



Your LMS Checklist for December and January

1. Platform Maintenance and Performance

- Do we need to upgrade to the next LMS version?
Note: Security support for Moodle 4.1 runs out on 8 December 2025.

Read: [Moodle 4.1 to 4.5 - why you need to upgrade and what to expect.](#)

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?

Read: [LMS Data Archiving - key considerations](#)

Read: [Moodle Asset Archiving](#)

3. Course Design and Content

- Review and fix any broken links within courses
Start with Moodle Link Crawler Robot:
https://moodle.org/plugins/tool_crawler
- Remove any outdated information
- Do we need to spruce up our courses with a course designer?
- What Moodle Activities should we be using?
Read: [Moodle Activities for Better Engagement and Course Experience](#)

4. Moodle Core and Plugins

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

5. Server and Infrastructure

- Is our cloud storage in order?
- Do we need to do an audit to get transparency on current usage?
Read: [Are you paying enough attention to your AWS spend? A few tips on how to save thousands.](#)

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: [Moodle docs on learning analytics](#)
Read: [Moodle Custom Reports for Moodle LMS](#)
[Moodle 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?
Check <https://haveibeenpwned.com/>
Read: [Cyber security - what could go wrong.](#)
- Do we need to be GDPR-compliant or define privacy policies?
Read: <https://docs.moodle.org/405/en/Policies>

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