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[All Faculty/Staff] Monday Moodle Tips: Get ready for the new term!
1 message

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MONDAY MOODLE TIPS: GET READY FOR A NEW TERM

Happy Finals Week! As the new term approaches, we want to help you prepare for your Spring courses. Here are the answers to some common start-of-term questions:

How do I import content from an older course?

Start on your newly generated course page (under Spring 2014 in your Navigation block). In the Administration block on the left, click "Import" and choose the course you wish to take content from. You may also use the Backup/Restore process as desired. If you do this, click "Restore" in the sidebar instead of "Import" to load content from a backup file.

That's all there is to it! Follow the on-screen prompts to find and select the content you desire from the older course (scroll down and click "Next" or "Continue" to move through each step) and you will be taken to your new course when the process is complete. The Moodle Support Team is also happy to copy your course content for you by request! Just let us know.

What if I reuse my course shells every term?

You may still do this (be sure to delete the Course ID in any newly generated course shell first), but we strongly discourage the reuse of old course shells. Here's why we recommend using the Import process or the Backup/Restore process instead:

- Fewer clicks! Importing your course content actually takes fewer clicks that correctly removing old course data for a new class.
- Importing content allows faculty to easily access grade and attendance histories for

disputes, financial aid office inquiries, etc.

- When new students are enrolled before faculty remove old student data from a re-used course page, faculty are then forced to manually remove the old students one at a time (we want to save you time!)

- Academic integrity issues can arise when old students are not removed from an existing course.

- Automated course pages create a more consistent experience for our students. For example, students who retake a course with a re-used course page often face difficulties completing assignments and quizzes, which requires instructors to manually adjust old quiz attempts and grade information.

How do I make my course visible to students?

When you're ready to make a course visible, follow these steps:

1. Start on your course page
2. Click "Edit settings" in your course Administration block
3. Choose "Show" or "Hide" from the visibility dropdown menu
4. Scroll down, save your changes, and you're ready to go!

How do I enroll colleagues, teaching assistants, and other guests in my course?

Here's how to manually enroll a user in your course:

1. In your course page sidebar, click "Users", then "Enrolled Users"
2. On this page, click the "Enroll users" button
3. Choose a role from the drop-down menu (i.e. Student, Teacher)
4. Search by name and click "Enroll" next to the user's name
5. Click "Finish enrolling users" and you're done!

We hope this helps as you prepare for Spring Term 2014! Please don't hesitate to contact us with any questions.

Happy Moodling

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