Downloading Internship Information from Moodle

Before you graduate, take a few minutes to save your internship records from Moodle to your personal storage so you have everything on hand for job applications, portfolios, and future reference.

★ Downloading Submitted Documents from Moodle ILA Assignments

1. Log in to Moodle and navigate to your internship course. You may find the course on your Moodle profile page.
2. Navigate to the ILA assignment(s) titled "Submit your internship form". Some courses contain multiple ILA assignments so make sure to scroll down to locate them all as needed.
3. In the assignment, under "Submission status", click the file names to download them to your personal device.
    a. If you submitted multiple ILAs to one assignment for multiple internships, scroll down in the assignment to locate previous attempts and download relevant files as needed.

Note: A small number of ILAs (roughly approved between 2023FA and 2024SU) are stored in archived ILA assignments located at the very bottom of some courses under "Archived Activities". Reach out to the Help Desk if you have questions.

★ Exporting Internship Hours from the "Enter your hours here" Activities

1. For submitted internship hours in Moodle, navigate to the "Enter your hours here" activity in your internship course. Similarly, there may be multiple hour-entering activities in a course, so make sure to scroll down to locate all as needed.
2. In the activity, you should see your hour entries. If a yellow warning appears at the bottom, not all entries are shown. Select a larger number (e.g., "200") for "Entries per page" and click "Save settings" to display all.
3. Go to the bottom of the page and click "Download CSV", which downloads your hours to a .csv file titled "timesheet".

Check for other things in the course you might want to save.

★ Important Reminders

- **Older internship records:** CCA began using Moodle for internships in 2023–24. For earlier records, check your personal storage (Drive, email, or paper records). Contact your Program Chair if you have questions.
- **Moodle alumni access has an end date:** CCA alumni can access CCA Moodle after graduation, but only until CCA closes at the end of Spring 2027. Download your records now.
- **Gmail deactivation:** Google accounts are typically deleted 12 months after graduation. Due to CCA's closure, all accounts will be deleted by the end of Spring 2027. Spring 2026 graduates may have up to 12 months; Fall 2026 and Spring 2027 graduates will lose access by June 2027. Please download or migrate your data using this guide.
- **Upload to Handshake for archiving:** You can archive your internship data from Moodle to your Handshake account. Click here to see next steps.