

## How to add a LRM

(scroll down to find instruction with image)

Basic routine.

- Login with admin credentials
- While in Administration menu, If you see “Turn editing **ON**” – click on it. It will turn into “Turn editing **OFF**”
- A “**Category**” – implies a topic
- A “**Course**” - collection of LRM and quizzes



Text Instruction

1. Login
2. Go to “Manage Course and category”

Site administration

Courses

Manage Course and category

3. Select Category
4. Click new course
5. Enter details
  - a. General – Name, Category and ID
  - b. Description
    - i. Describe – if required
    - ii. Course summary file: Add image (drag n drop) – if required
  - c. Course format

- i. Format – Single activity format
  - ii. Type of activity – Folder
6. Click “Save and details”
7. Click “Proceed to course content”
8. Enter details
  - a. General - Name and Description
  - b. Content – Files: Drag and drop the files of the LRM. (Preferred method – Create a folder first; open it and then Drag and drop the files of the LRM)
9. Click “Save and display”

Use Edit button on “manage course” – to edit, add or delete files to LRM

## Instruction with Images

### 1. Login



### Log in

Username

Password

Remember username

← Step 2

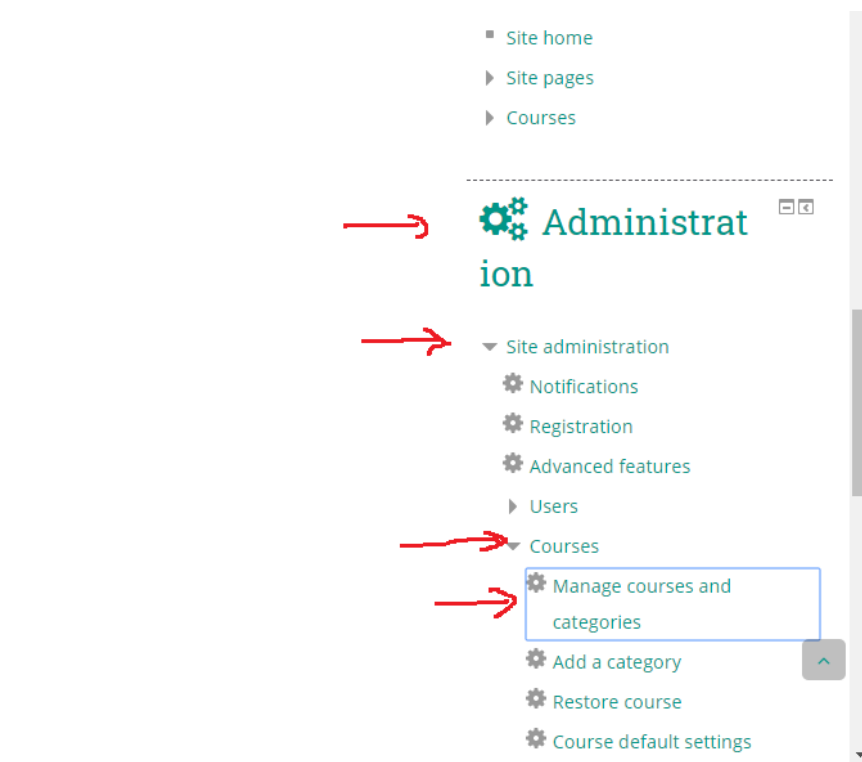
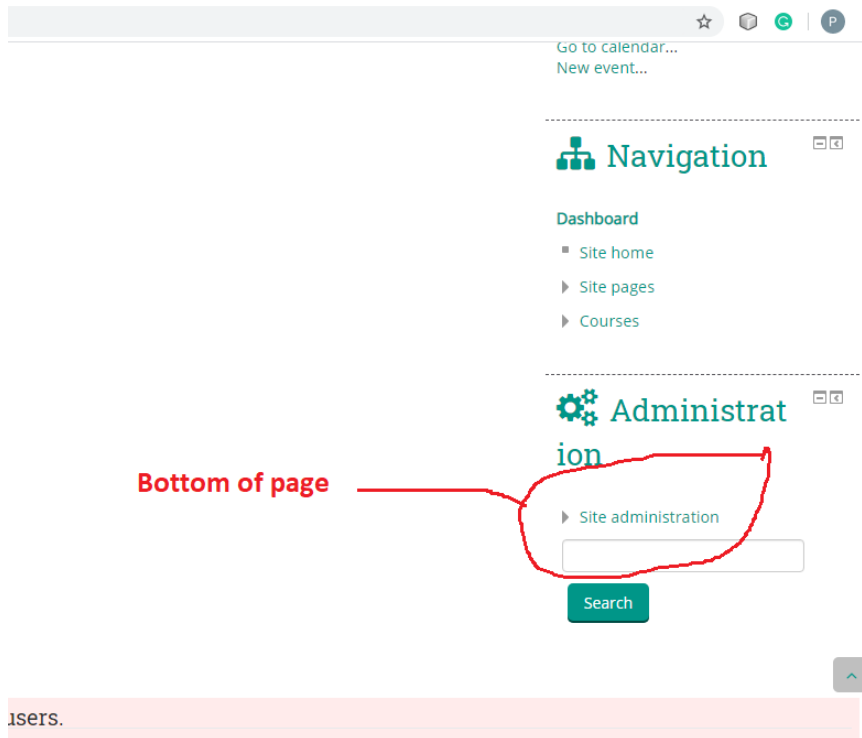
[Forgotten your username or password?](#)

### Is this your first time here?

For full access to this site, you first need to create an account.

### 2. Go to “Manage Course and category”

Site administration – Courses - Manage Course and category



This will take you to the page shown below

Home Dashboard Events My Courses Hide blocks Standard view

Site administration > Courses > Manage courses and categories > Biochemistry

## Course and category management

Viewing: Course categories and courses

**Course categories**

Create new category

Biochemistry	1	2
Physiology	2	1
Anatomy	3	3
Pathology	4	2
Microbiology	5	2
Forensic Medicine & Toxicology	6	2
Pharmacy	7	1
Preventative and Social Medicine		

**Courses**

Biochemistry

Create new course

Sort courses | Per page: 20

**Edit**

2019 LRM Biochemistry	
Biochemistry	1

Showing all 2 courses

Move selected courses to...

Choose... Move

**Navigation**

- Dashboard
- Site home
- Site pages
- Courses

**Administration**

- Category: Biochemistry
- Manage this category
- Edit this category
- Add a subcategory

- Select Category (Topic) where LRM is to be uploaded
- Click "Create new course"

This will take you to the page shown below. Fill the info as suggested in point no 5.

Site administration > Courses > Manage courses and categories > Add a new course

## Add a new course

Expand all

**General**

Course full name\*

Course short name\*

Course category

Visible

Course start date

Course ID number

**Description**

Course summary

*(Rich text editor toolbar with icons for bold, italic, list, link, etc.)*

▼ Course format

Format ⓘ Single activity format ▾

Type of activity ⓘ Folder ▾

▶ Appearance

▶ Files and uploads

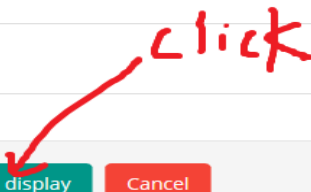
▶ Completion tracking

▶ Groups

▶ Role renaming ⓘ

▶ Tags

Save and return Save and display Cancel



5. Enter the following details in the above form
  - a. General – Name, Category and ID
  - b. Description
    - i. Describe – if required
    - ii. Course summary file: Add image (drag n drop) – if required
  - c. Course format
    - i. Format – Single activity format
    - ii. Type of activity – Folder
6. Click “Save and details”. This will take you to the page shown below.

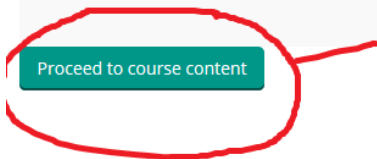
## Enrolled users

Enrol users

Search  Enrolment methods All Role All Group All partici Status All

Filter Reset

First name / Surname / Email address Last access to course Roles Groups Enrolment methods



Enrol users

7. Click "Proceed to course content". This will take you to the page shown below. Fill the details as suggested in point no 8.

### Adding a new Folder

Expand all

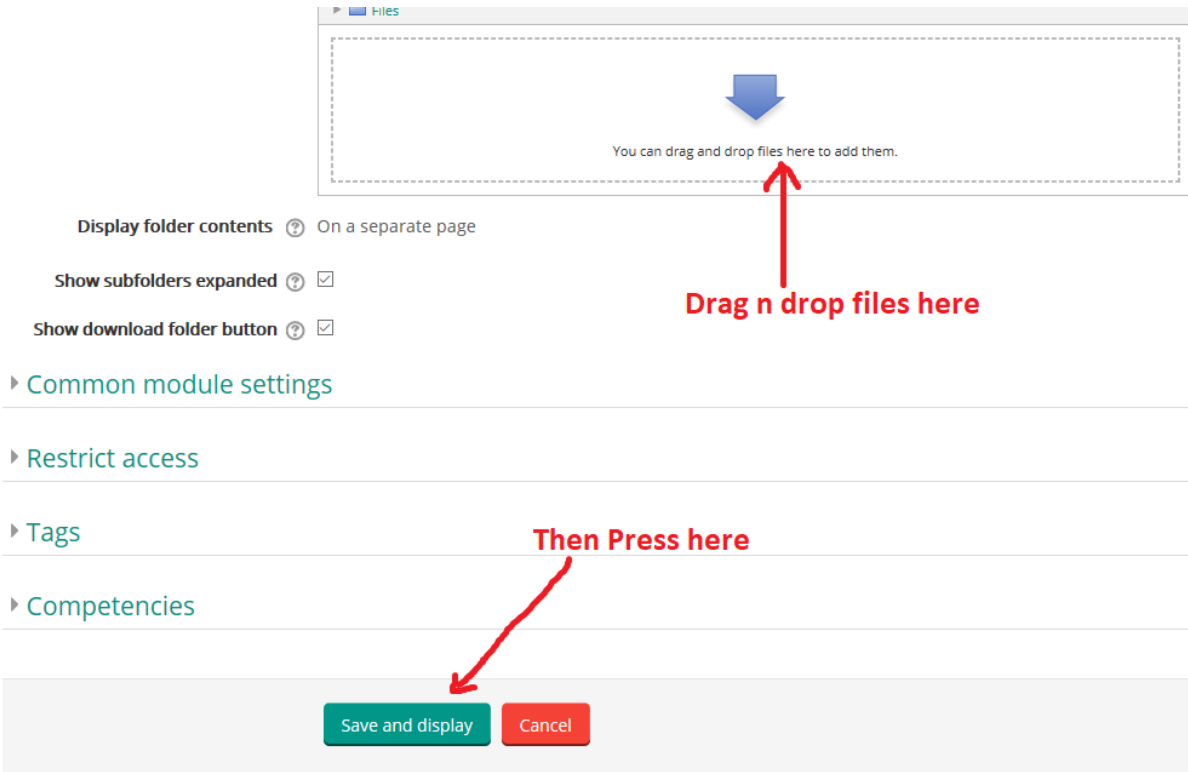
General

Name\* new lrm

Description

Rich text editor toolbar with icons for text formatting, lists, links, and media. The text area below is empty.

Content



8. Enter details

- a. General - Name and Description
- b. Content – Files: Drag and drop the files of the LRM. (Preferred method – Create a folder first; open it and then Drag and drop the files of the LRM)

9. Click “Save and display”

LRM is successfully added to the category