

Create and Use Avenue Course Template

Users with the **Avenue Manager-Course Creator** role can create courses for their organization based on a course template. Then, upon receiving a request for a new course you can create a new course, apply the template to the new course and enroll instructors into the new course. This course template is a course shell only and does not contain any content.

Create a Course Template

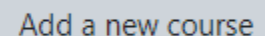
1. In the **Navigation drawer**, click on the **Site Home** link.



2. Click on the **province** or **territory** your organization is in.

3. Locate and click on your organization's **Category** link.

Note: If the category is not visible, click on the **View more** link at the bottom of this list. Alternately, there is a **Search** feature available to locate your category.

A button with the text "Add a new course".

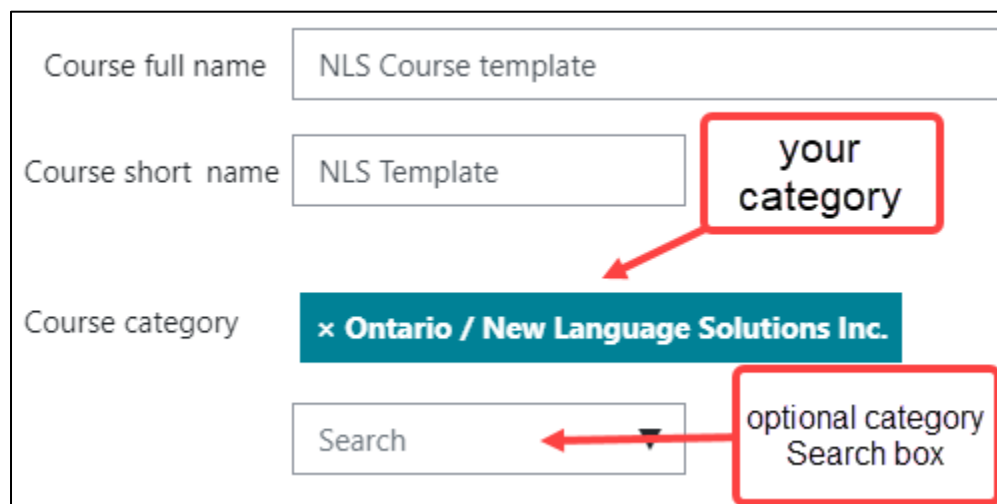
4. Click on the **Add a new course** button.

Note: The **Add a new course** screen appears.

5. In the **General** section, type the **Course full name** and the **Course short name**.

Note: consider inputting a generic **course name**.

6. In the **Course category**, ensure that the category matches your organization. If it does not, click on the Search box. **Categories** that you can edit appear.

A screenshot of the "Add a new course" form. It shows three input fields: "Course full name" with the value "NLS Course template", "Course short name" with the value "NLS Template", and "Course category" with a dropdown menu showing "x Ontario / New Language Solutions Inc.". A red box highlights the "your category" text, with an arrow pointing to the "Course category" dropdown. Another red box highlights the "optional category Search box" text, with an arrow pointing to the "Search" input field below the dropdown.

Course full name

Course short name

Course category

Search

- If necessary, choose the appropriate **Category**.
- Do not change the **Course start date** and the **Course end date**. This will be changed when new courses are created.

Course start date	1	February	2020	00	00	
Course end date	23	March	2021	12	40	<input type="checkbox"/> Enable

- If necessary, type a generic **Course summary** that the instructors can change later.

▼ **Description**

Course summary

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☰
☷
🔗
🔗

😊
🖼️
📄
🎤
🎥
✍️
📷
📊
📄
🔗

This LINC 99 course helps learners to work online and meet with instructors and fellow students.

- In the **Course image** section, consider uploading an image file that exemplifies your organization’s brand similar to the one in this example.

Course image

Maximum file size: 2GB, maximum number of files: 1

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📄
📄


Files

nlspartlogo.p...

- Set the most common **Course format** in the **Format** field.

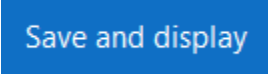
Note: The most common format is **Topics format**. Consider the **Collapsible Topics format**, which can reduce scrolling on the course page.

12. Choose the **Number of sections** required for your course template.

13. Choose a **Course layout**; either **All sections on one page** or **One section per page**.

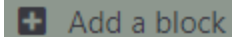
14. Click on the **Save and display** button.



15. This brings you to your **Participants** list, which is not yet needed. Use the **breadcrumb's** menu to return to the course main page.

16. On the course page, click on the **Turn editing on** button.

17. To add blocks to your template, click on the **Add a block link** in the **Navigation drawer**.



18. Add **blocks** to the course and position them on the course page.

Note: An **HTML block** is a reliable way to show institutional branding and important links. To add an **HTML block** to the course template, see the [HTML Help File](https://bit.ly/398uF8Q) (https://bit.ly/398uF8Q).

19. Add **Labels** to the course to delineate course elements and represent the organization's brand colours.

Note: See the Help File [Customizing Labels](https://bit.ly/2QyQKab). (https://bit.ly/2QyQKab) to add **Labels** to a course template.

20. Continue to add elements that will be part of your SPO's template.

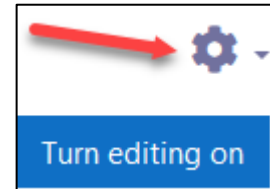
Note: For example, in sample template below, there is a **BigBlueButton** link, a **Module** formatted with common elements, some blocks and some **Label** design features.

21. Click on the **course name** in the **breadcrumb's** menu.

22. After your template is completed, click on the **Turn editing off** button.

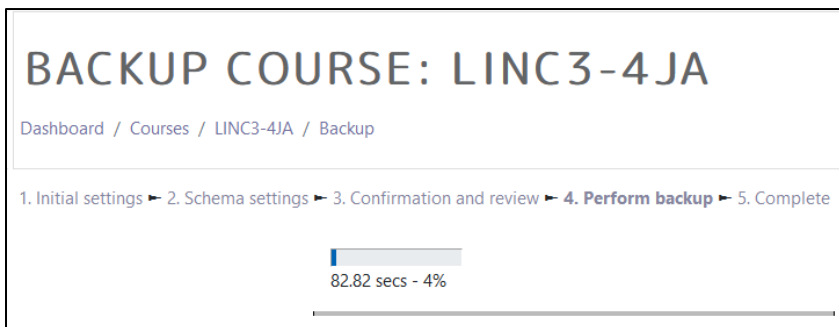
Creating a Course Template Backup

1. On your course, click on the **Actions menu** icon.
2. In the drop-down menu, choose **Backup**.



3. On the **Backup settings** screen, uncheck items that you feel are not important to include in a new course. Examples of these **may be**: **Include enrolled users** or **Include calendar events**.
4. At the bottom of the screen, click on the **Jump to final step** button.

Note: At this time, the backup is performed.

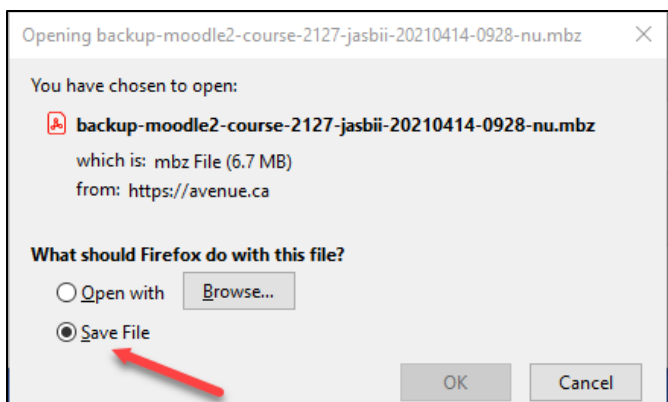


5. After the backup is complete, click on the **Continue** button.

Note: The backup file appears on the **Restore Course** screen.

Filename	Time	Size	Download	Restore
backup-moodle2-course-2127-jasbii-20210414-0928-nu.mbz	14 April 2021	6.7MB	Download	Restore

6. Click on the **Download** link.
7. In the pop-up that appears, click on **Save file**.
Note: The backup file is saved to your hard drive.
8. Click on the **course name** in the **breadcrumb's** menu.



9. On your course, locate your **Private files** block.
10. If there is no **Private Files** block on your course, ensure that **Course Editing** is **ON**.
 - a. In the **Navigation Drawer**, click on the **Add a block** option.
 - b. Choose the **Private files** option.
11. In the **Private files** block, click on the **Manage private files...** link.

12. In the **Manage private files editor**, click on the **Add...** icon.



13. Click on the **Upload a file** link in the **File Picker**.



14. Click on the **Browse** button.

15. Locate the backup file. It has an **.MBZ** extension.

16. Click on the **Open** button.

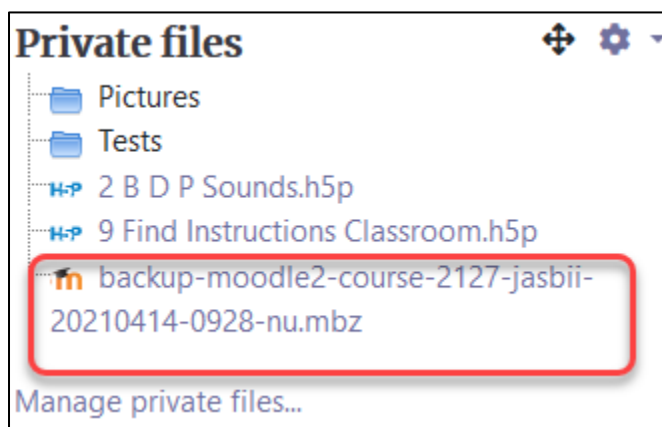
17. Click on the **Upload this file** button.

Note: The file should appear with a Moodle logo icon.

18. If the file appears in the **Files** area, click on the **Save changes** button.



Note: The file appears in the **Private files** block. The file is ready to be used whenever you need to create a new course for you team, using your course template.



Creating a New Course with Your SPO Template

Note: Please contact your mentor if you need a multilevel course with three or more levels. For example, **LINC 3-6 (Avenue)**.

1. On any Avenue course, click on the **Actions menu** icon.

2. In the drop-down menu, choose the **Restore** option.



3. On the **Restore Course** screen, click on the **Choose a file...** button.

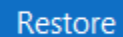
4. Click on the **Private files...** link in the **File Picker**.

Note: The **Private files** appear.

5. Click on the **appropriate backup** (.MBZ) file.

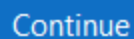
6. In the pop-up, click on the **Select this file** button.

7. On the **Restore Course** screen, the backup file should be displayed in the **Files** box. Click on the **Restore** button.

A solid blue rectangular button with the text "Restore" in white.

8. On the **Confirm** (Restore) screen, scroll to the bottom ensuring the back settings are accurate.

9. Click on the **Continue** button.

A solid blue rectangular button with the text "Continue" in white.

10. On the **Destination** screen, ensure **Restore as a new course** is selected.

11. In the **Select a category** section, click in the **Search categories** textbox.

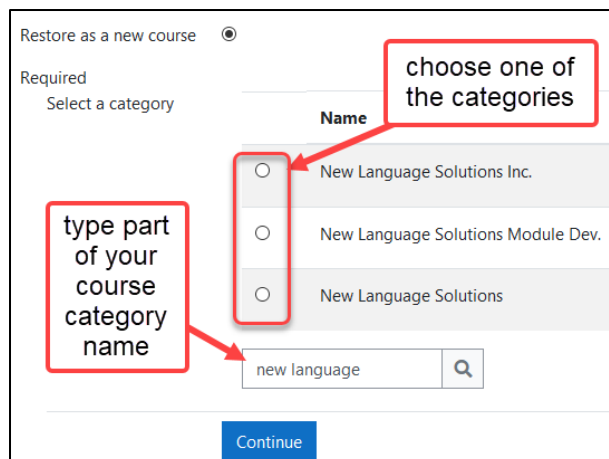
12. Type the name or part of the name of your **course category**.

13. Click on the **Search** icon/button.

Note: A matching list of **Category names** appears.

14. Choose on your **Category** radio button.

15. Click on the **Continue** button.

A screenshot of a web interface for restoring a course. At the top, it says "Restore as a new course" with a selected radio button. Below that, it says "Required Select a category". There is a "Name" label and a list of three radio buttons with corresponding category names: "New Language Solutions Inc.", "New Language Solutions Module Dev.", and "New Language Solutions". A red box highlights the first radio button with the text "choose one of the categories". Below the list is a search input field containing "new language" and a search icon. A red box highlights the search input field with the text "type part of your course category name". At the bottom, there is a blue "Continue" button.

16. On the **Restore settings** screen, click on the **Next** button.
17. On the **Course settings** screen, change the course name, the course short name and the course start date. Scroll to the bottom of the screen and click on the **Next** button.
18. On the **Review** screen, look over the items listed, if they are satisfactory click on the **Perform restore** button.
19. Once the restore is complete, click on the **Continue** button.

Note: The **Course** appears.

Adding an Instructor to the New Course

Note: The new course appears. In this example, there is a model **Topic** with labels that can be duplicated or deleted by instructors when building their own course.

The screenshot shows the course dashboard for "LINC 1-7(XYZ)(NLS)". The page includes a navigation menu on the left with "Announcements", "General Discussion Forum", and "Online Classroom". The main content area features a "Module Name (CLB Levels)" section with a "Hidden from students" label and a "You will practice English to:" section listing "learning outcome 1" and "learning outcome 2". A "Calendar" widget shows the month of March 2021. A "Turn editing on" button is visible in the top right. Red boxes and arrows highlight specific elements: "HTML block" points to the "NLS Links" section; "Activity" points to the "Online Classroom" link; and "Model branding (teachers can delete this or duplicate elements)" points to the "Module Name (CLB Levels)" section.

LINC 1-7(XYZ)(NLS)

Dashboard / Courses / LINC1-7

Turn editing on

HTML block

Activity

Model branding (teachers can delete this or duplicate elements)

Announcements

General Discussion Forum

Online Classroom

NLS Links

NLS Website

NLS Help

NLS Office Email

Map to NLS

Module Name (CLB Levels)

Hidden from students

You will practice English to:

learning outcome 1

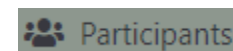
learning outcome 2

Calendar

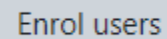
March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

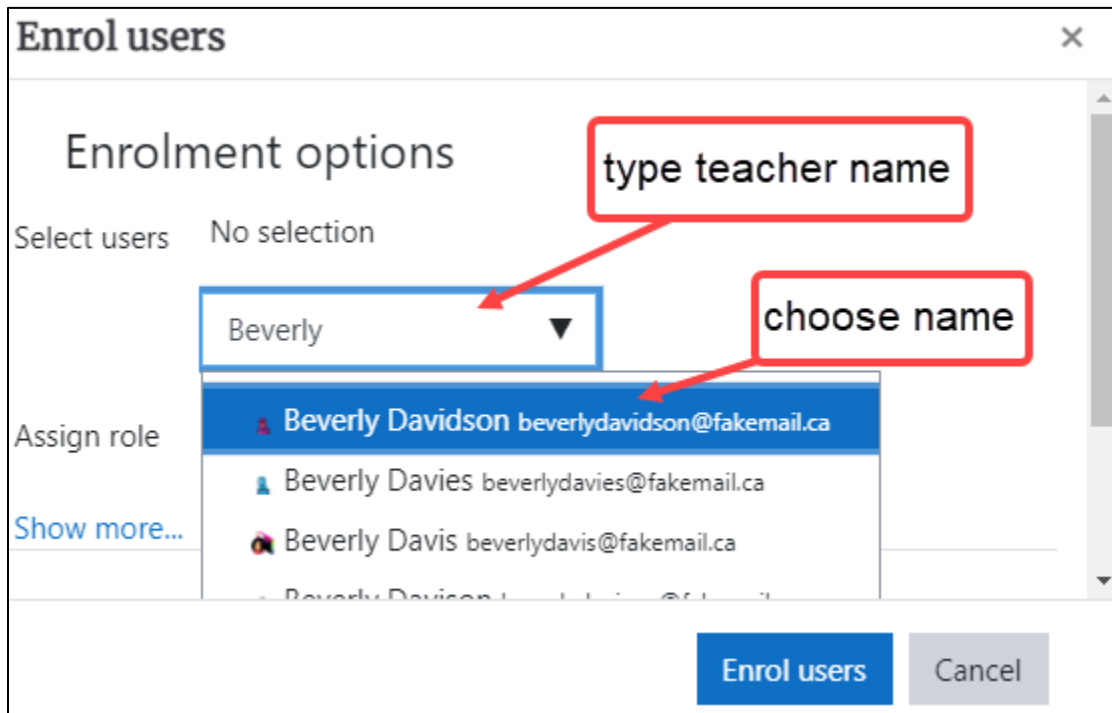
1. In the **Navigation drawer**, click on the **Participants** link.



2. Click on the **Enrol Users** button.
Note: The **Enrol users** pop-up appears.



3. Change the **Assign role** to **Teacher**.
4. In the **Select users** Search box, type all or part of the teacher's name.



5. In the **users'** drop-down list, choose the appropriate name.
6. The selected teacher's account appears in a green highlight.



7. Ensure the **Assigned role** is set to **Teacher**.
8. Click on the **Enrol users** button.
Note: The user is now the course teacher. The course is ready to be shared with the instructor.