

Course Management

The majority of Moodle courses are created and populated automatically following a synchronisation between Moodle and SAMIS. This takes place on a nightly basis during the working week, though it can also be invoked by Moodle Teachers 'on demand'.

Programmes and non-SAMIS Moodle course can be created upon request by contacting the [Technology Enhanced Learning team](#).

Access

- Teacher access to Moodle courses for SAMIS units
- Moodle course creation

Getting Started

- Managing Navigation
- Introducing Metacourses
- Re-ordering course lists

Editing Your Course

- "Turn Editing on"
- Editing course settings
 - Adding a course description
 - Course Format
 - Making your course available and visible
 - Amending course names
 - Amending course dates
- Activity Reports
- Working with Topics - includes naming and topic/week visibility
- Inserting text from Microsoft Word documents

Creating and Uploading Content

[Activities & Resources](#) - includes a range of content into details on how to:

- Link to websites
- Upload files to Moodle
- Utilise discussion forums
- Enable Moodle for online submission of work

Reusing Content

Moodle has three ways that you can reuse content and activities:

1. Duplicating resources and activities within courses
2. Copying resources and activities between courses
3. **Backup and Restore** Moodle courses
 - Creating a course Backup
 - Restoring from a course Backup

You may also wish to consider the [Moodle Archive service](#) prior to creating any backup files.