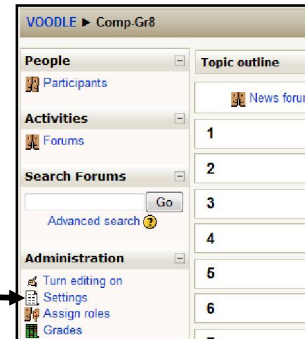


How to edit course settings in Voodle

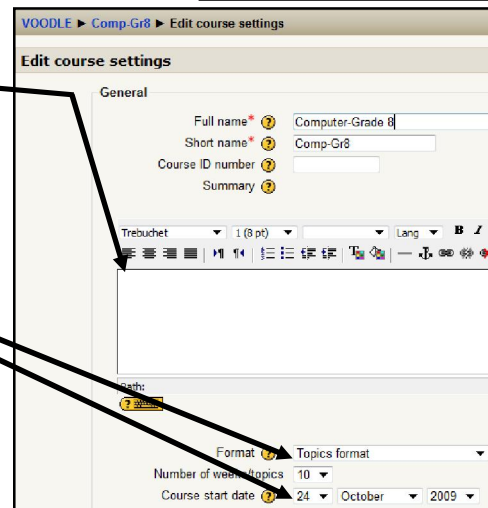
By now most all of you know how to access your courses in Voodle. Now you are ready to work with the settings for student enrollment.

ð Click on one of your courses and then click on the 'Settings' link in the 'Administration' block.



ð You may wish to add a brief bit of information about this course here.

ð If you haven't already you can select 'Weekly' or 'Topic' format for your course. If you select 'Weekly' be sure to set the date to begin, perhaps, 23 November or another Monday.



Here is the really time critical settings for student enrollment and parent access as a guest

Scroll down to the 'Availability' section of the 'Settings' page.

Here it is VERY important that you do 2 things by the end of the day Wednesday.



1. Enter an **Enrolment key**. This should be a minimum of four characters and include at least one number. I suggest all lower case letters as well. **Example:** Grade 8 Computers I made the Enrolment key; comp8 and for Grade 7 Computers; 7comp. If you have any questions about this please ask.

2. **Guest access** *must* be changed from "Do not allow guests in" to "Allow guests who have the key" as shown above. This will permit parents, with the enrolment key, to access course that they have students enrolled.

3. Once you have made these changes it is important that you:
a. Record the course name and enrolment key to send to me later.
b. Scroll down and click on **"Save changes"**



4. After you have entered 'enrolment keys' for all of your courses send Bob V an email indicating each of your courses and the enrolment key you gave each course by end of the day Wednesday, November 25.