End of Year Processes & Rollover

**It is important that staff do not re-use the old modules for the new session - please do not edit 16-17 modules.**

**Key info**

- SATURN Modules for the new academic year are created automatically from SATURN. (If you were an editing teacher last year you will be automatically added this year)
- You will have the ability to request a new module (if it’s not a SATURN module) - by clicking a button - it will then be created automatically and available to you within about a day
- Look out for the **Year End & Archive** block in the left-hand column
- **It is important that staff do not re-use or edit the existing modules ”to prepare” for the new academic session as last year’s modules will be archived “as taught”**

**Transferring content**

Schools have been given the option to request that all content is transferred from last year’s modules into the new modules as a starting point. For some Schools and module convenors (and for new modules), we understand that you will be starting from scratch (using the template from your School) OR bringing your own content into the module. If you have any questions please contact your local Moodle representative or learning-technologies@nottingham.ac.uk

- If you are transferring your own materials please follow the instructions at: How to copy or import a resource or activity (or multiple items) from one module to another

**FAQ**

**Q. When will I see my modules for the new academic year?**

The modules are created from June onwards. As they are created you will see new versions of your last year’s modules - if these are not correct, and you need to see other modules, you should contact the existing editing teacher of your new module to have yourself added (or if unavailable, your local Moodle representative or learning-technologies@nottingham.ac.uk)

**Q. What will a new module have in it?**

This depends on your or your School’s preference. If we have been asked, we will transfer content from last year's modules to the new modules. Otherwise the module will have just the School template and a few core blocks with instructions on how to transfer your content.

**Q. My module isn’t linked to SATURN - how do I get a new one?**

In the Year End and Archive Block click the "+ New version" and complete the form on the next screen. This will put the new module into our queue and you should shortly find that it has appeared in your module list.

**Q. How do I get the existing content into the module so I can start setting up for the new term?**

If we have been asked, we will transfer content from last year to this year. Otherwise there is a simple import process which will transfer any or all material that you specify.

- How to copy or import a resource or activity (or multiple items) from one module to another

If you have any questions please contact your local Moodle representative or learning-technologies@nottingham.ac.uk

**Q. I don't want to have to import my content - can't it be done automatically?**

It is not possible to import content automatically - Moodle doesn't have this feature. However for a limited time each spring/summer the Learning Team are able to do this for you. Please contact your local Moodle representative or learning-team-support@nottingham.ac.uk

**Q. What will happen to last year’s module?**

Each autumn the modules will be recategorised as Archive and become "Read-only". You will still be able to import content form the old modules but not be able to make changes.

**Q. Can I edit the old modules?**

In order to preserve the integrity of the archive, modules are not editable once they have been moved into the archive. As the academic year comes to a close the module is intended to be left "as taught" for students to refer to. Please make any changes for the new year once you have transferred the content into the NEW version of the module.

Some lecturers may wish to hide or restrict by date some answer sheets etc. to be unavailable in the archive. Do not delete these as they should be left intact, even if hidden from students, for audit purposes.
Q. What if I need access to a module I didn’t have last year?

You can easily be enrolled on your new module: please contact the existing editing teacher of the equivalent module last year, who will have access to the new one, to have yourself added (or if this is not appropriate or it is a new module, your local Moodle representative or learning-technologies@nottingham.ac.uk). See the page How to enrol a student (or fellow staff member) manually on your module.

Q. What if I have a new module I’m no longer teaching?

You can easily “hand over” the module. Enrol the new module convenor / contributor on the module and they can then unenrol you. See the page How to enrol a student (or fellow staff member) manually on your module.

Q. How will I see modules on my “My Home” page?

On your My Home page, in the Module Overview, you will have one tab for Current and ongoing (perpetual) modules and one tab for Archived modules. This give you rapid access to your current modules while also giving you access if required to your old modules.

Q. I am a Teacher or Observer on some modules - will I see the new ones?

You will normally see the modules that you had an equivalent role on last year. This may be adjusted by the School or Learning Technology Section.

If your modules are not correct, you should contact the existing editing teacher of your new module to have yourself added (or if unavailable, your local Moodle representative or learning-technologies@nottingham.ac.uk). See the page How to enrol a student (or fellow staff member) manually on your module.

Q. How do I import content?

See the page How to copy or import a resource or activity (or multiple items) from one module to another.

Q. Do restrict-by dates carry over into the new modules?

Moodle has no facility to increment dates such as resource restriction dates or deadlines. You will need to reset dates in the new module.

Q. What about content that students have contributed to my module? Databases, glossaries, wikis?

Content that students have contributed will NOT be imported into the new module. If you have, e.g., a database or a forum, then the structure of the activity will be imported but without content - even if you have added content yourself.

It is possible to import some content from databases or glossaries in a separate step if you would like to use existing material as a starting point for the new module.

More information

- How to copy or import a resource or activity (or multiple items) from one module to another
- How to enrol a student (or fellow staff member) manually on your module