

# Course Site (Moodle) - Learning Management System

Most popular tasks and documentation

---

## New to Course Site? Please Review - 10 Things Every Instructor Should Know About Course Site

### 1) Request a Course Site course

Request a Course Site course via the request form at <http://go.lehigh.edu/csrequest> or by logging into Course Site and using the *Request a Course Site* link in the "Lehigh Resources" block (typically found at the top of the right sidebar on the front page).

### 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 *Course Administration* block (typically found at the top of the left sidebar by default), click **Edit settings**. Set *Visible* to **Show** then click *Save changes*.

### 4) Adding (enrolling) people to a course

### 5) Edit basic course settings

Under Administration goto Course Administration>Users>Groups

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

### 7) Setting up groups

Under Administration go to Course Administration>Users>Groups. 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.

## Help & Support

---

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

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

Contact [IT Consultant](#) to receive individual or group consultations.

Can't find what you are looking for? [Click here](#) to tell us what Course Site documentation you would like added here.

## More Information

---