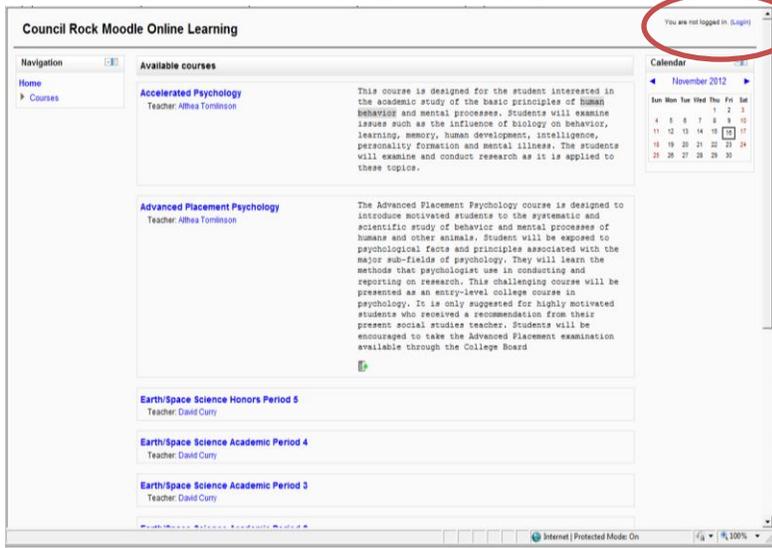
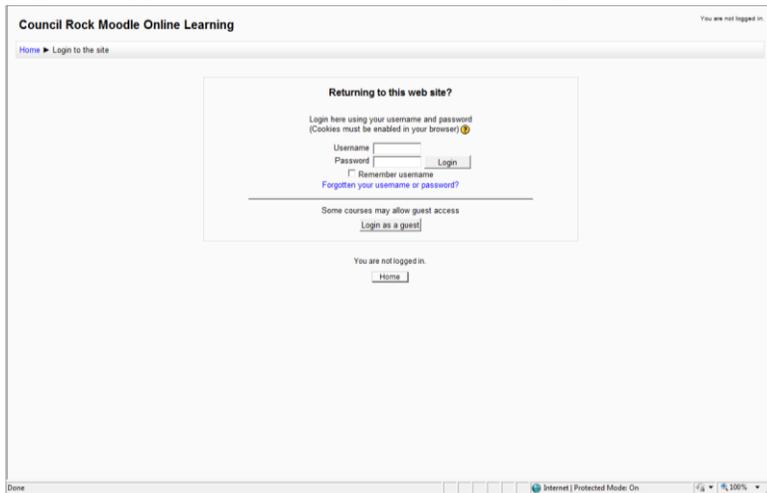


Creating a Moodle Account

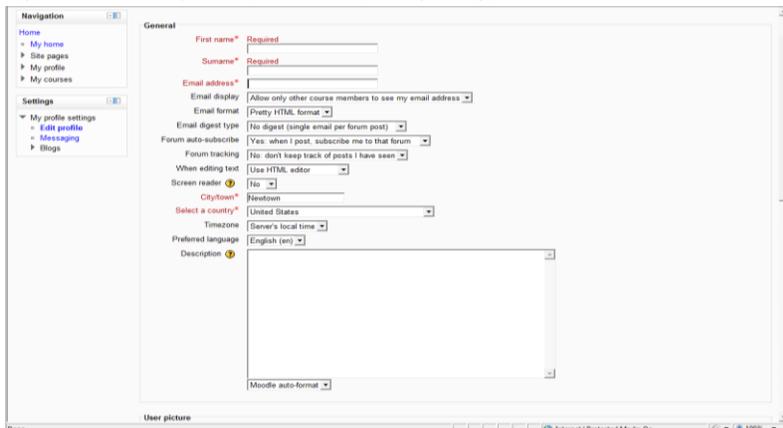
1. Go to <http://moodle.crsd.org/>
2. Click the Login link on the top right of the page



3. Login using your CRSD network username and password



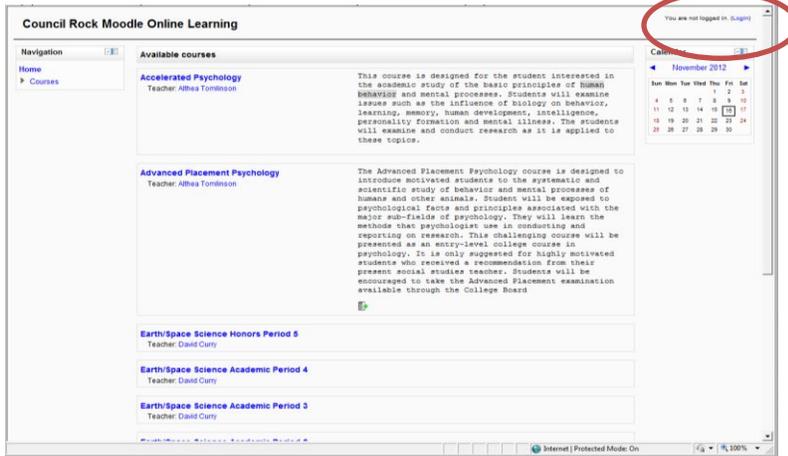
4. Update the **required*** elements of your profile, scroll to the bottom of the screen and click Update profile.



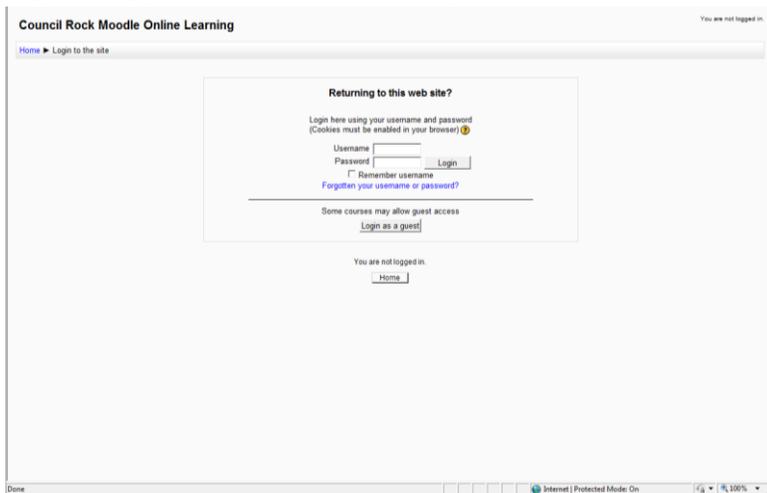
5. After you have completed steps 1-4 above, then LOGOUT using the link on the top right corner of the page. Then **you must EMAIL Matt Frederickson** mfrederickson@crsd.org to be given teacher permissions.

Once you have been given teacher permissions (this step cannot be completed until Matt Frederickson has enabled your account):

1. Go to <http://moodle.crsd.org/>
2. Click the Login link on the top right of the page



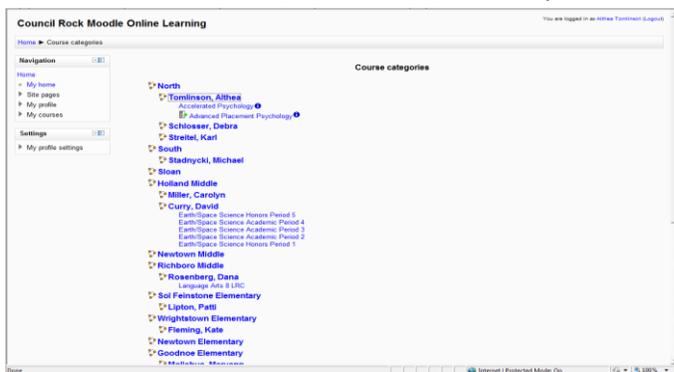
3. Login using your CRSD username and password



4. Click "All Courses" tab on the bottom of the page



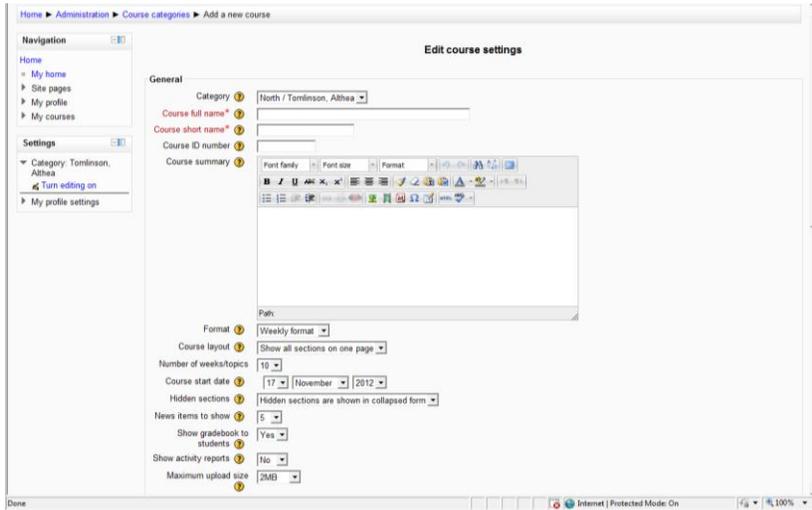
5. From the Course Index (seen below,) click on your name



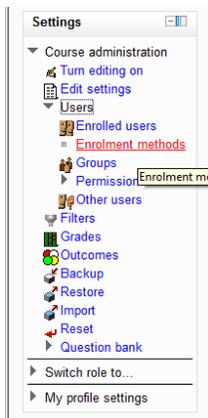
6. Then click “Add a new course” tab at the bottom of the screen.



7. Edit Course Settings.



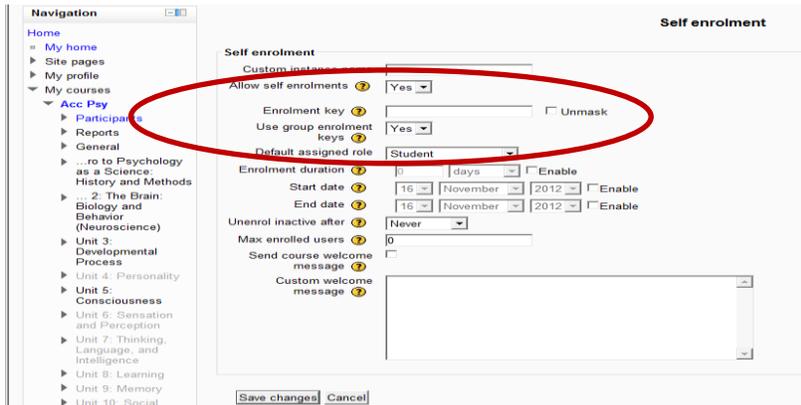
8. Once you have created a course, locate the “Settings” box on the bottom left of the page. Click “Users” then click enrollment methods.



9. Click the closed eyelid  next to self-enrollment so it opens . Then click the edit  icon

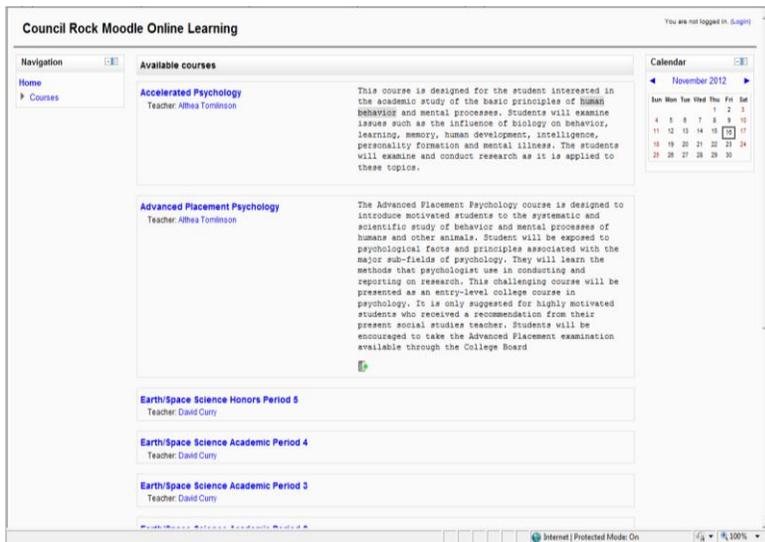


10. Allow “self enrollments”. Create an Enrollment Key AND choose yes for “Use Group Enrollment Key” if you would like to create a different group for each period if you have multiple sections of the same course. Click “Save Changes”

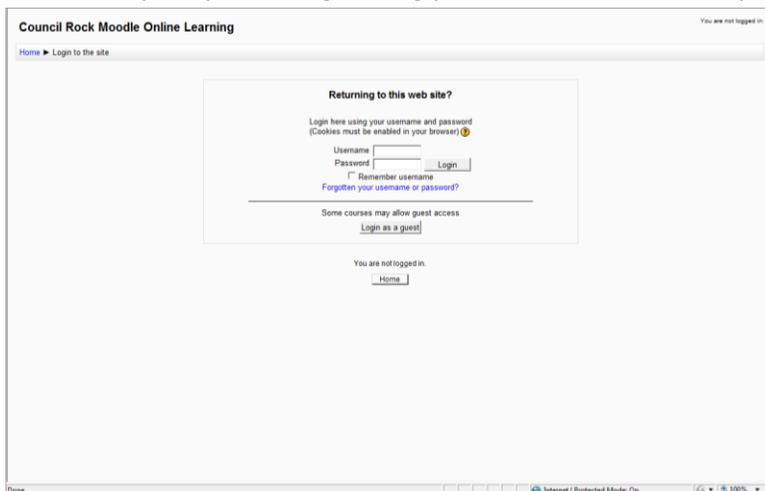


To create multiple groups (different sections for the same course.)

1. Go to <http://moodle.crsd.org/>
2. Click on your course name



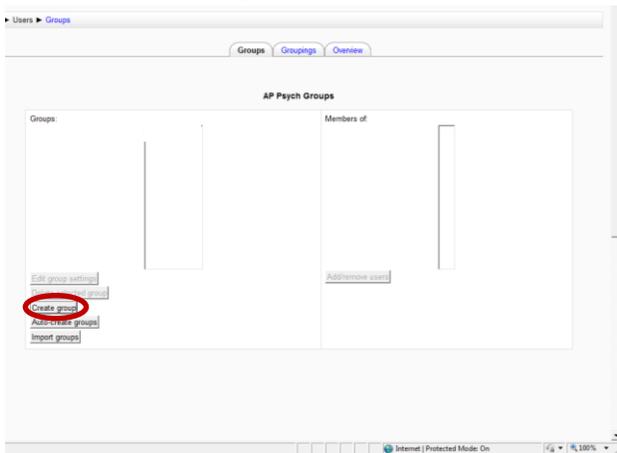
3. You will be prompted to login using your CRSD username and password



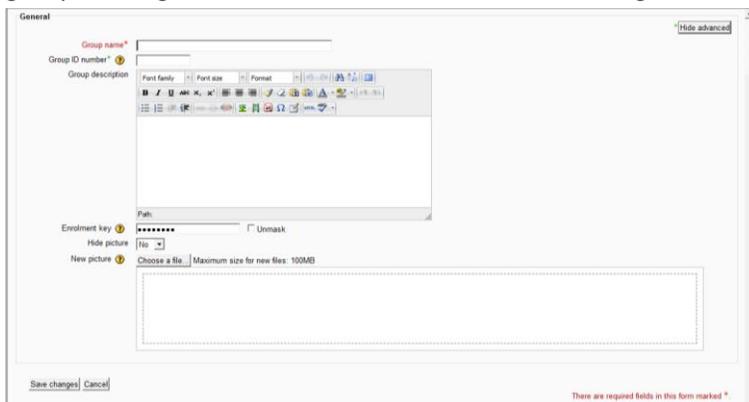
11. From your course's main screen, locate the "Settings" box on the bottom left of the page. Click "Users" then click "groups."



12. On the "Groups" page, click "Create Group"



13. Create a name for each period or "group." Also, create an enrollment key for students to use to enroll in a specific group. Each group should have a different enrollment key so students can be entered into different groups during self-enrollment. Then click "Save changes"



....now see directions on Getting started with Moodle