



Your LMS Checklist for December and January

1. Platform Maintenance and Performance

- ☐ Do we need to upgrade to the next LMS version?
Read: [Upgrading your Moodle 4.1 to 4.5](#)

2. Archiving, Backups and Deletion

- ☐ Do we need to think about a course clean up?
- ☐ How do we ensure our LMS is well organised and searchable?

3. Course Design and Content

- ☐ Review and fix any broken links within courses. Start with the [Moodle Link Crawler Robot](#).
- ☐ Remove any outdated information.
- ☐ Do we need to spruce up our courses with a course designer?
- ☐ What Moodle Activities should we be using?

4. Moodle Core and Plugins

- ☐ Do we have core customisations?
 - ☐ Can we remove any?
 - ☐ Are there new features that replace them?
- ☐ When was the last time we reviewed our plugins?
 - ☐ Are there old/unused plugins to remove?
 - ☐ What are the features of the new versions?

5. Server and Infrastructure

- ☐ Is our cloud storage in order?
- ☐ Do we need to do an audit to get transparency on current usage?

6. Reporting and Analytics

- ☐ What's our future usage and growth outlook?
- ☐ Do we have access to platform usage statistics?
- ☐ How can our vendor help?
- ☐ What analytics insights or student interventions are available?
Read: [Learning Analytics \(MoodleDocs\)](#)
Read: [Custom Reports for Moodle LMS Report Builder for Moodle Workplace](#)

7. Security and Compliance

- ☐ Audit admin access - has anyone left the company or moved into a different role recently?
- ☐ Is MFA activated? If not, should we review our security policy and posture, and consider turning that on, especially for administrators?
- ☐ Consider checking: [Have I been pwned?](#)
Read: [Understanding and reducing cybersecurity risks](#)
- ☐ Do we need to be GDPR-compliant or define privacy policies?
Read: [Moodle Policies](#)

Catalyst IT Support for Moodle and Moodle Workplace

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