



1. HOW TO CREATE YOUR COURSE IN MOODLE?	1
2. HOW TO MERGE SECTIONS IN MOODLE?	4

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;

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

Sample: 2020S_ADA423

TEDU MOODLE MY COURSES ARCHIVE MYTEDU PORTAL

Dashboard
Site home
Calendar
Private files
My courses
Site administration

TEDU Moodle News

Site Utilization Statistics
TEDU Moodle utilization statistics per semester

SAP - Moodle Integration
How it works for course info and student enrollments

Updates
TEDU Moodle site is updated to release Moodle 3.7+ and previous semesters' courses are archived

ISMS Updates
Register Information Security Awareness Training

Search courses
2020S_ADA423
GO



- 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.

Dashboard

Site home

Calendar

Private files

My courses

Site administration

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.

2020S_ADA423_SEC01

Participants

Badges

Competencies

Grades

Dashboard

Site home

Calendar

Private files

My courses

Site administration

2020S_ADA423_SEC01

Dashboard / Courses / Undergraduate / 2020S_ADA423_SEC01

Announcements

13 February - 19 February

20 February - 26 February

27 February - 4 March

5 March - 11 March

Edit settings

Turn editing on

Filters

Gradebook setup

Backup

Restore

Import

Reset

Published as LTI tools

More...

- 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"/>



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.

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

TEDU MOODLE MY COURSES ARCHIVE MYTEDU PORTAL

Dashboard Site home Calendar Private files My courses Site administration

TEDU Moodle

Dashboard / Courses / Search / 2020S_ART100

Search results: 4

2020S_ART100_SEC01	2020S_ART100_SEC02	2020S_ART100_SEC03	2020S_ART100_SEC04
• Teacher: Burcu Asena	• Teacher: Burcu Asena	• Teacher: Burcu Asena	• Teacher: Burcu Asena
Category: Undergraduate	Category: Undergraduate	Category: Undergraduate	Category: Undergraduate
SEE MORE	SEE MORE	SEE MORE	SEE MORE

Search courses ?



- 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

Participants

Badges

Competencies

Grades

Dashboard

Site home

Calendar

Private files

My courses

Site administration

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

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

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



× 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...