

## SETTING UP A MOODLE SITE FOR BCCAT ARTICULATION COMMITTEES

### Preamble:

After many years of articulation committees having to create their own systems for retaining records and storing information, BCCAT can now – thanks to KPU – offer a Learning Management System (LMS), Moodle, to provide a reliable and centralized repository of committee documents, a direct means of broad communications, and an effective means of organizing discussions. Using Moodle can help preserve the committee’s institutional knowledge in the face of changing leadership, and foster ongoing discussion among articulation committee members throughout the year.

Ongoing records and files to be retained may include:

- A current list of committee members and contact information (email distribution lists)
- Institutional reports that may highlight personnel changes, program enrolment, course changes
- Professional, ministry and agency contact information
- Historical information on past Chairs and hosting institutions
- Copies of documents and general correspondence related to any specific issues addressed by the committee
- Presentations given at meetings (Powerpoint, Prezi, etc.)
- Former committee members’ contact information
- Records of professional conventions/professional development opportunities
- Links to other provincial counterparts
- Professional practice records
- Awards received by committee members
- Photos, such as of field trips or groups.
- Discipline-related links
- Transfer Innovations project material such as final reports

### First Steps:

Submit a request to the BCCAT Committee Coordinator, Ruth Erskine [rerskine@bccat.ca](mailto:rerskine@bccat.ca), with the following information:

- **Name of Committee** (this will be the name of the site)
- **Name of Committee Chair**
- **Name of Site Manager** (this role is to be approved by the Chair). The Manager will need to create an account at [onlinelearning.kpu.ca](http://onlinelearning.kpu.ca).
  - For the site manager, add under “Teacher”
  - For committee members, add under “Student”
- **Existing site or management system:** please provide details of the records management system that is currently used.

### Next Steps:

The BCCAT Committee Coordinator will arrange for the site to be set up and notify the Committee Site Manager. The Manager will follow the [Tips and Notes](#) provided in the pilot study to set up the site.