

Welcome to Making Your Course Available to Students

This document is designed to walk you through the necessary tasks for Making your course available to students. This will make your course “visible” in the course listings on the Education Moodle site. Should you have any additional questions, would like some face-to-face support, or want to learn how to customize your shell, please contact me:

Julia Hengstler

Julia.Hengstler@viu.ca or (250)753-3245 ext. 2630

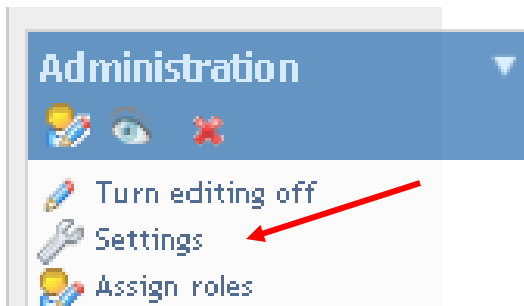
Working hours: M/W/Th 8:30-2:30 or by appointment.

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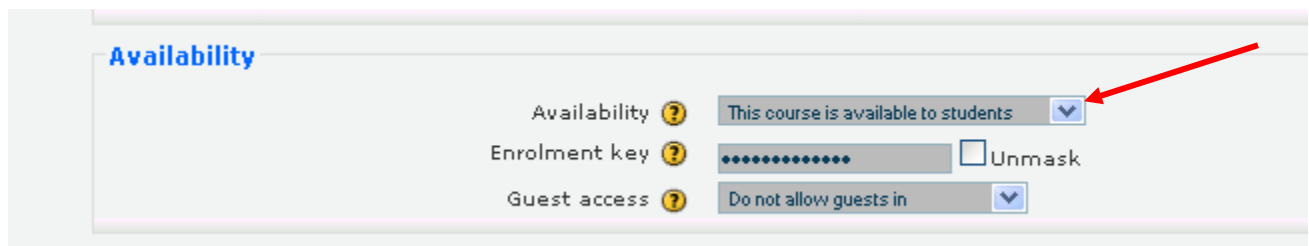
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Making Your Course Available to Students in Moodle

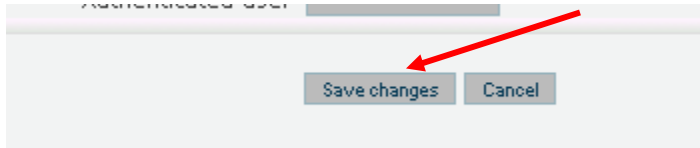
Under the course settings on the right in the Administration block



You need to go to “Availability” & click on the down arrow to select “Make available to students”



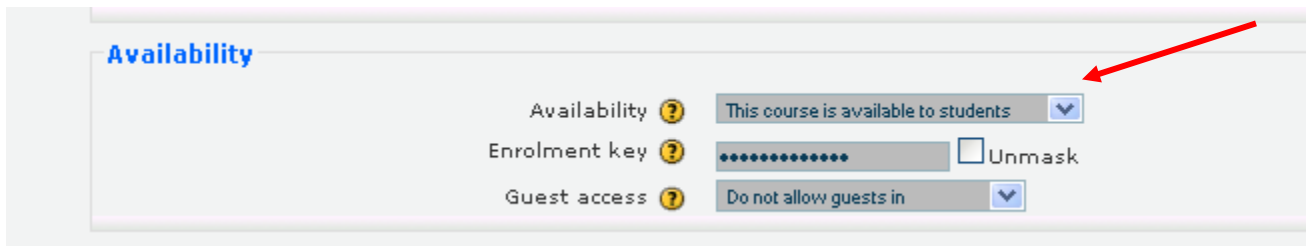
If you have previously set the enrollment key, scroll to the bottom & click on “Save changes”. You must do this for the changes to be applied. If you have not set the enrollment key, do not save your changes yet. Go to the next section “Setting Your Enrollment Key”.



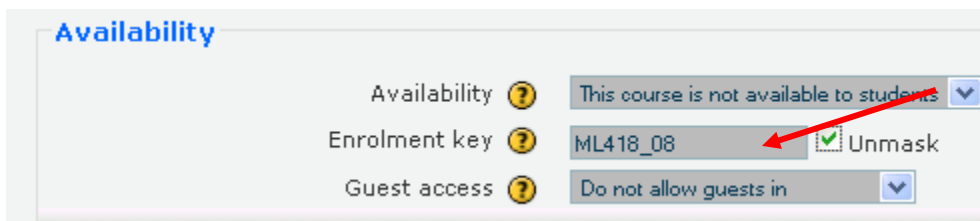
Setting Your Enrolment Key (Course “password”)

In the “Availability” area, you can also set your enrollment key—that’s what you’ll give to students for them to log into your course. It’s like a password for entry.

First click in the box for “Unmask” . This will make the characters of your enrolment key visible.



Delete the existing key and type a key you would like to use in the “Enrolment key” field. Do not pick anything too basic or “guessable” as your student data in your Moodle course has expectations of privacy. No one should be able to easily guess what your key may be. You can always change it later if you’d like.



When finished, scroll to the bottom & click on “Save changes”. You must do this for the changes to be applied.

