10 Things Every Instructor Should Know About Course Site

Course Site is the online course management system used here at Lehigh. It is based on Moodle, which is an open source teaching and learning platform.

1. Location
   - To access Course Site directly, go to: http://coursesite.lehigh.edu
   - Alternately, click on the Course Site icon in the portal under Quicklinks.
   - Log in using your Lehigh username and password

2. Request a Course Site and Enrollment
   - To request a course site, log into Course Site and fill out the Request a Course Site Form, which is linked on the Course Site Home Page in the Lehigh Resources block in the right column.
   - If you are requesting an academic course, meaning that the course is in Banner, you will need to know the Department, course number, and section(s). Please be as specific and accurate as possible so that the correct course and sections are available to you and your students.
   - If the course is cross-listed and you would like the crosslisted sections all in the same course site, please be prepared to provide that information on the form.
   - If you only want a few (or all!) of the sections from a multi-section course, please indicate the specific sections you would like to be included.
   - In an academic course, enrollment for students and instructors of record is controlled by Banner, so only those people who are officially enrolled in the course through Banner will have access to the course site. If you or a student are still in the process of either enrolling in the course, or being named as the instructor of record, temporary access to a course can be requested to give time for the enrollment information to be added to Banner. Request access using the Course Access Request form is linked directly below the course request form on the Course Site home page.
   - To enroll someone with a role other than student, for example, a Teaching Assistant, see these instructions.

3. Course Accessibility
   - By default, all academic courses are only made available to the teacher of the course. This allows time to develop course content before the students can see the course. When you are ready for the students to access the course, you must make it available to them.
     - Click on the Edit Settings link in the Administration block.
     - Locate the Visible setting directly below the course short name in the General section. Change the setting from Hide to Show.
     - Scroll to the bottom of the page and click the Save Changes button.
     - Your course is now available to your students.

4. Course Layout
   a. Announcements Area
      - This will always be at the top and always visible. Click on the Announcements link to see all of your course announcements. The Latest News block will show a summary of the latest message.
      - Add an Announcement by clicking on Announcements in the first topic area, then Add a new topic.
      - By default, everyone is subscribed to the Announcements Forum. This means that everyone in the class will receive an email message whenever you post an announcement.
      - You, and your students, can change the frequency of the email messages by editing your profile. One way to edit your profile is to look for the My profile settings, Edit profile link in the Administration block.
   b. Content
      - Found in the middle column under the Announcements area
      - By default, the topic blocks are numbered, but they can be changed to a weekly format on the Edit Settings page.
   c. Blocks
      - Found in the right and left columns. A default set are provided in every course, but you can add, delete, and rearrange blocks by clicking on the Turn editing on button.
      - Use the small icons in the upper-right of each block to collapse and open a block in place, as well as dock and undock. A docked block is removed from the course page and then becomes accessible from the upper left corner of the course page. It makes for a cleaner page, but can be confusing.

5. Navigation
   - Use the breadcrumb trail located in the upper-left corner of the screen to move through your course. The trail will always begin with Home, which is your overview, or home page. Use the My Courses section of the Navigation block to move between courses.

6. Student View
   - To see a page as a student sees it, locate the Switch role to... section in the Administration block and click on it to open it, choose Student. To return to your own role, choose Return to my normal role in the same location.

7. Edit Course Page
   - To make changes to your page layout, click the Turn editing on button in the upper-right corner.
   - This mode displays many editing icons. The best way to learn about the function of an icon is to hover over it with your mouse and a brief explanation will be displayed. Use these icons to edit content and links on the page, move topic areas and blocks, and hide content that you do not not want your students to see.
   - Many of the blocks have configuration options in this editing mode.

8. Add Content
   - While in edit mode, you add content to a specific topic area using the Add an activity or resource link. Highlight an item on the list on the left to see a brief description on the right. Use the More Help link for additional information. Note that Activities are listed first, followed by Resources.
8. You can drag and drop a file directly into a topic area on your course page in edit mode without using the Add an activity or resource link.

9. In addition to linking to files, commonly used Activities include:
   • Assignment - There are several types of assignments, typically this is used to create a link in the course to allow students to upload and submit a file as homework. If the Assignment will be graded an item will automatically be created in the gradebook for you. **Use the Assignment grading page, not the Gradebook to enter grades and comments.**
   • Blog (OU) and Wiki (OU) - To create blogs or wikis for your students,
   • Zoom - Use this to create a web conference session in your course.
   • Quiz - Use to create online quizzes. You start with question banks, which contain the questions (there are many different question types), the answer choices (if appropriate for the question type), the correct answer, feedback, which is optional, and a base point value. You then add a quiz to your course page, pulling in questions from your questions bank(s).

9. Course Gradebook
   • The gradebook is available through the Grades link in the Administration block. The teacher, grader, and T.A. roles can view and assign grades for all students in the course.
   • Students only see their grades, they do not see the entire gradebook. By default, the gradebook is available. If you don't use it, or don't want your students to have access to it, you can disable it on the course setting page.
   • Many of the activities (Assignments, Quizzes, Forums) have an option to be graded and will create an item in the gradebook and send a grade directly to the gradebook when entered in the activity module.
   • The gradebook can be as simple or as complicated as you make it. **We recommend that you set it up and test it prior to the start of the semester so that it accurately reflects the grading schema in your syllabus.**

10. Getting Help
   • Context-specific help is available on most every page on which you set options and create resources or activities. Click on the question mark in the circle next to the item of question.
   • General help about an activity or resource settings page can be found from the link in the lower right part of the page named, Moodle Docs for this page.
   • General Lehigh-specific help is available here.
   • The LTS Help Desk (call 610-758-HELP) is staffed whenever the EWF Library is open.
   • To request assistance from an instructional technologist, or to report a problem, go to the LTS help page (www.lehigh.edu/help) and choose Instructional Technology.

**Bonus –Design Tips**

• Getting Started Teaching Online
• Designing Your Online Course Checklist