

End of Semester Checklist

Download Grades

If you have used Moodle grade book, it would be a good idea to save student records separately.

1. Go to course homepage
2. Click Grades in the Administration block
3. Click Export tab
4. Choose format (Excel spreadsheet is the most common one)
5. Select to include feedback in export, if desired. Scroll down and click Submit to preview
6. Click Download button to save locally

Hide Your Old Site from Students

1. Go to course homepage
2. Click Settings in the Administration block
3. Select "This course is not available to students" under Availability
4. Click Save changes button

Incompletes

- If you have any students needing to complete coursework after the semester ends, please contact us with the following: Course and Section (example – SOC110.33), The student's name requiring access to the course. We will allow access to the particular student while re-assigning the other students to different roles so that data will not be lost.

Back up your course

1. Go to course homepage
2. Administration block, Back up
3. Scroll down the page and decide what you want to be backed up. By default the system will backup everything, i.e. quizzes, resources, documents, etc. At the bottom, click **Continue**.
4. You will come to another screen giving you Backup Details, go to the bottom and click **Continue** again.
5. The next screen will go through and tell you everything that it is backing up, once you see Backup completed successfully, click **Continue**.
6. You will be brought to your files area where the backups reside. Click the name of the new backup file (it will include the *short name and date* and end in .zip). You will then get another window asking you what to do with the file. Choose Save File and click OK. **Note:** if you are using Firefox it will automatically save it to a folder called "Downloads" in the "My Documents" folder. Move this file to a safe place.

Start of Semester Checklist

Import Content from the Previous Course into the New Site (Semester)

If your old site is still located on production, then you may Import content yourself. This can be done at any time your “NEW” semester course(s) is/are available.

1. Go to the homepage of your *new* site
2. Click Import in the Administration block
3. Select the *old* site (courses from the beginning of the list), click “Use this course” button
4. Select items that you wish to import (by default, everything is checked), click Continue button 3 times. Your content and activities will be imported into the new site. If you find some “doubles” in your course, it is easy to delete them.
5. Make sure all the necessary “blocks” are added to your course...ONLINE – make sure you have “Course Mail – eMail list” installed.
6. Make sure your course is not yet available to students – Administration Block, Settings, under Availability chose – “This course is not available to students.”
7. Start making changes and updating your course.
8. If your course is on Development, please back up that course, and use the restore link in the new course.

Making your course available to Students

For ONLINE and BRICK and CLICK, make your course available the Wednesday before classes begin. We would love for them to have access to your semester syllabus at this time. In any case whether it is ready or not, PLEASE communicate with them in some manner within the course. A text message or course announcement on the homepage, a posting in the discussion area, a private course mail message, etc... at least welcoming them to the semester and expressing that classes begin next week. Please let them know should you be updating the course as we often receive calls or emails stating that last semester’s dates still appear.

1. Go to the Course homepage.
2. Administration Block, click Settings
3. Under Availability choose “This course is available to students”. Also in the Settings area, change your format to your desired style, Weekly, Topics, Collapsed Topics. You can go back and experiment with each setting after saving changes.
4. Click the Save Changes button at bottom.
5. You may wish to send them a “message” stating that your course is now available. Messaging will send your note to their HCC email account. Course mail will reside in the course only.