

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.

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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

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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):

