

F1: Set Up and Manage Your Course

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Edit Multiple Due Dates

The **Edit Dates** report lets you review and update due dates, cut-off dates, and other timed events for multiple assignments, activities, or resources all on one screen. This feature is especially helpful if you're reusing a previous course.

Instructions

- Log into Moodle and select your course from the Dashboard.
- Click **Reports** on the top green menu.
- Click **Dates** on the resulting screen.
- Click the drop down menu by **Activity Type** to filter your view by activity.
- Click your course sections to expand the content of each section, or click **Expand All** to view everything.
- The date options for each course item will be displayed under each item. Make adjustments as needed.
- When you're done adjusting the date, click the blue **Save changes** button.

Adding a TA

A Teachers' Assistant (TA) can be added to courses to assist with various instructional duties.

Instructions

*** Best experienced in Full Screen (click the icon in the top right corner before you begin) ***

10 STEPS

1. The first step is to open the course and click **Participants**

Step 1 image
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2. Click **Enrol users**

Step 2 image
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3. Click **Select users**

Step 3 image
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4. Type the **username/email address** of your TA

Step 4 image
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5. Click **the student's name**

Note: Many students have similar names. Please be careful when choosing the student. The email address is the best unique identifier.

Step 5 image
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6. Click **to the side** to close the search box

Step 6 image
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7. Click in the **Assign role** drop-down menu

Step 7 image
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8. Select **Teaching Assistant - Grading** or **Teaching Assistant - Editing**

Grading allows your TA to enter grades, but not adjust course content. Editing gives your TA the same course content editing options that you have as the instructor.

Step 8 image
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9. Click **Enrol users**

Step 9 image
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10. That's it. You're done.

Tutorial completed.
Important Notes

- Congratulations on finishing this tutorial. In the **Participants** list. Click the pencil to edit or remove their role.
- Follow the steps above for each additional course your TA needs access to.
- If working with separate groups within your course, make sure your TA is also a member of those groups.

Finding a Course

Courses in Moodle can be found on your [Moodle Dashboard](#) and on the Site Home page. Use the following tips to quickly find the course you're looking for.

- You can save your frequently used courses to the **Starred Courses** section of your dashboard by [starring them](#). This will add them to the very top section of your dashboard. Courses can be starred and unstarred as the semesters change.
- The **Recently accessed courses** section of your dashboard automatically populates with the courses you use most often. You can use the arrows at the top right of the section to see additional courses.
- The **Course Overview** section shows all the courses that you're enrolled in as an instructor or student. Make sure the filter in the top left corner is set to **All** if you're looking for a course you've not accessed previously. There are arrows in the bottom right corner of this section to see all the pages.
- If you click **Site Home** from the menu on the left side of the page, there's a search bar that can be used to find courses that, for whatever reason, are not appearing on your Dashboard. The course number (i.e. EDT0001) is the most efficient search term for locating a course.

Open a Course for One Student

In general, courses should be [hidden](#) after they are completed. Sometimes, a student might need access to a closed course if they have an incomplete or are studying for their comprehensive exam. Instead of setting the course to view, which opens it up for all students, follow the directions below to open the course for an individual student. The access should be removed when the student no longer needs the content.

Instructions

Opening the Course

- Log into Moodle and click on the course you want to make visible to the student.
- From the course home page, click on **Participants** in the left hand menu.
- In the list, locate the student who needs access to the course.
- In the **Roles** column, click the pencil icon next to "Student".
- Click the **down arrow** to see the drop-down menu choices and choose **Single Viewer**.
- Click the **save** icon 

Closing the Course

- Log into Moodle and click on the course you want to make visible to the student.
- From the course home page, click on **Participants** in the left hand menu.
- In the list, locate the student who needs access to the course removed.
- In the **Roles** column, click the pencil icon next to "Student".
- Click the **x** next to **Single Viewer**.
- Click the **save** icon 