

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

Bulk Action Requests/Manual Uploads of Course Rosters for Moodle Courses, SOP.WW-Moodle.002

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History: First Issued June 22nd, 2011

Revised: August 15, 2017

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1. Introduction

In addition to for-credit (known as Registration and Records or R&R courses) in Moodle, DELTA provides “project spaces” and “outreach spaces” in Moodle to further the educational mission of the University.

Project spaces are used to support a variety of university activities that further the educational mission of our programs and instructors that primarily enroll existing members of the NC State community into these projects. Examples include (but are not limited to) the following:

- a. Orientations
- b. Placement Exams
- c. Departmental Meetings
- d. Research Groups
- e. Committee work/support
- f. College student communities
- g. Student organizations (with a faculty sponsor)

Project spaces can be requested at <http://wolfware.ncsu.edu>. Step-by-step instructions are available online at <http://delta.ncsu.edu/knowledgebase-tag/project-space>.

In addition to project spaces, DELTA is providing a Moodle server to non-credit courses on a trial basis.

Non-credit courses typically (but not always) enroll members external to the NC State community and require that participants pay an enrollment for access to specialized content. Examples include (but are not limited to) the following:

- Engineering Professional Development Hours Online

- Textiles Fundamentals course
- Food Safety courses
- Beekeeper Education course

The development and delivery of non-credit courses must be discussed with Kay Zimmerman, AVP, Marketing and Partnership Development, DELTA (kay_zimmerman@ncsu.edu) prior to creating a course.

2. Current process for getting a non-R&R course roster

Both project spaces and non-credit courses are not traditional courses, and thus are not linked to student data from Registration and Records. DELTA is unable to automatically upload and maintain rosters of participants/students in these spaces at this time.

Currently, there are three recommended ways to add students or participants to project or outreach spaces.

- a. Instructors can manually add NC State students through WolfWare (for project spaces) or through the “Enroll Users’ option in Moodle (for outreach spaces.)
- b. Instructors can make the course self-enrollable (either with or without an enrollment key) and tell students how to enroll themselves. [\[Instructions\]](#)
- c. Instructors can supply DELTA staff with a list of individuals to enroll. This is particularly helpful for large-scale initiatives such as placement exams, college level projects, etc. [\[Instructions\]](#)
- d. Instructors are completely responsible for the accuracy of the roster, and are responsible for keeping the class roster up to date. This includes removing people from the roster when appropriate (e.g. when their email begins to bounce or they are no longer part of the project or non-credit group).
- e. As uploading files is a manual process, DELTA staff are only able to update rosters (reload a roster to reflect changes in membership) once a month.
- f. For non-credit courses, instructors should work with their designated WolfWare Outreach Coordinator on participant enrollment. Please contact Kay Zimmerman, AVP, Marketing and Partnership Development, DELTA (kay_zimmerman@ncsu.edu), for additional information.