Instructions for adding Library Reserves as a Teacher in Moodle

1. Sign in to Moodle.
2. Click on My Dashboard.
3. In the Administration Block click on Assign Roles.
4. In the Roles Column, click on the word Teacher. This will bring up two columns. In the left column will be all the users currently assigned as Teacher. The right column will probably say, “There are too many users to show. Try searching instead.” At the bottom of the right column, there is a button that says “Search.” To the left of that is a difficult-to-see one line in height box. In that box, type the word Library, then click on Search. You should see “Search results (1)*Library Reserves”. Library Reserves libreserve@uno.edu” appears in the right box.
5. Click on the *Library Reserves* libreserve@uno.edu line and it should be highlighted. Then click on the add button in between the two boxes. This should add Library Reserves as a Teacher to your Moodle course, which will allow Library Reserves to add scanned articles/documents to your Moodle course.