

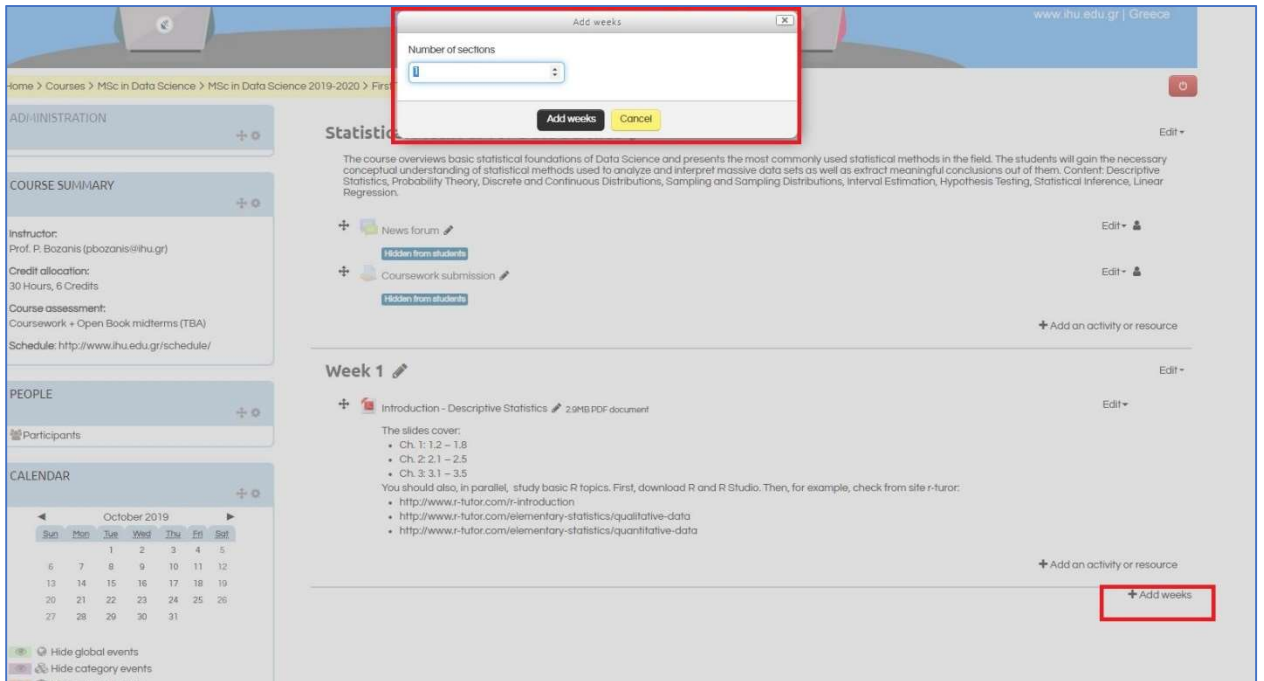
1. To edit your course as an editing teacher, click on the green button (**Turn editing on**) on the upper right hand side of the interface.

The screenshot shows the Moodle course page for 'Statistical Methods for Data Science'. The breadcrumb trail is: Home > Courses > MSc in Data Science > MSc in Data Science 2019-2020 > First Term Courses > SMDS1920DS. In the top right corner, there is a green button with a plus sign and a lock icon, which is highlighted with a red box. The page content includes a 'COURSE SUMMARY' section with instructor information (Prof. P. Bozanis), credit allocation (30 Hours, 6 Credits), and assessment details. Below this is a 'PEOPLE' section for participants and a 'CALENDAR' for October 2019. The main content area is titled 'Statistical Methods for Data Science' and contains a 'News forum' with three items: 'Introduction - Descriptive Statistics 2.9MB PDF document', 'Course evaluation 17 - 18', and 'Coursework submission'. Each item has a 'Hidden from students' button. A 'Week 1' section follows, containing the 'Introduction - Descriptive Statistics' document and a list of slide topics.

2. The button turns to red and “Edit” menu is enabled next to every activity or resource of your course.

This screenshot shows the same Moodle course page as above, but with the 'Turn editing on' button in the top right corner turned red. The 'Edit' menu is now visible next to the course title and each activity/resource. For example, next to the 'Introduction - Descriptive Statistics' document, there is an 'Edit' button with a user icon. Similarly, 'Edit' buttons are visible next to the 'News forum' items and the 'Week 1' section. The 'Add an activity or resource' and 'Add weeks' buttons are also visible at the bottom of the page.

3. You can organize your course in topics or weeks by adding sections, as shown in the following picture.



4. Edit the title of the section by clicking on the pencil right to the title

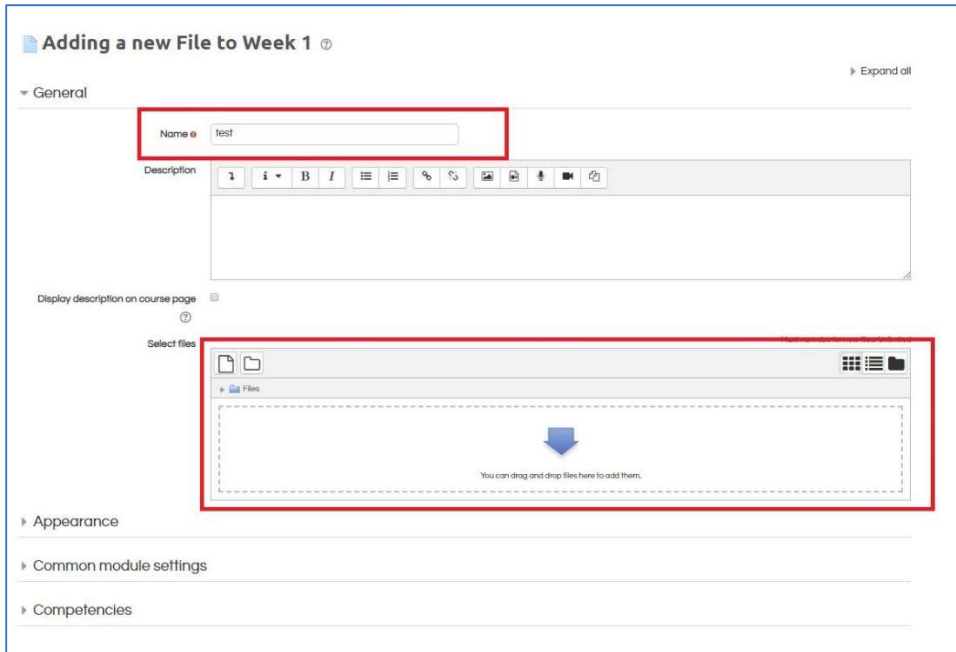


5. In each section you can add various types of activities or resources

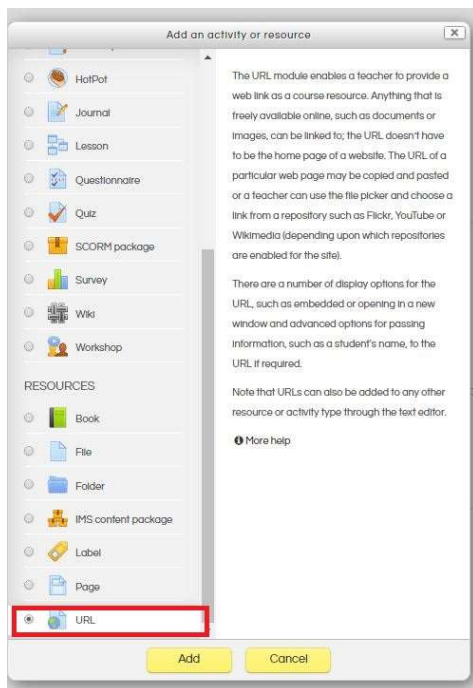
The screenshot shows a course page for "Statistical Methods for Data Science". The page has a header with the course title and an "Edit" button. Below the header is a paragraph of course description. There are three activity items listed, each with a plus icon, a name, and an "Edit" button. The first two items have a "Hidden from students" label. Below the activities is a "Week 1" section with a plus icon and an "Edit" button. Under "Week 1", there is an activity titled "Introduction - Descriptive Statistics" with a plus icon, a name, and an "Edit" button. Below this activity is a list of bullet points and a paragraph of text. At the bottom right of the "Week 1" section, there is a red box around the "+ Add an activity or resource" button. Below this button is a "+ Add weeks" button.

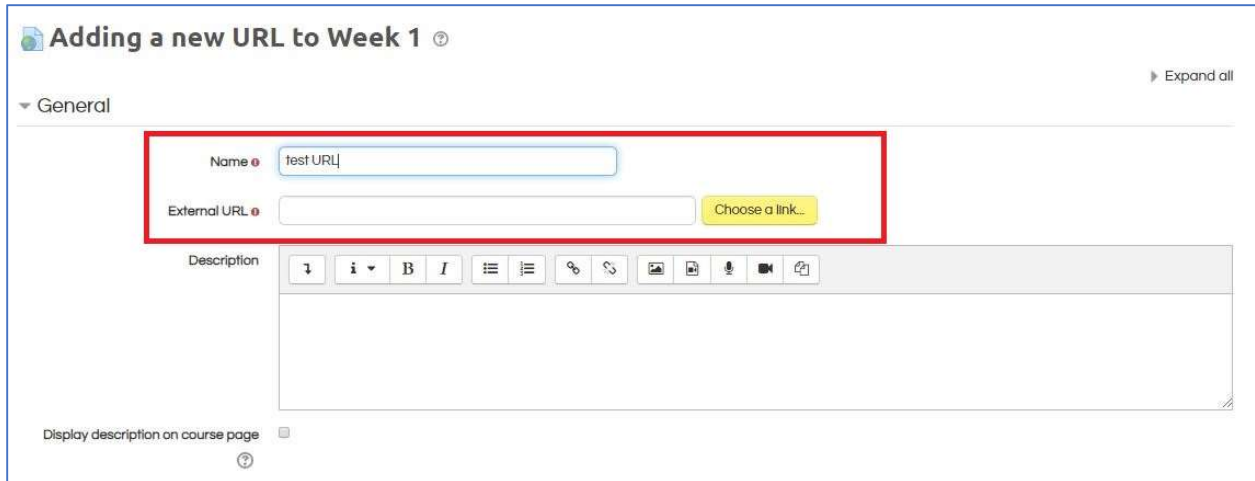
6. To add a file (pdf, word, etc), after clicking on **+add an activity or resource**, click on **File** radio button, add a title of your file and drag and drop the file to the **Select files** field.

The screenshot shows the "Add an activity or resource" dialog box. The dialog box has a title bar and a close button. It contains a list of activity types on the left, including HotPot, Journal, Lesson, Questionnaire, Quiz, SCORM package, Survey, Wiki, and Workshop. Below this list is a "RESOURCES" section with radio buttons for Book, File, Folder, IMS content package, Label, Page, and URL. The "File" radio button is selected and highlighted with a red box. To the right of the list is a text area with instructions on how to use the file module. At the bottom of the dialog box are "Add" and "Cancel" buttons. In the background, the course page is visible, with a red box around the "+ Add an activity or resource" button.

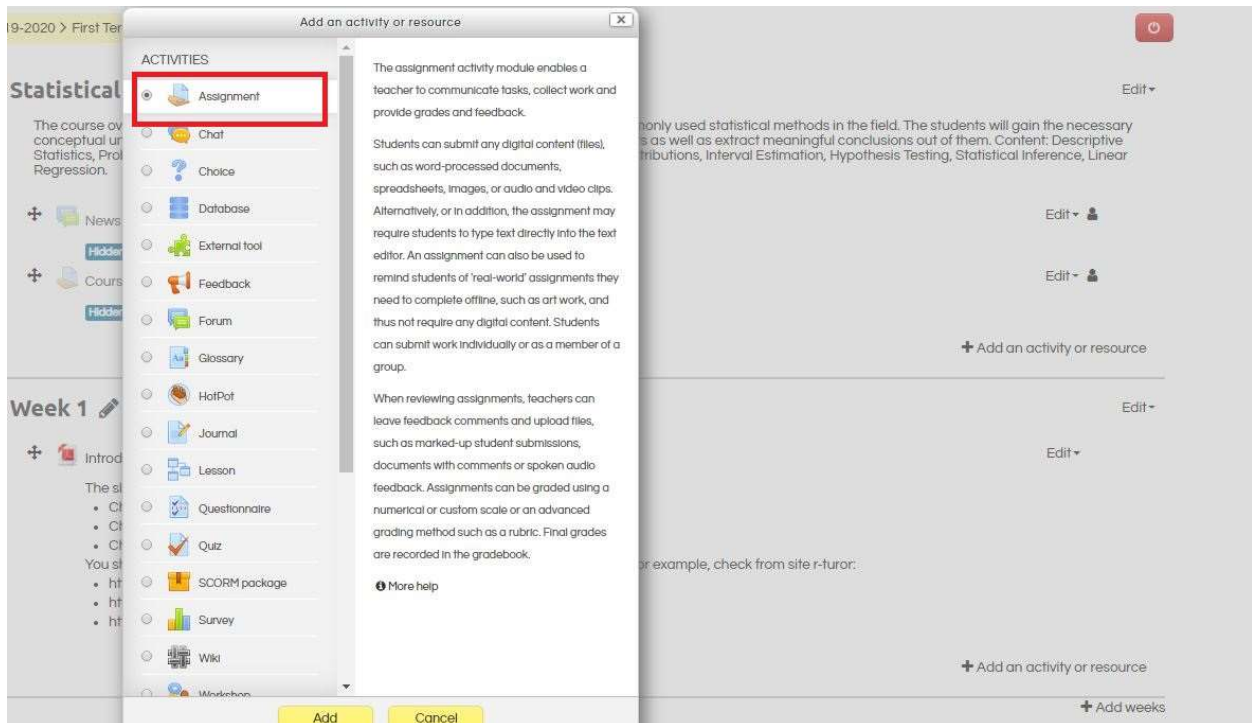


7. Similarly, you can add a URL or numerous other resource types





8. Upload an assignment in a similar way.



9. Enter the assignment's name, enter a description, upload additional files related to the assignment. You can set the date since which submissions are allowed, the due date (after which submissions are allowed but marked as late) or even the cut-off date after which submissions are prevented.








### Adding a new Assignment to Week 1 ?

[Expand all](#)

#### General

Assignment name

Description

**B** *I*       

Display description on course page

Additional files ? Maximum size for new files: 64MB

Files

  
You can drag and drop files here to add them.

#### Availability

Allow submissions from ? 29 ▼ October ▼ 2019 ▼ 00 ▼ 00 ▼  Enable

Due date ? 5 ▼ November ▼ 2019 ▼ 00 ▼ 00 ▼  Enable

Cut-off date ? 29 ▼ October ▼ 2019 ▼ 09 ▼ 27 ▼  Enable

Remind me to grade by ? 12 ▼ November ▼ 2019 ▼ 00 ▼ 00 ▼  Enable