

Sorting Closet Contents

The 4,854 Moodle courses have been divided up by instructor. If you're one of those instructors, you've likely received one of those spreadsheets, and that's why you're reading this page! Please use the information below to sort your portion of the Moodle closet.

Spreadsheet Headings

1	2	3	4	5	6
Status	Likely Empty?	Full Name	Moodle Link	Original Instructor	Notes

1. **Status:** Each course has a status dropdown menu next to it to indicate what should be done with the course.
 - **Delete:** (a better term for this would be "archive") Do not bring the course to Moodle 4. You will still have the option to save a copy of the course in your personal files if you wish.
 - **Make Master:** This is the most recent section of a course and should be used for the master copy.
 - **Master Copy:** This section is already being used as a master copy. This is only for existing master copies in the Graduate and Continuing Education programs.
 - **Transfer:** Bring this course/Moodle page to Moodle 4. This is for Moodle pages not connected to courses, like the Transition Seminars from the Deans' offices or PERCA Faculty Resources from the Education Office.
2. **Likely Empty?** The course probably doesn't have any content.
 - If all of your courses have content, you will not see this header.
3. **Full Name:** The full name of the course as it's listed in the database.
4. **Moodle Link:** A direct link to the course in Moodle.
5. **Original Instructor:** The person who was first listed as an instructor for that specific offering of the course.
 - If all of your courses have you listed as the instructor, you will not see this header.
6. **Notes:** Information from Rachel to you about the course section. You can also use this to leave notes to yourself or to Rachel about specific sections.

Instructions

Your spreadsheet has been pre-sorted for you and some of the course statuses have already been set. Other courses will require you to review the course and make a choice. You may not have all of the sections listed below.

Master Copies

If you already have master copies in your course list, they will appear at the top of the course list. These courses will be transferred to Moodle 4. You can also learn more about master copies [here](#).

Action Needed: Check that your master copy is up to date with the most recent content.

- If the master copy is up to date, you're all good! Go to the next section.
- If the master copy is not up to date, please make those updates prior to indicating that you're done with your sorting. There are three ways to accomplish this:
 - If an existing course in the Review section below has the most current content, change the status to "Delete" and set the status of the course in the review section to "Make Master."
 - If the updates are minimal, make them manually.
 - If you need to make substantial updates that can't be accomplished by choosing a different section to be the master, contact Rachel.

Choose Master Copy

Undergrad courses that do not already have a master copy need to have one created. The master copy will be created and transferred to Moodle 4.

Action Needed: For each course, pick a copy to be made the master copy.

- Indicate which course should be the master copy by choosing "Make Master" in the status dropdown.
- If there are special instructions, indicate those in the "Notes" column. This might include needing two master copies -- one for a regular semester and one for a summer semester, etc.

Review

The rest of the courses listed are there for your review. These might include courses that you

used to teach but are no longer scheduled, courses from former instructors that are in your subject area, or other courses that Rachel has decided you can perhaps make decisions about.

Action Needed: For each course, choose what should be done.

- **Delete:** This course won't be transferred to Moodle 4.
- **Transfer:** This course will be transferred to Moodle 4. Please use this only for courses that you have current need for. If you'd just like a copy for backup purposes, instructions for that will be sent later.
- **Select One:** Rachel will consider this to be the same as "Delete"

That's it! When you're done, please email Rachel and she'll check your name off the list. Thank you for your help!

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