

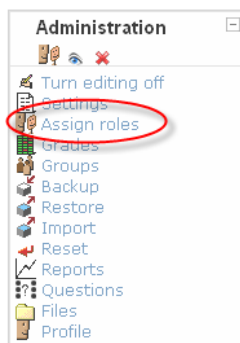


Embedding a Virtual Librarian in your Moodle site

Faculty are now able to assign a Librarian role in Moodle. This will enable a Librarian/ Research Consultant to have access to resources in the Moodle course site and can also add resources such as custom Library Guides. Students will have easy access to their assigned librarian where they can easily use the Moodle quickmail feature to identify and instantly e-mail “their” librarian. Please contact the library staff to request an embedded librarian before you follow these easy steps to embed a virtual librarian in your Moodle site:

Login to **myMoodle** and enter the desired course site

In the **Administration** block, click **Assign roles** as pictured below:



then select **Librarian** role

Assign roles in Course: PC30

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Course creator	Course creators can create new courses and teach in them.	0
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1 Sophie Tag
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not enter activities.	1 Rachel Parsons
Student	Students generally have fewer privileges within a course.	2 Christopher Hanson Lauren Rocheleau
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0
Instructional Designer	Role for Instructional Designer	0
Help Desk	Role for main Help Desk personnel who need rights to view courses and impersonate users.	0
Observer	This role acts as an Inspector or Observer. Individuals with this role can view courses but cannot add or modify any course content.	0
Advisor	duplicate of Teacher role designed for use as Advisor Role for ePortfolios only.	0
Librarian	duplicate of Teacher - can add content but not view or add grades.	0
Teaching Assistant	duplicate of Teacher role - can edit activities and view grades, but not change them.	0

Use the Search box to find the name of the Librarian:



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Click the **name of the Librarian** to select, and then click **Add** as pictured below:

Enrolment duration Starting from

0 existing users 15 potential users

◀ Add

Remove ▶

Search results (15)

- Thomas Buckley, tbuckley.09@my.colby-sawyer.edu
- Thomas Clark, tclark.09@colby-sawyer.edu
- Thomas Doerr, tdoerr.08@colby-sawyer.edu
- Thomas Eckert, teckert.09@colby-sawyer.edu
- Thomas Elliott, telliott.08@my.colby-sawyer.edu
- Thomas Foerster, tfoerster@my.colby-sawyer.edu
- Thomas Holohan, thomas.holohan@my.colby-sawyer.edu
- Thomas Reed, treed@my.colby-sawyer.edu
- Thomas Senfuma, tsenfuma.07@my.colby-sawyer.edu
- Thomas Stark, tstark@colby-sawyer.edu
- Aubrey Thomas, akthomas@my.colby-sawyer.edu
- Bill Thomas, wthomas@colby-sawyer.edu
- Librarian Carrie Thomas, cathomas@colby-sawyer.edu**
- Thomas White, twhite@my.colby-sawyer.edu
- Thomas Wooldredge, twooldredge.07@my.colby-sawyer.edu

Scroll to the bottom of the page, and click **Assign roles in Course**

