

How to check your courses using Moodle Admin Tool:

(Please note the information is for illustration purposes as it walks through checking course structure for 22/23 only)

1. Open the admin tool from your dashboard.
2. Open the top menu item 'courses'
3. Open search course from the drop down.
4. Search for your programme page.
5. Click the action button next to your Programme Site.

1 Search courses

Request new bespoke course
Search courses
Course display

Editing, hiding/showing and viewing mapping be done here. Show instructions

MA Cities Academic Year Search

Course Id	Description	Hidden	Action
CSMMACIT21/22	21/22 MA Cities		
CSMMACITP01110121/22	21/22 MA Cities CSM Part-time Year 1		
CSMMACITP01120121/22	21/22 MA Cities CSM Part-time Year 1		
CSMMACITP01210121/22	21/22 MA Cities CSM Part-time Year 2		
CSMMACITP01220121/22	21/22 MA Cities CSM Part-time Year 2		
CSMMACITT01110121/22	21/22 MA Cities CSM Flexible Part-time Year 1		
CSMMACITT01120121/22	21/22 MA Cities CSM Flexible Part-time Year 1		
CSMMACIT20/21	20/21 MA Cities		
CSMMACITP01110120/21	20/21 MA Cities Part-time Year 1		
CSMMACITT01110120/21	20/21 MA Cities CSM Flexible Part-time Year 1		
MZ050MZXX00/00	MA Cities Sandpit		

Results per page Showing 1 to 11 of 11 courses

6. Click the view course structure link.

Moodleadmin Users Enrollment Courses Groups Help Sarah Leontovitsch

Search courses

Editing, hiding/showing and viewing mapping and structures of courses can be done here. Show instructions

MA Cities 21/22 Search

Course Id	Description	Hidden	Action
CSMMACIT21/22	21/22 MA Cities		
CSMMACITP01110121/22	21/22 MA Cities CSM Part-time Year 1		
CSMMACITP01120121/22	21/22 MA Cities CSM Part-time Year 1		
CSMMACITP01210121/22	21/22 MA Cities CSM Part-time Year 2		
CSMMACITP01220121/22	21/22 MA Cities CSM Part-time Year 2		
CSMMACITT01110121/22	21/22 MA Cities CSM Flexible Part-time Year 1		
CSMMACITT01120121/22	21/22 MA Cities CSM Flexible Part-time Year 1		

Results per page Showing 1 to 7 of 7 courses

7. Click the right year. You should be checking 22/23 courses.
8. Check you have the right courses and units attached to your programme page. Make sure new courses and units are visible and there are no errors in the names.
9. You should also check the right Units are visible if your courses are using them.

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View course structure

The course structure will show which courses which are related to L033PROGR00/00 and if they are visible or hidden in Moodle. [Show instructions](#)

L033PROGR00/00 | Spatial Practices

7 2021 0000

- L033PROGR00/00 | Spatial Practices
- CSMBAARC2021 | 20/21 BA (Hons) Architecture
- CSMBAARCF0110920/21 | 20/21 BA (Hons) Architecture CSM Full-time Year 1
 - MU001304Y1A20/21 | 20/21 Unit 1: An Introduction to BA Architecture
 - MU001305Y1A20/21 | 20/21 Unit 2: Design Studio 1
 - MU001306Y1A20/21 | 20/21 Unit 3: Contextual Studies 1: Architecture and Context
 - MU001307Y1A20/21 | 20/21 Unit 4: Technical Studies 1
- CSMBAARCF01210920/21 | 20/21 BA (Hons) Architecture CSM Full-time Year 2
 - MU001308Y1A20/21 | 20/21 Unit 5: Design Studio 2
 - MU001309Y1A20/21 | 20/21 Unit 6: Contextual Studies 2: Modern Dialectics
 - MU001310Y1A20/21 | 20/21 Unit 7: Technical Studies 2
 - MU001311Y1A20/21 | 20/21 Unit 8: Professional Practice 2
- CSMBAARCF01310920/21 | 20/21 BA (Hons) Architecture CSM Full-time Year 3
 - MU001045Y1A20/21 | 20/21 Unit 9: Contextual Studies 3: Dissertation
 - MU001394Y1A20/21 | 20/21 Unit 9: Design Studio 3
 - MU001395Y1A20/21 | 20/21 Unit 11: Technical Studies 3