

Academic Year Rollover

Process guidance, instructions and checklists.

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What is academic year rollover?

Academic year rollover is the process through which the University moves from one academic year to the next. In the case of Moodle, academic year rollover refers to the process of creating spaces for the next academic year and, if desired, automatically copying content across. The aim of rollover is to:

- Make the process manageable
- Make the process scalable
- Make the process quicker and more efficient
- Remove the need to manually transfer content.

How do I access the Rollover tool?

In order to access the Rollover tool, you will need to be provided with access to the moodle-admin.warwick.ac.uk interface as a representative of your department.

Please email helpdesk@warwick.ac.uk attaching authorisation from your Head of Department and we will add you to the access list.

The Rollover tool will be displayed once the tool is ready.

The Process

The Rollover tool will be made available. Decisions can be made at any time and do not need to be made all at once. There is no decision deadline.

Decisions will be processed in turn once you have saved them (dependent on volume and the existing queue).

If you have entered your decisions and need to make changes, email helpdesk@warwick.ac.uk as soon as possible.

How does the tool work?

The rollover tool uses the 'course import' tool to transfer content from the current year's space into a new space created automatically for the upcoming academic year.

- **The tool does not carry over user data** e.g. student enrolments, grades, feedback, forum posts and glossary items.
- **The tool will not re-link to services created using the external tool** e.g. Talis Aspire reading lists, EchoVideo recordings etc. (blocks are rolled over automatically)
- **The tool will not re-link to external tools** e.g. Microsoft Teams channels/teams, Microsoft Stream videos etc.
- **The tool will not import content if the new space has been edited** e.g. by inserting an activity or manually enrolling staff, to prevent spaces where content has already been added from being overwritten.

In the highly unlikely event that protected content is overwritten, please email helpdesk@warwick.ac.uk.

Why isn't rollover earlier?

Rollover is reliant on the availability of data held in SITS about the modules your department is running in the next academic year.

Do I have to use this process?

The rollover tool and process is to enable mass creation and content copying of a department's Moodle spaces before the next academic year. New Moodle spaces for modules running in the next academic year will be created automatically after 1st August. These will be blank but you can import content manually from any other course(s) by using the [import function](#). You do not have to rely on the rollover tool.

SITS modules

SITS modules will only display in the rollover tool if they are flagged to run in 25/26 in the Student Records System. If a module is missing from the list, talk to your departmental administrator to ensure SITS is up to date.

Combined modules e.g. AB123/AB456 will not show in this list as they are separate modules in SITS and are created as ad hoc spaces in Moodle. Users who have access to the Moodle-Admin tool will be able to create these.

New modules

Modules that have not been taught before may not show in the Rollover tool. It is dependent on the approval process and an entry in SITS being created for the course. As there is no content to be rolled over, you do not need to be concerned if new modules are not showing in the Rollover tool. **The new modules will be generated automatically in August when SITS data is switched to 25/26.**

Ad hoc Spaces

If an ad hoc course appears in an academic year category, it will be available in the rollover tool. When it is rolled over, it will automatically have -25/26 added as a suffix to the course ID. This does not affect the course name or any other details.

Combined modules e.g. AB123/AB456 will show in this list.

If ad hocs are not showing, email a list to helpdesk@warwick.ac.uk

What decisions are available for modules?

Default decisions

If you select 'Apply default to all SITS/adhoc courses' the default decision will be applied where decisions have **not** already been made. Therefore, **you must make decisions for modules where the default does not apply before selecting to apply the default to other SITS/adhoc courses.**

The default decisions are:

- Moodle space
 - Import content and staff enrolments from last year
- Student enrolments
 - Freeze UG in July, PG September (only applies to SITS enrolments)
- Staff enrolments
 - Do nothing (staff remain enrolled)

Other decisions

If the default decisions do not meet your needs, you can tailor your decisions using the options below:

Moodle space

- Import content from last year
- Import content and staff from last year
- Leave as blank empty course
- Apply department template.

One template per department may be specified. Please contact helpdesk@warwick.ac.uk to let us know the URL of the course template you wish to use. **This must be done before rollover decisions are made.**

About last year

- Staff access
 - Do nothing
 - Remove all staff enrolments

Apply department template

This option allows you to specify a Moodle space to use as the ‘template’ for other spaces. It will import the layout and content of the specified Moodle space. Please note:

- Content from last year’s space will have to be imported manually
- Staff will have to be enrolled manually
- One template per department can be specified only
- **You must email helpdesk@warwick.ac.uk to provide the URL of the template before you enter any decisions.**

What decisions are available for ad hoc spaces?

The same decisions are available for ad hoc spaces as for module spaces.

Moodle Space Decisions Overview

Decision	Create Course	Import Content	Import Staff	Apply Template
Import content and staff enrolments from last year	●	●	●	
Import content from last year	●	●		
Leave as blank course	●			
Apply department template	●			●

What decisions should I make?

The appropriate decisions will differ depending on what you need to happen to each module.

If you would like advice before making your decisions, please contact helpdesk@warwick.ac.uk and a member of the team will be happy to help.

What will happen once I enter my decisions?

Decisions will be processed as soon as possible after you have made your decisions.

Rollover is a resource intensive process; therefore, departmental decisions need to be spread out accordingly to ensure that all decisions are processed successfully.

Rollover is processed outside of working hours to avoid impact on the live system. Processing begins at 7pm. Decisions should be processed within the window however, for larger departments with a high volume of decisions, processing may not complete in one window.

Once your decisions have been made, they will be processed during the next available window.

My decisions haven't been processed, why?

We endeavour to process modules on the date scheduled however, there are several variables that may impact processing.

1. All decisions are entered into a queue, large departments may not be completely processed during the window which can push back other departments.
2. Where decisions are made late that can disrupt the queue.
3. Data checks are carried out whilst processing, to identify modules/ad hoc courses where data could conflict with SITS for example, and if an error is found the process will stop.
4. If Moodle is unavailable during the processing window, processing will not take place.

Things to be aware of

Warning Messages

Pay attention to warning messages that appear on the module pages.

Warning! This was not active in Moodle last year. So there may not be content or staff enrolments to copy over from last year.

This message means either:

1. There is a Moodle course but no activity/content has been detected
2. No Moodle course can be found

If there isn't a Moodle Space or there is no content, choose to create a blank course or apply the department template.

If the tool cannot find a course in the current year, it will create a blank course by default.


If this warning message is appearing incorrectly, please let us know as quickly as possible.

Enrolment Rules

Enrolment rules are **NOT** rolled over as part of this process. If you have enrolment rules attached to spaces, please recreate them to point at the new academic year space. We also have new enrolment options available for auto and guest enrolment. You should consider these before recreating enrolment rules

Talis LTI Embedded Reading Lists

If the Talis LTI plugin has been used to embed a Talis reading list, sections or items, the resource itself will be rolled over but will not automatically link to the 25/26 reading list, section or item. The link will have to be manually re-established to the list, section or item.

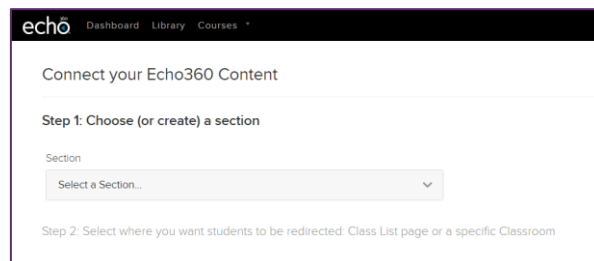


talis Reading Week 3: Researching Voting Behaviour

EchoVideo Lecture Capture Block, External Tool Links and Public Links

The EchoVideo block, if present on the 24/25 space, will be imported in to the 25/26 space. Where a module was recorded in 24/25, a section will automatically be created in EchoVideo.

For modules that were not recorded in 24/25 but the block is present, students and staff will see the page below. This message will display until the 25/26 lecture capture recording schedule for the module has been created.



Please note, a new section is created in EchoVideo for the following academic year. This section will be empty. No recordings will be rolled over or copied to the next academic year.

Synched Teams

Synchronised Teams will not be recreated for the new academic year. Synched teams for 25/26 modules will need to be requested. [Moodle - Teams Synchronisation guide](#).

Microsoft Stream videos

Please note that Microsoft retired Stream Classic in February 2025 and any links that were after this date. Please check that all embedded and linked Stream videos still work. [See IDG's messaging on the Stream migration](#).

Links to videos in Microsoft Stream will be copied over to the new academic year's Moodle space. There will be no change to the sharing settings or permissions on Stream as part of this process.

If videos are shared with an Office 365 group, created via the Moodle-Teams sync, then they will only be visible to students enrolled on the 24/25 Moodle space. To make these videos visible to students on the 25/26 space, we recommend that you request a Moodle-Teams sync for the 25/26 space which in turn will create an Office 365 group. Then you can share the video with that group.

Note that this action will need to be repeated each academic year, or to share the video with students on other modules.

[Moodle - Teams Synchronisation guide](#).

Assignments

When an Assignment in Group Mode is rolled over, the groups are re-created in the new space, but they are empty. **For Group Mode to work successfully the groups must have members assigned before any submissions are made.**

URLs and absolute links

Moodle will import and update some URLs and links to content. However not all links will be updated, and this should not be relied upon. We recommend you check your links post-rollover.

Pre-decisions checklist

Depending on the decisions you have made, not all items in this checklist will apply.

- All modules running in 25/26 are correctly flagged in SITS.

- Ad hoc spaces to be rolled over have course IDs ending in -25/26

- All expected SITS and Ad hoc spaces are displayed in the Rollover tool

- Spaces have been identified where absolute links have been used e.g. links to chapters in the text of a Book resource, links to MS Teams, Stream recordings etc.

- Spaces have been identified where assignments have been set up in Group Mode

- Spaces have been identified where external tool links have been used e.g. EchoVideo, Talis Aspire etc.

- Spaces have been identified where public links to EchoVideo Lecture Capture recordings have been used

- Spaces have been identified where the Talis LTI plugin has been used (rather than the reading list block) to link to Talis sections.

- Spaces have been identified which contain links to or embedded Stream videos.

- Enrolment rules that need to be recreated for the new spaces, have been identified

How do I enter my decisions?

1. Go to <https://moodle-admin.warwick.ac.uk/>
2. Click on 'Academic Year Rollover'.
3. You will see the departments you have access to and other useful information on the overview page.
4. Click on the 'Make rollover decisions' button under the department.

Department: Chemistry

We are now ready for you to make academic year rollover decisions for your department. You will not be asked to make decisions about everything at once. You can enter some decisions now, and delay others until you are ready.

You will be asked for decisions about modules for the 23/24 academic year.

5. You will see a list of spaces found for your department, 'Modules created from student records (SITS)' at the top and 'Ad hoc courses' at the bottom.
6. To begin entering decisions for modules individually, click on the 'Enter decisions' button for the module or ad hoc space.

Modules created from student records (SITS)

If a module isn't listed here please check it is flagged to run in 23/24 in SITS. If the module is flagged as running but does not show here, please contact moodle@warwick.ac.uk.

Apply default to all SITS modules

Code	Name	Status	Actions
CH155 (25/26)	CH155: Chemistry Laboratory and Assessed Work	Awaiting decisions	Enter decisions
CH164 (25/26)	CH164: Atoms and Molecules	Awaiting decisions	Enter decisions
CH165 (25/26)	CH165: Chemical Change	Awaiting decisions	Enter decisions

7. To apply the default to all your SITS modules click on the 'Apply default to all SITS modules' at the top of the SITS lists. N.B. To avoid unnecessary rollovers, the apply default button has been removed for ad hoc courses. Please choose carefully which courses to roll over.

Modules created from student records (SITS)

If a module isn't listed here please check it is flagged to run (25/26) n SITS. If the module is flagged as running but does not show here, please contact moodle@warwick.ac.uk.

Apply default to all SITS modules

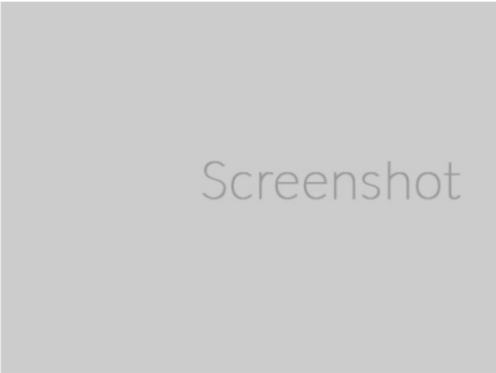
Code	Name	Status	Actions
CH155 (25/26)	CH155: Chemistry Laboratory and Assessed Work	Awaiting decisions	Enter decisions
CH164 (25/26)	CH164: Atoms and Molecules	Awaiting decisions	Enter decisions
CH165 (25/26)	CH165: Chemical Change	Awaiting decisions	Enter decisions

- a. You should check through all of your modules before doing this to check the information is correct and for any warning messages.
 - b. If some modules need different decisions to the default, make those decisions **before** clicking this button. The default will be applied to all modules where a decision has not been made.
8. If you are entering decisions individually, you will be taken to the decisions page for that module/ad hoc space. Information about the module is displayed at the top of the page, including confirmation as to whether the module is set up in SITS to run for the upcoming year.

Chemistry ▶ CH155: Chemistry Laboratory and Assessed Work ▶ Decisions

Make rollover decisions for CH155: Chemistry Laboratory and Assessed Work

i Make decisions about next year's modules and courses.

<p>Details</p> <p>Name: CH155: Chemistry Laboratory and Assessed Work Short name: CH155 (25/26)</p>	<p>Screenshot</p> 
<p>Source of information</p> <p>Available in 25/26. Information in the central student records system (SITS) indicates this module is available in (25/26)</p>	
<p>Module leader</p> <p>Module leader information found - [REDACTED]</p>	

9. The decisions are split in to two sections:
 - a. Section 1. Moodle module space
 - b. Section 2. About last year...
10. Select your decision from the dropdown menu for section 1.
The only decision required in section 2 is for staff access. Student enrolments will be frozen by default.

1. Moodle space

We are ready to create your module space for (25/26) As this space is created, it can be prepared for you in a number of different ways. Please choose from the list below.

Moodle decision*

2. About last year...

From the end of July, we assume that modules and courses are complete for the current academic year and therefore 'freeze' students enrolments at this point. This ensures that students retain access to past activities. You do not need to do anything, we do this for you. Masters modules that finish in September will remain available until then.

Student enrolments

Staff access

11. Once complete, click either 'Save decision' or 'Save and finalise decision' at the bottom of the page.
12. Continue to enter decisions, where necessary, for the remaining module/adhoc spaces.
13. **This year there is no need to email us to let us know you have made your decisions.** Your decisions will be processed during the next available window which will usually be the same evening. If the new spaces are not available the following day they may be in the queue for the next evening. Please wait until the following day and check again.

Post-rollover checklist

Depending on the decisions you have made, not all items in this checklist will apply.

- All activities and resources have been successfully imported (where requested)

- Staff enrolments have been successfully imported (where requested)

- Student enrolments have been frozen (31st July UG, 30th September PG)

- Staff remain enrolled on 24/25 space (where requested)

- Staff have been removed from the 24/25 space (where requested)

- Staff have retained edit access to the 24/25 space (where requested)

- Public links to EchoVideo Lecture Capture recordings have been updated or removed

- External Tool links have been checked and updated (where necessary)

- Assignments with Group Mode have been identified and groups re-populated

- Lecture Capture recording schedule has been sent to [Academic Technology](#)

- Talis LTI embedded lists have been re-linked

- Moodle-Teams sync has been requested, where required

- Stream video permissions have been checked and amended as appropriate

- Enrolment rules have been recreated for the new spaces

Help and further information

If you need any help or would like to discuss your rollover options, please email helpdesk@warwick.ac.uk and the team will be happy to advise you.