

## Moodle Agenda for Beginners

1. Logging in <https://moodle.stpsb.org> - use your STPSB credentials
2. Home page – Dashboard, My Private Files (Note: this will take you out of your course.)
3. Choose your course
4. Moodle Blocks and Topics / Sections
5. Navigation of Moodle
6. Turning editing on
7. Changing:
  - a. Course Name
  - b. Number of Topics
  - c. Name of the Topics
  - d. General Section
  - e. Hidden Sections
8. Editing icons
9. Enrolling and Unenrolling:
  - a. Students
  - b. Other teachers
10. Adding Events to your calendar
11. Activities (uploading files)
12. Resources (file, folder, page, URL, label)
13. Docking blocks
14. Removing blocks / tabs
  - a. If you want to remove the News Forum
    - (1) Edit settings (in your course)
    - (2) Appearance section -> News items to show -> 0
    - (3) Delete the News Forum -> Edit dropdown -> Delete

15. Summary Section (Show more buttons)

