These policies deal with administration and use of Pacific University’s instance of the Moodle learning management system.

Course Creation, Naming & Enrollment

Courses within the Pacific University Moodle system are created only when the instructor initiates creation.

Two types of course sections can exist within the Moodle system:

  **Colleague-Based Sections**: These are courses created from, and with enrollments based on, a section (or crosslisted section) in the Datatel/BoxerOnline data. The courses are named automatically as follows: Course Title (Course Call Number) Term. E.g. Music Appreciation (MUS101) 2011S. Colleague-Based Sections are typically created by the instructors teaching those sections via the Moodle controls in myAccount. Although the instructors and students associated with a course in the Datatel/BoxerOnline data are automatically added to course enrollment, the instructor can add any other instructors or students via the Moodle enrollment tool.

  **Special Purpose Sections**: These are Moodle sections that DO NOT correspond with one or more course sections, but instead are used for a training, communication or organization with or among groups of Pacific University faculty, students and/or staff. These sections should be requested by a faculty or staff member via the Request tab in the Moodle controls in My Account and are created manually by UIS staff. Students who want a Special Purpose course (e.g. for a club) should ask a faculty or staff member (e.g. a club advisor) to request that course on their behalf. The courses are named as follows: Organizational Unit – Purpose. E.g. Staff Senate – Green Committee Communication. When creating a special use section, UIS makes the requestor an instructor and the instructor can then add other instructors and students via the Moodle enrollment tool.

Renaming Courses

Instructors should consult with UIS or with the Center for Educational Technologies and Curricular Innovation before attempting to rename a course via the Course Settings page in Moodle.

Combining Courses

Instructors can combine the enrollments for two or more courses that they have instructor access to using the Enrollment tool in the Course Sections page. This gives any student enrolled in either section (whether through automatic or manual enrollment) access to the combined course. For instance, a course called Intro Biology Lab (BIOL101-01) 2011F could have added to it the enrollments from Biology Lab (BIOL101-02) 2011F (another section taught by the same instructor) so the instructor can teach both sets of students simultaneously.
in Moodle. In most cases, the course containing combined enrollments should be renamed and the course that does not contain the combined enrollment should be hidden from students to prevent confusion. UIS help in combining courses can be requested via the Request tab in the Moodle controls in myAccount.

Access

All current Pacific University students, faculty and staff have access to Moodle. Access to moodle.pacificu.edu by Alumni or Former Students requires sponsorship of their account as a Sponsored Account (see http://www.pacificu.edu/uis/tic/policies.cfm). Contact help@pacificu.edu to consult with someone about projects involving community members or other PUnet account holders.

Gaining Course Access- Instructors of course sections can grant instructor or student access to any other student, faculty or staff member. Colleague-Based courses gain automatic enrolments of students based on the data in BoxerOnline/Datatel as described above. Otherwise, access to a Moodle section without permission of a current section instructor is only granted via a request by a dean, VP or President.

Ownership of Course Materials

Ownership of materials created in Moodle by course section instructors is based on Pacific University’s Intellectual Property policy. See http://www.pacificu.edu/policies/copyright/ippolicy.cfm#2.

Size Limits & Media Storage

Individual files uploaded to the Moodle courses are limited by default to 50 MB, with the ability to manually configure a course to accept files up to 512 MB. In the event that the total size of a course becomes large enough to cause problems, UIS will contact the course owner and work with him or her to find ways to reduce the size of the course.

Small media files can be hosted on and served from Moodle. Pacific @ iTunes U is the recommended host for large media files or large collections of media files. Pacific @ iTunes U has no storage limit (although individual files are limited to 500 MB each). Also, Pacific @ iTunes U has been configured as a publishing destination for the Camtasia Relay screen capture system (see the UIS Tech Help Resources page for more).

Course Removal/Lifecycle

An instructor for a Moodle section can request that it be deleted at any time by sending an email to help@pacificu.edu.

Special Use Sections are reviewed periodically and those that have not been changed in a year or more will be placed in the To Be Deleted section.

Colleague-Based Sections are added to the To Be Deleted section one year after the end of the term in which they were created.

Any instructor can review courses that they are the teacher or manager of that are in the To Be Deleted section by going to the Moodle Controls in myAccount and looking in the Pending Delete section under the Audit tab. To request that a course not be deleted, the instructor should email help@pacificu.edu and include the name of the course.
Courses in the To Be Deleted section will be removed in periodic purges that occur in March, June and October of each year. An email notification will go out to all Moodle Instructors warning them when courses in this section will be deleted. Instructors who want to save course material or student records are advised to create local file backups of their courses as described in the Moodle help documentation. After being removed from the To Be Deleted section, courses cannot be retrieved.

Moodle Problems and Enhancements

Reports about problems or errors with Moodle should be sent to the help desk (help@pacificu.edu). Global changes to Moodle (e.g. installing a new plugin, changing a global setting) will be reviewed by the Teaching and Learning with Technology Advisory Committee and the Moodle Application Systems Team. Any add-on or customization added to Moodle is subject to removal if it is found to cause problems for other users of the system or if it is not currently compatible with a new version of Moodle at the time of a planned upgrade.

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