Creating and importing your LearnOnline site

For each new cohort, a new LearnOnline/Moodle site is required. This allows the site to link automatically to Callista for the relevant semester enrolment, and to Equella for the unit outline.

Create a new site

1. Log into learnonline.canberra.edu.au
2. Click Get Help > Staff Help
3. Find the links pictured (see top area)
4. If you clicked on Moodle site, you’ll need to enter a unit code and find the relevant unit

Check:

- The unit semester or term is correct (some people have accidently created the wrong unit)
- The dates that students will enter the site and leave the site. This is set for each semester but you can change that if necessary.
- You have a Callista block on your site – if you click on the link in this block, you can add another cohort and change dates

Note that to recover assignments from a previous semester – you need to extend the enrolment date. This means students will be enrolled back into the site, but this will enable you to recover any particular assignments.

The database updates every 3 hours and updates can take up to 2 hours. This means that recovering assignments won’t be immediate. It also means that students don’t appear immediately.
Importing from an existing site

To import content:

- Choose Import from the Settings block.
- Select the site from which to import content using the radio buttons, then click Continue.
- Tick what is needed and click next. (Note: Activities includes Resources)
- Untick what is not wanted and click next
- The next pane confirms what you have selected and want to import
- Confirm this

The program will perform the import and on return to your site you will find your material in your site in the same section/s as the previous site.

Tips:

Avoid importing assignments and filters. This will help avoid too much editing. It is typically much quicker to add the assignments to your site – you have to change the dates anyway. Note that problems can be more difficult to determine if importing assignments because of any changes to defaults.

Choose your content carefully. Avoid the Moodle scroll of death.

Note: You cannot import from a site you are not enrolled in; you therefore need to ask the course convenor of that site to enrol you in the first instance. Otherwise request permission from the ADE of your faculty and forward confirmation onto learnonline.admin@canberra.edu.au