

COURSE CREATION IN MOODLE

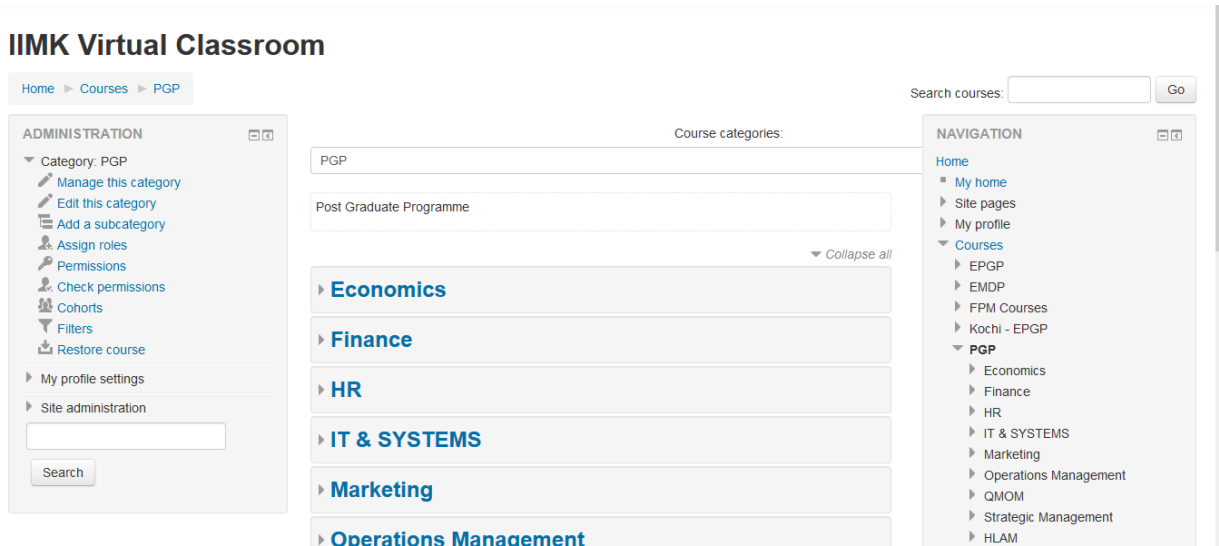
1) Login to moodle using the URL <http://vc.iimk.ac.in>

The screenshot shows a web browser window with the URL vc.iimk.ac.in. The page title is "IIMK Virtual Classroom". On the left, there is a "COURSE CATEGORIES" sidebar with links to EPGP, EMDP, FPM Courses, Kochi - EPGP, PGP, MDP, MOODLE TEST, FDP, and Social Development Project (SDP). The main content area features the IIMK logo, the text "भारतीय प्रबंध संस्थान कोझिकोड" (Indian Institute of Management Kozhikode), the AMBA ACCREDITED logo, and the motto "Globalizing Indian Thought" above an illustration of the institute's building. On the right, there is a "LOGIN" form with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below the login form is a "NAVIGATION" section with links for "Home", "Site news", and "Courses". At the bottom right, there is a "CALENDAR" for July 2018. The Windows taskbar at the bottom shows the time as 12:34 on 27-07-2018.

2) Click on the Course Category in which you want to add the course

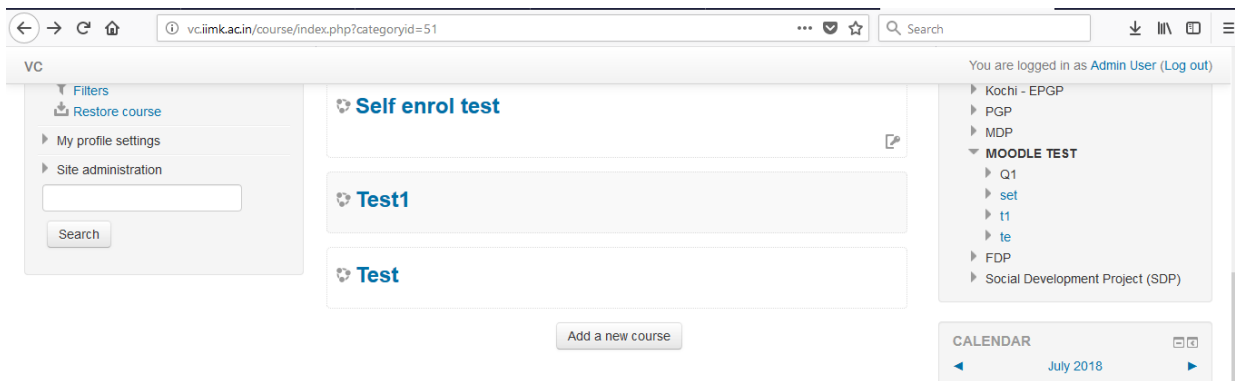
The screenshot shows the Moodle course category management interface. On the left, there is a sidebar with "Front page settings" (Turn editing on, Edit settings, Users, Filters, Reports, Backup, Restore, Question bank), "My profile settings", and "Site administration". Below this is a "COURSE CATEGORIES" sidebar with links to EPGP, EMDP, FPM Courses, Kochi - EPGP, PGP, and MDP. The main content area is titled "Course categories" and lists several categories with their respective counts: EPGP, EMDP (1), FPM Courses (27), Kochi - EPGP (3), PGP (2), and MDP (14). On the right, there is a "CALENDAR" for July 2018. The Windows taskbar at the bottom shows the time as 12:34 on 27-07-2018.

3) Click on the Area in which you want to add the course



The screenshot shows the 'IIMK Virtual Classroom' interface. At the top, there is a breadcrumb trail: Home > Courses > PGP. A search bar for courses is located in the top right. The main content area is titled 'Course categories:' and shows a list of categories: Economics, Finance, HR, IT & SYSTEMS, Marketing, and Operations Management. On the left, there is an 'ADMINISTRATION' sidebar with options like 'Manage this category', 'Edit this category', 'Add a subcategory', 'Assign roles', 'Permissions', 'Check permissions', 'Cohorts', 'Filters', and 'Restore course'. On the right, there is a 'NAVIGATION' sidebar with a tree view of the site structure, including 'Home', 'My home', 'Site pages', 'My profile', 'Courses', and various course categories like 'EPGP', 'EMDP', 'FPM Courses', 'Kochi - EPGP', 'PGP', 'Economics', 'Finance', 'HR', 'IT & SYSTEMS', 'Marketing', 'Operations Management', 'QMOM', 'Strategic Management', and 'HLAM'.

4) Click on Add a new course button at the end of the page



The screenshot shows the 'IIMK Virtual Classroom' course list page. The browser address bar shows 'vc.iimk.ac.in/course/index.php?categoryid=51'. The page title is 'VC'. The main content area displays a list of courses: 'Self enrol test', 'Test1', and 'Test'. At the bottom of the list, there is a button labeled 'Add a new course'. On the left, there is an 'ADMINISTRATION' sidebar with options like 'Filters', 'Restore course', 'My profile settings', and 'Site administration'. On the right, there is a 'NAVIGATION' sidebar showing a tree view of the site structure, including 'Kochi - EPGP', 'PGP', 'MDP', 'MOODLE TEST', 'Q1', 'set', 't1', 'te', 'FDP', and 'Social Development Project (SDP)'. Below the navigation sidebar, there is a 'CALENDAR' widget showing 'July 2018'.

5) Enter the Course details and save the form

Preferred format for Course full name and Course short name is as follows

For Course Full Name

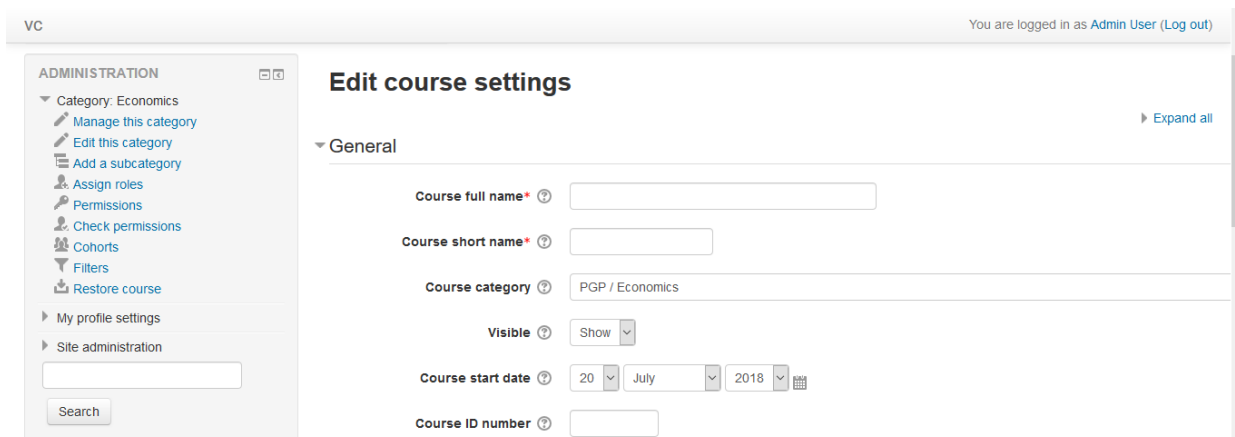
Course Name (Batch Term Sections)

Eg for course full name: **Macroeconomics (PGP 22 Term 2 Sec ABC)**

For Course Short Name

Course Name abbreviation-Batch-Term-Sections

Eg for course short name: **ME-PGP22-T2-ABC**



The screenshot shows the 'IIMK Virtual Classroom' 'Edit course settings' form. The page title is 'VC'. The main content area is titled 'Edit course settings' and has an 'Expand all' link. The 'General' section contains the following fields: 'Course full name*' (text input), 'Course short name*' (text input), 'Course category' (dropdown menu showing 'PGP / Economics'), 'Visible' (dropdown menu showing 'Show'), 'Course start date' (calendar picker showing '20 July 2018'), and 'Course ID number' (text input). On the left, there is an 'ADMINISTRATION' sidebar with options like 'Category: Economics', 'Manage this category', 'Edit this category', 'Add a subcategory', 'Assign roles', 'Permissions', 'Check permissions', 'Cohorts', 'Filters', and 'Restore course'. On the right, there is a 'NAVIGATION' sidebar showing a tree view of the site structure, including 'Kochi - EPGP', 'PGP', 'MDP', 'MOODLE TEST', 'Q1', 'set', 't1', 'te', 'FDP', and 'Social Development Project (SDP)'. Below the navigation sidebar, there is a 'CALENDAR' widget showing 'July 2018'.


▶ Course format

▶ Appearance

▶ Files and uploads

▶ Guest access

▶ Groups

▶ Role renaming 

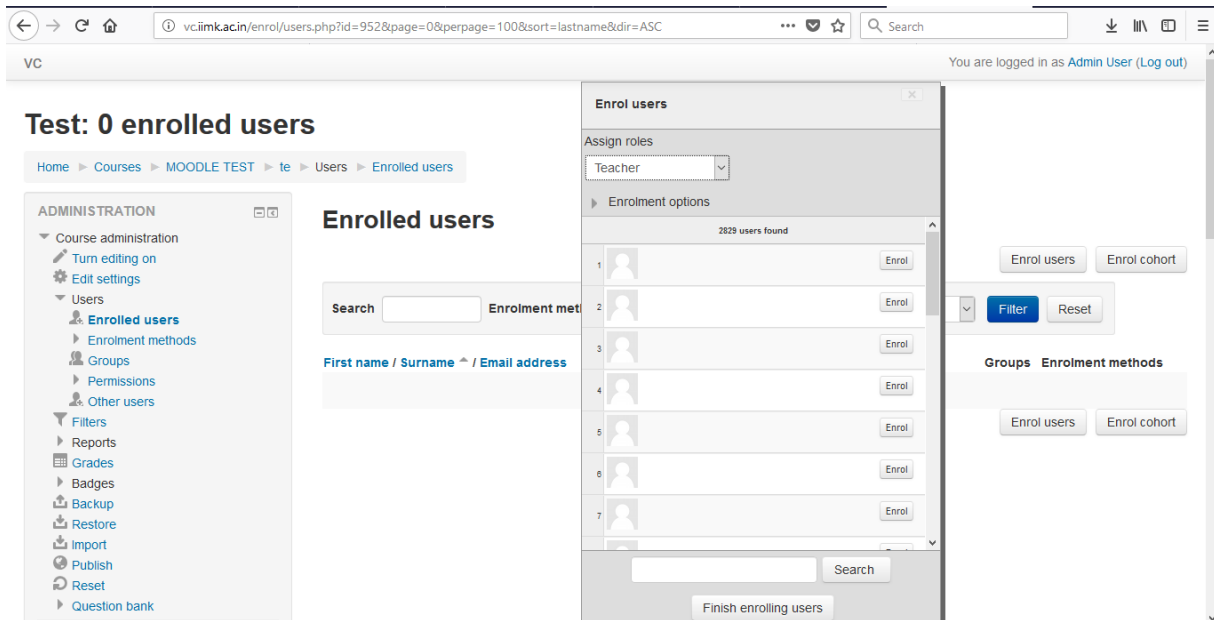
Save changes

Cancel

There are required fields in this form marked *.

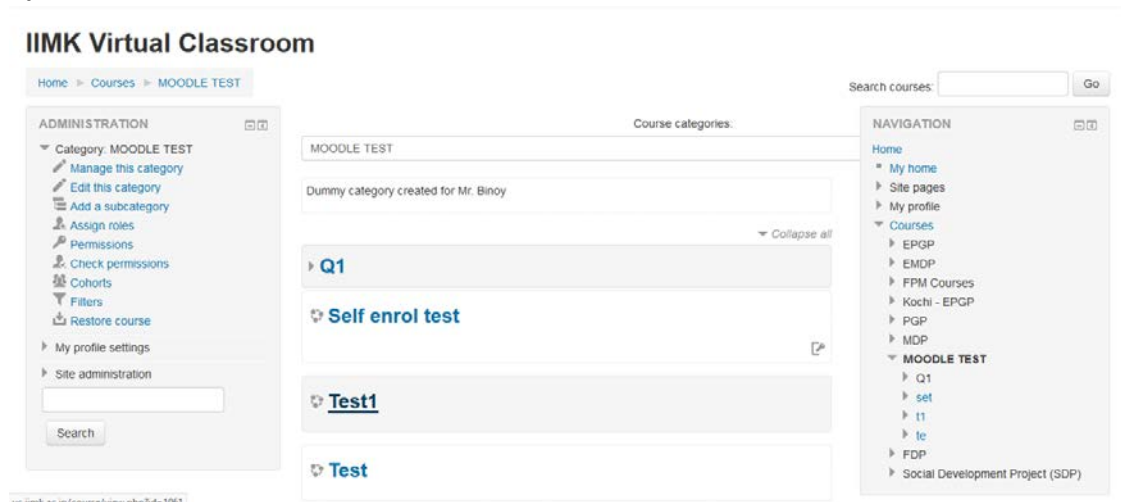
ADDING FACULTY AND ACADEMIC ASSOCIATE IN MOODLE COURSE

- 1) Click on Course administration -> Users -> Enrolled users. Click on Enrol users button on the right top of the page. Select the role (Teacher/Teaching Assistants) from the Assign roles drop down and give the email id in the search box and click search. From the search result click on the Enrol button on the right.



SETTING ENROLMENT KEY IN MOODLE COURSE

- 1) Click on the created Course



- 2) Click on Course administration -> Users -> Enrolment methods and enable Self enrolment (click on eye icon) and edit the self enrolment form to set the enrolment key (click on wheel symbol) icon on the right of self enrolment entry.

Test1

Home > Courses > MOODLE TEST > t1 > Users > Enrolment methods

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
- Users
 - Enrolled users
 - Enrolment methods**
 - Manual enrolments
 - Groups
 - Permissions
 - Other users
- Filters
- Reports
- Grades
- Badges

Enrolment methods

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

Add method

Choose... ▾

3) Enter Enrolment key in the Self enrolment form and click on save changes button.

Test1

Home > Courses > MOODLE TEST > t1 > Users > Enrolment methods > Self enrolment (Student)

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
- Users
 - Enrolled users
 - Enrolment methods
 - Manual enrolments
 - Self enrolment (Student)**
 - Groups
 - Permissions
 - Other users
- Filters
- Reports
- Grades
- Badges
- Backup

Self enrolment

Self enrolment

Custom instance name

Enable existing enrolments Yes ▾

Allow new enrolments Yes ▾

Enrolment key Unmask

Use group enrolment keys No ▾

Default assigned role ▾