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Moodle FAQs – Please see each section below

1. How do I request a website for my course?

2. Where is my enrolment key?

3. How do I remove all students from my Moodle website? (Please see #4 to remove individual students who have dropped)

4. How do I add/remove instructors or non-editing instructors (graders) to my course?

5. Manually removing anyone from your website

6. How can I observe copyright when posting information in my course website? (**Please contact Carmen Kazakoff-Lane [483] directly with any questions: kazakoff@brandonu.ca**)

7. I'm having trouble login into Moodle with my BU username and password

8. My students are having challenges

1. Website Requests

Websites allow you to post your syllabus, course information, accept assignments online and post grades.

To request a course:
1. Ensure that you are using Firefox as your browser. There are known issues using other browsers with Moodle. Both Moodle and Firefox are open source and therefore the programmers can ensure that they communicate with each other effectively.
2. Follow the Moodle link on the BU Homepage.
3. If this is your first time using Moodle, enter your BU Username and Password into the login box. You will be prompted to fill out a profile before continuing. Under the description field you can add your bio or simple type "Course Instructor".
4. From the Moodle website homepage select the "Instructor New Website Request" link under the Moodle Logo at the top.
5. Read the instructions to ensure you need to request a *new* website.

This is an example of the Course Full Name:
01:220 Introduction to Early Childhood Education

This is an example of the Course Short Name:

Please feel free to contact me back to book a face-to-face appointment.

2. Enrolment Key

Your students gain access to your website by using an Enrolment Key. By default a new website has a randomly generate key that you will want to change. You can notify your students by email to give them key. Your students emails can be accessed through the Information Query system. If you don't have access to this system yet please contact the Help Desk for assistance. This system is separate from Moodle.

To access your enrolment key:

1. Ensure that you are using Firefox as your browser. (Instructors report challenges associated with using the Chrome browser)
2. Under the ADMINISTRATION Block (on the left-hand side) > Course Administration > Users > Enrolment Methods > Self enrolment (Student)
3. It is highly recommend to leave all of the other settings as default at B.U.
4. Remember to "Save changes"

3. Removing All Students from your Moodle Website

Students will remain active in your Moodle courses until you reset them. Moodle doesn't do this automatically for you according to the semesters. This is to allow you to provide early access to your website or account for extensions without having to contact anyone.

Locate the ADMINISTRATION Block (by default it is on the left-hand side unless you moved it). Under the Course Administration section select the "Reset" link. Select the **blue button** at the very bottom of the page labelled "**Select default**". Lastly select the blue "**Reset course**" button.

4. Manually adding instructors, or non-editing instructors (graders)

1. Under the Administration Block select Settings > Users > Enrolled Users > Look for the big blue button – "Enrol Users"
2. change the roll at the bottom of the popup box to the permissions you wish to grant (instructor/non-editing instructor/student)
3. type the name in the Search box at the top of the popup box
a. if you can't find their name ask them how they spell it in Moodle
b. if they haven't logged into Moodle for the first time they need to do so or you won't be able to add them
c. if they haven't received their BU credentials yet your Dean must contact I.T. Services on their behalf to request them as part of the hiring process
4. choose the correct user from the list that appears
5. select the big blue "Enrol users" button

5. Manually removing anyone from your website
*Warning – this is the #1 way instructors lose access to their own website. Do not remove yourself

1. Under the Administration Block select Settings > Users > Enrolled Users
2. Select the X in the furthest column to the right in the row beside their name (*not your own)

6. Scanning to Moodle under the Access Copyright License (Please contact Carmen Kazakoff-Lane [483] directly with any questions: kazakoff@brandonu.ca)

Under the terms of the AUCC model license which Brandon University has signed with Access Copyright, you can scan printed material and upload the scans to Moodle under the following conditions:

1. The amount of material scanned can be no more than the following:
either
A. twenty per cent (20%) of a work from the repertoire of Access Copyright or
B. an entire newspaper or periodical article from the repertoire of Access Copyright, or
C. an entire page of a newspaper or periodical from the repertoire of Access Copyright, or
D. a single short story, play, poem, essay or article from a Published Work that contains other Published Works from the repertoire of Access Copyright, or
E. an entire entry from an encyclopaedia, annotated bibliography, dictionary or similar reference work from the repertoire of Access Copyright, or
F. an entire reproduction of an artistic work (including any drawing, painting, print, photograph or other reproduction of a work of sculpture, architectural work or work of artistic craftsmanship) from a Published Work that contains other Published Works from the repertoire of Access Copyright, or
G. one chapter, provided it is no more than twenty per cent (20%) of a book from the repertoire of Access Copyright

2. When the scanned material is posted to Moodle, the material can not be posted so that is accessible by anyone except Brandon University students, faculty and staff. If the scanned material is for the students of a particular class, then the material should be posted so that only students in that class have access to that material.

3. The scanned material can not be posted to any other site where it could be accessed by anyone except Brandon University students, faculty and staff.

4. If the material you are posting to Moodle is the electronic equivalent of a course pack, Access Copyright requests that you put the following link on the home page of the Moodle course:
https://www.accesscopyright.ca/media/1039/access_premium_poster.pdf

To determine if a work is in the repertoire of Access Copyright, you can use Access Copyright's Repertoire Look-Up Tool at
https://portal.accesscopyright.ca/cportal/licences/EPWorkSearch.aspx

The above restrictions do not apply to any work where any of the following four conditions apply:
(a) you hold the copyright
(b) you have received permission to scan from the copyright holder (if the students and faculty of the university already has access to the material, then permission may already exist, please check with the library)
(c) copyright protection has expired or never did apply (i.e., items in the public domain)
(d) the material is open access material (it was published in open access publications, works placed in Institutional Repositories or other repositories such as www.cnx.org and works under Creative Commons licenses)

7. Logging in

Use your BU username and password to access Moodle. If you are having any challenges you will have to contact the Help Desk. Here is the direct link to the BU Password Reset: https://www.brandonu.ca/helpdesk/staff/password-reset/

8. Student Challenges

If you cannot resolve your students' challenges yourself, you may contact me by email on their behalf. I ask that you do not forward them to me directly as I only support instructors. Students are also assisted directly by the Help Desk.