



# 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](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- Remove any outdated information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>

## Catalyst IT Support for Moodle and Moodle Workplace

As a multi-award winning Premium Moodle Partner, Catalyst IT Group are one of the biggest contributors to the Moodle Project. We specialise in large, complex Moodle sites and offer fully managed IT services and 24/7 support for our clients.



+61 1800 595 252 | [enquiries@catalyst-au.net](mailto:enquiries@catalyst-au.net)

[catalyst-au.net](http://catalyst-au.net)