








What do you want to do with your Moodle course over the summer?

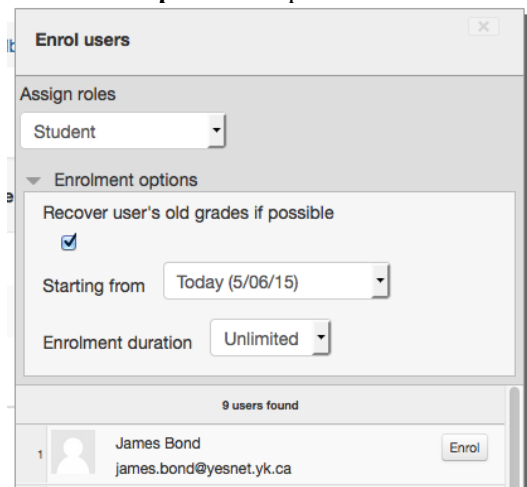
**For teachers and principals of Moodle courses*

Follow the chart vertically from top to bottom

<i>First . . .</i>			
<p>Unenroll all students who have completed the course.* <i>This step can be done by the <u>course teacher</u> or by anyone with the 'School Principal' Moodle role.</i></p> <p>Quickest way to unenroll numerous users at once is: <i>Course administration > Users > Enrolled users > Enrolment methods. Click the  symbol. Select multiple users (Command+click) > Remove</i></p>			
<i>Next . . .</i>			
<p>Do you have any students remaining in the course? <i>e.g. to keep working over the summer and/or pick up the course in the Fall from where they left off.</i></p>			
<p>Yes, students will remain enrolled in the course <i>[Note: If a new teacher will be assigned to the course - unenroll the current teacher > enrol the new teacher]</i></p> <p style="text-align: center;"></p>		<p>No, there will be <u>no students remaining</u> enrolled in the course</p> <p style="text-align: center;"></p>	
<p>Do you want the students to have access to the course over the summer?</p>		<p>Will the teacher be using the course again for the following school year?</p>	
<p>Yes, students will have summer access</p> <p style="text-align: center;"></p> <p>Remember to inform students that no teacher feedback will be available until school start-up.</p>	<p>No, students will not have summer access</p> <p style="text-align: center;"></p> <p>Hide the course over the summer. Show the course again when school, starts up in the Fall. <i>Note: the teacher can still access the course when 'hidden'.</i></p>	<p>Yes, the teacher <u>will</u> be using the course again</p> <p style="text-align: center;"></p> <p>No action needed. The course remains accessible for the teacher all summer.</p>	<p>No, the teacher <u>will not</u> be using the course again - choose A or B below</p> <p style="text-align: center;"></p> <p>A. Delete the course (by request to Site Admin.) <i>Note that the teacher can make a back-up copy of the content (<u>without</u> student data) as a .mbz file. This file can be restored into the Moodle site later if needed.</i> OR B. Reassign the course "as is" to another teacher.</p>

***Note:** if you accidentally unenroll a student from a course, it is not a problem to re-enrol them with all their data. Here's how:

Go to *Course administration > Users > Enrolled users > Enrol users*. Use the *Search* box to find the student. Before you select the 'Enrol' button, click the **'Enrolment options'** dropdown button. Then select *"Recover user's old grades if possible"*.



Then click *'Enrol'*.

If you have any questions, please contact Chris Stacey, Yukon Moodle Site Administrator at:

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