

How to Create a New Course in KP Scholar (pg.1)

The screenshot shows the Moodle front page for Kaiser Permanente School of Allied Health Sciences. The user is logged in as 'Student Student'. The page features a navigation menu on the left with 'Add/edit courses' highlighted. A red arrow labeled '2' points to this button. The main content area displays a list of course categories with their respective counts.

Course categories	Count
Miscellaneous	2
Phlebotomy	1
Radiography	2
Sonography	1
MoodleTools	1
ADAM	2
CPR	1

The screenshot shows the Moodle 'Add/edit courses' page. The user is logged in as 'Student Student'. The page features a navigation menu on the left with 'Add/edit courses' highlighted. A red arrow labeled '3' points to the breadcrumb 'Add/edit courses'. The main content area displays a table of course categories with their respective counts. A red arrow labeled '4' points to the 'Add a new course' button at the bottom of the page.

Course categories	Courses	Edit	Move category to:
Miscellaneous	2		
Phlebotomy	1		
Radiography	2		
Sonography	1		
MoodleTools	1		
ADAM	2		
CPR	1		

1. Go to the Moodle front page (the page with students at the laptop)
2. Click on the “add/edit course” button
3. This takes you to the course categories page (seen in the “breadcrumbs”)
4. Click on the add new course button

How to Create a New Course in KP Scholar (pg.2)

KAISER PERMANENTE
SCHOOL of ALLIED HEALTH SCIENCES

KPSAHS ON-LINE Administration Course categories Add a new course

You are logged in as Student Student (Logout)

Course settings

General

Category **5**

Full name* **6**

Short name* **8**

Course ID number

Summary

Rich text editor toolbar

Format

Number of weeks/topics

Course start date

Hidden sections

News items to show

Show gradebook to students

Show activity reports

Maximum upload size

Is this a meta course?

Enrolments

Enrolment Plugins

Default role

Course enrollable No Yes Date range

Start date Disable

End date Disable

Enrolment duration

Enrolment expiry notification

Notify

Notify students

Threshold

Groups

Group mode

Force

Availability

Availability

Enrolment key Unmask

Guest access

Language

Force language

Role renaming

Administrator

Course creator

Teacher

Non-editing teacher

Student

Guest

Authenticated user

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There are required fields in this form marked*.

You are logged in as Student Student (Logout)

Home

5. This will take you to the add a new course/edit course settings page
6. To learn more about a specific setting you can click on the context button (the yellow circle with a "?")
7. Choose a category for this course to sit under. If you are not sure, choose misc.
8. Give the course a full name (as it appears in the catalogue) and a short name (as it will appear in the breadcrumbs).
9. Click on "save changes" button
10. For more details see the *Moodle Handbook* by Cole & Foster