

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:23 AM
To: Tammy Kinnan
Subject: FW: Creating a new Moodle shell, or transferring from 1.9 to 2.X

From: cc_facultychairs [mailto:CC_FACULTYCHAIRS@LISTSERV.CERROCOSO.EDU] **On Behalf Of** Charles Osteen
Sent: Monday, July 29, 2013 10:06 AM
To: cc_facultychairs
Subject: Creating a new Moodle shell, or transferring from 1.9 to 2.X

Hello,

There have been a few questions about publishing a new course in Moodle and where that request link is located.

When any new course is created, a Moodle shell is automatically created for it in Banner. So there is no longer a need to request the Moodle Administrator to publish (create) the new course shell for you. So that 'Publish Request' link no longer exists.

Here are some guidelines for course creation.

- If you have been assigned to teach an online class for fall 2013, a blank Moodle shell has been created for you. To access your shell login to InsideCC and click on your class.
- If you are not teaching online but you want a Moodle shell, you can Moodle-fy your class by following the instructions – **See below**.
- If you have completed training on Moodle 2.x and currently have a Moodle 1.9 shell, you can request a Moodle 2.x shell by sending an email to **Sarah Phinney** at sphinney@portervillecollege.edu (thank you Sarah for your help with this information!)

To Moodle-Fy your (onground) class.

Go to Inside CC, and click on your Faculty-tab.

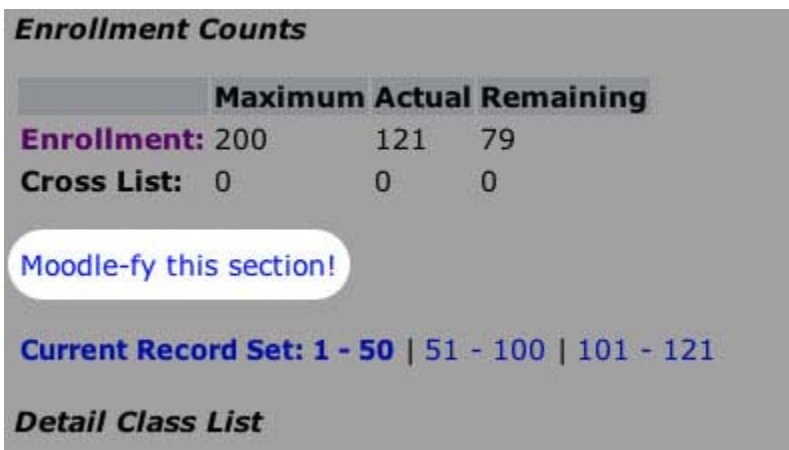
Click the class list icon in the Faculty Dashboard

Once you're on the Faculty tab, you'll see the Faculty Dashboard at the top of the center channel. In the Faculty Dashboard you'll see an icon that looks like a group of 3 people and when you hover over it, it will say "Class List." Click this icon.



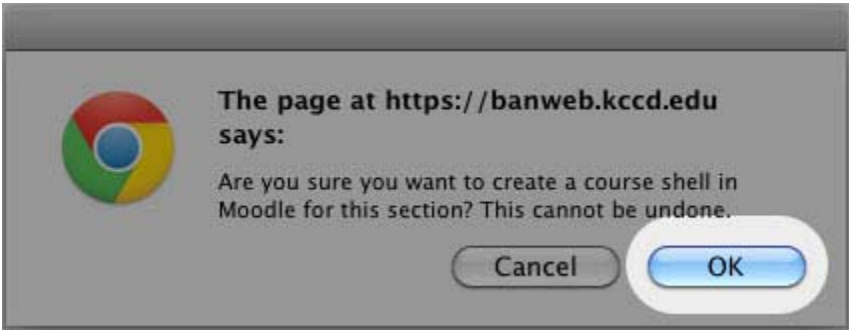
Click the "Moodle-fy this section!" link

Clicking the class link icon will sign you into my BanWeb and take you to the Detail Faculty Class List page. Between the Enrollment Counts section and the Detailed Class List section of the page, you'll see a link to "Moodle-fy this section!" If this course already has a Moodle shell, you'll see "A course shell for this section exists in Moodle." To convert your course, click on the "Moodle-fy this section!" link.



Confirm your choice

Clicking the "Moodle-fy this section!" link will cause a box to pop up making sure you really want to convert your course to Moodle, because the change cannot be undone. Click "OK" to proceed.



Wait 5-10 minutes

Once you click OK, the page will reload and you'll see the text below in place of the Moodle-fy link. Over the next several minutes, Banner will work with the portal and Moodle servers to create a new Moodle shell, add accounts for your students, and change the link in your My Courses tab.

Give this process 5 to 10 minutes to complete, log out of the portal, and [access your online courses again](#). This time, when you click the link in your My Courses tab, you should see your new Moodle shell.

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	200	121	79
Cross List:	0	0	0

A course shell for this section exists in Moodle.

Current Record Set: 1 - 50 | 51 - 100 | 101 - 121

Detail Class List

Thanks,
Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:25 AM
To: Tammy Kinnan
Subject: FW: Moodle 2.4 training / transition

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Friday, September 20, 2013 10:51 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Tammy Kinnan; Colleen Miller; Jill Board
Subject: Moodle 2.4 training / transition

Another quick reminder that if you are teaching online you must provide documentation that you have completed: one of the previously offered college training sessions; the September 30th – Oct 18th Moodle Training; or a Lynda.Com version of the Moodle 2.X training. Completion of these trainings is accompanied by a certificate.

If you have not yet taken one of these trainings, you must do so before December 1st 2013, to allow time for you to prepare your course in Moodle 2.4 and for documentation purposes.

*** If you want to attend the September 30th to October 18 self-paced college training you may still sign up for that training. This training is offered by Sarah Phinney, Tracy Lovelace and Felipe Payan.

If you have completed a training and have already sent your certificate to Tammy Kinnan, then you are fine. In the future, send certificates to Colleen Miller, Distance Education DA.

If you have completed your training, but you have not yet forwarded your certificate, then please forward your certificate to Dist Ed Department Assistant, Colleen Miller. All future certificates of completion should be sent to Colleen at the Dist. Ed Department.

A complete 1.9 to 2.4 transition plan will be sent out in the next week to ten days. This will include planning for Moodle 1.9 course back-up and transition of courses from Moodle 1.9 to 2.4.

IMPORTANT REMINDER: All of your courses in Moodle 1.9 – even those you have not taught for a year or more, but plan to teach sometime in the future, **MUST** be backed-up and transferred to Moodle 2.4.

Thank you,

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:25 AM
To: Tammy Kinnan
Subject: FW: Moodle 2.4 training -

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Tuesday, September 24, 2013 1:59 PM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Colleen Miller; Tammy Kinnan; Felipe Payan
Subject: Moodle 2.4 training -

I've recently had a few faculty contact me and give me their names for September's Moodle training. GREAT. ***There is still room, send me an email to sign up!***

And this is just another reminder - that all faculty who are teaching online need to take either the September 30th to Oct 18th college training or complete a Lynda.Com 2.X training. Both trainings provide certificates of completion and if you are just completing a training you can send that certificate to Colleen Miller. Even if you have a hybrid course where you give assignments or maybe post discussions and grades, it would be an excellent idea to take one of these courses.

September 30th training: Signup = Contact Charles

Lynda.Com training: Signup = Contact Mike Campbell who can issue licenses. Valerie Karnes also has licenses mostly for CTE faculty.

Mail your completion certificates to Colleen Miller no later than December 1st.

***** More on the 1.9 to 2.4 transition, with guidelines, on what to do in next few days. ☺**

Thanks,

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:24 AM
To: Tammy Kinnan
Subject: FW: Moodle Transition from 1.9 to 2.4
Attachments: moodle1backup.mp4

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen

Sent: Thursday, September 26, 2013 5:35 PM

To: cc_faculty_full; cc_faculty_part; cc_facultychairs

Cc: Felipe Payan; Colleen Miller; Lisa Stephens; Deanna Campbell; Kristin Hanle; Michael Campbell; Valerie Karnes

Subject: Moodle Transition from 1.9 to 2.4

Dear Faculty,

There are several phases to the Moodle transition.

Phase 1 Faculty training – this has been ongoing since February and the vast majority of faculty have completed one of the two options of Moodle 2.X training.

Phase 2 Backing up your 1.9 course(s) – todays message

Phase 3 Restoring your 1.9 course(s) to 2.4. – a Future message will be sent out soon.

Phase 4 Checking your new 2.4 course shell and making sure everything is in and working.

Today's message is about **Phase 2. Backing up your 1.9 course.**

A. All 1.9 courses (current courses AND ones you have not used for a long time but plan use again in the future) must be backed up if you ever plan to use the course again.

*** If you have already backed up your 1.9 course(s) and have it in your files already, you do not have to re-backup your course in 1.9.**

*** Backing up your own course gives you complete control over where your course is stored. You will then have access to it at any time.**

*** An archive of all courses will be made, see letter 'C' below.**

B. By November 1st - All courses in 1.9 should be backed up. The sooner you back up your 1.9 courses the sooner you will be able to restore them into your new 2.4 Shell. DE will assist you all along the way.

C. Remember Faculty will not have access to the Moodle 1.9 server after December 31st 2013. The 1.9 server will be available only for archive purposes. Yes, if there is a future student issue, Moodle Administrators will be able to access the 1.9 data. District IT personnel will take care of the 1.9 Moodle archive process.

D. More about **Phase 3** next week = transferring from your back-up file to your new Moodle 2.4 shell.

How to back up your course in 1.9

Attached above is a **short video** about how to back up your course in 1.9. Each course may take you only about 1 minute to back up and save. You will then have your course easily available to you whenever you need it in the future. You may save your course to your desktop, a file, or a flash drive. I would recommend you save it in more than one location. If you need additional help with the process, please contact Felipe Payan, and he can walk you through the process. If you have other questions about the transition, please contact me.

Written Instructions on how to Back up your 1.9 course:

Go to your course homepage

Go to Administration located on the left side– find backup and click once

New page – decide what you want to include in left column – default includes everything.

Right Column – (All/None) = select None because you do not want to save User/student files.

Scroll down to Bottom – Users = select none; Log – no, User files – no, Course files - yes, Site Files- yes, Grade histories –no

Scroll down again – click Continue button one time

Back to the top of page – find course name with course number

Scroll down and click Continue and new page confirms that the back-up is completed successfully

Click the Continue button at bottom of page

New page, at top is your back up file. Right Click on the file, then Save the Link

Then on new page right side, choose where you would like to save the file. And Click SAVE.

Thanks,

Charles Osteen

Director of Distance Education

Cerro Coso Community College

3000 College Heights Blvd.

Ridgecrest, CA 93555

PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:10 AM
To: Tammy Kinnan
Subject: FW: - Short message = Moodle Transition from 1.9 to 2.4
Attachments: moodle1backup.mp4

From: cc_facultychairs [mailto:CC_FACULTYCHAIRS@LISTSERV.CERROCOSO.EDU] **On Behalf Of** Charles Osteen
Sent: Tuesday, October 01, 2013 3:20 PM
To: cc_facultychairs
Subject: - Short message = Moodle Transition from 1.9 to 2.4

In preparation for moving to the 2.4 Moodle Server.

New:

1. Transferring of your 1.9 courses into the new Spring 2.4 course shells may begin as early as mid-October, so I encourage you to get your 1.9 course back-ups done early and save them to your computer, thumb drive, etc.

Reminder:

- 2.** Back up all of your 1.9 courses – I have again attached the short video on how this is done. Individually, back-ups only take a couple minutes per course and you have control over the location of your backed-up course.
- 3.** If you have a course that you have not taught for a long time, but think you might teach it again, PLEASE back it up now and save it to your computer or a thumb drive. If **you have the backup** – then next year, or the year after, when you decide you want to teach it again, you can request a course shell and restore it into whatever version of Moodle we are using at that time.

Distance Ed. will be focusing our attention on preparing for Spring 2014 courses. That is our first priority. DE is here to help you if you need assistance in backing up your course. As a first responder, call Felipe at 6147, or call/email Charles at 6115. Archives will be created by the District.

To back up your course: See short video attached above or written text in original message below.

Thanks so much. More to come later.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

From: Charles Osteen
Sent: Thursday, September 26, 2013 5:35 PM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Colleen Miller; Lisa Stephens; Deanna Campbell; Kristin Hanle; Michael Campbell

(michael.campbell@cerrocoso.edu); Valerie Karnes

Subject: Moodle Transition from 1.9 to 2.4

Dear Faculty,

There are several phases to the Moodle transition.

Phase 1 Faculty training – this has been ongoing since February and the vast majority of faculty have completed one of the two options of Moodle 2.X training.

Phase 2 Backing up your 1.9 course(s) – today's message

Phase 3 Restoring your 1.9 course(s) to 2.4. – a Future message will be sent out soon.

Phase 4 Checking your new 2.4 course shell and making sure everything is in and working.

Today's message is about **Phase 2. Backing up your 1.9 course.**

A. All 1.9 courses (current courses AND ones you have not used for a long time but plan use again in the future) must be backed up if you ever plan to use the course again.

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B. By November 1st - All courses in 1.9 should be backed up. The sooner you back up your 1.9 courses the sooner you will be able to restore them into your new 2.4 Shell. DE will assist you all along the way.

C. Remember Faculty will not have access to the Moodle 1.9 server after December 31st 2013. The 1.9 server will be available only for archive purposes. Yes, if there is a future student issue, Moodle Administrators will be able to access the 1.9 data. District IT personnel will take care of the 1.9 Moodle archive process.

D. More about Phase 3 next week = transferring from your back-up file to your new Moodle 2.4 shell.

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Thanks,

Charles Osteen

Director of Distance Education

Cerro Coso Community College

3000 College Heights Blvd.

Ridgecrest, CA 93555

PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:23 AM
To: Tammy Kinnan
Subject: FW: Do you plan to provide a Lunch and Learn this fall semester?

From: Charles Osteen
Sent: Tuesday, October 01, 2013 3:37 PM
To: Bonita Robison
Subject: RE: Do you plan to provide a Lunch and Learn this fall semester?

Bonita. I will send you something tomorrow, confirming. I am thinking that we will do a combination session - probably October 16 or whatever date that week you think is best. Or no later than the 23rd.

Don't hold me to this title or subject but probably: How to backup and Restore your Moodle course plus DE production updates. Via iTV.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

From: Bonita Robison
Sent: Tuesday, October 01, 2013 2:25 PM
To: Lisa Darty; Frank Timpone; Charles Osteen; Michael Campbell
Cc: Sylvia Sotomayor
Subject: Do you plan to provide a Lunch and Learn this fall semester?

Hello,
The Professional Development Committee needs to post any upcoming "Lunch and Learns".

You were listed on Cerro Coso's fall plan as being interested in providing a "Lunch and Learn". Topics included creating an online presence, customer service, DE capabilities and Multi-Media presentation equipment.

We need to provide the campus with the dates for the presentations and make every attempt not to conflict with Student Government and Academic Senate meetings.

If you plan to have a presentation, second or fourth Tuesday from 12:30-1:30 are usually open or you can suggest another time.

Please let me know, so we can publicize the activity.

Thanks,
Bonita Robison

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:22 AM
To: Tammy Kinnan
Subject: FW: Lunch and Learn

From: Charles Osteen
Sent: Wednesday, October 02, 2013 7:46 AM
To: Bonita Robison
Cc: Felipe Payan
Subject: Lunch and Learn

Bonita,

Does October 16th work in the Lunch and Learn schedule? If so Felipe and I will offer a session on: **Moodle Transition update, How to back-up your 1.9 files, then how to upload them into 2.4.**

Also we'll update on what media capabilities we have now.

We thought we would do the session in one of the computer labs where people could log into one of their Moodle 1.9 courses and actually do the procedures as we talk about them.

I am also planning on visiting ESCC and doing the same thing. So the Oct 16th session does not need to be in an iTV room.

Should I make a room reservation? What is the hour??= 12:35 to 1:30... something like that right? Giving them time to get out of one class and get to the next. Probably won't take a full hour anyway.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:21 AM
To: Tammy Kinnan
Subject: FW: Lunch and Learn Room and PD web page

From: Charles Osteen
Sent: Tuesday, October 08, 2013 3:37 PM
To: Bonita Robison
Subject: RE: Lunch and Learn Room and PD web page

Do you want me to send out this invitation to faculty?

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

From: Bonita Robison
Sent: Wednesday, October 02, 2013 10:18 AM
To: Charles Osteen
Cc: Tammy Kinnan; Sylvia Sotomayor
Subject: RE: Lunch and Learn Room and PD web page

Charles, Tammy and Sylvia,
Re: Lunch and Learn

Let's schedule room 709 for Tuesday, October 15th instead from 12:30-1:30 during College Hour.

Let's entitle it ***Moodle Transition & Backup Procedures Plus Media Capabilities Update***

Bonita

From: Charles Osteen
Sent: Wednesday, October 02, 2013 7:46 AM
To: Bonita Robison
Cc: Felipe Payan
Subject: Lunch and Learn

Bonita,

Does October 16th work in the Lunch and Learn schedule? If so Felipe and I will offer a session on: **Moodle Transition update, How to back-up your 1.9 files, then how to upload them into 2.4.**

Also we'll update on what media capabilities we have now.

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Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:18 AM
To: Tammy Kinnan
Subject: FW: Lunch and Learn and Discussions - Oct 15 + 16th

From: Charles Osteen
Sent: Thursday, October 10, 2013 11:17 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Bonita Robison; Valerie Karnes
Subject: Lunch and Learn and Discussions - Oct 15 + 16th

Greetings,

There are several opportunities for training coming up next week.

IWV Lunch and Learn – October 15th.

Subject: Moodle Transition & Backup Procedures Plus Media Capabilities Update.

Date: October 15th

Location: IWV LRC Room 209 - This is a computer lab and you will be able to log in on the computer and follow along with Felipe on how to back up your course and save it for yourself.

Time: 12:30pm to 1:30 Pm

ESCC – October 16th.

Topics for discussion are:

1. What is happening with the Moodle transition.
2. Open a discussion about creating a personal/professional web presence through our website. (in coordination with Sylvia Sotomayor)
3. Share an example of the kind of video Felipe has already produced for one of our faculty members which is used each week to update his students.
4. Discuss options for those in attendance about using some sort of video or screen capture visuals to supplement their on ground, online or hybrid course
5. Discuss other technical support you might need.
6. Other questions you might have.

Mammoth

Time: 2pm to 3pm

Location: MESCC 217

Bishop

Time: 4pm to 5pm

Location: BESCC 120-1

Thanks,

Charles Osteen
Director of Distance Education
Cerro Coso Community College

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:18 AM
To: Tammy Kinnan
Subject: FW: Another Short Update on Moodle Transition from 1.9 to 2.4

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Thursday, October 10, 2013 9:08 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Valerie Karnes; Jill Board; Margaret Mauldin; Lisa Stephens; Deanna Campbell; Kristin Hanle; Michael Campbell
Subject: Another Short Update on Moodle Transition from 1.9 to 2.4

Hello,

New News:

* **The Spring 2014 Moodle 2.4 course shells are now available for restoring your courses. If you are teaching in Spring, you may begin to restore your courses if you wish. See below for more info.**

* **Request Forms: In the past there was a form to fill out to request a new course shell, and that is no longer necessary with the Banner system. There are no request forms necessary now. All courses are backed-up by the DE**

Department each semester, including student Data. New Courses that are developed for online instruction, once that course is entered into Banner, a course shell is automatically generated, no more request forms necessary.

As noted through my messages below, faculty are being encouraged to back up and restore their own courses as much as possible. This is for you, this gives you confidence that what you want to be backed up or restored is there. If you choose to back up our Fall courses, you may only wish to save your course content and you won't need to save student data, thus keeping your file size smaller.

Please note, as has been done historically, the Distance Education Department **will back up, with student data, all Fall 2013 courses**. Spring and Summer 2013 have already been backed up and saved by the DE Department as have the previous years and semesters.

The difference this year is that we need to have all of the Fall 2013 courses backed-up by the end of December 2013. Therefore, I have been encouraging faculty to back-up their own Fall 2013 courses. It is a secondary level of security and redundancy. Again, the DE Department will back up all Fall 2013 courses in December including student content.

There will be a Lunch and Learn October 15th 12:30 to 1:30, in the IWV LRC room 209 providing help and support for faculty who wish to learn how to do backups, etc. Felipe and I will also visit ESCC October 16th both Mammoth and Bishop sites. Another email to follow about these Lunch and Learn opportunities.

If you have questions about the transition, always feel free to ask me.

Thanks.
Charles Osteen
Director of Distance Education
Cerro Coso Community College
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Ridgecrest, CA 93555
PH: 760-384-6115

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Cc: Felipe Payan; Valerie Karnes; Jill Board; Margaret Mauldin; Lisa Stephens; Deanna Campbell; Kristin Hanle; Michael Campbell (michael.campbell@cerrocoso.edu)
Subject: - Short message = Moodle Transition from 1.9 to 2.4

In preparation for moving to the 2.4 Moodle Server.

New:

1. Transferring of your 1.9 courses into the new Spring 2.4 course shells may begin as early as mid-October, so I encourage you to get your 1.9 course back-ups done early and save them to your computer, thumb drive, etc.

Reminder:

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Subject: Moodle Transition from 1.9 to 2.4

Dear Faculty,

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Phase 2 Backing up your 1.9 course(s) – today's message

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* Backing up your own course gives you complete control over where your course is stored. You will then have access to it at any time.

* An archive of all courses will be made, see letter 'C' below.

B. By November 1st - All courses in 1.9 should be backed up. The sooner you back up your 1.9 courses the sooner you will be able to restore them into your new 2.4 Shell. DE will assist you all along the way.

C. Remember Faculty will not have access to the Moodle 1.9 server after December 31st 2013. The 1.9 server will be available only for archive purposes. Yes, if there is a future student issue, Moodle Administrators will be able to access the 1.9 data. District IT personnel will take care of the 1.9 Moodle archive process.

D. More about Phase 3 next week = transferring from your back-up file to your new Moodle 2.4 shell.

How to back up your course in 1.9

Attached above is a **short video** about how to back up your course in 1.9. Each course may take you only about 1 minute to back up and save. You will then have your course easily available to you whenever you need it in the future. You may save your course to your desktop, a file, or a flash drive. I would recommend you save it in more than one location. If you need additional help with the process, please contact Felipe Payan, and he can walk you through the process. If you have other questions about the transition, please contact me.

Written Instructions on how to Back up your 1.9 course:

Go to your course homepage

Go to Administration located on the left side– find backup and click once
New page – decide what you want to include in left column – default includes everything.
Right Column – (All/None) = select None because you do not want to save User/student files.
Scroll down to Bottom – Users = select none; Log – no, User files – no, Course files -
yes, Site Files- yes, Grade histories –no
Scroll down again – click Continue button one time
Back to the top of page – find course name with course number
Scroll down and click Continue and new page confirms that the back-up is completed
successfully
Click the Continue button at bottom of page
New page, at top is your back up file. Right Click on the file, then Save the Link
Then on new page right side, choose where you would like to save the file. And Click SAVE.

Thanks,
Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:17 AM
To: Tammy Kinnan
Subject: FW: Assuring Online Student Integrity - Another Moodle 2.4 Feature

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Friday, October 11, 2013 8:18 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Corey Marvin; Heather Ostash; Felipe Payan; Sarah Phinney; Tracy Lovelace; Jill Board
Subject: Assuring Online Student Integrity - Another Moodle 2.4 Feature

In Matt Hightower's message below he shares a 'golden nugget' he found in the new Moodle 2.4. It goes directly to helping to insure the integrity of your online student. I thought I would share it with everyone, just in case you had not discovered it yourself!

Thanks to Matt for sharing this.

Charles Osteen
Director of Distance Education

From: Matt Hightower
Sent: Friday, October 11, 2013 6:50 AM
Subject: Another Moodle 2.4 Feature

You may know this already but, in case you don't. I just stumbled across another new feature in Moodle 2.4. It is a setting in the Assignment Settings area for file submissions that allows the instructor to have a submission statement displayed.

Below is the drop-down to turn on the submission statement.

Assignment settings

Allow submissions from ?	7	October	2013	00	00	<input checked="" type="checkbox"/> Enable
Due date ?	13	October	2013	23	55	<input checked="" type="checkbox"/> Enable
Cut-off date ?	11	October	2013	06	30	<input type="checkbox"/> Enable
Always show description ?	Yes					
Require students click submit button ?	No					
Require that students accept the submission statement ?	Yes					
Notify graders about submissions ?	No					
Notifv graders about late	No					

When a student submits the file for their assignment, the following statement is displayed requiring the student to click the acceptance check box before the upload is complete.


* This assignment is my own work, except where I have acknowledged the use of the works of other people.

File submissions

Maximum size for new files: 5GB, maximum attachments: 1

Create folder Download all

Files



WPC.acodb

Save changes Cancel

There are required fields in this form marked *.

Matt H.

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:13 AM
To: Tammy Kinnan
Subject: FW: Reminder - Today's lunch and learn

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Tuesday, October 15, 2013 11:03 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Colleen Miller
Subject: Reminder - Today's lunch and learn

Today's Moodle Transition Lunch and Learn is in **LRC 709 12:30 to 1:30**

See you there!
Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

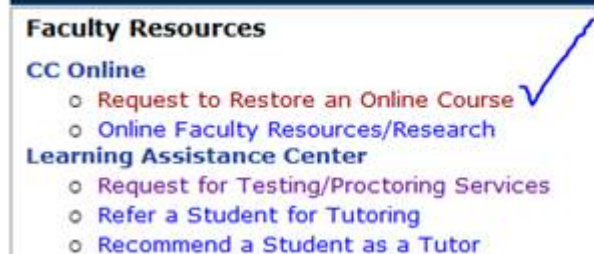
From: Colleen Miller
Sent: Thursday, April 03, 2014 9:12 AM
To: Tammy Kinnan
Subject: FW: Moodle Transition - 2.4 blank course shells now available

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Friday, October 18, 2013 10:59 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Valerie Karnes; Jill Board; Lisa Stephens; Deanna Campbell; Kristin Hanle; Michael Campbell; Sylvia Sotomayor
Subject: Moodle Transition - 2.4 blank course shells now available

This is very important!

Your Spring 2014 Moodle 2.4 course shells are available. It is now possible to load them with your Spring course content. You can do this yourself if you like, and or, we can assist you while on the phone (preferred over email exchanges), or Felipe can load your 2.4 shell from the course you identify, see information in **red**.

New - [Request to Restore an Online Course](#) = located through your Faculty tab Inside CC. Yes, you can fill out this form and it will be automatically sent to Felipe Payan our Educational Media Design Specialist and Moodle Administrator. Many thanks to the Faculty Chairs and Mary Peoples for their recent help in clarifying specific course request needs and to Annett Hodgins for actually finding an old request form that assisted Distance Ed in creating this new from. Sylvia Sotomayor was invaluable in creating and posting the form to Inside CC.



Here are some Scenarios:

1. The course you want for Spring is already in 2.X: This is the easiest restore process. We will send out a separate video about how this next early next week.
2. The course you want for Spring is still somewhere in Moodle 1.9: This will require going to a previous backup and then restoring the course into the new 2.4 shell. A short video on how to Restore from 1.9 to 2.4 will be out next week.

3. You do not want to attempt the above processes yourself. Fill out the new Request to Restore form now located on the login page of Inside CC. Fill it out and it will automatically be sent to Felipe. He will notify you when your course(s) have been restored

I really appreciate all the help and support from Faculty Chairs, Mary Peoples, and Sylvia Sotomayor.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

From: Colleen Miller
Sent: Thursday, April 03, 2014 9:11 AM
To: Tammy Kinnan
Subject: FW: Real Quick Note about Restoring to 2.4

From: owner-cc_faculty_full@listserv.cerrocoso.edu [mailto:owner-cc_faculty_full@listserv.cerrocoso.edu] **On Behalf Of** Charles Osteen
Sent: Monday, October 21, 2013 10:40 AM
To: cc_faculty_full; cc_faculty_part; cc_facultychairs
Cc: Felipe Payan; Colleen Miller
Subject: Real Quick Note about Restoring to 2.4

Good morning,

We can start restoring from 1.9, or for some of you Fall 2.4, over to the Spring 2.4 shells.

I would like to have everyone's Spring 2014 course into a 2.4 shell by November 7 to 14 so that **you** will have plenty of time to go in and make sure everything is in working order before Christmas Break and the end of December. Again, we will have limited access to this server next year.

You can:

1. Do the restore yourself . Let Felipe or I know if you do this and we can 'check' the course off the list.
2. Phone Call Felipe and he will help you while on the phone. Felipe's phone number is 760-384-6147
3. Fill out the new Request to Restore form located Inside CC, Faculty Tab, Faculty Resources - Simply fill out the form and click submit and it will go directly to Felipe and he will restore your course with the CRN information you have provided. **Please include your phone number on the form in case there is a question.**

Thanks very much.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Tammy Kinnan

To: Colleen Miller
Subject: RE: Moodle 2.4 Training

From: Charles Osteen
Sent: Monday, November 18, 2013 10:06 AM
To: Yihfen Chen; Lisa Darty; Gary Enns; Bob Phung; Steve Rogers; Robert Cornett; Jamie Flatebo; Pamela Hamilton; Michelle Harper; Vickie Taton; Michaela Vargas
Cc: Corey Marvin; Colleen Miller
Subject: Moodle 2.4 Training

Hi Everyone,

Just checking to see how your Moodle 2.4 training is going. As soon as you finish, please send your certificate of completion to Colleen Miller. The Dist Ed Department is responsible for keeping record of completions.

Thanks Ever so Much.

Charles Osteen
Director of Distance Education
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
PH: 760-384-6115

Moodle Training

Last	First	Cert	Class	Dates	Comp. Date	Instructors/Course
Full Time Faculty						
Abbott	Christine	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Ama	Suzie	X				teaches Moodle
Baker	Vivian	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Bernsten	Dean	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Bowen	Jarrold	X			9/25/2013	Lynda.com Essential Training
Browne	April	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Cameron	Scott	X			6/20/2013	Lynda.com Essential Training
Chen	Yihfen	X			1/8/2014	Lynda.com Essential Training
Cornett	Julie	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Crow	Matthew	X			1/15/2014	Lynda.com Essential Training
Darty	Lisa	X			12/9/2013	Lynda.com Essential Training
Davis	Cliff	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Enns	Gary	X			12/18/2013	Lynda.com Essential Training
Foggia	Tom	X			7/11/2013	Lynda.com Essential Training
Fuller	Lisa	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Gates	Cheryl	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Godfrey	Pam	X			1/15/2014	Lynda.com Essential Training
Gonzalez-Cirre	Lucila	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Hamilton	Karee	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Heaton	Jon	X				beta tester 2.x - all classes in 2.4
Hightower	Matt	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Hodgins	Annette	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Jamison-Nichols	Janis	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Jeffrey	Melanie	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Jensen	Dennis	X			6/19/2013	Lynda.com Essential Training
Jones	Matt	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Karnes	Valerie	X			8/23/2013	Lynda.com Essential Training
Kelly	Kimberly	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
King	Sarah	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Kost	Greg	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Locke	Bill	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Metcalf	Michael	X			4/2/2014	Lynda.com Essential Training
O'Connor	Karen	X			11/10/2013	Lynda.com Essential Training
O'Neal	Mary	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Osteen	Charles	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Peoples	Mary	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Phung	Bob	X			12/9/2013	Lynda.com Essential Training
Robison	Bonita	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Rogers	Steve	X			10/12/2013	Lynda.com Essential Training
Sandvik	Loren	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Slovacek	Joe	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Stephens	Norman	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Swiridoff	Christine	X			8/19/2013	Lynda.com Essential Training

Timpone	Frank	X			3/22/2013	Lynda.com Essential Training
Vasquez	Laura	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Wanta	Matt	X			11/10/2013	Lynda.com Essential Training
Winston	Rachel	X			7/6/2013	Lynda.com Essential Training
Adjunct Faculty						
Beshwate	Ben	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Binn	Maxine	X			1/27/2014	Lynda.com Essential Training
Bonner	Michael	X			11/27/2013	Lynda.com Essential Training
Britz	Sharon	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Christenson-Rockv	Christina	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Cornett	Robert	X			12/13/2013	Lynda.com Essential Training
Damiano	Anthony	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Del Pellegrino	Victoria	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Eberhart	Linda	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Edwards	Bobbie	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Figueroa	Jenni	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Flatebo	Jamie	X				all classes in 2.4
Foggia	Toko	X			6/25/2013	Lynda.com Essential Training
Foster	Herman					
Fowler	Monette	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Frasier	Patricia					
Freeman	Heather	X			8/2/2013	Lynda.com Essential Training
Gaunt	Thomas	X			8/4/2013	Lynda.com Essential Training
German	David	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Greedy	Matt	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Hammond	Belinda	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Hamilton	Pam	X			1/5/2014	Lynda.com Essential Training
Harper	Christopher	X			11/18/2013	Lynda.com Essential Training
Harper	Michelle	X			12/9/2013	Lynda.com Essential Training
Heaton	Maria	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Hight	Cheryl	X			10/23/2013	Lynda.com Essential Training
Hopfer	Sharon	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Irwin	Steve	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Jacobs	Mark	X	6/3/2013	6/21/2013		Tracy Sarah Kiana
Jamieson	Thomas					
Koenig	Vicki	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Korensky	Chet	X			12/11/2013	Lynda.com Essential Training
Lessani-Abdi	Debbie	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Lulejian	Jerry	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Lund	William	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Maki	Krista	X			12/18/2013	Lynda.com Essential Training
Martin	Joseph	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
McGovern	Tom	X			10/15/2013	Lynda.com Essential Training
Middleton	Linda	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Moore	Karen	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Morinaka	Barry	X				trained w/@One/teaching in 2.X
O'Brien	Kathleen	X	4/1/2013	4/19/2013		Tracy Sarah Kiana

O'Neill	Leslie	X			10/25/2013	Lynda.com Essential Training
Paine	Kristy	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Patridge	Lauren	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Porter	Margaret	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Quinlan	Charles					
Rogers	Stephan	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Rudis-Jackson	Elaine	X			4/16/2013	Lynda.com Essential Training
Scott	Jessie	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Seal	Mitchell	X			10/23/2013	Lynda.com Essential Training
Shultz	Susan	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Stephenson	Teri	X	4/22/2013	5/10/2013		Tracy Sarah Kiana
Stutzman	Denise	X	4/1/2013	4/19/2013		Tracy Sarah Kiana
Taton	Vickie	X			12/6/2013	Lynda.com Essential Training
Teigen	Dell	X			12/30/2013	Lynda.com Essential Training
Villicana	David					
Vargas	Michaela	X			12/29/2013	Lynda.com Essential Training
Wachira	Godfrey	X	5/27/2013	6/21/2013		Suzie Ama + Pedagogy
Warnock	Roger	X	9/30/2013	10/18/2013		Tracy Sarah Felipe
Williard	Nancy	X	4/1/2013	4/19/2013		Tracy Sarah Kiana