## How to request a new non-taught module on the Learning Mall Core

Question: Is it possible to request a new non-taught module on the Learning Mall Core?

Yes, it is. Please fill out the questionnaire in the New Module/Course Area Request Portal.

Workflow of applying a new module page:

- 1. Submit the form below with all the required information.
- 2. After the module page being created, we will send you an email. Please contact your departmental secretary to enroll staff and students in the new module.
- 3. Migrate Only Module leader role can perform this action or download the module content from previous archive systems:

Module migration - backup module /Module migration - restore module Download module content

## **IMPORTANT:**

- 1. Please be noted, all the taught modules will be created at the beginning of the semester according to Registry's data. Individual requests about taught module will be ignored.
- 2. The new module request will go through the above workflow within 5 working days. You will get email confirmation about your new module request's approval and creation status.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-request-a-new-non-taught-module-on-the-learning-mall-core-232.html