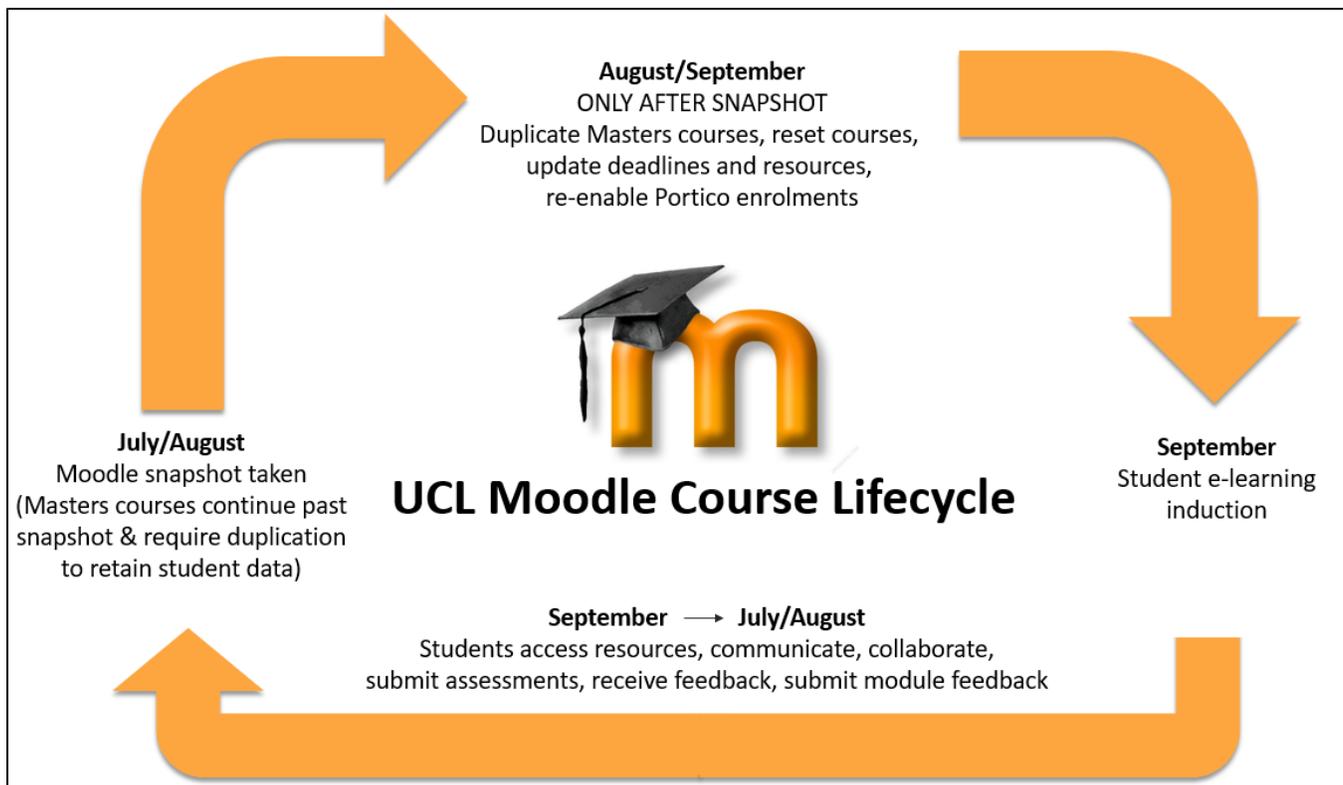# UCL Moodle course life cycle

> (i) **Important**
>
> Information on the Moodle summer 2021 snapshot can be found on the UCL Blogs Moodle Snapshot and Course Resets Summer 2021 page.

This diagram shows the course life cycle, which is also described in the text below.

Moodle Snapshot - July/August

All Moodle courses are automatically copied each year on an agreed date between mid July and early August to create the Moodle Snapshot. This normally takes place in the middle of July, after all undergraduate courses have finished. Once the Moodle Snapshot has taken place, UCL staff have a one month grace period to make changes to their old courses before it goes permanently read-only.

Full information about archiving policy and process can be found at Moodle Snapshot - please do read this before proceeding and resetting your course.

Resetting your Moodle Course - August/September

After the UCL Moodle snapshot is taken and any masters courses have been duplicated you can reset your course.

Reset allows you to empty a Moodle course of students and their contributions, while retaining content, activities and other settings. **It is very important that you reset your Moodle course between cohorts, otherwise you will have a mix of old and new students together in all the activities and will not be able to tell which are your current students**. Course resetting has to be initiated by the course owner, it doesn't happen automatically, this is usually the course administrator or tutor. Once you have reset the course, you can re-enable Portico enrolments so new students will be automatically enrolled overnight as they select / are approved for modules in Portico.

See Resetting your Moodle course for instructions.

Start of year checklist

Once your course has been copied into the Snapshot and reset, please follow the Start of year checklist to make sure your course is ready for teaching.

This includes:

- Updating your course material.
- Course contact details.
- Enrolments
- Deleting and creating new versions of each of the above activities below, please see the following links:

    - Turnitin assignments
    - Lecturecast links
    - Blackboard Collaborate link
    - Moodle assignment
    - Zoom Meetings

Inducting students - September

In September you will be inducting students and at this point you should let them know how they are expected to use Moodle. There is a Moodle Induction for your students PowerPoint template that you can use to explain to students how to use Moodle. Examples include discussion forums, assignment submissions, accessing Lecturecast videos, etc

You can either present this to students in a lecture, or record a screen-cast of the presentation for them to access from their Moodle course. It is worth pointing students to the Moodle Quick Start Guide available from the Student help menu at the top of every Moodle page.