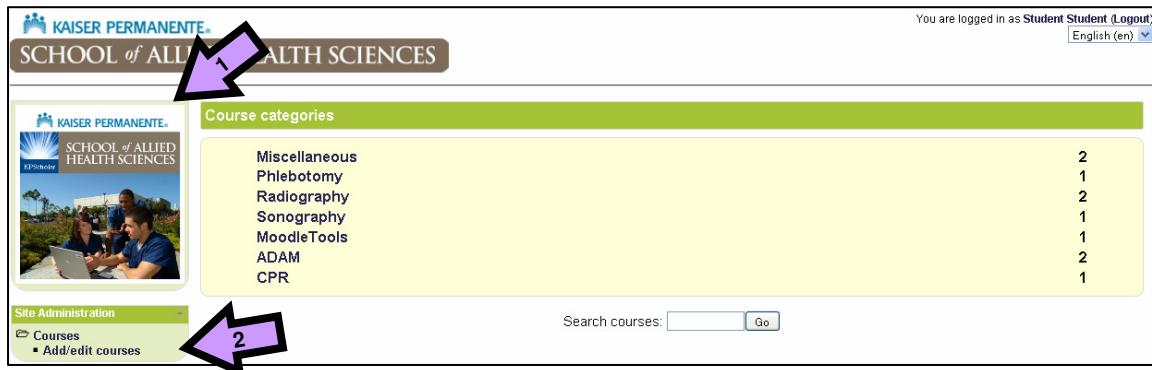


How to Create a New Course in KPscholar (pg.1)



KAISER PERMANENTE SCHOOL of ALLIED HEALTH SCIENCES

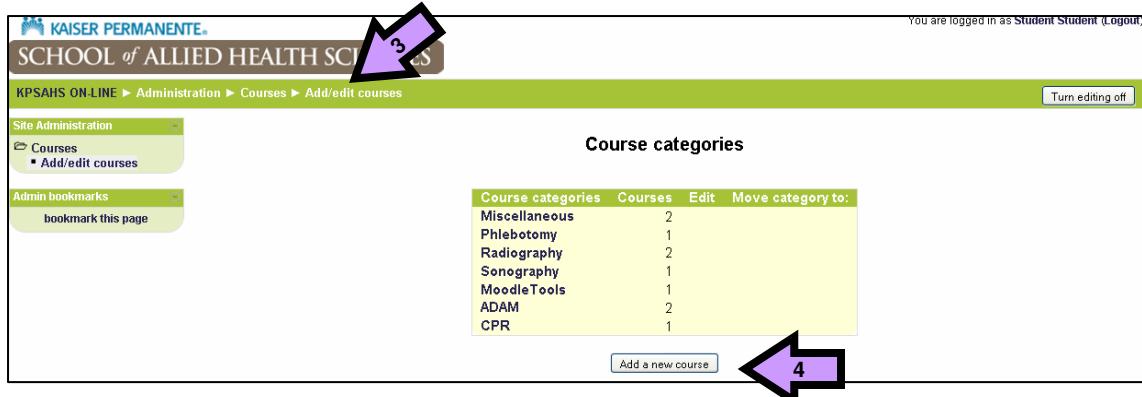
Course categories

Miscellaneous	2
Phlebotomy	1
Radiography	2
Sonography	1
MoodleTools	1
ADAM	2
CPR	1

Site Administration

Courses Add/edit courses

Search courses: Go



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KPSAHS ON-LINE ► Administration ► Courses ► Add/edit courses

Course categories

Course categories	Courses	Edit	Move category to:
Miscellaneous	2		
Phlebotomy	1		
Radiography	2		
Sonography	1		
MoodleTools	1		
ADAM	2		
CPR	1		

Site Administration

Courses Add/edit courses

Admin bookmarks

bookmark this page

Add a new course

1. Go to the Moodle front page (the page with students at the laptop)
2. Click on the “add/edit course” button
3. This takes you to the course categories page (seen in the “breadcrumbs”)
4. Click on the add new course button

How to Create a New Course in KPscholar (pg.2)

KAISER PERMANENTE
SCHOOL of ALLIED HEALTH SCIENCES

KPSAHS ON-LINE ▶ Administration ▶ Course categories ▶ Add a new course

You are logged in as Student Student (Logout)

Course settings

General

Category: Miscellaneous (5)

Full name*: Course Fullname 101 (6)

Short name*: CF101 (7)

Course ID number: (8)

Summary: (9)

Enrolments

Enrolment Plugins: Site Default (Internal Enrolment) (10)

Default role: Site Default (Student) (11)

Course enrolable: No (12) Yes (13) Date range (14)

Start date: 21 June 2010 (15) Disable (16)

End date: 21 June 2010 (17) Disable (18)

Enrolment duration: Unlimited (19)

Enrolment expiry notification

Notify: No (20)

Notify students: No (21)

Threshold: 10 days (22)

Groups

Group mode: No groups (23)

Force: No (24)

Availability

Availability: This course is available to students (25)

Enrolment key: Unmask (26)

Guest access: Do not allow guests in (27)

Language

Force language: Do not force (28)

Role renaming

Administrator (29)

Course creator (30)

Teacher (31)

Non-editing teacher (32)

Student (33)

Guest (34)

Authenticated user (35)

Save changes (36) Cancel (37)

There are required fields in this form marked*.

You are logged in as Student Student (Logout)

Home

- This will take you to the add a new course/edit course settings page
- To learn more about a specific setting you can click on the context button (the yellow circle with a "?")
- Choose a category for this course to sit under. If you are not sure, choose misc.
- Give the course a full name (as it appears in the catalogue) and a short name (as it will appear in the breadcrumbs).
- Click on “save changes” button
- For more details see the *Moodle Handbook* by Cole & Foster