Course Meta Links

A CTL MOODLE GUIDE

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GUIDE: HOW TO SET UP A COURSE META LINK IN MOODLE

Welcome to your Moodle shell! In this guide, we'll show you how to set up a **Course Meta Link**, which is particularly useful if you're teaching multiple sections of a course in the same semester. This process allows you to merge course sections into one shell while keeping students organized by their original section.

Step 1: Prepare by Creating Groups

Before setting up the Course Meta Link, ensure that students are assigned to groups based on their course sections. This allows you to easily identify which section a student belongs to after the courses are merged.

How to Create Groups

1. **Navigate to the Participants Tab**:
   a. Go to your course and click on the **"Participants"** tab. By default, students should appear under **"No Groups"**.
2. **Create a New Group**:
   a. From the drop-down menu, select **"Groups"**.
   b. Click **"Create Group"**.
3. **Name Your Group**:
   a. For best practice, name the group using the section number (e.g., **101** for section 101). You can add additional information if needed.
   b. Once you've named the group, click **"Save changes"**.
4. **Add Students to the Group**:
   a. After creating the group, click **"Add/Remove Users"**.
   b. Select the students from that section and add them to the group.
   c. Repeat this process to create groups for any other sections you are teaching.

Step 2: Setting Up the Course Meta Link

Once your groups are created, you can link the other course sections into the primary course using a **Course Meta Link**.

How to Set Up a Course Meta Link

1. **Go to Enrolment Methods**:
   a. In the **Participants** tab, open the drop-down menu and select **"Enrolment Methods"**.

2. **Add the Course Meta Link**:
   a. Under **"Add Method"**, choose **"Course Meta Link"**.
3. **Select the Course to Link**:
   a. A list of all your available courses will appear. Type the course or section name to ensure you select the correct one.
   b. In the **"Add to Group"** option, select the group corresponding to the section you're linking (e.g., group 101 for section 101).
4. **Complete the Setup**:
   a. Once everything is correct, click **"Add Method"**. Students from the linked course will now appear in the **Participants** tab, with their section number displayed under **Groups**.
5. **Repeat as Needed**:
   a. To link additional sections, repeat the steps above for each section until all are linked into the main shell.

Step 3: Finalizing the Setup

1. **Hide Non-Meta Shells**:
   a. After all sections are linked, it's important to hide the original course shells (non-Meta shells). This ensures students only see and access the merged Meta course.
   b. To do this, navigate to each non-Meta shell and change its visibility to **"Hide"**.
2. **Make Course Changes in the Meta Shell**:
   a. From now on, make all course updates, changes, and grading in the Meta course shell. These changes will be reflected for all students, regardless of which section they are in.

Notes:
- If a student is **suspended** in their original section, the status will automatically update in the Meta course.

Congratulations! You've now successfully set up a Course Meta Link. This allows you to manage multiple sections efficiently while keeping all students organized and up to date in a single course shell.
For more detailed information, you can visit Moodle's Meta Course documentation.

This guide should help you confidently set up Course Meta Links and manage multiple course sections in Moodle!