

Moodle rollover training: Adding content

To do:

ReciteMe

Documents – preparing your moodle page, moodle accessibility guidance

Structure available from today 10 July on Admin tool. New actual pages available from 24 July.

1. Welcome and intro.

Had a chance to look at M4.1? Any queries?

2. Session content

- Locating your new pages
- Using Course Reuse to Import
- What not to import
- Adding and removing blocks
- Hiding and showing content
- Sharing cart
- Accessibility good practice

Tried to make the slides useful to refer back to. Going to be a little bit of me explaining and a bit of you trying it out as a team.

3. Finding your new pages

At CSM staff enrolled staff from 22/23 should be rolled over and therefore enrolled on the 23/24 pages. If there are pages that you will need access to after July 24, then perhaps make sure you are currently enrolled on the 22/23 pages. Does everyone know how to use the Admin tool to do that?

So, assuming you're enrolled on the current pages, the 23/24 ones should appear under 'My Courses' tab. If you can't see them, contact the DLt to enrol you.

4. Setting up your page: Steps

Once you've located your new page, you'll need to set it up so it's ready to import content from your existing page.

These are the steps: (Slide 4)

Slides 5, 6, 7 – Show how to do it:

1. Go to your 22/23 page and check: (Slide 5)
 - Number of sections/topics
 - Which blocks are used
 - The course layout – Collapsed topics/Grid

(Collapsed topics – recommendations)

- Elements – No additions
- One Section - Yes

2. Copy the Course ID number from Settings menu (Slide 6)

3. Return to your 23/24 page and set up the page in the same way, including the right number of sections. (if not, you get 'orphaned' sections, which are more challenging to deal with). (Slide 7)

What can you remember? Select one attendee to do it and the others to help

Setting up Sandpit:AU to import from Template 2.

5. Importing: Course Reuse

Go to new page: Go to Open course menu, More and Course reuse – Paste my Course ID in the box and click Search, then select the course and Continue. What to include. (Slides 9, 10, 11)

What not to import: (Slide 12)

- Collaborate Ultra rooms
- MS Teams links
- Scheduler / Attendance tool
- Submission areas – Moodle assignment or Turnitin
- Announcements
- Database

Avoid importing anything that is time specific.

Final steps (Slide 13)

What can you remember? Select one attendee to do it and the others to help

Recap Import process

6. Preparing your pages:

Discuss with academic teams what is and isn't needed. In the meantime, hide content from students and add a friendly holding message.

How to hide/show content

Students will potentially have access from 14 August

7. Adding blocks – How to...

Check last year – what's actually used?

Try to avoid adding Quickmail block

Add Latest news block

Panopto?

Sharing Cart?

8. Sharing cart

Import is the main way to move a lot of content but Sharing cart is another.

If you have something you want to use on multiple sites, go to the site where it sits, add the Sharing Cart block and click on Edit content

Little shopping baskets appear next to your resources. Click on the shopping basket to add it to your cart.

Go to the page where you want to add the content. (Make sure you have the Sharing Cart block enabled NB Will only appear in Edit mode.)

Copy the item and use the arrow to add it to a section. Really useful for moving individual items around e.g. Meet the team sections.

9. Accessibility good practice:

Headings, contextual information, naming conventions, descriptive links

ReciteMe tool

Contact details and support – who from DLt is available and when

10. Next steps

Communications via Announcements

Setting up groups

Formatting the grid

Running an accessibility audit

Any local design requests