

Combining Course Sections: Creating Meta Courses

Summary

The Meta Course feature in Moodle will give the ability to have all your content in One course but drive enrollments from multiple child courses.

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Create New Course

Site Administration → Courses → Add/edit courses
On the Add/Edit courses screen select *Add a new course*

In the General Section

For Category: Enter the Current Term

For Full Name: Enter as follows

<Term Number>_CMD-<Full Course Name in CAPS>

For example: The following is for **Fall 2010** course in course name: **NAU-120 Marine Engineering**.

2107_CMD-NAU-120-MARINE_ENGINEERING

You can leave off the section number.

For **Short name** and **Course ID number**, just enter everything except the description in the course name.

For example enter

2103_CMD-NAU-120

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For summary you can copy and paste the description from the other course sections. This is optional.

Select **Yes** in the *Is this a meta course?* Pull-down menu.

In the Groups section

In the Group mode pull-down menu select the **Separate** or **Visible** if you want to group your students by their enrolled peoplesoft sections. This may be useful for grading or later course management. This is optional

Adding Child Courses

In the Child Courses Screen that appear next, use the search field to search for courses assigned to you

Enter the **term** number and the **course** number to search for your child courses.

Use the arrows to move the course to the left side of the menu. When done click the **hyperlink course name** at the top left hand corner of the screen.

Back on your course page, in your **Administration** menu you will now see a link for child courses.

If you select **Assign roles** in the **Administration** menu you should see enrollments from all your child courses.

Creating Groups

You can use the group feature to retain the divisions of sections within your Meta Course.

Select **Groups** from the **Administration** menu

Create a group and give it a name like section 1, section 2, section 3 etc

Once your group is created select the add user button.

Use the arrows to move desired students into the group. You can use the SHIFT key and CTL keys to select multiple students.

When done select **back to groups**.

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Tip!

All users currently not assigned to a group will have a “zero” next to their name, while all users in a group will have a “one”. If you have a large number of sections with many students, it may be worthwhile to follow this scheme:

Create the Section 1 Group
Add students to the Section 1 Group
THEN go back and create the Section 2 Group
Add students to the Section 2 Group.
Etc.

You will be able to quickly determine which students are not in a group (will have a zero next to their name) and quickly assign them to the new group. You can use the SHIFT key and CTL keys to select multiple students.

Importing Content

If you already have content in one of your courses, you can import content to your Meta course using the import feature in the Administration menu. All users of your child course will by default see content from the meta courses

If you already have a backup of your course, you can upload it to your Meta course.

Hide Child Courses

The last thing you should do is hide your child course sections so your students do not see them. By default Teachers can see hidden sections while students cannot.