

Moodle: How to Request a Course

Step 1 - Email Kate MacMillan with the following information:

Course Code (e.g., AS/EN 1100)

Course Title

Section

Faculty

Department

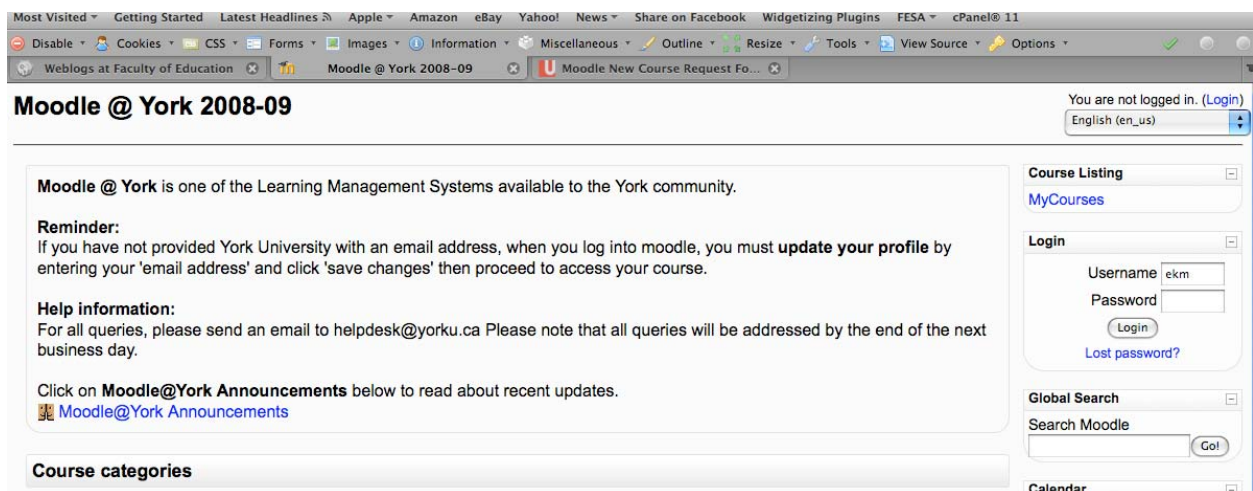
Term (Full Year, Fall, Winter, Summer)

Course Start Date

If you have an existing moodle course that you would like to use as a template please include the course code in your request.

Step 2 - Log in to Moodle at <https://moodle08.yorku.ca> using your Passport York username and password.

If you do not know your Passport York username please email accounts@yorku.ca from your @edu.yorku.ca email address. Include your full name and employee number in the email.



The screenshot shows the Moodle @ York 2008-09 website. The browser's address bar displays the URL <https://moodle08.yorku.ca>. The page title is "Moodle @ York 2008-09". The main content area includes a welcome message: "Moodle @ York is one of the Learning Management Systems available to the York community." Below this, there are sections for "Reminder" (instructing users to update their profile) and "Help information" (providing contact details for helpdesk@yorku.ca). A "Course categories" section is visible at the bottom left. On the right side, there is a sidebar with a "Course Listing" section containing a "MyCourses" link, a "Login" form with fields for "Username" (containing "ekm") and "Password", and a "Global Search" section with a "Search Moodle" input field and a "Go!" button. The top right corner indicates the user is not logged in and provides a language selection dropdown set to "English (en_us)".

When your courses have been created you will receive an email notification. This may take a few days. If you have not received confirmation within 5 business days, please contact Kate MacMillan.

Once your course has been created, please contact Kate MacMillan if you require assistance in Moodle course design.