How to: Request a site for your course (or group)
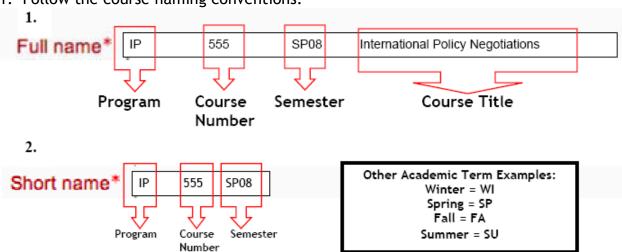
1. Go to the MIIS elearning home page at http://elearning.miis.edu

2. On the left-hand side of the page, go to COURSE and select REQUEST A COURSE in the drop-down menu. Complete the online request form.
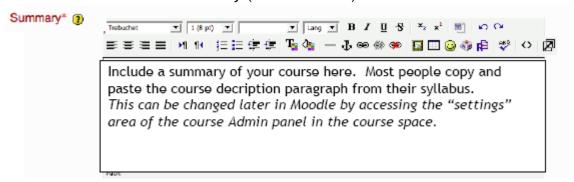
COURSES | COMMUNI

My Courses

Course Archives
Course Finder
Course Schedule

Request Course

Key points:

1. Follow the course naming conventions:

   1.

   Full name* | IP | 555 | SP08 | International Policy Negotiations

   Program | Course Number | Semester | Course Title

   2.

   Short name* | IP | 555 | SP08

   Program | Course Number | Semester

   Other Academic Term Examples:
   Winter = WI
   Spring = SP
   Fall = FA
   Summer = SU

2. Enter a short course summary (1-2 sentences).

   Summary* ⑦

   Include a summary of your course here. Most people copy and paste the course decription paragraph from their syllabus.
   This can be changed later in Moodle by accessing the "settings" area of the course Admin panel in the course space.
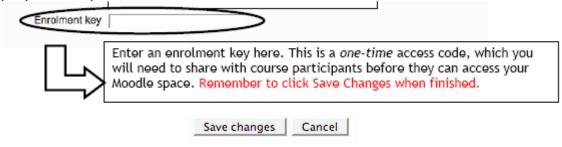
3. Alert us to any special requests (additional teachers, restore previous course):

Reasons for wanting this course*

List any co-teachers, nature of the course (Academic, Administrative, or Social) here.

4. OPTIONAL: Enter an enrollment key. This restricts access to your course site; you choose to whom and when you distribute this key. It can be particularly helpful before the semester starts, during your pre-course preparation phase.

Enrolment key

Enter an enrolment key here. This is a *one-time* access code, which you will need to share with course participants before they can access your Moodle space. Remember to click Save Changes when finished.

Save changes   Cancel

5. You should receive an e-mail within one business day with a link to your new, approved course. If not, please send a message to the MIIS IT Help Desk.