AIM

This document explains how to create a metalink in Moodle.

SCOPE

The scope of these instructions applies to creating courses and categories in Moodle.

REFERENCES

ISO 9001:2008

DEFINITIONS AND ABBREVIATIONS

Term	Definition
Course	In Moodle, the basic instructional unit
Category	A collection of courses
Metalink	An association between courses. Used to fast-track enrolment.
Moodle	An open source Learning Management System, used by Jacques to deliver training material.

SUMMARY

Jacques uses Moodle, an open source Learning Management System, to deliver online training content, mostly in the form of video tutorials and configuration notes, to subscribing clients.

Moodle is based on units of content called courses. Courses are arranged into categories.

Note: Courses may not be added to more than one category.

A meta-link is used to link courses to a 'parent' course. Enrolling a client in the parent course will also enrol them in all the child courses.

Note: There are other ways to handle enrolments in Moodle.

METHOD

1. Login to the Moodle training site using an account with Manager or Administrator permissions.

2. Navigate to the first child course.

Administration → Course Administration → Users. Press the arrow to open Users menu.

3. Select *Enrolment Methods.*

A list of enrolment methods currently assigned to this course is displayed.

4. From the **Add Method** list, choose 'Course meta link'

The 'Course meta link page' opens.

5. From the **Link course** list, choose the Parent course.

6. Press the ADD METHOD button.

Repeat Steps 2 to 6 for all child courses.

7. Test meta-link by enrolling client in the parent course and logging in using client account.
    Navigate to all courses and confirm they are available.

DOCUMENT REVISION HISTORY

Revision	Date	Author	Change
0.1	2016-02-01	EC	Initial draft