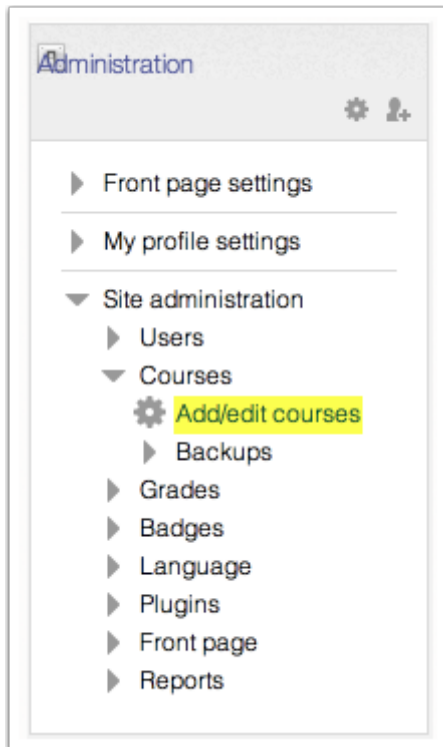








Step 1

Log into nwrpca.net/moodle and scroll down to 'Administration'. Open 'Site Administration'. Under 'Courses' select **Add/edit courses**.



Step 2

Scroll to the bottom of the page and select **Add a new course**.

Miscellaneous	19	    	Top 
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[Add new category](#)

[Add a new course](#)

Search courses: [Go](#)

Step 3

Fill in the required categories and design the course to your liking. When you are done, scroll down and select **Save Changes**.

General

Course full name*

Course short name*

Course category

Visible

Course start date

Course ID number

Description

Course format

Appearance

Step 4

The next page will ask you to enroll users. You can choose to enroll individuals or cohorts.

Enrolled users

[Enroll users](#) [Enroll cohort](#)

Enrollment methods All Role All

[Filter](#) [Reset](#)

First name / Last name [▲] / Email address	Last access	Roles	Groups	Enrollment methods

[Enroll users](#) [Enroll cohort](#)

Step 5

Once you have created your course, you can choose to **Add an activity or resource** and edit the Topics, among other things. Your course has been created.

News forum

+ Add an activity or resource

Topic 1

+ Add an activity or resource