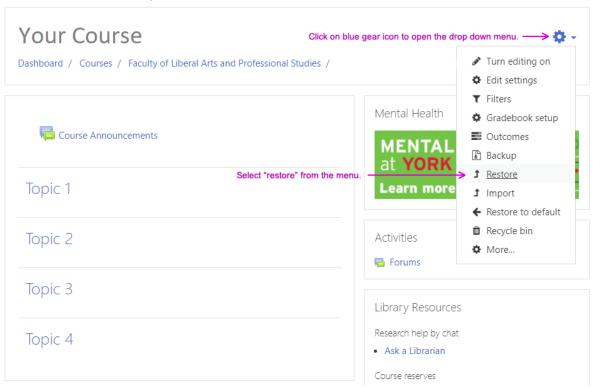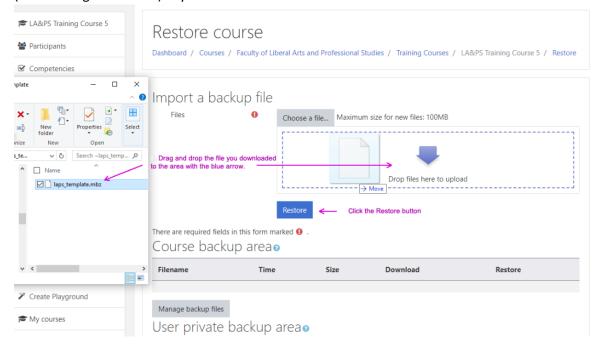# Instructions on how to access the LA&PS Moodle template and install it in your Moodle course

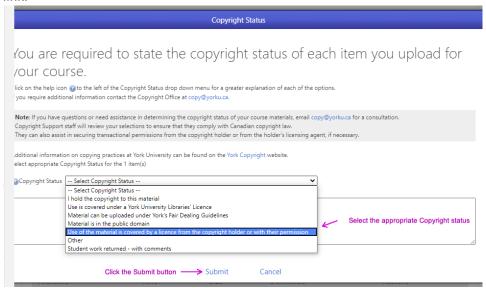1. Open your own Moodle course page. Click on the blue gear icon at the top of your Moodle page and select the **Restore** option.
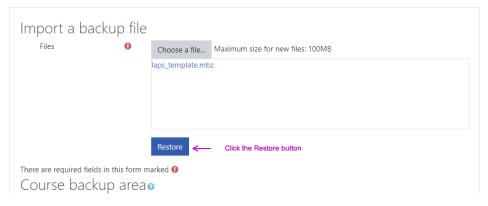
2. Click **Choose a file** and upload the laps_moodle_template.mbz file. Alternatively, you can drag and drop the saved laps_moodle_template.mbz file from your computer to the indicated spot (with the big blue arrow) in your Moodle screen. Click the **Restore** button.
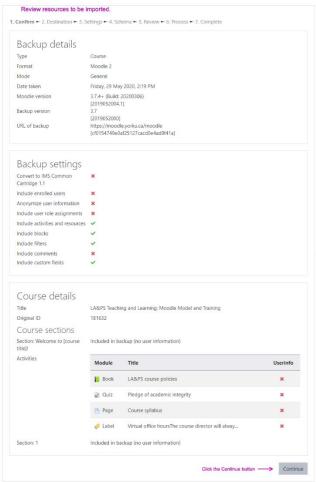
3. A Copyright Status page will pop up. Select the appropriate copyright status (**Use of the material is covered by a licence form the copyright holder or with their permission**) and click the **Submit** link.
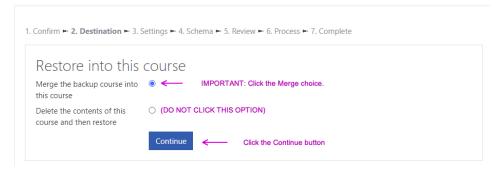
4. You will see the name of the backup file laps_moodle_template.mbz. Click on the **Restore** button.
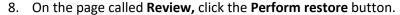
5. This is a screen that will show you what is being imported into your course. At the bottom of this screen, click the **Continue** button.

6. Select the **Merge the backup course into this course**. The other option will delete all the contents that you may have created in your course. Do not select this option even if your course is empty. Click the **Continue** button.

7. Click the **Next** button for the next two review pages: the first page is called **Settings** and the second is called **Schema.**

8. On the page called **Review,** click the **Perform restore** button.
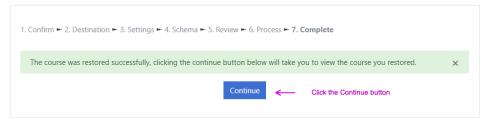
9. A progress bar will appear to let you know when the files from the Moodle template have been 100% loaded into your Moodle course. This screen will automatically change once the files have been completely loaded.

10. Once the loading is done, click the **Continue** button.

11. The template is installed, and your course is ready to be edited. Click on the blue gear to **Turn editing on**.

LA&PS Teaching and Learning: Moodle Model and Training
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Welcome to [course title]!
[Insert a welcoming message or video to students about your course here.]

Please note that this will be a **[fully online (ONLN) or remotely delivered]** course. There will be no in-person interactions in this course.

**[Insert information from the Course Organization section of your syllabus here. It should clearly describe to students how you will be delivering your course. For fully online (ONLN) courses, please let students know that you will be running your course asynchronously and (ideally) through weekly modules. For remotely delivered courses, please indicate to students whether you will be teaching synchronously and/or asynchronously, and how these modes of teaching will correspond with the course's scheduled meeting times.]**

Several platforms will be used in this course, such as Moodle **[and Zoom, etc.]**, through which students will interact with the course materials, the course instructor, **[TA]** as well as with each another.

To fully participate in this course, you will need the following technological resources. For further details about each resource, please click on the resource links:

- Moodle: Student Guide to Moodle and Frequently Asked Questions.

- Zoom: Zoom@YorkU User Reference Guide and Zoom@YorkU Best Practices.

- If there are technical difficulties with accessing your Zoom class, please download the Zoom application and install it on your device. Once installed, you can join your Zoom meetings with the SSO option. Please click here for full instructions.

- **[If you will be requiring students to appear on video during any Zoom sessions, please let them know that they will need a webcam and**

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- Quizzes
- Resources

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Research help by chat
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- Course Reserves