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[All Faculty/Staff] NEW! Automatic Course Generation in Moodle
1 message

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To: allfacstaff@wou.edu

AUTOMATIC COURSE GENERATION

We are pleased to announce the long-awaited automation of course creation! Spring 2014 academic course pages will now be generated by Moodle based on course information in Banner. Your students will be automatically enrolled for you as the term approaches.

You will soon see your new courses begin to appear under Spring 2014 in your Navigation block. By default, these blank course pages are hidden from student view. To make a course visible to students, click *Edit settings* in the course sidebar and change the visibility setting to *Show* instead of *Hide*. Don't forget to save your changes!

If you choose not to teach with a course page that has been created for you, you do not need to do anything. Students will not see the course page unless you choose to make it available to them.

What if...

1. I have already created some of my Spring term courses?

Moodle will only generate a new course shell if your Course ID is not already in use. If you have already created a Spring 2014 course, you can continue to use that course. Don't forget to move your courses out of "Course Development" and into the "Spring 2014" category, though, before the start of term (if you haven't already).

2. I have content for my Spring term course in another course shell. How do I move it?

Start on your newly generated blank course page in Spring 2014. In the *Administration* block, click *Import* and choose the course you wish to take content from. That's all there is to it! Follow

the on-screen prompts to select the content you desire from the older course and you will be taken to your new course when the process is complete. Student data will never be copied using this process.

3. I have three sections of the same course, but I want to use one course shell for all of them. What do I do?

Don't worry! You can still do this. Moodle will create a new course shell for each course, but this doesn't mean you need to use all of them. You can select one course shell, enter the Course IDs from the other two sections on the settings page, and place the spare course shells in the XX-Delete category. If you would like help with this, please feel free to contact us and we'll happily merge your course shells for you as well.

4. I want to edit the course title and settings. Can I?

Please feel free! This is your course. We encourage you to adjust course settings to meet your needs and edit the course title if Banner has truncated it. You are still welcome to include additional information after your course title as well. Here's the official naming convention for academic courses Moodle:

- **Course Category:** Term name and year – i.e. *Winter 2014*
- **Course Full Name:** Full course name – i.e. *Introduction to British Literature*
- **Course Short Name:** Abbreviation and CRN/ID* – i.e. *LIT 101 (201311605)*
- **Course ID:** Academic year and CRN, multiple IDs separated by comma – i.e. *201321234*

Please feel free to add additional information *after* your course full name (i.e. Introduction to British Literature – Thursday Section) as desired, but please *do not alter* your Course Short Name or Course ID field except to make corrections to your CRN or add an additional Course ID. This is how the system is able to distinguish which courses have already been created and is also how you and your students are enrolled in courses each term.

Happy Moodling

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