GA 32. RHU Moodle Policy

Title:	**RHU Moodle Policy and Procedure**
Policy Number:	GA 32/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

Moodle is the official Learning Management System (LMS) at the RHU Moodle is used to deliver Web-enhanced, Blended, or Online learning.
To access the RHU Moodle platform, students and faculty members should use their RHU login credentials. Moodle is operated and maintained by the IT CSS department.

2. Policy

Creation of Courses Pages
Moodle course pages are created and made available to faculty at least one week prior to the beginning of the semester. Course pages will be hidden from students by default and are made visible one working day prior to the beginning of the semester.
Course Name Format
A Moodle course full name format includes the course code, section, course full name, and instructor credentials as follows:
CourseCode-Section-CourseFullName-InstructorCredentials
A Moodle course short name format will include the course code, section and the instructor credentials as follows:
CourseCode-Section-InstructorCredentials

Multiple Section Courses
One course page will be created for each section listed in the schedule of classes. If an instructor will be teaching multiple sections of a course, each section will have a separate Moodle page. If the instructor wishes to combine the sections into one page so as to share material amongst the different classes, he/she has to request combining multiple section courses by email or by opening a support ticket (TMS).
Course Restore Request
New and empty course pages are created for each semester. If an instructor wishes to re-use content from a previously taught course page, he/she will have to fill out a *Moodle Course Restore Request Form*.
Course Restore Requests may be submitted at any time. However, action on requests pertaining to upcoming semesters will not begin until the day after course creation has occurred.

Course Content Backup
A course can be saved with some or all of its parts by using the course backup function in Moodle.
At the end of each semester and after the students' grades are out, the Moodle admin performs a full backup of the content of all Moodle courses sites in .mbz format that can only be viewed in Moodle platform. The backed up files are used in the course restore process described in the *Course Restore Request* section.
A back up of 5 academic years is kept in the archive, all Moodle courses back up files

that are more than 5 years old will be deleted.
Each course instructor can back up his/her course content individually on his/her own for personal use or documentation.
When a course backup request is submitted, the backed up files saved by the Moodle admin the ones to be utilized.

Course Deletion

Online Moodle courses sites are deleted at the end of each semester after the students grades are out and after the faculty finish preparing their courses files. If an instructor needs his/her course of the previous semester to be kept online, for a certain reason, he/she has to inform the Moodle admin of this request by the end of the semester before the courses are deleted.

Site News Dates Announcements

The course deletion of the previous semester courses and the new courses creation dates will be posted in the Site News forum on the Moodle home page.

Moodle Requests Submission

All requests or inquiries concerning Moodle should be sent to the email address moodle@rhu.edu.lb or a support ticket of subject "Moodle" should be opened.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development and Information Technology

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for Development and Information Technology, Client Support and Services Supervisor

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: