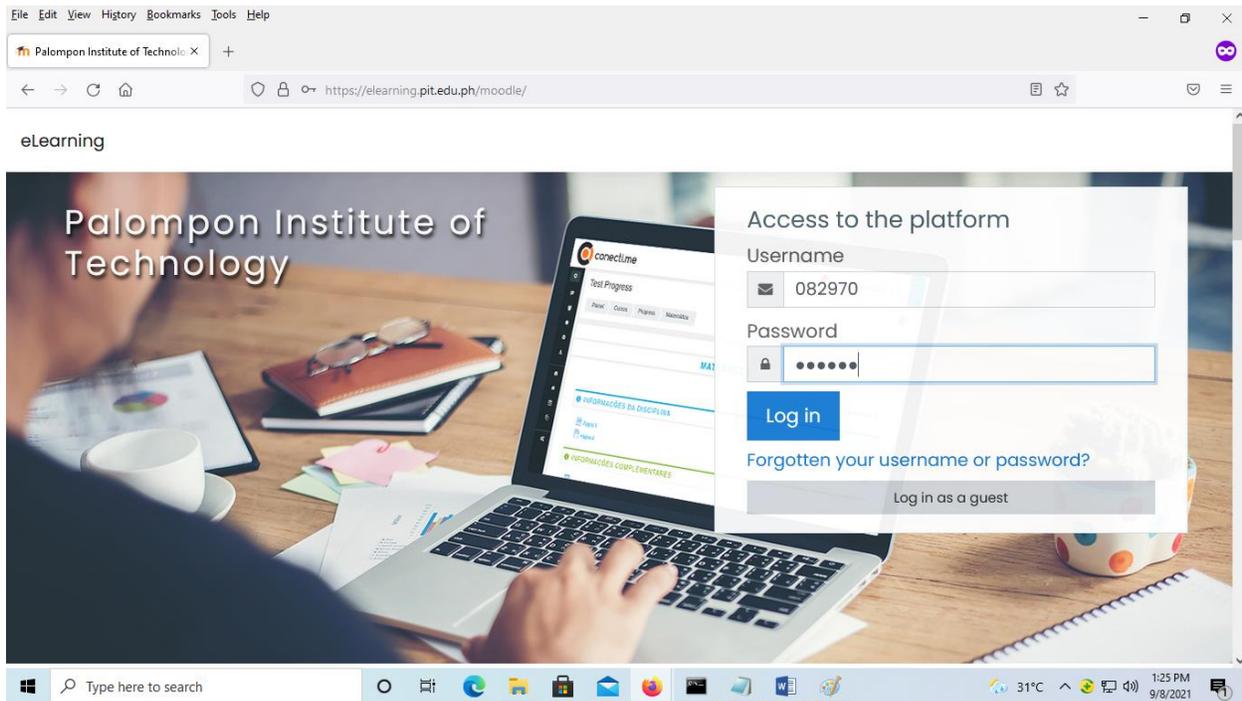
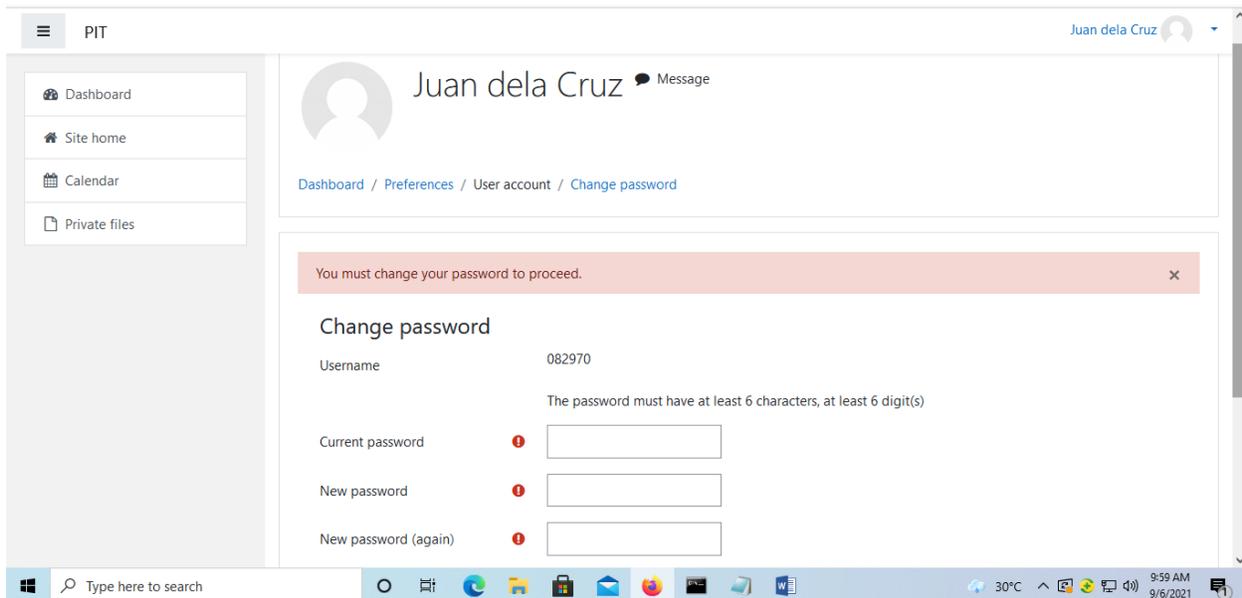


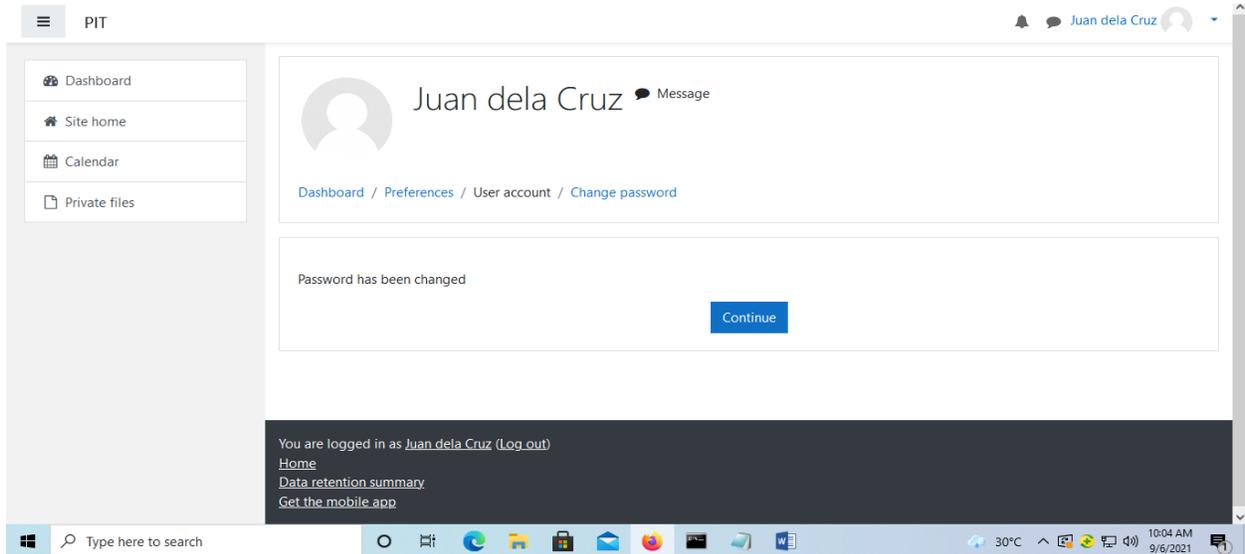
## HOW TO CREATE A COURSE IN MOODLE

## Step 1: Goto PIT Moodle Site and Log-in



Your Moodle administration will give your User name and Password, and You have to change your password in your first Log-in. In our LMS (elearning.pit.edu.ph), your birth date for username & password.





## Step 2: Create a New Course

In the **Course categories**, select your *College, Department, Academic Year*, and then *Year Level*, in the exact location where you are assigned to. Below is the Format on how to enter the courses name. Scroll down, then you can see “**Add a new course**”. Enter, **Course full name, Course short name**, and **ID number** (optional) then click **Save and return/Save and display**. Now enroll yourself in the course; this way, it’ll appear in the list of available courses.

Format to enter the course names:

Example:

Course full name: **BSMT GEC 21: People and Earth's Ecosystem I-A**

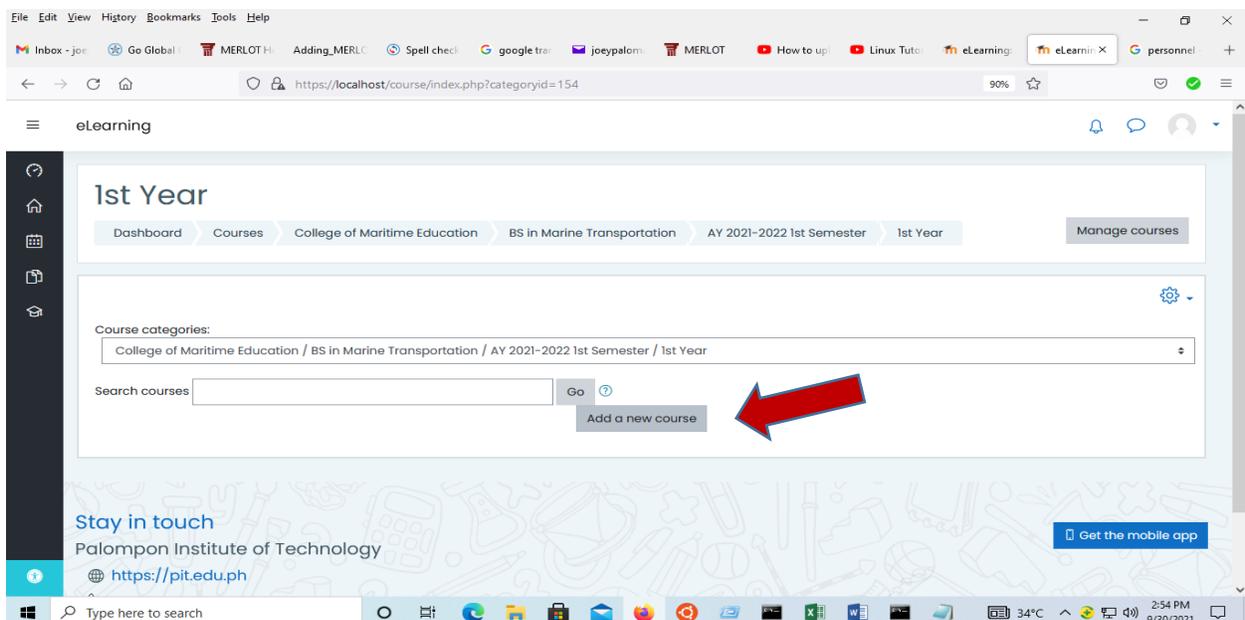
Format: *Department, Course code, colon, Course Description, Year & Section*

Course short name: **GEC 21\_2020-2021\_1\_bsmt\_I-A**

Format: *Course code, underscore, Academic Year, underscore, Semester, underscore, Department, underscore, Year & Section*

Course ID number: **GEC 21\_2020-2021\_1\_bsmt\_1\_I-A**

Format: *Course code, underscore, Academic Year, underscore, Semester, underscore, Department, underscore, Year/Grade, underscore, Year & Section*



The screenshot shows the 'Add a new course' page in Moodle. The form includes fields for Course full name, Course short name, Course category (set to 'High School Department / Senior High School / AY 2020-2021 1st Semester / Grade III'), Course visibility (set to 'Show'), Course start date (September 2021), and Course end date (September 2022). A red arrow points to the 'Save and display' button at the bottom of the form.

The screenshot shows the 'Participants' page in Moodle. The page title is 'Participants' and it shows 'No filters applied' and 'Number of participants: 2'. A table lists the participants:

	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Moodle Checker	moodlechecker@gmail.com	Course creator, Teacher	No groups	now	Active
<input type="checkbox"/>	ALBROS MAÑANITA	042893@pit.edu.ph	Teacher, Course creator	No groups	314 days 20 hours	Active

A red arrow points to the 'Participants' tab in the top navigation, and another red arrow points to the 'Enrol users' button on the right side of the page.

Click **Participants**, **Enrol users**, enter your name in the pop-up window, and choose **Teacher** from the dropdown menu in the *Assign role*. Then click **Enrol users**. To enroll the students use the same steps, but choose **Student** from the dropdown menu in *Assign role*.



Contact us if you have any Questions or Clarifications? (PIT Moodle Admin):



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