TED UNIVERSITY

## 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 code
          Sample: 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.
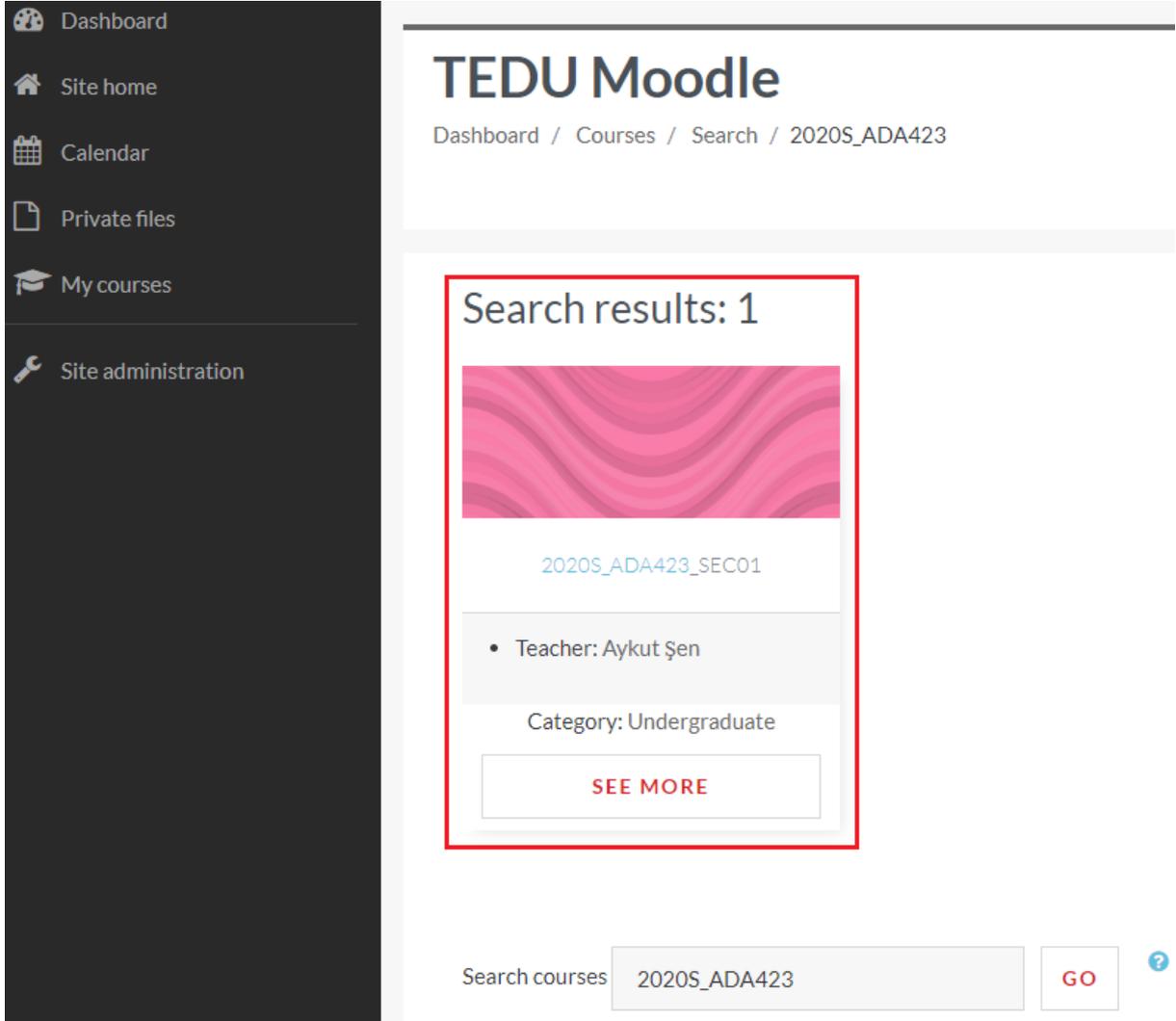
TEDU Moodle

Dashboard / Courses / Search / 2020S_ADA423

Search results: 1

2020S_ADA423_SEC01

- Teacher: Aykut Şen

Category: Undergraduate

SEE MORE

Search courses | 2020S_ADA423 | **GO**

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.

2. How to merge sections in Moodle?

As course/section info and student registrations are synchronized between SAP and Moodle automatically, a seperate 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.

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"

c. Go to "Course Adminitration > 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.

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   ❗   × 2020S_ART100_SEC02   × 2020S_ART100_SEC03   × 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...