

AI Fluency for Educators

Course Deployment & Resource Guide

Introduction

This document provides details on the available course backups for the [AI Fluency for Educators Self-Study](#) course, including Moodle and IMS Common Cartridge formats.

Additionally, it includes information on the **Packaged Materials**, which contain raw materials that can be used for individual learning objects or adapted into custom learning materials. These resources include editable documents, multimedia files, and resources to facilitate flexible course customisation.

Information on the nationally recognised digital badge associated with this course, issued in partnership with the Higher Education Authority and the National Forum for the Enhancement of Teaching and Learning in Higher Education, is also included in this document.

This guide also includes instructions on how to restore or import these courses into your Virtual Learning Environment (VLE).

Available Course Backups

1. Self-Study Course

- **Hosted Self-Study Course:** <https://my.opencourses.ie/course/view.php?id=170>
- **Moodle Backup:** <https://hub.teachingandlearning.ie/wp-content/uploads/2026/03/aifluency/backup-moodle2-course-170-aif4e-20260331-1741-nu.mbz>
- **IMS Common Cartridge:** <https://hub.teachingandlearning.ie/wp-content/uploads/2026/03/aifluency/backup-moodle2-course-170-aif4e-20260331-1741.imscc>

The **Self-Study** course is a fully independent learning experience, providing learners with all necessary resources and activities for self-paced study.

3. Packaged Materials

- **Raw Materials Package:** <https://hub.teachingandlearning.ie/wp-content/uploads/2026/03/aifluency/AI-Fluency-for-Educators.zip>

The **.zip** file contains raw materials that can be used for individual learning objects or adapted into your own learning materials. This includes editable documents,

multimedia files, and resources allowing others to customise and integrate the materials into different courses or learning experiences.

Installation Instructions

A. Restoring a Moodle Backup (.mbz)

For Moodle Administrators:

1. **Log into Moodle** as an administrator or course manager.
2. Navigate to **Site Administration > Courses > Restore a Course**.
3. Click **Restore** and upload the **.mbz file** from the links above.
4. Choose whether to restore the course into an existing course or as a new course.
5. Follow the restore process, ensuring all settings and activities are configured correctly.
6. Click **Perform Restore** and wait for the process to complete.
7. Review the restored course to ensure all content appears as expected.

B. Importing an IMS Common Cartridge (.imsc) File

For Virtual Learning Environments (VLE) like Canvas, Blackboard, or Brightspace:

1. **Log into your VLE** as an administrator or course instructor.
2. Navigate to the **Course Import or Restore** section.
3. Select **Import Content** and choose **IMS Common Cartridge** as the format.
4. Upload the **.imsc file** from the links above.
5. Map the content as needed, ensuring discussions, quizzes, and resources are placed correctly.
6. Click **Import/Process** and allow time for the system to complete the import.
7. Verify that all content has been imported correctly.

Troubleshooting & Support

If you experience issues during the restoration or import process, please check the following:

- Ensure the VLE version supports **Moodle .mbz backups** or **IMS Common Cartridge** imports.

- Verify that your **server file upload limit** allows large course backup files.
- Check course permissions and roles after restoring/importing.

For further support, contact your VLE administrator or refer to the official VLE documentation for **course imports and backups**.

Digital Badges

Participants who successfully complete the course are eligible to receive a recognised digital badge issued in association with the Higher Education Authority and the National Forum for the Enhancement of Teaching and Learning in Higher Education.

This digital badge provides formal recognition of learners' achievement and can be shared across professional platforms, portfolios, and social networks. The official badge is issued via Open Badge Factory.

Implementation & Integration

Administrators who wish to integrate badge issuing into their local deployment of the course can contact:

admin@teachingandlearning.ie

Support is available for:

- Embedded badge request forms
- API integration with institutional systems
- Badge issuing workflows
- Badge sharing and verification options

This ensures that learners receive an officially recognised badge upon completion, consistent with national standards and aligned with the National Forum's digital badge ecosystem.

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