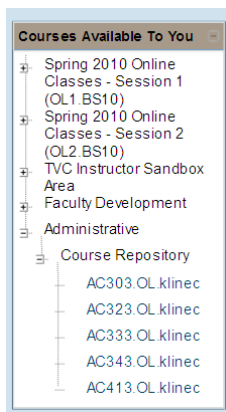


Moodle Course Repository (CR)

The course repository – CR – was created to enable and allow Faculty members to control when their course data is available to students and to allow future integration with the multiple systems within the Trine framework.

C.R. courses are always available to the Faculty member and students are never assigned, giving the Faculty the ability to change course content for a future offering at any time. C.R. courses are established by Course ID number and Faculty userid.

You can find your C.R. by opening your Administrative Area and then entering your Course Repository. If you do not see your unique course please contact Academic Technology and request it at@trine.edu.



Moodle – Move from Central Repository to New Term

1. **SELECT** course you want to import into. This will be your “new” term shell which is created by the automated process every NEW TERM (EX: PSY333.OL2.BS10) – The shell will be blank with NO content and settings will be set to default (Topics Format, Qty = 5).

NOTE: To ensure a MIRROR image of what is in your course repository, please ensure your course settings are identical to one another. This ensure a LIKE to LIKE copy (i.e. Topics Format = 5 in CR, Course Shell should also be Topics Format = 5).



2. In the Administration box, **SELECT IMPORT**

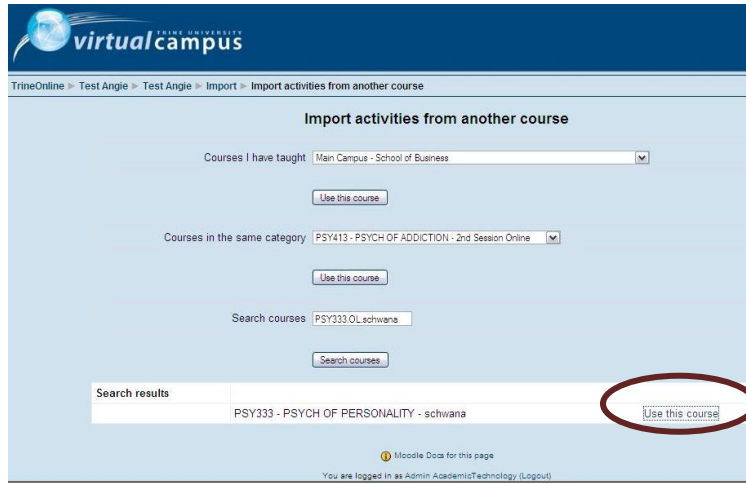


3. The Import activities screen will appear. There are several options: you can Search for your course and SELECT the button USE THIS COURSE or in the Search Course Text box, type in your Course ID Classification Code (i.e. PSY113.OL.schwana) [see Course ID Classification Code explanation below]. SELECT Search Courses button.

Course ID Classification Code is created by adding the following elements together:

- Course ID (ex: PSY113.)
 - Session Identifier only applies to ONLINE courses = OL, Brach campus course use BR. (leave off if Main)
 - Userid (ex: schwana)
- COURSEID.OL.USERNAME**

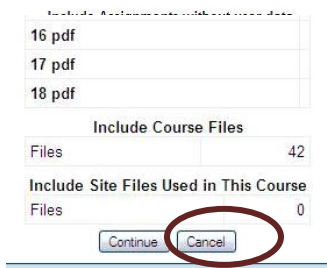
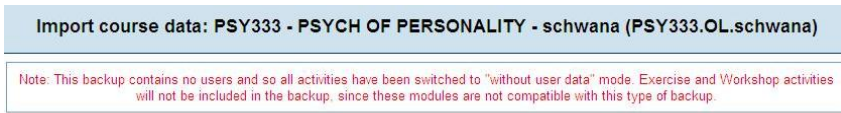
4. After selecting the Search Courses button, results should appear. SELECT the 'USE THIS COURSE' link for the course you are importing from. (EX: PSY333- PSYCH OF PERSONALITY – schwana)



5. Leave all default checked, scroll to bottom of page SELECT Continue.

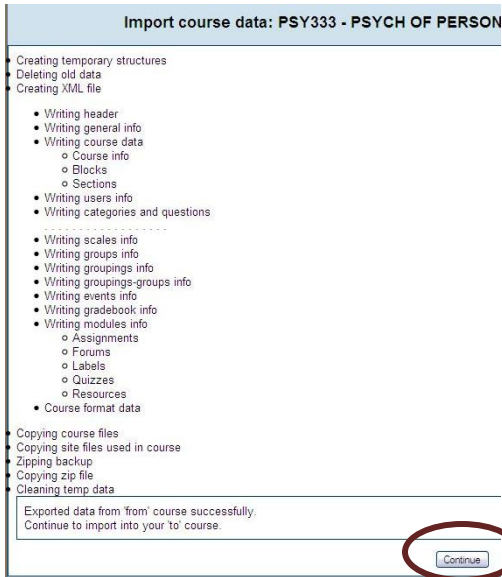


6. Do not be alarmed by the Note (see image below) in red, continue to bottom and SELECT Continue

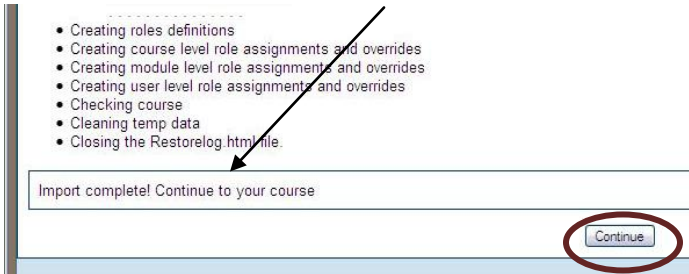


7. Select Continue again: This may take some time allow to process through.

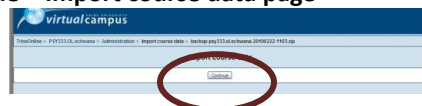
8. SELECT Continue again



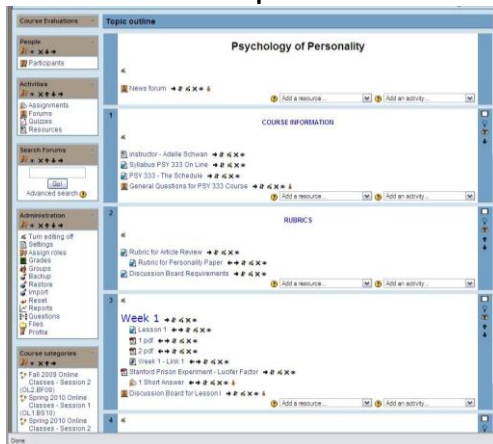
9. Watch for Import Complete! Continue to your course info box. SELECT Continue



10. SELECT Continue – Import course data page



11. Successful Import – Your course loads with all the data.



Monday, May 17, 2010

\\adminapps\Information Technology\Process & Procedures\Moodle\Training\Moodle - Move from Central Repository (CR) to New Term.doc

