

Creating a new course on e2learn

Go to Curriculum menu and choose **All courses**

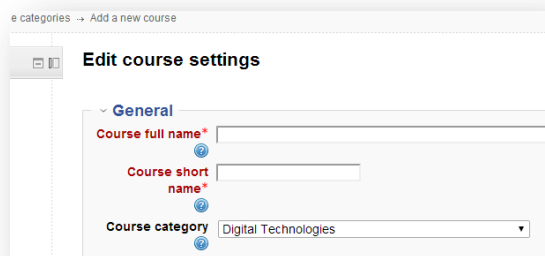
Browse to your department and click on the grey button **Add a new course**



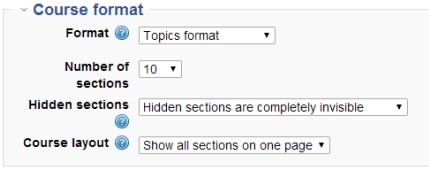

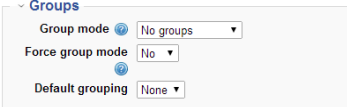
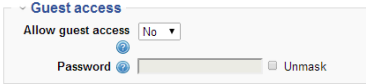
If the button is not there it means you don't have access so you'll need to send me an email.

You need to give the course a full name and a short name e.g. DIT101 and choose the category (Large departments like Social Science have several categories)

Tip: The course Full Name can be changed e.g. if you roll a course over to the next year. (Just go to Administration > Course Administration > Edit Settings)



At this point you can just scroll to bottom and click save changes and you are ready to go. If you want to know some more about the settings look at table below. Also the little question marks on e2learn provide helpful hints.

<p>Decide on the number of topics you want for your course. This can be changed at any point by going to Administration and Course Settings.</p>	 <p>Course format settings: Format (Topics format), Number of sections (10), Hidden sections (Hidden sections are completely invisible), Course layout (Show all sections on one page).</p>
<p>This means you can load files up to 100mb in size which should be adequate for most teachers. Video files can be large but I suggest you put them on youtube and just use the embed link code.</p>	 <p>Files and uploads settings: Maximum upload size (100MB).</p>
<p>You can select separate groups if you have multiple teachers using one course and when assignments are submitted you want them grouped by teacher.</p>	 <p>Groups settings: Group mode (No groups), Force group mode (No), Default grouping (None).</p>
<p>You can allow people who are not enrolled on your courses to access your course (i.e. people outside Tawa College) By default its set to No guest access.</p>	 <p>Guest access settings: Allow guest access (No), Password field, Unmask checkbox.</p>

Enrolment Methods

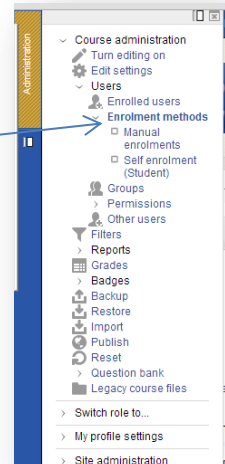
Go to Administration > Course Administration > Users > Enrolment Methods

→ DCSIT 201 → Users → Enrolment methods

Enrolment methods

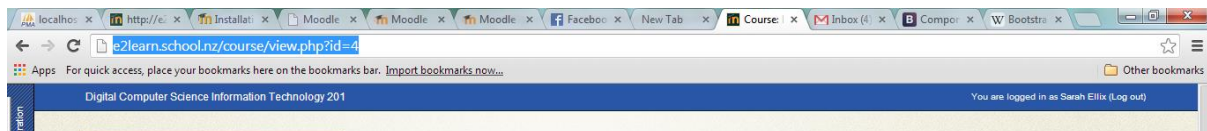
Name	Users	Up/Down	Edit
Manual enrolments	32	↓	✕ 🔍 ⚙️
Guest access	0	↑ ↓	✕ 🔍
Category enrolments	3	↑ ↓	👁️
Self enrolment (Student)	0	↑	✕ 🔍 ⚙️

Add method: Choose... [Disable]



Manual means you (the teacher) enrol the students yourself.

Self-enrolment means the students can enrol themselves. Each course has its own unique web address. Right click on the address bar and choose copy. The easiest thing to do is send the students a link to the course in an email or place it in a word document on the shared drive.



You can disable self-enrolment at any time by clicking on the eye. You'll see **Guest** access has been disabled which means people outside of Tawa College cannot access your course.

Enrolled Users

- Manually Enrolling

The screenshot shows the 'Enrol users' interface. A search bar at the bottom of the list is highlighted with callout (3). The 'Enrol' button next to a student's name is highlighted with callout (4). The 'Finish enrolling users' button at the bottom of the list is highlighted with callout (5). The 'Enrol users' button at the top right is highlighted with callout (1). The 'Select Student (2)' callout points to the search bar area.

Callouts:

- Select Student (2)
- Click here to start (1)
- Type Students name and click search (3)
- Click Enrol when student shows up (4)
- Click Finish when done (5)

Tip: To unenrol users e.g. last years students simply click the red cross next to their name

The screenshot shows the 'Enrolled users' table. The table has columns for First name / Surname / Email address, Last access, Roles, Groups, and Enrolment methods. A red cross icon is visible next to the 'Enrolment methods' for the user 'Sydnee Gray Hirst', and a small 'Unenrol' button is visible next to it.

First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
Farouq Abdullah 0fabdullah@tawacollege.school.nz	3 days 7 hours	Student X		Manual enrolments from Friday, 14 February 2014, 12:00 AM
Sarah Elix SElix@tawacollege.school.nz	59 secs	Teacher		Category enrolments from Sunday, 10 March 2013, 10:52 AM
Sydnee Gray Hirst 4sgrayhirst@tawacollege.school.nz	2 days 6 hours	Student X		Manual enrolments from Friday, 14 February 2014, 12:00 AM
Gordon Hial Ghial@tawacollege.school.nz	9 hours 16 mins	Teacher		Category enrolments from Tuesday, 16 April 2013, 10:52 AM
David Roberts droberts@tawacollege.school.nz	7 hours 11 mins	Course creator Teacher		Category enrolments from Sunday, 10 March 2013, 10:52 AM