Enrolled users**
 - Enrolment methods

SEARCH FORUMS

Go

Advanced search ?

LATEST NEWS

Add a new topic...

(No news has been posted yet)

UPCOMING EVENTS

There are no upcoming events

[Go to calendar...](#)

[New event...](#)

RECENT ACTIVITY

Activity since Wednesday, 6 March 2013, 9:34 AM

Click to enroll
the students

Enrolled users screen.











You are logged in as Mary Contrary (Log out)

MOODLE-TESTING ► BIO-1 ► USERS ► ENROLLED USERS

Enrolled users

Enrol users

Search Enrolment methods Role Status

| First name / Surname ▲ / Email address | Last access | Roles | Groups | Enrolment methods |
|---|------------------|-----------|--|---|
|  rusty balls webmaster@mail.sjsm.org | 203 days 2 hours | Student ✕ | <input data-bbox="1561 761 1599 789" type="button" value="+"/> | Manual enrolments from Wednesday, 11 September 2013, 12:00 AM   |
|  Rusty Can Rcan@gmail.com | 12 days 23 hours | Student ✕ | <input data-bbox="1561 925 1599 953" type="button" value="+"/> | Manual enrolments from Wednesday, 11 September 2013, 12:00 AM   |
|  Mary Contrary oscar@mail.sjsm.org | now | Teacher | <input data-bbox="1561 1075 1599 1103" type="button" value="+"/> | Manual enrolments from Wednesday, 17 April 2013, 12:00 AM   |
|  Rusty Green rgreen@yahoo.com | 203 days 2 hours | Student ✕ | <input data-bbox="1561 1210 1599 1239" type="button" value="+"/> | Manual enrolments from Wednesday, 11 |

Students are enrolled via groups called “Cohorts” – these are done for you but you may have to enroll a student individually. This is unusual and would happen if a student was not part of the current group.

This is explained on the following screens:

Click “enrol users” button on the right.

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You are logged in as Mary Contrary (Log out)

E-TESTING ► BIO-1 ► USERS ► ENROLLED USERS

Enrolled users



Search Enrolment methods Role Status

| First name / Surname ▲ / Email address | Last access | Roles | Groups | Enrolment methods |
|---|------------------|-----------|---|--|
|  rusty balls webmaster@mail.sjsm.org | 203 days 2 hours | Student ✕ |  | Manual enrolments from Wednesday, 11 September 2013, 12:00 AM   |
|  Rusty Can Rcan@gmail.com | 12 days 23 hours | Student ✕ |  | Manual enrolments from Wednesday, 11 September 2013, 12:00 AM   |

Type part of the students name in the search box, and then click the enrol button, after you verify that the student has been found.

The screenshot shows a web application window titled "Enrol users". At the top, there is a section "Assign roles" with a dropdown menu set to "Student". Below this is a section "Enrolment options". A message "1 user found" is displayed above a list of users. The first user is "Christopher Smith" with email "cbsmit01@yahoo.com". To the right of the user name is an "Enrol" button. At the bottom of the window is a search bar containing the text "smith" and a "Search" button. Below the search bar is a "Finish enrolling users" button. Two large circles with arrows are overlaid on the image: one circle points to the "Enrol" button, and another circle points to the search bar.

Enrol users

Assign roles Student

Enrolment options

1 user found

1 Christopher Smith cbsmit01@yahoo.com Enrol

smith Search

Finish enrolling users

If the student is not found, contact the dean, the IT department will be able to add the student to the system. After that, the student will appear on the list and can be added to the course.

< End of Training I , Thank You >