

## [All Faculty/Staff] Monday Moodle Tips: Getting Ready for Summer Term!

1 message

Elayne Kuletz <kuletz@wou.edu>

Mon, Jun 9, 2014 at 10:15 AM

To: allfacstaff@wou.edu

# Getting Ready for Summer Term

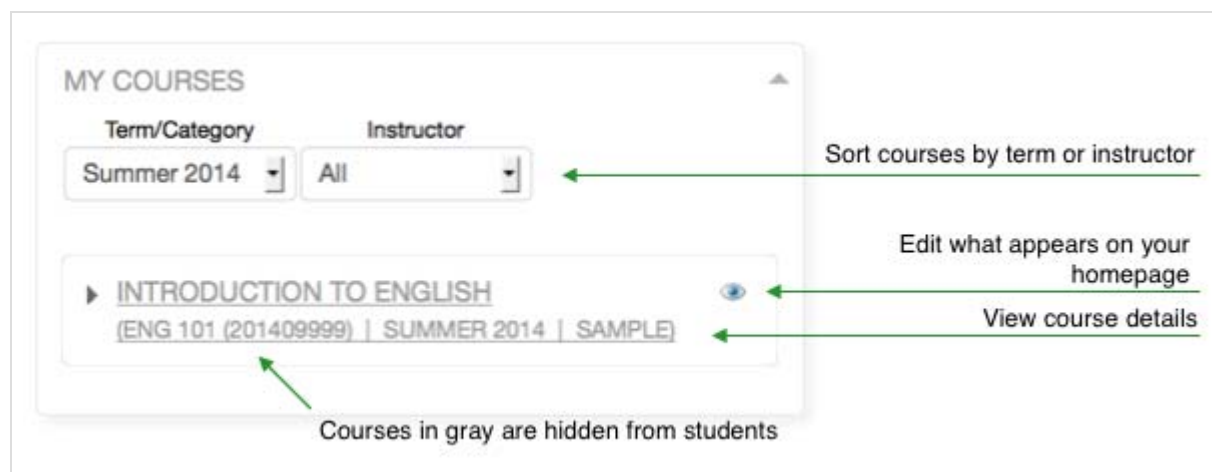
Posted on June 9, 2014

Summer term is fast approaching! Here are three tips to get you started on your Moodle courses:

### Find your new course pages

All academic course pages (sometimes called “shells”) are automatically generated for you each term. These blank courses are pre-populated with students based on official registration data approximately one week before the new term begins and are updated with newly registered students every night. Course pages are hidden by default while you work on them, so students cannot see them until you choose to make them visible. Don't see your course? Let us know!

Use the dropdown menus on your homepage to find your courses:



### Merge your course sections into one course page

Are you teaching multiple sections of the same course? By default, Moodle will generate a new course page for each section, but you can also merge your courses into a single, shared course page. We are more than happy to do this for you by request (just let us know!), but here's how to do it yourself:

1. Choose one course page to use.
2. Enter that course, click "Edit settings" in the Administration block
3. Enter the Course ID numbers from the other two sections, separated by commas.
4. Scroll down and save your changes.
5. *When you're done, you can place your unused course shells in the XX-Delete category, which is cleaned out regularly.*

### **Import content from an existing course**

Are you reusing or borrowing content from an existing course page? We are more than happy to help you with this by request! To do this yourself, here's how to import some or all of your content from a previous class or a development shell instead of starting from scratch:

1. Start on your new course page
2. Click "Import" in the sidebar
3. Find and select the old course from which you want to copy content
4. Click "Continue"

Next, you can follow the onscreen prompts to import only the content you want. (If you want everything, just scroll down and click "Next", "Next", and then "Perform import" and you're all done!)

*\*You can also make a complete copy of a previous course using the backup/restore process. Choose your new course page as the destination when you restore your materials. Please don't hesitate to contact us with any questions*

Happy Moodling 🧡

---

#### **Moodle Support Team**

[moodle@wou.edu](mailto:moodle@wou.edu)

503-838-9300

Mon-Fri, 8-5