

Faculty Procedures

Your help and collaboration in sustaining “moodle@NovaSBE” Platform by acknowledging these **Faculty Procedures and related issues** are very much appreciated.

We look forward to your feedback anytime.

Please mail your suggestions, questions or difficulties to “moodle_support@novasbe.pt”.

! The contents of this document may be updated any time to reflect the needs of “moodle@NovaSBE” Platform Users.

moodle@NovaSBE – Faculty Procedures: (click to follow link)

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... more info on “**My Courses start info**” mini-manual;
check also the “**Best Practices, Do’s, Don’ts and Pitfalls**” document below, with help and tips on “do’s and don’ts” on moodle-Course design and development, rules on writing for the Web **and more ...**

1. Start of academic period procedures

1.1 Courses creation

Before the start of every academic period, Courses are **created in the Platform by moodle Administration/moodle_support, around** the following dates (depending on the academic calendar):

- **mid July** - next year 1st Semester and 1st Half (or 1st Trimester)-Masters,
- **mid October** - 2nd Half (or 2nd Trimester)-Masters;
- **mid January** - 2nd Semester and 1st Half (or 3rd Trimester)-Masters;
- **mid March** - 2nd Half (or 4th Trimester)-Masters

NOTE : Teachers **working in advance** on a Course for an upcoming period are requested to **keep it Unavailable (Visible = Hide)** to Students until the beginning of the academic period.

For more info about Courses creation, editing and related issues, please go to “My Courses startup info” under the “for Faculty” section.

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1.2 How to access a Course for the 1st time

- go to the Platform (<http://moodle.novasbe.pt>),
- **sign in** with your usual Intranet account “**Username/Password**” in the “**Login**” block on the Front Page (first screen),
- in the Front Page start by going to “**Info & Support**” block, on the left column of the screen, and click on the “**for Faculty**” link – then look for “**My Courses start info**”. You’ll find there info about
 - Course naming convention,
 - how to create and edit your Courses,
 - and more.
- **additional info, help and support** can be found on the “**Info & Support**” page/block.

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2. End of academic period procedures

At the end of the academic periods, it’s time to clean-up and re-organize “moodle@NovaSBE” Courses by reviewing them in preparation for the next academic period.

2.1 Courses used last academic period

At the end of every academic period, **Teachers with editing privileges** should:

2.1.1 Backup and save Courses

Backup your Moodle Course and save it to your personal computer, a CD or another media. You should also **export all “Gradebooks”** for safekeeping.

To backup a Course:

- go to the Course “Administration” block and select the “Backup” option, and
- follow the instructions on the screen.

To keep your Course well managed, after saving your backup copy in your local disk, delete the file in the Platform – for more info go to “[backup](#)”.

2.1.2 Modify Courses – change Courses Visibility

Courses available to Students (Visible=Show) should be made unavailable (**Visible=Hide**) to prevent further (unauthorized) use and to keep their list of available Courses, in “My courses” block, well managed.

These Courses will maintain their availability to their own Teachers.

How:

- go to the Course “**Administration**” block,
- click the “**Edit settings**” option,
- In the General section go to “**Visible**” and choose “Hide” from the drop down box,
- scroll down to the bottom of the page and click “**Save changes**”.

The screenshot shows the 'General' settings for a course. The 'Visible' dropdown menu is highlighted with a red box and is currently set to 'Show'. Other visible settings include 'Course full name' (new course), 'Course short name' (NewCourse), 'Course category' (Miscellaneous), and 'Course start date' (9 May 2013).

This can be done only by editing Teachers.

- ! **2 weeks after final exams end**, moodle Administration/moodle_support will change from Show to **Hide** the Visibility of Courses **still** available to Students, **unless asked otherwise**.

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2.2 Courses never used

At the end of each academic period a **warning Mail is sent** from the Administration/moodle_support to all registered moodle-Teachers of unused Courses, reminding them that all Courses created in “moodle@NovaSBE” but **never used will be removed** from the Platform.

- ! Teachers will have **2 weeks to reply** to “moodle_support@novasbe.pt” and ask for the keeping of those materials; **otherwise the Courses will be deleted**.

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3. End of academic year procedures

These procedures will take place on **July of every year** in preparation for the next academic year and will be accomplished by moodle Administration/moodle_support.

3.1 Courses management: new and archive

The Courses will be managed as follows:

- **new Course Categories** are created as empty academic periods for the next upcoming year,
- **last year Courses** will be moved to the “**Archive**” **Category**, maintaining their distribution by their respective academic periods.

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3.2 Courses removal

Old moodle Courses will be kept online and available to their Teachers for at least the period of **4 full academic years under the “Archive” Category**.

After that, **Courses older than 4 years will be permanently deleted**. **Teachers will receive an eMail notification before** this occurs.

- ! Teachers will have **2 weeks to reply** to “moodle_support@fe.unl.pt” and ask for the keeping of those materials; **otherwise the Courses will be deleted**.



TIP - **To retain any of this material, we strongly recommend you to backup your Courses**, saving and storing them locally **no later than July10** of every year.
To backup a Course follow the instructions in section “[backup](#)”.

Courses moved and removed/deleted - example:

At the **end of 2011/12-2nd Semester, end August, 2012:**

- the Courses registered on 2011/12 will be moved to the “Archive” Category,
- the Courses registered on 2007/08 (4years old) will be removed from the Platform, **unless asked otherwise**. You will notice a reduction of Courses available in your “My courses” list.

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4. During the academic period

4.1 Administrative tasks

4.1.1 Backup – an “editing Teachers” responsibility.

Teachers should keep local copies of all important Course related files, which may include all the material uploaded to the Server, the Courses “Gradebook” etc.

To **backup a moodle Course** go to its “Administration” block and choose the “**Backup**” option for saving **some or all** of its contents

Backups should be **done periodically at the end of** major events like:

- **every academic period,**
- **project,**
- **activity.**

! **For safe keeping** you should download an existing Backup file by saving it to your personal computer, a CD or another media which will allow you to recover all or part of its contents.

FYI - Along with your personal Backups, the Platform will also execute

- an **automatic procedure for “Courses Backup”**, set to run every Wednesday and Saturday, maintaining the latest 2 backup files and deleting older ones,
- a “**Site Backup**”, run daily for a copy of the entire platform and kept for 5 days.

! Keep in mind that **using IT tools is not without risk:**

- **it is impossible to guarantee** that old moodle Courses will always be **restorable in future versions** of moodle software,
- **technical problems** may occur, either connected to the Server and/or Network downtime or hardware or software faults.

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4.1.2 Restore

This procedure is reserved only to moodle Teachers with editing privileges.

To **replace the contents** of a Course with its backup copy, go to “**Administration**” block, and click on the “**Restore**” option or contact “moodle_support@novasbe.pt” for help.

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4.1.3 Enrolment listings

List all enrolled Students in your Courses by:

- checking the listing in the “**People**” block, (or in Navigation block/*yourCourse*/**Participants**),
- going to the “**Administration** block/**Grades** option” - the **Gradebook** lists all the registered Students and allows you to export that information into a file.

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4.2 Organize Course contents (*best practices*)

Keep your uploaded **contents well organized** by

- using “**Categories**” to aggregate Questions for Quizzes, Glossary entries, etc,
- **managing your documents well**, in particular by **removing** outdated or duplicated files,
- **optimizing** your audio, video and PDF files to reduce their sizes,
- **deleting** Course Backups above 5 copies (check them by going to Course Administration/Restore).

For **more best practices** on “Writing for the Web” and “Teaching Do’s and Don’ts” go to the “**Best Practices, Do’s, Don’ts and Pitfalls**” link on this page.

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4.3 Other info:

4.3.1 Moodle Settings:

- **Timeouts** :
 - **moodle Session = 2h** → time the System takes to automatically logout a idle User (without loading pages), ending a Moodle session = **2h**;
 - **Activity = 15 min** → time the System takes to automatically end an ongoing Moodle activity left idle;
 - **New Forum Message** posting = **15 min** → time allowed to edit new posts, before sending them;
- **Max upload file size = 50Mb**

! Please keep your “**moodle_support**” well informed!

If you find any shortcomings in these or other parameters please send a Mail to “moodle_support@fe.unl.pt”.

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4.3.2 Remind your Students

- on **how to access “moodle@NovaSBE”** (<http://moodle.novasbe.pt>) or by clicking in the “moodle@” link in the NovaSBE Website (<http://www.novasbe.pt>), top of screen;
- after logging in for the 1st time, **Students should read** the documents found in the Front Page, under the “**Info & Support**” block, specially the “**for Students**” section;
- about the “**Enrolment Key**” – the Key necessary to gain access to a Course for the 1st time (or the Group they belong to in the Course) and self-enrol at the same time. For more info please refer to “My Courses start info”;
- when **leaving a moodle session** and for security reasons:
 - **close all sessions** and all **windows** with open documents;
 - “**Logout**”;
 - and **exit the Browser**;

- keep personal **Nova SBE eMail account well managed**:
due to the integration of the eMail service in the Platform, all moodle generated messages are sent to the personal Nova SBE eMail address.

For this reason it is critical that Students will not exceed their disk space quota, so that they can be properly notified and new messages are allowed in.

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Course basic management procedures

Academic Year <i>(click to follow link below)</i>	Timetable SUMMARY		
	what to do	when	obs
Start of academic period	<p>If the Course is not found in the “My courses” block or needs changes, click the yellow post-it in the Front Page with the “Courses Registration Form”, fill it in and mail it to moodle_support@novasbe.pt</p> <p>Beginning of Semester Checklist; go to the “Administration” block</p> <p>1) “Users/Enrolment methods”:</p> <ul style="list-style-type: none"> • Enable “Self-enrolment (Students)”; • Set the Enrolment Key and Save; <p>2) “Users/Groups” - <i>optional</i> - with their own Ekey; <i>and</i></p> <p>3) Import, update and create Course contents with the correct associated dates;</p> <p>When ready, to allow Students in: go to the “Administration” block,</p> <p>4) “Course administration/Edit settings”:</p> <ul style="list-style-type: none"> • “Visible” = “Show” (available to Students); • “Start date” and “Layout”; • “Guest” access with/without Password • other settings 	<p>Courses created around these dates:</p> <p>→ 1st Semester:</p> <ul style="list-style-type: none"> • mid Jul – next year 1stSem and 1st Half • mid Oct - 2ndHalf <p>→ 2nd Semester:</p> <ul style="list-style-type: none"> • mid Jan - 2ndSem and 1stHalf • mid Mar – 2ndHalf <p>→ Summer Sessions:</p> <ul style="list-style-type: none"> • mid May 	<p>Course creation is done before the start of the academic period</p>
End of academic period	<p>Go to the “Administration” block, “Course administration/Edit settings”:</p> <ul style="list-style-type: none"> • “Visible” = “Hide” (not available to Students) 		<p>2 weeks after final exams end: moodle Admin modifies Courses still available to “Hide” to Students”</p>
	<p>Removal of <u>unused</u> Courses</p>		<p>2 weeks to reply to warning Mail: otherwise moodle Admin will delete the Course</p>
End of academic year	<p>Removal of more than 4 years old Courses</p>	<p>After mid Jul</p>	<p>2 weeks to reply to warning Mail: otherwise moodle Admin will delete Courses older than 4 academic years</p>

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