

# MOODLE COURSE MANAGEMENT SYSTEM IMPLEMENTATION GUIDE

## WHAT IS MOODLE?

Moodle is an open source, learner-centered system designed to provide educators and students with an easily accessible online course tool. With a social constructionist pedagogy, Moodle includes collaboration, activity-based learning, and critical reflection that encourages interaction with materials, construction of materials, and interactions with others about the materials.

While Moodle may be used for purely static course materials, the Course Management System (CMS) design supports a wide variety of interactive course materials such as assignments, polls, journals, quizzes, and much more to optimize learning. By using an open source program, LSU is now part of a large user community base that continually contributes to the advancement of the system.

## MOODLE SUPPORT & TRAINING

In the Spring 2008 semester, ITS and LSU's Centers for Excellence in Learning & Teaching (CELT) will continue developing and providing several avenues for support and training:

- GROK articles (<http://grok.lsu.edu> and search for Moodle)
- Demonstration and hands-on workshops (Register through PAWS! Expand the **Computing Services** link in the navigation pane of your PAWS page and then choose **Training Seminars**)
- Online tutorials (web address to be announced)
- Sample courses for viewing (web address to be announced)
- Customized Help screens in Moodle
- Brown bag discussions on special interest topics (to be announced)
- One-on-one assistance

The Faculty Center in CELT offers Individual instructional consultations which are designed to help faculty reflect on classroom practice and to suggest strategies for improvement and growth. Individual consultations are strictly confidential and voluntary. To make an appointment, contact Lynn Evans, The Faculty Center, at 578-1135 or [levans@lsu.edu](mailto:levans@lsu.edu)

## MOODLE CONVERSION SCHEDULE

Over the next year, LSU's campus is implementing Moodle as its sole CMS. In the Spring of 2008, beta testing began with early adopters. The following table illustrates the remaining Moodle Conversion Schedule.

PRIORITY GROUP	CURRENT CMS	NEXT TIME TAUGHT	CONVERSION SCHEDULE
P1	Blackboard	Summer & Intersession 2008	February 1-March 15
P2	Blackboard	Fall 2008	March 1-May 15
P3	Blackboard	Spring 2009 & remaining	April 14-May 30
P4	Semester Book	All	May 1-December 15

During the Conversion Schedule, individuals have been identified as Points of Contact for each College. Departmental one-on-one assistance is planned. Please feel free to contact your college's Point of Contact with questions.

Agriculture	Pam Nicolle ( <a href="mailto:nicolle@lsu.edu">nicolle@lsu.edu</a> )
Art & Design	Pam Nicolle ( <a href="mailto:nicolle@lsu.edu">nicolle@lsu.edu</a> )
Arts & Sciences	Greg Brignac ( <a href="mailto:gbrigna@lsu.edu">gbrigna@lsu.edu</a> ) Kristy Bourgeois ( <a href="mailto:kbour15@lsu.edu">kbour15@lsu.edu</a> )
Basic Science	Barbara McManus ( <a href="mailto:bmcman1@lsu.edu">bmcman1@lsu.edu</a> ) Maggi Spurlock ( <a href="mailto:mspurl1@lsu.edu">mspurl1@lsu.edu</a> )
Business	Karen Sirman ( <a href="mailto:karen@lsu.edu">karen@lsu.edu</a> )
Coast & Environment	Paul James ( <a href="mailto:pjames1@lsu.edu">pjames1@lsu.edu</a> )
Education	Jen Sciortino ( <a href="mailto:jmarse1@lsu.edu">jmarse1@lsu.edu</a> ) Hala Esmail ( <a href="mailto:hesai1@lsu.edu">hesmai1@lsu.edu</a> )
Engineering	Shannon Wall ( <a href="mailto:swall@lsu.edu">swall@lsu.edu</a> )
Honors	Greg Brignac ( <a href="mailto:gbrigna@lsu.edu">gbrigna@lsu.edu</a> )
Library & Info Sci.	Lynn Evans ( <a href="mailto:levans@lsu.edu">levans@lsu.edu</a> )
LSU Libraries	Jen Sciortino ( <a href="mailto:jmarse1@lsu.edu">jmarse1@lsu.edu</a> ) Hala Esmail ( <a href="mailto:hesai1@lsu.edu">hesmai1@lsu.edu</a> )
Mass Comm	Shannon Wall ( <a href="mailto:swall@lsu.edu">swall@lsu.edu</a> )
Music & Dramatic Arts	Paul James ( <a href="mailto:pjames1@lsu.edu">pjames1@lsu.edu</a> )
Social Work	Karen Sirman ( <a href="mailto:karen@lsu.edu">karen@lsu.edu</a> )
Veterinary Medicine	Lynn Evans ( <a href="mailto:levans@lsu.edu">levans@lsu.edu</a> ) Rajiv Soundararajan ( <a href="mailto:rround1@lsu.edu">rround1@lsu.edu</a> )
Law Center	Will Monroe ( <a href="mailto:will.monroe@law.lsu.edu">will.monroe@law.lsu.edu</a> )



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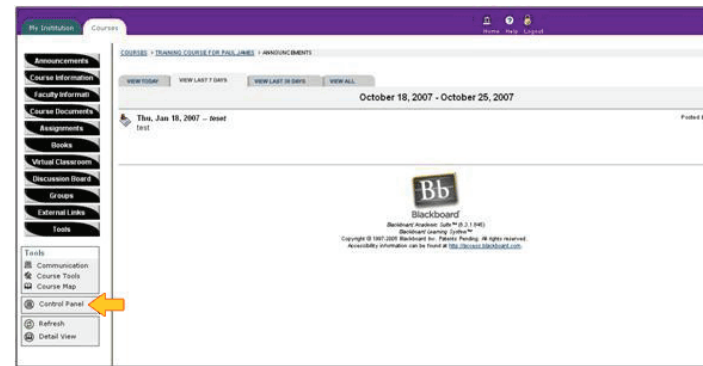
## CONVERTING COURSES TO MOODLE

### STEP 1: ARCHIVING OR EXPORTING A COURSE

Archiving and exporting courses both work equally well for conversion purposes. However, exporting allows for more flexibility in selecting which course materials you wish to convert to Moodle. Archiving is the same process you use at the end of each semester, so you may have already completed this step.

#### ARCHIVING A BLACKBOARD COURSE (GROK article 425)

Click the **Control Panel** link under the Tools area of the Blackboard course you wish to archive. This is located in the lower left portion of the screen.



Under Course Options, click the **Archive Course** link.

On the Archive Course screen, click the **Submit** button.

The archive process will generate a .zip file.

Click the **Save As** link and save the archive file to your computer.

#### EXPORTING A BLACKBOARD COURSE (GROK article 5943)

Click the **Control Panel** link under the Tools area of the Blackboard course you wish to export.

Under Course Options, click the **Export Course** link.

Select the Course Materials you wish to export, then click **Submit**.

The archive process will generate a .zip file.

Under Receipt, click the **Save As** link and save the file to your computer.

Once you have either archived or exported your Blackboard course, the Blackboard to Moodle Conversion Tool must be used to convert the resulting .zip file into a Moodle import file, a format that can be imported into Moodle.

### STEP 2: CREATING A MOODLE IMPORT FILE (GROK article 6264)

Navigate to <http://moodleconverter.lsu.edu:8080/cct/>

Browse to select the appropriate archive or export file and click the **Upload Export File** button.

**NOTE:** Although the conversion tool prompts for an export file, it will work with either an archive file or an export file.

By default, Moodle courses are organized by week. The conversion tool allows you to map materials from your Blackboard archive or export file to the desired week in your Moodle course. Use the lists on the left side to specify the correct week on the right.

Once you have mapped all of the desired resources from your Blackboard course to the desired week in your Moodle course, scroll to the bottom of the screen and click the **Generate Moodle Archive** button.

A new Moodle archive is created. Click the link to save it to your computer.

### STEP 3: IMPORTING A FILE TO MOODLE (GROK article 5933)

First, you will have to acquire the necessary Materials course shells from your Moodle Point of Contact person in order to be able to restore your Moodle import file.

Courses are automatically created for you each semester. View the course for which you want to import your former Blackboard or Semesterbook information and click **Restore** in the Administration block near the lower left of the course screen.

Scroll down and click the **Upload a file** button near the bottom right.

Click **Browse** to select the appropriate import file from your local computer. Then click the **Upload this file** button.

Once uploaded to the files area of your destination course, click the

**Restore** link to the right of the file.

Click to continue to the step until you see the Restore to list near the top of the screen. Select **Existing course**, deleting it first

Scroll to the bottom of the same screen and select **None** from the Users list and **No** from the User Files dropdown list.

Lastly, click **Restore this course now**.

## TEACHING COURSES vs. MATERIALS COURSES

Teaching courses are used to teach students and will be automatically created for you each semester that you teach a course. The year, semester, course abbreviation, course number, and instructor's name will appear in the name of the course as in "2008 Spring ENGL 1001 for Mike Smith."

While you will receive a new Teaching course each semester that you teach a given class, it will only be available during the semester it is taught. At the end of each semester, you will have to back up the course to preserve the content. Then, when you receive your new Teaching course the following semester, you will have to restore your backup into the new course in order to transfer your materials to that course.

If you don't teach a certain class during a given semester, a course shell for that class will not automatically be generated. So if you want to work on your course materials during that semester, you will have to request a special course shell called a Materials course into which you can restore your backup. This request can be made via the Course Preferences screen.

Materials courses cannot be made available to students. They are completely optional and are merely intended to give you a place in which you can make changes to the course content in preparation for an upcoming semester. The next time you teach the course, you will need to back up your Materials course in order to preserve your changes and then restore it to your new Teaching course. They follow a naming convention with a standard prefix, such as "MaterialsCourse ENGL 1001 for Mike Smith".

#### EXPORTING A SEMESTERBOOK COURSE (GROK article 6228)

Log into PAWS first.

Next open a new browser tab and go to <http://sbconverter.lsu.edu>

Select the course you wish to archive and click **Export**.

The archive process will generate a .zip file.

Click the appropriate link to download the file.

**NOTE:** The Semester Book Export Utility creates a Moodle import file. No further conversion is necessary to restore the file to a Moodle course.

## TEACHING COURSES

- Will automatically be generated 28 day prior to the first day of class.
- You will receive a new Teaching course each semester that you teach a class.
- Students will automatically be loaded 14 days prior to the first day of class.
- Groups will automatically be generated inside the course and populated with the appropriate students in the event that you are teaching multiple sections of the same course.
- Teaching courses will be removed 7 days after final grades are due.
- You must back up your course before that time to preserve any content changes that you made during the semester.

## MATERIALS COURSES

- Are optional and only created if you request them. This request is made through the Course Preferences Web site.
- Are intended to give you a place to store your backup file in order to work on materials during a semester that you are not teaching and therefore do not have a Teaching course.
- Are never available to students.
- Are not tied to semester so will never go away unless you request that it be deleted.

**NOTE:** If you have previously used Blackboard or Semester Book, you will receive assistance converting your course to Moodle so that you will not have to re-create all of your materials. These conversions will take place during the Spring 2008 semester. In most cases, the result will be that the converted materials are restored to a Materials course in Moodle.

## BACKING UP COURSES (GROK article 5929)

Click the **Backup** link in the Administration section near the lower left of the course screen.

On the Include line, click **None** over the column on the right to de-select user data. Select **None** from the Users list and also select **No** from the User Files list.

Click **Continue** to advance through the steps. The backup file will appear in the Files area of your course in a folder named "backupdata."

Clicking directly on the file will allow you to save it to your computer.

**NOTE:** This must be done before the Teaching Course is removed at the end of the semester.