



## News for April 2011



### MOODLE TRANSITION IS IN FULL SWING

To help us make sure we get all of your data out of D2L, please fill out this questionnaire found at the following link:

<http://www.surveymonkey.com/s/moodlemove>

### Backup Courses

With the move to Moodle the DLiT will be doing a backup of all the courses. However it is also recommended that you keep your own backup copy of your course(s). The steps are:

- Click on the specific course
- Click on edit course (lower right side of the navigation bar)
- Click on import/export/copy components
- Check export
- Click next
- Select all components
- Click next
- Click next (this confirms the components to export)
- When the export summary shows Green Check marks, click done
- Click on the “click here to download the export Zip package”
- Click save, choose where to save the zip file

If you have a lot of content you may need to divide the content into more than one download. These download gets the content, quizzes, and document. If you need the student grades you do to follow the steps below to backup the gradebook.

### Backup Gradebook

- Click on the gradebook
- Click on export grades
- Select Org Defined ID, Points Grade, Last name, and First name
- Make sure all gradebook items are checked
- Click Export to CSV
- A box will pop-up, “your file is ready to download
- Click on the file
- Click save
- Select where to save it to
- Click save

Your file may save automatically without asking where you want to save it to. If that happens, the download files maybe in the C: Drive. For any questions, please feel free to contact us.

## April Moodle Training Sessions

| Mon  | Tue  | Wed   | Thu  | Fri   |
|--|--|---|--|---|
| <p style="text-align: right;">3/28</p> <p>9:30 – Content Development</p> <p>2:30 – 4:30 – open session</p> | <p style="text-align: right;">3/29</p> <p>11:30 – Forums/chats</p> <p>3:30 – 4:30 – open session</p> | <p style="text-align: right;">3/30</p> <p><b>No Sessions</b></p>                              | <p style="text-align: right;">3/31</p> <p>11:30 – Quizzing</p> <p>3:30 – 4:30 – open session</p> | <p style="text-align: right;">1</p> <p>9:30 – 11:30 – open session</p>  |
| <p style="text-align: right;">4</p> <p>9:30 – 11:30 – open session</p> <p>3:30 - Quizzing</p>              | <p style="text-align: right;">5</p> <p>2:30 - Gradebook</p>  | <p style="text-align: right;">6</p> <p>2:30 – Forums/chats</p>                                | <p style="text-align: right;">7</p> <p>2:30 – Content Development</p>                            | <p style="text-align: right;">8</p> <p><b>No Sessions</b></p>           |
| <p style="text-align: right;">11</p> <p>9:30 – Forums/chats</p> <p>2:30 – 4:30 – open session</p>          | <p style="text-align: right;">12</p> <p>11:30 – Content Development</p>                              | <p style="text-align: right;">13</p> <p>9:30 - Quizzing</p> <p>2:30 – 4:30 – open session</p> | <p style="text-align: right;">14</p> <p>9:30 - Gradebook</p>                                     | <p style="text-align: right;">15</p> <p><b>No Sessions</b></p>          |
| <p style="text-align: right;">18</p> <p>9:30 – 11:30 – open session</p> <p>3:30 - Gradebook</p>            | <p style="text-align: right;">19</p> <p>9:30 – 11:30 – open session</p>                              | <p style="text-align: right;">20</p> <p>9:30 – Content Development</p>                        | <p style="text-align: right;">21</p> <p>9:30 – 11:30 – open session</p>                          | <p style="text-align: right;">22</p> <p>9:30 – 11:30 – open session</p> |

|                    |                 |                  |                    |                             |
|--------------------|-----------------|------------------|--------------------|-----------------------------|
| 25                 | 26              | 27               | 28                 | 29                          |
| <b>No Sessions</b> | 2:30 - Quizzing | 2:30 - Gradebook | 2:30- Forums/chats | 9:30 – 11:30 – open session |

RSVP for sessions except the open session to [dlit@andrews.edu](mailto:dlit@andrews.edu)  
Open session – are for you to come and get whatever assistance you need

## Student Opinion of Teaching Survey

The Student Opinion of Teaching Survey is available in an online format. Please let us know by April 11 if you would like this used in your courses this spring semester.



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**[www.andrews.edu/dlit](http://www.andrews.edu/dlit)**