MOODLE - User Guide 1

Add a Teacher

1. Enter URL of the hosted Moodle site, e.g.
    http://www.palmerstowncs.ie/moodle/

2. Click on the **Log in** link (near the top right of the screen).

3. Enter the Site Administrator **Username** and **Password** and click on the
    Log in command button.

4. In the Administration panel (on the left of the screen), click on the **Site
    administration** link.

5. Click on **Users => Accounts => Add a new user**.

6. Enter the required data into the following fields:
    Username, **New password**, **First name**, **Surname**, **Email address**,
    City/town.

7. For the field **Email display**:
    choose **Hide my email address from everyone**.

8. For the field **Select a country**:
    choose **Ireland**.

9. Click on the **Create user** command button at the bottom of the screen.

MOODLE - User Guide 1

Add a Teacher (Narration)

1. Hi, my name is Gerard Kilkenny and the purpose of this screencast is to show you how to add a new user in Moodle. It assumes that you have logged in to your institute's hosted Moodle website as a Site Administrator.

2. The screen you are viewing is the first screen you will see when you login to your Moodle site.

3. In the Administration panel (on the left of the screen), click on the **Site administration** link.

4. Click on **Users**, followed by **Accounts**, followed by **Add a new user**.

5. Enter the **username** in the format decided upon by your institute, e.g. elizabeth.halsey.

6. Next enter the user's **password**. Moodle's default security preferences dictate that this is a minimum of eight characters with at least one lower case letter, one upper case letter and one digit.

7. Then enter the user's **first name** and **surname**.

8. Next enter the user's **email address**. This will usually be the user's institute email address, e.g. elizabeth.halsey @palmerstowncs.ie

9. The last text entry is in respect of the **City/town** field, e.g. Dublin.

10. Finally, there are two list boxes to make selections from.
First, choose 'Ireland' from the **Select a country** list box.
Second, choose 'Hide my email address from everyone' from the **Email display** list box.

11. The very last thing that you are required to do is to click on the **Create user** command button at the bottom of the screen.