

## Step by Step Instructions to get started in Moodle

1. To get started Academic Section need to send the details of all course to [tlu.support@iitjammu.ac.in](mailto:tlu.support@iitjammu.ac.in) :


- a. Course Full Name
- b. Course Short Name
- c. Course Short Summary
- c. Course Instructor and TA details
- d. List of enrolled students in .csv format for that course

2. Login to Moodle account of IIT Jammu <https://lms.iitjammu.ac.in/>

3. You will be redirected to Dashboard where you can see the courses in which you are enrolled.

4. Add content to a course home page section

To rename and add text to a weekly or topic section on the course home page:

1. Click **Turn editing on** at the top right of the page. 
2. Click the Edit button at the top right of the relevant section, and select edit topic.



3. On the *Summary* page:
  - change the **Section name** if necessary.
  - add **Summary** information about the course, week or topic and
  - click **Save changes**.

## Summary of Topic 1

**3**

▼ General

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**Section name**

Custom

**Summary** ?

Font family ▼ Font size ▼ Paragraph ▼ ↶ ↷ 🏠

This week's learning consists of a special design and technology by James Dyson and created by Steven Parkinson.


Path: p

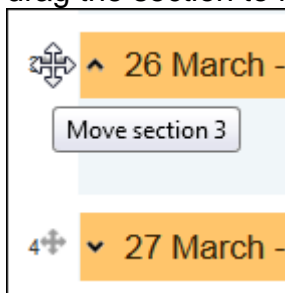
▶ Restrict access

**Save changes** **Cancel**

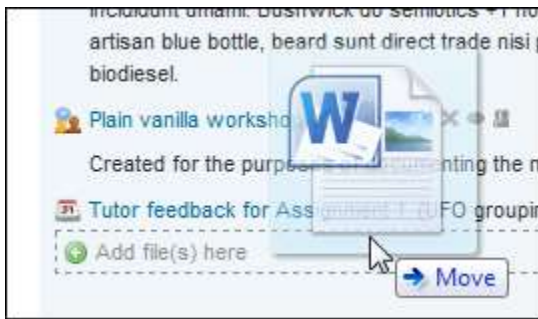
### Moving course home page elements


You can drag and drop the following course home page elements to change their positions on the course home page:

- topics (including collapsed topics) and weekly sections—to change the order of topics, Select the **Move** section icon  visible on the left of each Week/Topic and drag the section to its new position on the page.




- files—you can 'drag and drop' these in from the Explore/Finder window or desktop,





and then drag and drop them within and between topics using the Move icon  (crossed arrows) on the left of the file name.

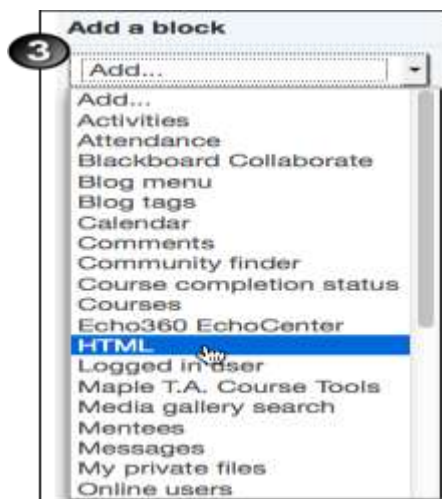


- activities and resources—click and drag them within and between topics using the Move icon  on the right of the activity/resource name.



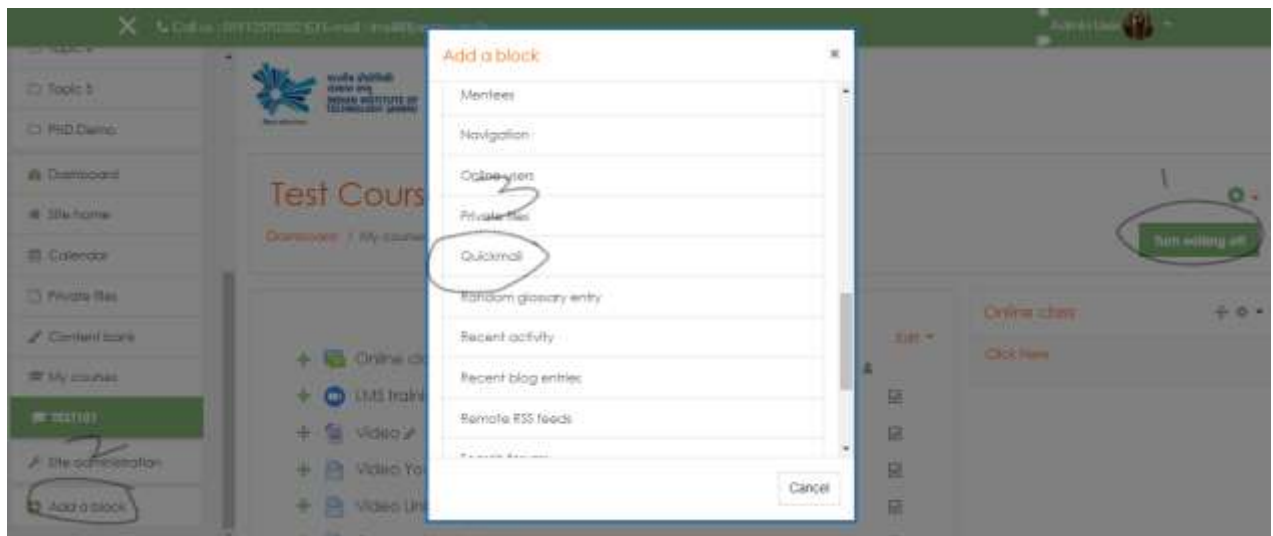
Add new blocks to the course home page

1. Click **Turn editing on** at the top right of the page .
2. Click the **Add a block** block at the bottom of the blocks column.
3. Select the new block from the drop-down list. The new block displays in the block panel.
4. Click the **Move** arrows  in the block header. Drag and drop to the place where you want the block to be positioned.



## Quickmail

How to add Quickmail for sending emails to the enrolled students



Note: For any other queries related to Moodle please contact [tlu.support@iitjammu.ac.in](mailto:tlu.support@iitjammu.ac.in)