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1. How to create your course in Moodle?

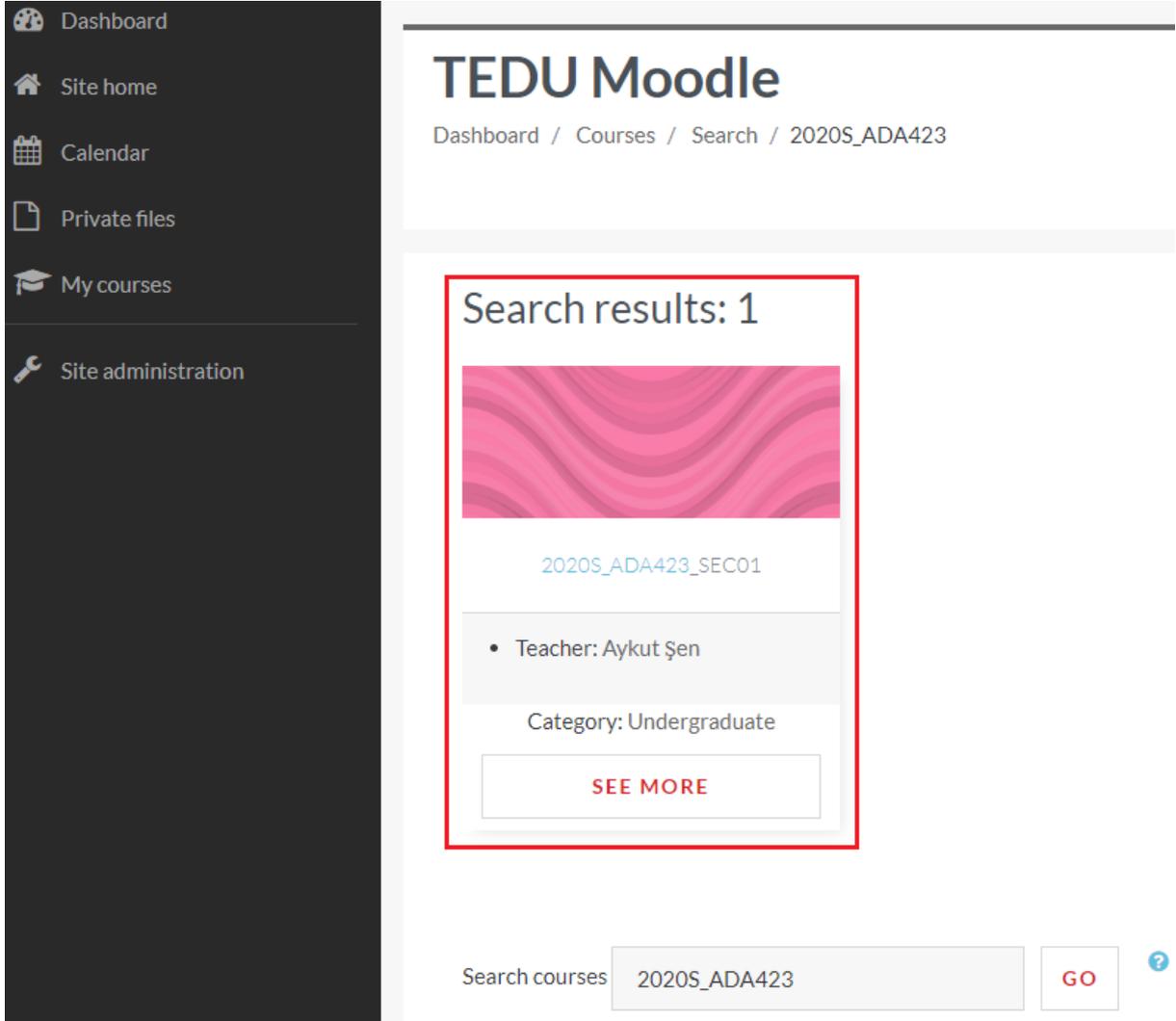
Starting from 2018 Spring semester all courses/sections created in SAP are synchronized with Moodle automatically on a daily basis including both the course info and enrolled students & teachers.

The initial synchronization between SAP and Moodle is done with the course visibility marked as “Hide” in Moodle. This allows teachers to be able to list/view course in Moodle but the students are not able to list/view the course yet. So, as an instructor if you want to use Moodle for supporting your semester course, you need to modify course visibility with following below steps;

- a. Logon to TEDU Moodle via <https://moodle.tedu.edu.tr/>
- b. Below the site news you will find a search option and search your course by writing the course name in given format as;
 - a. Year (4 characters)
 - b. Semester (F for Fall, S for Spring and SUMMER for Summer)
 - c. Underscore and course codeSample: 2020S_ADA423



- d. Course code in Moodle will be viewed with light grey font indicating course visibility marked as “Hide”. Click on the course to enter course details.



The screenshot shows the TEDU Moodle interface. On the left is a dark sidebar with navigation options: Dashboard, Site home, Calendar, Private files, My courses, and Site administration. The main content area displays the 'TEDU Moodle' header and a breadcrumb trail: Dashboard / Courses / Search / 2020S_ADA423. Below this, a search results box is highlighted with a red border, showing 'Search results: 1'. The result is for course '2020S_ADA423_SEC01', with a teacher 'Aykut Şen' and category 'Undergraduate'. A 'SEE MORE' button is visible below the result. At the bottom, a search bar contains the text '2020S_ADA423' and a 'GO' button.



- e. Click on “Course Administration” > “Edit Settings” menü for modifying course settings.

- f. Change course visibility setting to “Show” and save.

Now students registered to that course in SAP are also able to view the course in Moodle.

Dashboard / Courses / Undergraduate / 2020S_ADA423_SEC01 / Edit settings

Edit course settings

► Expand all

▼ General

Course full name	<input type="text" value="2020S_ADA423_SEC01"/>
Course short name	<input type="text" value="2020S_ADA423_SEC01"/>
Course category	<input type="text" value="Undergraduate"/>
Course visibility	<input type="text" value="Show"/>
Course start date	<input type="text" value="13 February 2020 03:00"/>
Course end date	<input type="text" value="18 June 2020 05:00"/> <input checked="" type="checkbox"/> Enable



2. How to merge sections in Moodle?

As course/section info and student registrations are synchronized between SAP and Moodle automatically, a separate course is created in Moodle for each section offered in SAP.

If you are offering different sections of the same course within a semester and you would like to merge those sections in Moodle so that you would not need to upload course materials or make announcements for each section separately, this can be managed by the “Meta Link” functionality in Moodle.

Lets go through an example such as you are offering 4 sections of ART 100 course for that semester.

- a. Use the search field on Moodle main page to find your course.

The screenshot shows the Moodle interface. At the top, there is a navigation bar with 'TEDU MOODLE', 'MY COURSES', 'ARCHIVE', and 'MYTEDU PORTAL'. A sidebar on the left contains links for 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', and 'Site administration'. The main content area displays 'TEDU Moodle' and the breadcrumb 'Dashboard / Courses / Search / 2020S_ART100'. Below this, it shows 'Search results: 4' and a grid of four course cards. Each card has a colored header, a title (e.g., '2020S_ART100_SEC01'), a teacher name ('Teacher: Burcu Asena'), and a category ('Category: Undergraduate'). Each card also has a 'SEE MORE' button. At the bottom, there is a search input field containing '2020S_ART100' and a 'GO' button.



- b. Considering you will merge all sections within the first section 2020S_ART100_SEC01, click on that course and go to “Course Administration > Edit Settings” menu. Change the Course Full Name and Course Short Name by removing the section info as 2020S_ART100 and change the course visibility to “Show”

TEDU MOODLE MY COURSES ARCHIVE MYTEDU PORTAL

2020S_ART100_SEC01

Dashboard / Courses / Undergraduate / 2020S_ART100_SEC01 / Edit settings

Edit course settings

Expand all

- General
 - Course full name: 2020S_ART100
 - Course short name: 2020S_ART100
 - Course category: Undergraduate
 - Course visibility: Show
 - Course start date: 13 February 2020 03:00

- c. Go to “Course Administration > Users > Enrolment Methods” menu and add method “Course meta link” to create a link between other courses created for other sections of the course in SAP.

2020S_ART100

Dashboard / Courses / Undergraduate / 2020S_ART100 / Participants

Participants

No filters applied

Search keyword or select filter

Number of participants: 44

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 »

Select	First name ^ / Surname	Email address	Roles	Groups
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- Enrolled users
- Enrolment methods
- Manual enrolments
- Groups
- Permissions
- Check permissions
- Other users
- Import Enrolls



Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	44	↓	🗑️ 👁️ 👤 ⚙️
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑	🗑️ 👁️ ⚙️

Add method

- Course meta link
- Choose...
- Self enrolment
- Cohort sync
- Course meta link**
- Publish as LTI tool

- d. When you add course meta link option you will move automatically to the next screen where you can use the search field to search for Moodle courses for other sections of your course. When you start typing course code on the search field you will be viewing courses that fit your search, click on course codes and it will appear automatically on the “Link course” line. After you finish adding all courses that will be merged click on “Add Method” and all selected courses are now linked with the first section that you marked course visibility as “Show”.

2020S_ART100

Dashboard / Courses / Undergraduate / 2020S_ART100 / Users / Enrolment methods

Course meta link

Course meta link

Link course



x 2020S_ART100_SEC02 x 2020S_ART100_SEC03 x 2020S_ART100_SEC04

2020S_ART100

Add to group

None

ADD METHOD

CANCEL

There are required fields in this form marked .



After those steps the Enrolment methods page should be as below. The enrolment method “Course meta link” means that if a student is enrolled to the other sections listed in Moodle (which will be automatically managed by SAP-Moodle synchronization), those students are also enrolled to the main course in Moodle. So, whenever you add a document to the main course, students enrolled to the linked courses in Moodle will also be able to view that document.

Note: Please do not mark course visibility as “Show” for the linked courses. If those course are also marked as “Show”, the student will see both the main course and the linked course on his Moodle page which will cause confusion.

2020S_ART100

Dashboard / Courses / Undergraduate / 2020S_ART100 / Users / Enrolment methods

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	44	↓	🗑️ 👁️ 👤 ⚙️
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑ ↓	🗑️ 👁️ ⚙️
Course meta link (2020S_ART100_SEC02)	39	↑ ↓	🗑️ 👁️ ⚙️
Course meta link (2020S_ART100_SEC03)	41	↑ ↓	🗑️ 👁️ ⚙️
Course meta link (2020S_ART100_SEC04)	23	↑	🗑️ 👁️ ⚙️

Add method

Choose...