

# WolfWare Standard Operating Practices/Procedures (SOPs) North Carolina State University

Moodle Themes, SOP.WW-Moodle.001

Authority: Vice Provost for Distance Education and Learning Technologies (DELTA)

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Additional References:

<http://wolfware.ncsu.edu>

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## 1. Introduction

Moodle, an open source learning management system (LMS), has been adopted as one element of the University's web-based learning technology infrastructure. The use of an open source learning management system (LMS) provides the University much flexibility in implementation. One such area is in the presentational look and feel of the course as defined through themes. Themes are the Cascading Style Sheets (css), banners, and other graphic elements that control the visual design (the look and feel) of the site. Philosophically, we want the use/creation and application of themes to be as broad as possible, but recognize the requirement to consider University branding standards, the user experience, and the potential volume of themes as issues for consideration.

## 2. NC State University Themes

A manageable number of generic NC State themes, created by DELTA, will be available on the Moodle server. There are two types of NC State themes. The first is a set of designs that represent the university with university colors and/or imagery. The second is a set of designs that allow for a custom banner to be inserted. These themes:

2.1 Adhere to the NC State adopted branding standards with the required minimum web bar (see <http://www.ncsu.edu/brand/> ).

2.2 Meet current NC State web accessibility regulations; see

[http://www.ncsu.edu/policies/campus\\_environ/non-discrimination/REG04.25.5.php](http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.5.php)

2.3 Allow for the Registration and Records course information (if applicable) and/or name as part of the identification of the course.

All new courses will receive the NC State default theme (ncsu\_red\_standard), which can then be customized at the course level. A number of the designs have the ability to accept a custom banner at the top of the page based on the needs of the college/department/program and/or course. This can be done by including a file called "banner.jpg" in the files area for each course. This will allow colleges, departments, and programs to brand their sites with their own unique stamp yet provide a very flexible framework for many classes to utilize. See <http://delta.ncsu.edu/knowledgebase/how-do-i-customize-the-banner-image-in-a-moodle-course/> for how to implement a custom banner. DELTA will provide a repository of pre-created banner templates for individuals who wish to use those in customizing their theme.

DELTA will be responsible for the creation, maintenance, and versioning of the NC State University based themes during the regularly scheduled LMS maintenance windows (see [http://delta.ncsu.edu/lms\\_services/outage/](http://delta.ncsu.edu/lms_services/outage/)). Feedback regarding themes can be sent directly to the LMS Steering Committee chair; [wolfware\\_governance@lists.ncsu.edu](mailto:wolfware_governance@lists.ncsu.edu).

### 3. Custom Themes

We strongly encourage groups to consider using one of the NC State University Based themes that allow custom banners to be used; however, a custom theme may be needed in some cases. Theme creation of custom themes requires the following:

- 4.1 Obtain permission via any existing, appropriate channels in the respective division, college, department, program or unit for the creation of a custom theme (e.g. program directors, communications director, academic dean, etc.).
- 4.2 Obtain permission from the WolfWare LMS Steering Committee (email [wolfware\\_governance@lists.ncsu.edu](mailto:wolfware_governance@lists.ncsu.edu) to get on the agenda).
- 4.3 Develop the theme according to appropriate technical specifications outlined by the WolfWare Technical Committee. (Note that DELTA will not develop custom themes).
- 4.4 Develop the theme according to NC State branding standards IF the theme is attached to NC State courses and/or falls under the branding standards, per the brand book.
- 4.5 Request that the theme be placed onto the Moodle testing/development server for testing by campus WolfWare Committees.
- 4.6 Make any changes required by the WolfWare Committees (DELTA staff will not make corrections/edits or changes).
- 4.7 Designate a theme "owner" who is responsible for testing and repairing the custom theme when Moodle is periodically upgraded. If a theme loses its owner, for whatever reason (owner leaves University, changes job roles, etc.), then the theme must be assigned a new owner to remain in use.
- 4.8 If the theme owner is unable maintain version compliance, all Moodle instances using the theme in question will be reverted to the default Moodle theme, with the unsupported theme taken off of the production servers.

### 5. Student Choice in Themes

We recommend that students be able to choose their own theme in their **Profile**. This allows them to view their course listing page with their theme. Students would also be able to use their chosen theme in any course that does not force a theme upon them. See <http://delta.ncsu.edu/knowledgebase/how-do-i-edit-my-profile-in-moodle/> for how to edit your Moodle profile.