Moodle Training I

Saint James School of Medicine

Intended Audience – Instructors that have never used Moodle

What is Moodle?

- Moodle is an online course management system that faculty can use to post various types of online learning materials and to communicate with students.
- Please read this case study:
- At our school, the Moodle system is called: Mysjsm

Objectives of this Training:

- Faculty will login to Moodle (mySjsm) and see enrolled students. After this training, faculty will be able to check enrolled students in a class.
- You should also know how to add a student to your course.

How to Login
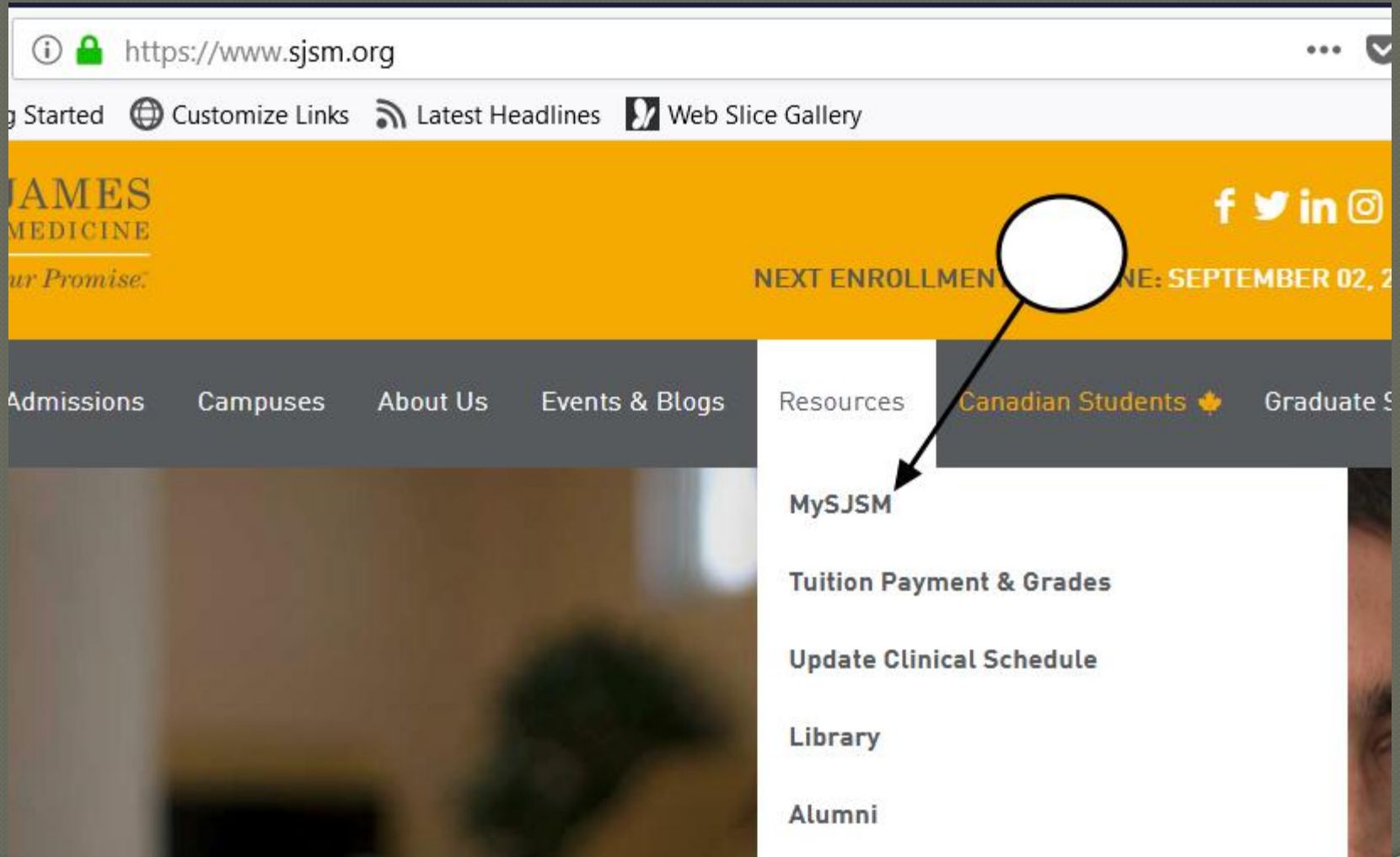
- https://www.sjsm.org

Pick Anguilla or St. Vincent

Username & Password

You will be given a username but you will need to create a password

For this training, we will use the Moodle for the Anguilla campus, although the St. Vincent Moodle looks different, functions will be the same.

create a password

- The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)
- Typical non-alphanumeric characters:
  - !@#$&*

create a password

- Examples of incorrect passwords:
- andrade66# { does not have uppercase }
- Andrade88 { does not have non-alphanumeric character }
- Andra9#   { Only 7 characters }
- ANDRADE85# { does not have a lowercase }

You will see assigned courses on the left column.

enter into the course

Typical course Screen

Please scroll down, to see more options
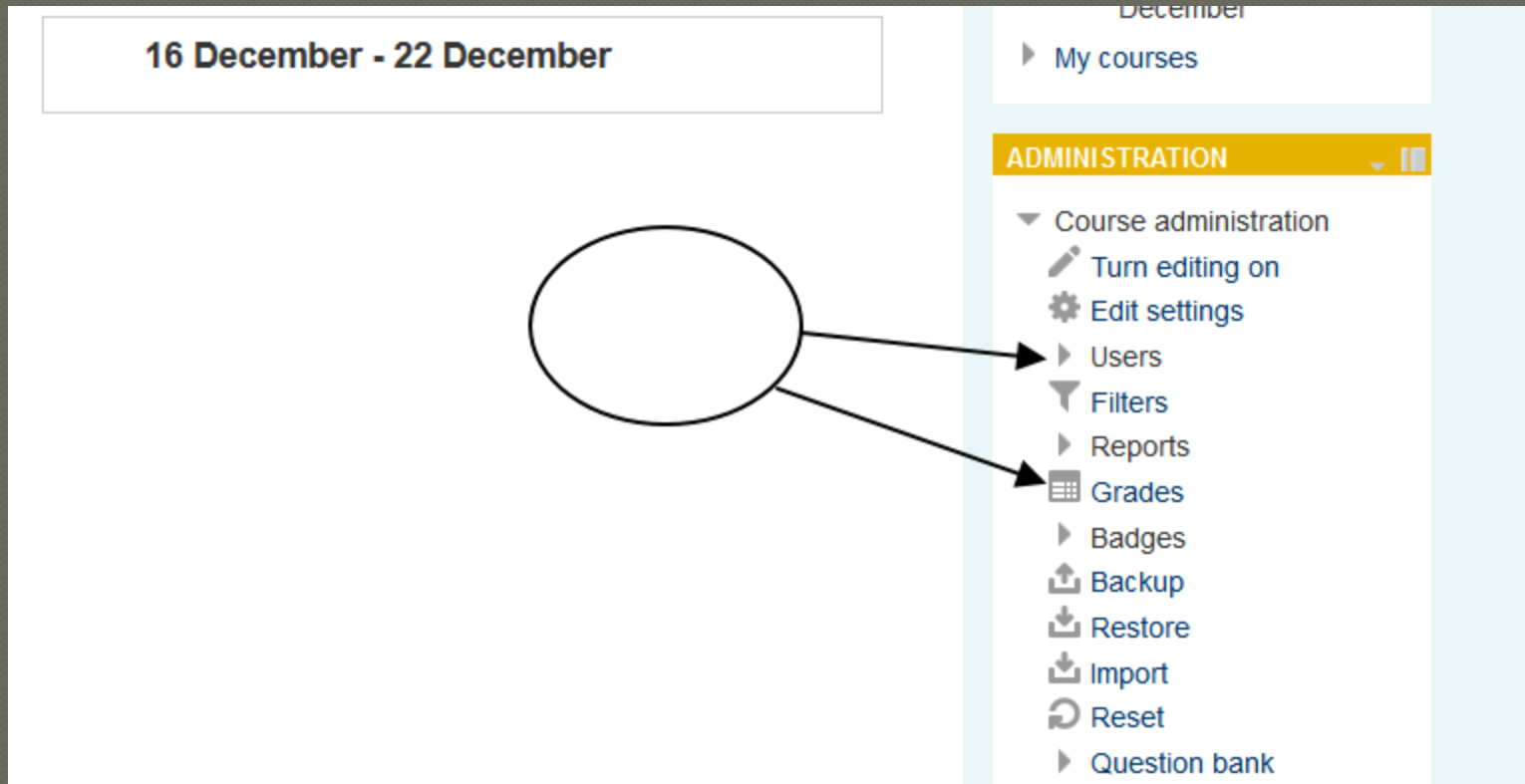
If you scroll down, and look at the right column, you will
See the administrative options, for example, users and grades.

After you click on "Users", click "enrolled users"

Enrolled users screen.

Students are enrolled via groups called "Cohorts" – these are
done for you but you may have to enroll a student individually. This is unusual and would happen if a student was not part of the current group.

This is explained on the following screens:

Click "enrol users" button on the right.

Type part of the students name in the search box, and then click the enrol button, after you verify that the student has been found.

If the student is not found, contact the dean, the IT department will be able to add the student to the system. After that, the student will appear on the list and can be added to the course.

< End of Training I , Thank You>