

MOODLE : Tutorial no.2

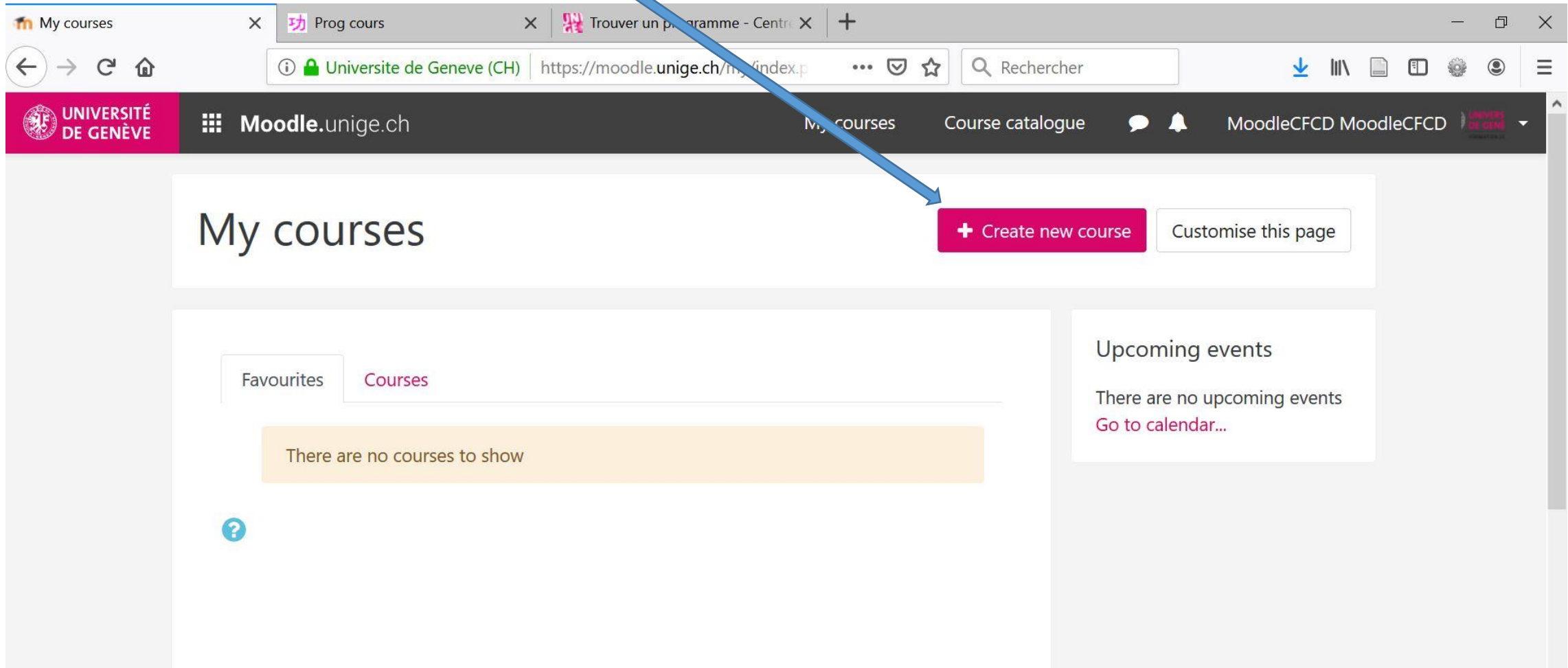
Creating a new course

*To Support Online and Blended Teaching & Learning at the
University of Geneva*



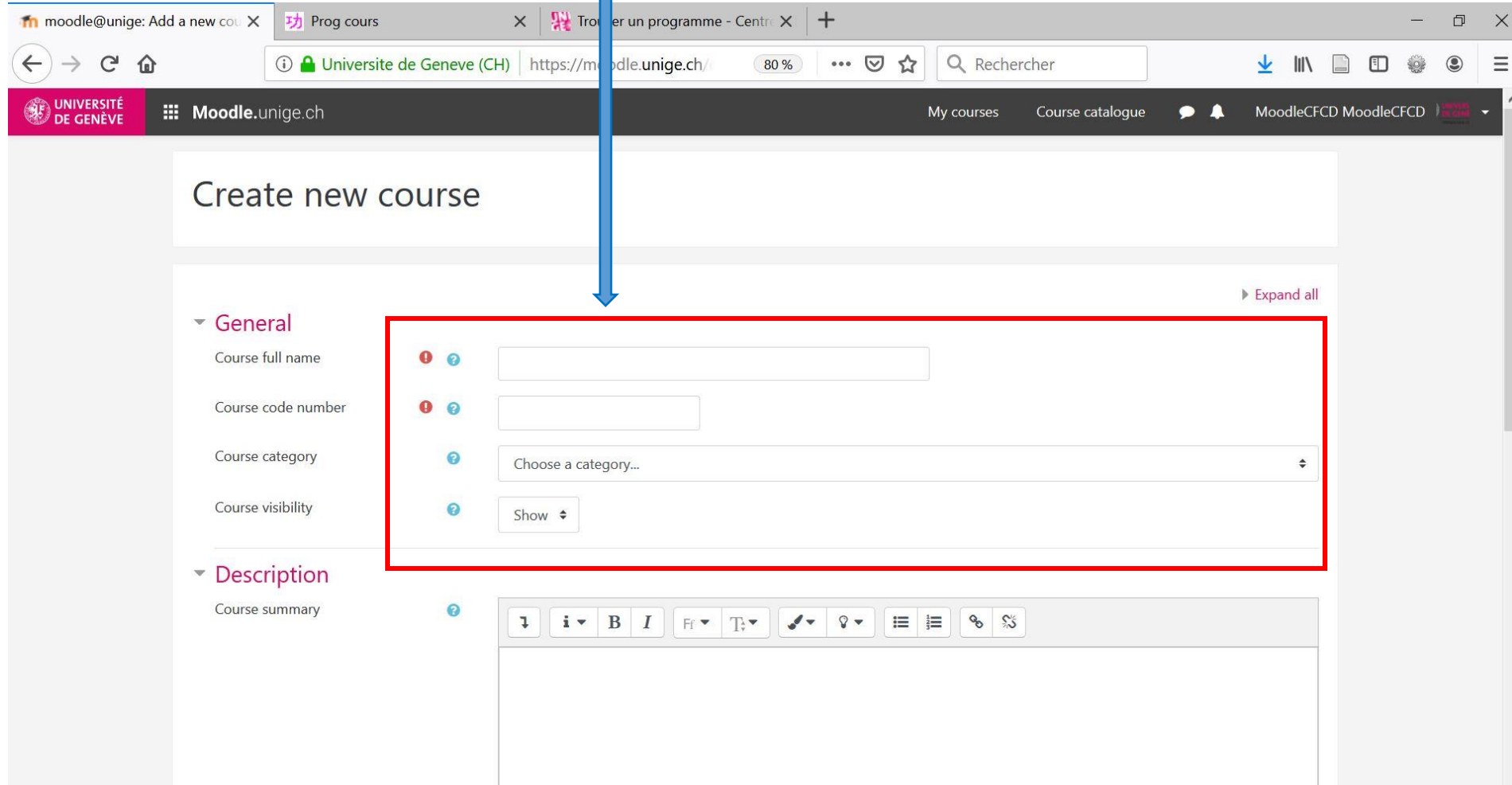
**UNIVERSITÉ
DE GENÈVE**

Step 1. Log in and click on “Create new course”



The screenshot shows a web browser window with the Moodle.unige.ch interface. The browser tabs include 'My courses', 'Prog cours', and 'Trouver un programme - Centre'. The address bar shows 'https://moodle.unige.ch/my/index.p'. The page header features the University of Geneva logo and navigation links for 'Moodle.unige.ch', 'My courses', and 'Course catalogue'. The main content area is titled 'My courses' and contains a pink button labeled '+ Create new course' and a white button labeled 'Customise this page'. Below this, there are tabs for 'Favourites' and 'Courses', with a message stating 'There are no courses to show'. A right-hand sidebar displays 'Upcoming events' with the text 'There are no upcoming events' and a link 'Go to calendar...'. A blue arrow points from the text 'Step 1. Log in and click on “Create new course”' to the '+ Create new course' button.

Step 2. Complete the General information of the course



The screenshot shows the Moodle 'Create new course' interface. A red rectangular box highlights the 'General' section of the form, which includes the following fields:

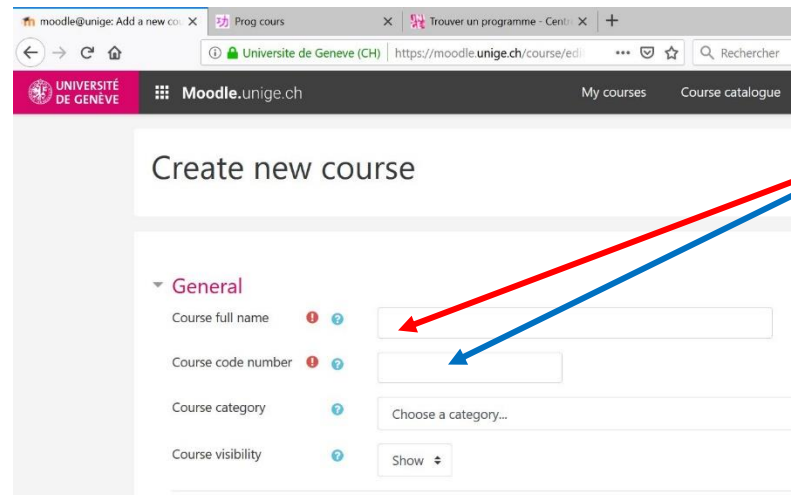
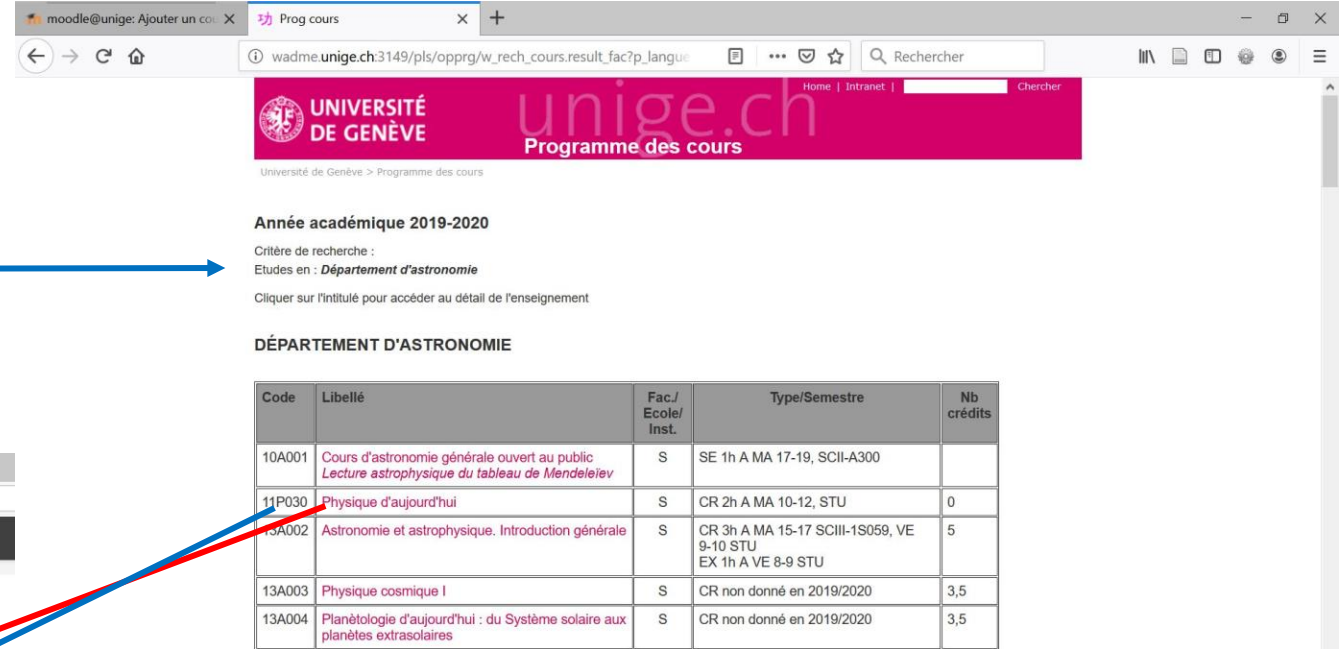
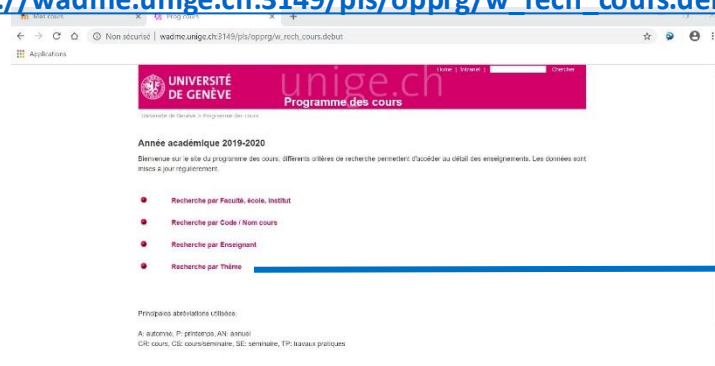
- Course full name:
- Course code number:
- Course category:
- Course visibility:

Below the 'General' section is the 'Description' section, which includes a 'Course summary' field with a rich text editor toolbar.

A blue arrow points from the top of the page down to the 'General' section, indicating the current step in the process.

Step 2-1. If your course is part of regular studies (e.g. BA, MA, PhD), please go to the University's [course program site](#) to find the information

http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.debut



Setp 2-1. Fill in the course information according to the information on the [University's course program site](#), here is an example for the course **Physique d'aujourd'hui**

In "Course visibility", choose "Show" in order to allow your students to view the course page.

The screenshot shows the Moodle course creation page for 'Physique d'aujourd'hui'. The browser address bar shows 'https://moodle.unige.ch/course/edit'. The page title is 'Create new course'. The 'General' section is expanded, showing the following fields:

- Course full name: Physique d'aujourd'hui 2020-2021
- Course code number: 11P030
- Course category: Sciences / Département d'astronomie
- Course visibility: Show

The 'Description' section is partially visible, showing the 'Course summary' field with a rich text editor toolbar.

Step 2-2. **ONLY FOR CONTINUING EDUCATION:** If your course is a Continuing Education course, please ask the course coordinator to go to the CFCD's ORACLE database to retrieve the course information and code.

Formation continue

Action Edition Requête Bloc Enregistrement Champ Aide Fenêtre

ORACLE

Offre / éditions

Offre en formation continue recherche par domaine

Code CDIFIL Date de création 02/10/2019 Avant-pr... Abando...

Titre officiel **Certificat de formation continue en Droit de la finance digitale**

Titre abrégé **Digital Finance Law** Définiti...

validation: 16/12/2019 Périodicité/da

Type Formation diplômante Session Cycle de journée(s)
 MAS Diplô... Session Journée(s), confère...
 Certificat A la carte Autre

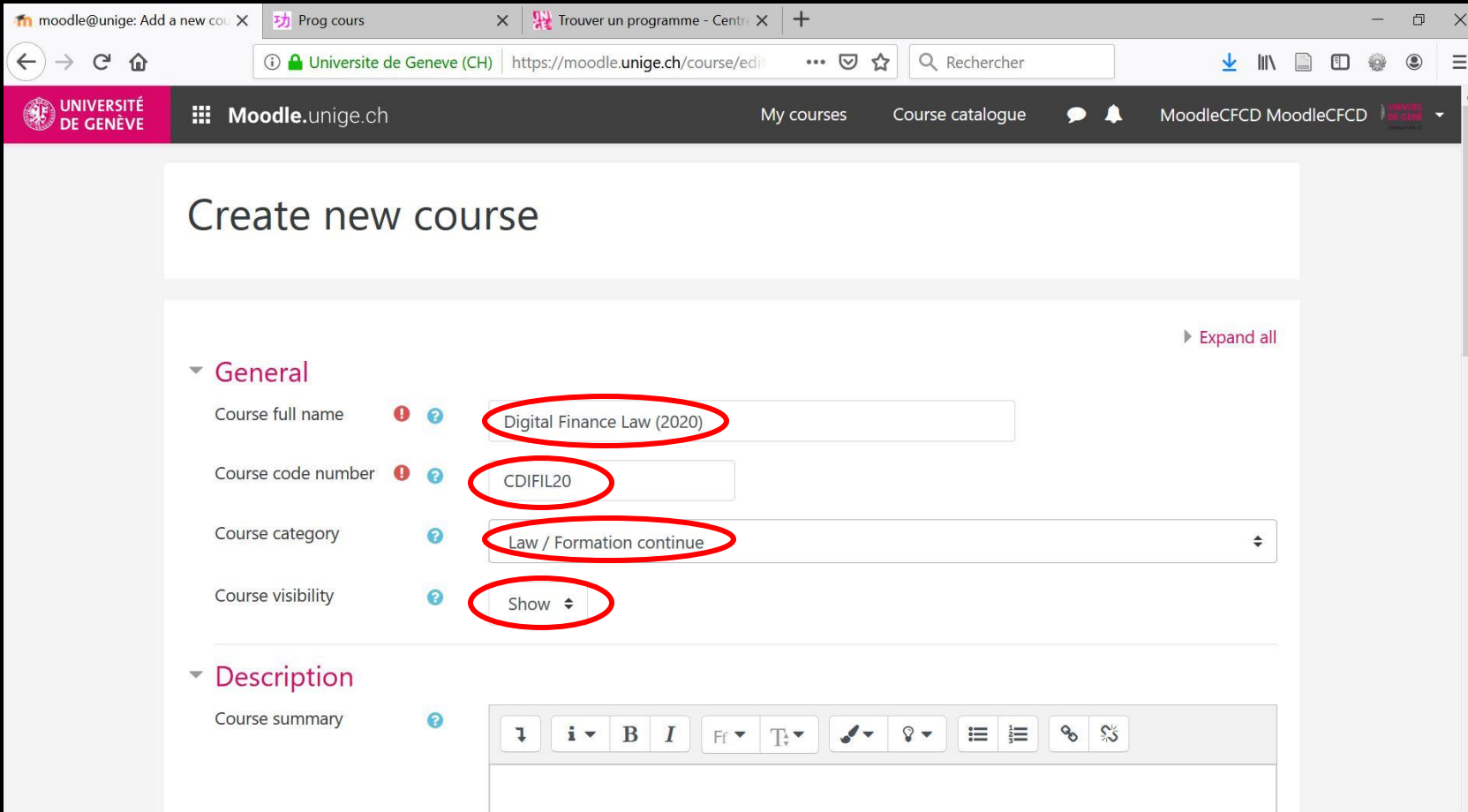
**18.12.19, Sophie: RE
accepté par le rectorat
16.12.19**

Editions	Code	Période	Géré par	Etat	n° édition	Date début	Date fin	Détail	Ea...	Mod...
	CDIFIL20	2020	UNIGE.CDBF	En cours		24/04/2021	14/11/2021	Détail	Ea...	Mod...
								Détail	Ea...	Mod...
								Détail	Ea...	Mod...
								Détail	Ea...	Mod...
								Détail	Ea...	Mod...

Reconduire programme sous l...

Step 2-2. **ONLY FOR CONTINUING EDUCATION:** Complete the course information according to the information on the UNIGE Continuing Education website and the ORACLE database, here is an example for the course **Digital Finance Law (2020)**

In "Course visibility", choose "Show" in order to allow your students to view the course page.

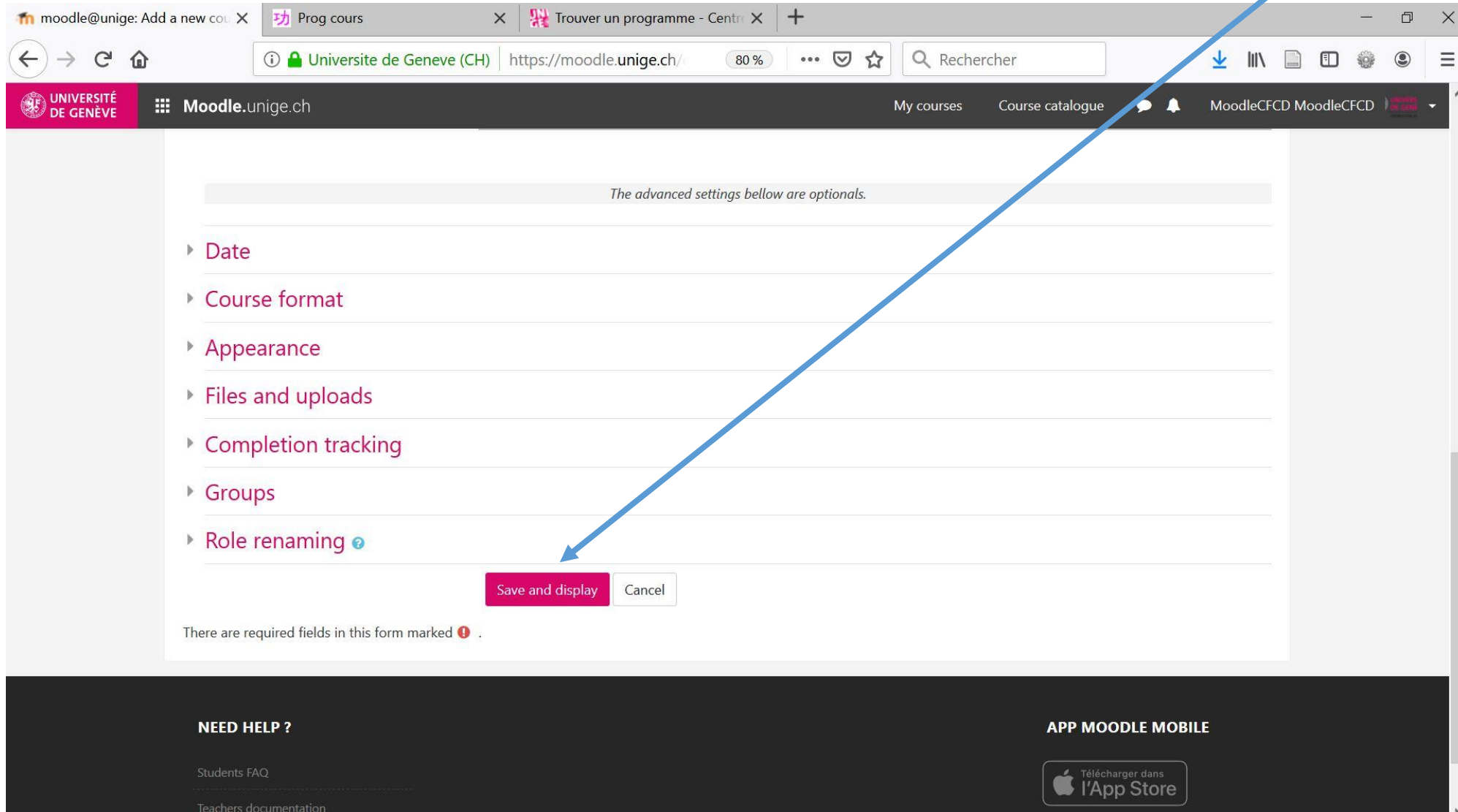


The screenshot shows the Moodle course creation interface for the University of Geneva. The page title is "Create new course". The "General" section is expanded, showing the following fields:

- Course full name: Digital Finance Law (2020)
- Course code number: CDIFIL20
- Course category: Law / Formation continue
- Course visibility: Show

The "Description" section is partially visible, showing a text area for the course summary with a rich text editor toolbar.

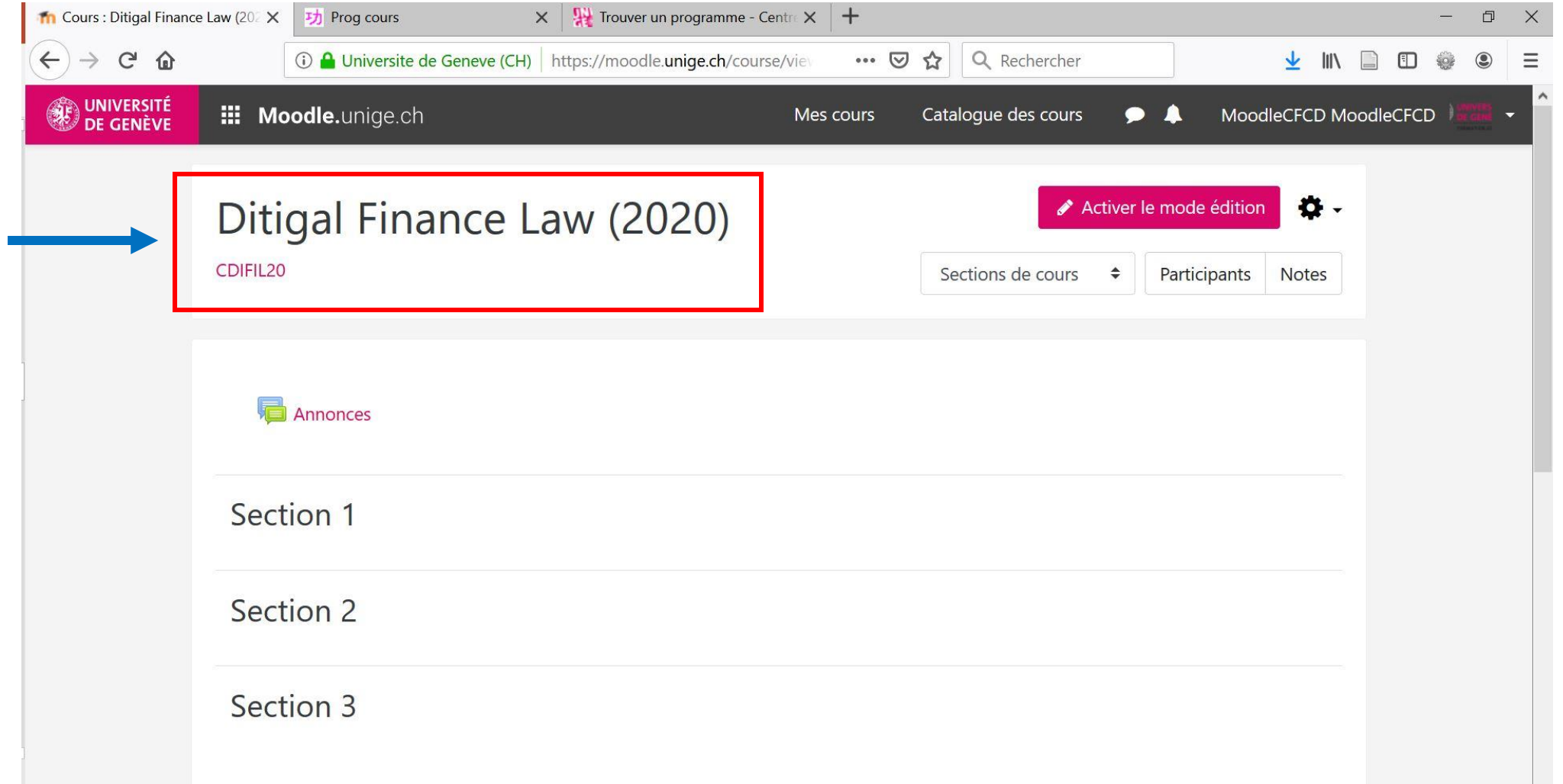
Step 3. Once you have completed the "General" section, go to the bottom of the page and click "Save and display".



The screenshot shows a web browser window with the Moodle.unige.ch interface. The browser tabs include 'moodle@unige: Add a new cou...', 'Prog cours', and 'Trouver un programme - Centri...'. The address bar shows 'Universite de Geneve (CH) https://moodle.unige.ch/'. The page header includes the University of Geneva logo and 'Moodle.unige.ch'. The main content area displays a list of settings categories: Date, Course format, Appearance, Files and uploads, Completion tracking, Groups, and Role renaming. At the bottom of this list are two buttons: 'Save and display' (highlighted in pink) and 'Cancel'. A blue arrow originates from the top right of the page and points directly to the 'Save and display' button. Below the settings list, a message reads: 'There are required fields in this form marked !'. The footer contains 'NEED HELP?' with links to 'Students FAQ' and 'Teachers documentation', and 'APP MOODLE MOBILE' with an 'l'App Store' download button.

Step 4. Your course is now created on Moodle!

You find the
course name
and code here



The screenshot shows a web browser window displaying the Moodle interface for a course. The browser tabs include 'Cours : Ditigal Finance Law (2020)', 'Prog cours', and 'Trouver un programme - Centri'. The address bar shows 'Universite de Geneve (CH)' and the URL 'https://moodle.unige.ch/course/view'. The Moodle header includes the university logo, 'Moodle.unige.ch', and navigation links like 'Mes cours' and 'Catalogue des cours'. The course title 'Ditigal Finance Law (2020)' and its code 'CDIFIL20' are highlighted with a red rectangular box. To the right of the title is a pink button 'Activer le mode édition' and a gear icon. Below the title are buttons for 'Sections de cours', 'Participants', and 'Notes'. The main content area features an 'Annonces' section with a speech bubble icon and three horizontal lines labeled 'Section 1', 'Section 2', and 'Section 3'. A blue arrow points from the text 'You find the course name and code here' to the red box.

You have managed to create a course on Moodle.

Let's now turn to Tutorial no. 3:

“Uploading documents on my Moodle course page”



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