



Creating Meta-Linked Course Pages

Introduction & Resources

What does this guide cover?	Creating additional Moodle pages and mapping the enrolments of the course page to the new pages.
Who is this guide for?	Teams who wish to have their own page separate from the course page which can be run in a weekly format rather than topic.
Level of complexity:	★★★★★
Considerations:	If a week-by-week view is not required, then consider setting the Course Layout in edit settings to “Show one section per page” as this will allow each unit / module / project to have its own page and area. This can only be run in ‘topic format’, rather than ‘weekly format’
Preparation:	If a number of extra pages, referred to by moodle as courses, are going to be generated; it may be beneficial to create a sub-category specifically for the course.

Related Resources

Moodle Guides:	Creating sub-categories
Online Guides:	Moodle Meta Link: http://docs.moodle.org/22/en/admin/setting/enrolsettingsmeta Moodle MetaLink Example: http://docs.moodle.org/22/en/Metacourse_examples_of_use
Videos:	Creating a Meta-Linked Course: http://youtu.be/hOvr5E7-tA

Introduction

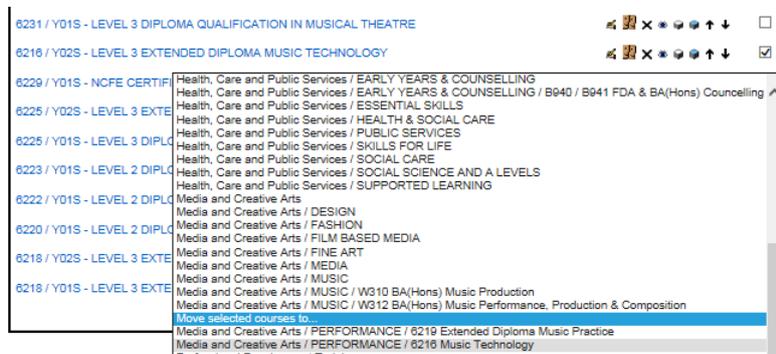
Meta-link enrolment is a way of cascading an enrolment from a ‘parent’ course. This allows tutors to set-up their own separate page for their module / unit / project but maintain the same enrolments as the main course page. The enrolments are mirrored and constantly updated to the parent course so that if a new student is enrolled then they are automatically and immediately enrolled onto all of the course pages which are meta-linked to the parent page. Additionally, if a student or tutor is removed from the course page, they are also removed from any of the course pages which are meta-linked to that course page.

This does not prevent you from having different enrolments on any of the other unit pages, additional users can be manually enrolled onto any of the additional pages without being enrolled onto everything else. This feature is useful for a course tutor to enrol a member or their teaching team who is taking responsibility for a single unit / module / project.

Any course can function with a meta-link enrolment and can maintain multiple meta-linked enrolments from any other ‘parent’ course.

Step By Step Guide

1. To keep things neat and tidy, begin by **creating a new sub-category**:
 - a. Using the course category viewer on the front page, click “All Courses”
 - b. Select the Faculty / Department Category
 - c. And, if applicable, the Academy Sub-Category
 - d. In the settings box, click “Turn editing on”
 - e. Select the button “Add a sub-category”
 - f. Next to category name, enter the name of the course e.g. *6216 Extended Diploma Music Technology*
 - g. Click Create Category
2. Now this sub-category exists, we can **move our course pages into the new sub-category** to keep everything together:
 - a. Go back to category / sub-category where the course page(s) are located
 - b. Once found, select the blank square box on the right hand side
 - c. Click the drop-down menu containing the text “move selected course to...”
 - d. Find and select the new Sub-Category page you created in Step 1:



3. At the top of the page, click the Sub-Category created in Step 1
4. The course pages should be displayed in there [see step 2] and now you are set-up to create new pages for your modules / units / projects
5. Making sure you are in edit mode, click “Add a new course”
6. Title the course the course code and then module number / name. Similar information should also be entered into the “Course Short Name”
7. If appropriate, scroll down to Format & click “Weekly format”
8. Next to “Number of sections”, select the number of weeks the unit runs for (remember holidays)
9. Scroll to the bottom and select “Save Changes”
10. You will be presented with the enrolment page, scroll down and in the settings box click “Users” and then “Enrolment Methods”
11. Next to “Add method”, click Choose and select “Course Meta Link”
12. Next to “link course”, click in the drop down menu and begin typing the name of the course page (this will help you find it quicker). Click “Add Method”

13. Under the enrolment list; Course meta link will be stated at the bottom.