MOODLE - Enrolling Students in Your Course &

Gaggle (‘@bluedevilmail.org’) Email Accounts

There are two ways in which you can generate your student roster for your Moodle Course. You can find a detailed explanation for each process on pages 50 & 51 in *Moodle Course Conversion Beginner’s Guide.*

Option 1: Enrolling with a Key

* Easiest way to enroll
* The “key” acts like a password to the course
* How you hand out the “key” is entirely up to you
* You can reset the key once everyone is enrolled (option in course settings)
* Students **MUST** use their district assigned email account. Any students enrolled with a different email will be deleted immediately. (the district assigned account is their “Gaggle” email account but we have been assigned our own domain – ‘@bluedevilmail.org’)
	+ Email will be ready for use using the following pattern firstnamelastinitialstudentid@bluedevilmail.org

Example: johns123456@bluedevilmail.org = John Smith ID 123456

* + Email passwords will be ready for use using the following pattern

Birthday monthdayfirst3letters of last name (note: minimum of 2 digits for month & day)

Example: 0712smi = july 12 Smith is last name

* All Gaggle accounts (@bluedevilmail.org) will be ready for use by 8/27/09. Your principal will have a building list, by grade level, in Excel that he/she can distribute. Gaggle accounts (@bluedevilmail.org) are for the students to use for school purposes only. Acceptable use of Gaggle/Blue Devil Email Account is as follows:
	+ Correspondence from … student Gaggle account - to -student Gaggle account is appropriate (from Gaggle to a personal email is not appropriate, unless directed by a teacher for the purposes of the course)
	+ Correspondence from teacher – to - student/student – to - teacher for course related content purposes only, is appropriate
	+ to sign up for Google Docs and other related course directed accounts is appropriate
	+ All internet accounts created for classroom purposes must be created using ‘@bluedevilmail.org’. Students may not use personal email accounts for school business.
* Please remind students that these accounts are monitored and should be considered to be like a writing assignment they would turn in, on paper, to a teacher.

Option 2: Assign Students to Course

* You can manually add students to a course (from the Assign Roles page) move the students from the right side to the left side.
* Brunswick City School District students will be put in the data base for this option by

Thursday 8/27/09. We also hope to have their emails attached to their names for your convenience.

* This is a great option for those who join the course after it begins but can be tedious for a whole class.