

Requesting a course site on Moodle (CCLE)

This article explains how to request a course site on the [CCLE Shared System](#) for local support. If you are not local support (such as the instructor of record or TA), please reach out to your [local support](#)

For information on other types of sites on Moodle (CCLE), refer to this article:

<http://kb.ucla.edu/articles/site-types-on-cclmoodle> or visit <http://ccl.e.ucla.edu/about/sites.html>.

There are two requirements for requesting an official course website on the [CCLE/Moodle Shared System](#):

1. The course must have a Class ID (9-digit number, previously called SRS) assigned to it by the Registrar. Consult the home department for the course, or refer to this article to locate the course SRS number from the Schedule of Classes: <http://kb.ucla.edu/articles/finding-the-correct-srs—for-course-creation-requests>
2. The home department or unit for the instructor of record must be one that has opted into CCLE/Moodle and has agreed to support the use of CCLE/Moodle for instructional sites. For updates on current CCLE/Moodle member groups, consult <http://ccl.e.ucla.edu/about/participatelists.html>.

Course Sites Build schedule runs at 8:20 am, 10:20 am, 12:20 pm, 2:20 pm, 4:20 pm, 6:20 pm, 8:20 pm (NOTE: only 200 max courses are built per build)

How to request an individual course site on CCLE

1. Log into the CCLE Shared System and navigate to Site admin > Courses > UCLA course requestor. This form is currently restricted to approved local support staff. If you are providing local support, ask the lead support contact in your unit to submit your name to the list, or email ccl@ucla.edu to request access.
2. In the first box, you can request to build an individual course site by specifying the Term and inputting the Class ID for the course you want. If you don't know the SRS number, check it up in the Registrar's Schedule of Classes. Here is a KB article on how to locate the correct SRS# for your course: <http://www.kb.ucla.edu/articles/finding-the-correct-srs—for-course-creation-requests>.
3. Click "Get course".

4. In the individual course listing, you'll be able to verify the instructor(s) name(s) and the home department.
5. Enter an email if you or someone would like to be notified when the course is built (instructors will be notified by email when their site has been built)
6. (Optional) Crosslist: If the requested course is crosslisted with other courses, enter the Class ID for each "Crosslist". If there are more Class IDs, click the "Add additional Class ID." Should any class website have already been built on CCLE for a course that needs to be added as a Crosslist, complete the current request procedure excluding that existing course and then manually crosslist all the courses following the instruction for "How to crosslist two already existing courses on CCLE".
If the requested course is officially crosslisted with another course in the Registrar's database, it will be displayed. If you don't want to join those sites, click "No" and uncheck the box next to the Short Name and SRS number for the crosslisted course. If you want another alias added to this course, complete the the current request procedure, and then follow the instructions for "How to add crosslists to a course that is waiting in queue to be built".
7. (Optional) Migrate Quiz, Migrate Files: Please ignore these settings as they are not operational at this time.
8. Click "Submit Course" to submit your request. The Course Requestor will email the Contact email address you specified confirming the request, and will email again when the site is built.

How to add crosslists to a course that is waiting in queue to be built

1. Should any class website have already been built on CCLE for any of the crosslisted courses, wait till all the courses have been built and then follow the instructions for "How to crosslist two already existing courses on CCLE".
2. Log into the CCLE Shared System and navigate to Site admin > Courses > UCLA course requestor. This form is currently restricted to approved by local support staff. If you are providing local support, ask the lead support contact in your unit to submit your name to the list, or email ccle@ucla.edu to request access.
3. Under "View existing requests," select the term for the course and the subject area.
4. Click on the "All statuses" and select "To be built"
5. Enter the Class ID for each "Crosslist". If there are more Class IDs, click the "Add additional Class ID." If you don't know the Class ID, check it up in the Registrar's Schedule of Classes. Here is a KB article on how to locate the correct Class ID for your course:
<http://www.kb.ucla.edu/articles/finding-the-correct-srs—for-course-creation-requests>.
6. Click "Save"

How to add crosslists to a course that has already been built

1. Request individual course websites built for each of the aliases following the instructions for "How to request an individual course site on CCLE/Moodle".
2. Manually crosslist all the courses following the instructions for "How to crosslist two already existing courses on CCLE".

How to crosslist two already existing courses on CCLE

1. Manually crosslist the courses following the instructions here: “<http://kb.ucla.edu/articles/how-to-crosslist-two-already-existing-courses-on-ccle>”:<http://kb.ucla.edu/articles/how-to-crosslist-two-already-existing-courses-on-ccle>.
2. Import any pre-existing course materials on the child courses to the meta course using the CCLE/Moodle function of “Import” (see instructions “here”:
<http://kb.ucla.edu/articles/import-resourcesactivities-from-one-moodle-site-to-another>) or “backup/restore” (see instructions “here”:
<http://kb.ucla.edu/articles/backuprestore-a-moodle-course>).

How to request course sites for an entire department or subject area

1. Log into the CCLE Shared System and navigate to Site admin > Courses > UCLA course requestor. This form is currently restricted to approved local support staff. If you are providing local support, ask the lead support contact in your unit to submit your name to the list, or email ccl@ucla.edu to request access.
2. Select the subject area under the second drop down box
3. Click “Get subject area courses.”
4. The Course Requestor will check if any courses have been built, they will be unchecked with a warning. But if you do not want a course to be built, check the “Build” checkbox to uncheck it.
5. Enter an email if you or someone would like to be notified when the course is built (instructors will be notified by email when their site has been built)
6. Note that any modification to an existing course will be ignored.
7. (Optional) Crosslist: If the requested course is crosslisted with other courses, enter the Class ID for each “Crosslist”. If there are more Class IDs, click the “Add additional Class ID.” Should any class website have already been built on CCLE for a course that needs to be added as a Crosslist, complete the current request procedure excluding that existing course and then manually crosslist all the courses following the instruction for “How to crosslist two already existing courses on CCLE”.
8. When you’re ready to submit the request, click “Submit requests”. The Course Requestor will email the Contact email address you specified confirming the request, and will email again when the sites are built.

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