Course Site (Moodle) - Learning Management System

Course Site is Lehigh's instance of Moodle, an open-source learning management system. You can access Course Site from a number of Lehigh web sites and directly via the URL: coursesite.lehigh.edu

Most popular tasks and documentation

1) **Request a Course Site course**
Request a Course Site course by going to [https://www.lehigh.edu/help](https://www.lehigh.edu/help) and clicking 'submit a Help Request'. From the options in the left margin, select 'Request a Course Site.'

2) **Start of semester course setup checklist**
A simple checklist to help you get your Course Site course set up

3) **Making a course available for students/participants to access**
Log in to Course Site, navigate to the course you want to make available. In the upper right click on the **Gear Icon**, in drop down menu select **Edit settings**. Set Visible to **Show** then click **Save changes**.

4) **Adding (enrolling) people to a course**
In academic courses, instructor and student enrollment is controlled by Banner, so only those individuals who are officially enrolled in the course in Banner will have access to the Course Site course. If a student is in the process of officially adding a course, temporary 14-day access can be requested to allow time for the official enrollment to be updated in Banner. If an instructor is in the process of being added as an instructor of record in Banner, access can also be requested pending departmental approval. To request temporary access to a course, submit an Instructional Technology ticket and select the **Course access request (faculty/staff only)** option.

5) **Review/Edit basic course settings**
- Basic course settings, format/layout, default configuration
- Editing course page
- Add content
- Add Activities

6) **Copying course materials from one course to another**

7) **Setting up groups**
In the upper right click on the **Gear Icon**, in drop down menu select **MORE**. Choose the **User Tab>Groups**. Create a Group. Give the group a name. In the groups listings, highlight the group you want to add members to by clicking on it, and click Add/remove users. Under the Potential members list, select the desired group member names, and click Add. Your users will be moved over to the Group members field. To set your course to handle separate groups, go to Course administration>Edit Settings. Find the Groups section and click on "Groups" to expand the sections. Change the Group mode to Separate groups and click Save.

8) **Setting up the course grade book**
Perhaps the feature with the most potential to go from simple to very complex very quickly, the grade book is, nonetheless, a critical part of a course. The number one tip to remember about the grade book is this: the Natural aggregation (calculation) method is built to handle nearly any grade book setup. It is the only method that allows the addition of a true extra credit item that is treated properly as such. It allows specifying weights for all items or some items as well as for the entire grade book or just a specific category. It also allows specifying no weights and simply calculating in a typical sum of grades manner. **NOTE:** If you import content from a previous course to a current course, you will want to be sure to check the grade book immediately after the import and switch to the Natural method if you weren't already using it in the previous course. By default, all new courses (to which you are NOT importing content from a previous course) will default to using the Natural aggregation method for the grade book.

**Help & Support**

Request a Course Site course at: [http://coursesite.lehigh.edu](http://coursesite.lehigh.edu) (click on the "Request a Course Site" link on the right side of the Course Site home page) or [go.lehigh.edu/csrequest](http://go.lehigh.edu/csrequest).

Submit a help ticket at [lehigh.edu/help](http://lehigh.edu/help).

Contact IT Consultant to receive individual or group consultations.