September / February	June	July	Early August	August/September	September/October
September Semester 1 / **February** Semester 2	**June** Review content	**July** Moodle snapshot & archive	**Early August** Moodle upgrade	**August/September** Preparation	**September/October** Semester 1

AY SAMIS enrolment occurs automatically 3 weeks before S1 starts until end of September →
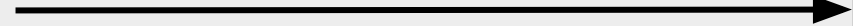
S1 SAMIS enrolment occurs automatically 3 weeks before S1 starts until end of September →

S2 SAMIS enrolment occurs automatically 3 weeks before S2 starts until end of September →

September / February	June	July	Early August	August/September	September/October
Unit Convenor details must be up to date in SAMIS so that staff enrolments to Moodle are accurate. For **new courses**, the Unit Convenor must be present in SAMIS or the necessary Moodle spaces cannot be created. Check that SAMIS has synced with Moodle to enrol the correct students. Students **only get access** to Moodle once **Registration Online is fully completed** and are registered on a SAMIS unit. Course teams should explain this to students. Moodle/SAMIS sync nightly or can be done manually via the SAMIS Integration block in the Moodle space.	In preparation for the Archive snapshot, which is a complete copy of Moodle taken in July, Unit Convenors should review the content of Moodle spaces. Delete or hide content that should not be visible in the Archive, such as answer sheets. This must be done at least a week before the snapshot. Staff and students who are enrolled in your Moodle spaces at the time of the snapshot will be able to continue to view them in the Archive (but not edit it).	A complete copy of Moodle is taken and becomes the Archive for that previous academic year. Students can continue to view the content, from previous years, in the Archive. Once a unit is finished for a given cohort the Unit Convenor is advised to take a backup of that Moodle space (and store outside of Moodle).	Moodle is upgraded every summer. This can result in some changes to functionality or appearance. The process is reported in the TEL Service Blog, and all staff are encouraged to subscribe to updates.	When all student activity has ceased in the Moodle space, it can be reset for a new cohort – **only** do this once you know that a backup exists and/or the space is included in the Moodle Archive. You can 'hide' the Course whilst you update content, check links etc. Moodle spaces should be designed in line with the Bath Blend Baseline, and CASE model.	If teaching more than one cohort together, use the SAMIS Integration block to map to the additional cohorts (otherwise they won't be enrolled on the course). If you want to set up Moodle groups ready for the new cohort, amend the SAMIS mapping to unenrol the previous cohort. Remember to 'Show' the course to make it visible to students.