

From: Gonzalez, Ana

Sent: Friday, September 01, 2017 12:10 PM

Subject: GSC Fall 2017: Final Course Review and Updates (F2F/IN/ILC)



FALL 2017 Face-to-Face, Intensives & Independent Learning Contract Course Updates: Final Review (8.31.17)

Dear Ana,

We are making final preparations for all of the face-to-face (F2F), intensives (IN) and individualized learning contracts (ILC) courses in Moodle.

As mentioned in the communication earlier this summer, GSC requires the use of **Moodle** for all courses including F2F and ILC courses. The goal is to provide students with quick, easy and secure access to course information and resources in a single location at any time. In order to ensure that courses are ready, we did a review of the courses in Moodle. The following is a summary of the status of your course. Some items may need your attention.

If you need assistance in preparing your course, please don't hesitate to reach out by submitting an [IT Help Request](#). Be sure to select "Moodle: Instructional Design Support" from the Help type drop down menu). Also see important updates and information below regarding your course and this term.

ABC700.P2: Course Title (FL17-12WK), F2F

Status of your course:

- **Enrollments = 10**
- **General Notes:** Course missing syllabus and additional resource. Needs attention
- **Syllabus Status:** Syllabus missing. Needs attention
- **Profile Has Picture:** YES
- **Profile Has Biography:** YES

Requirements:

1. Syllabus in your course (Required)

Syllabus should reflect the relevant information about the current term and should include all

required sections as outlined in the syllabus template. (Note: If your syllabus is within a folder, it may not have been captured in this report.)

- Date of last upload:
- **How to instructions:** [Upload/Update your syllabus](#)

2. User Profile in Moodle (Required)

Your profile is available to all users in Moodle. It should include a picture, brief bio and other information you want to share with students. Note: Information in your instructor block is pulled directly from your Moodle profile which is managed by you.

- **How to instructions:** [Specifications for required profile](#), [Update your user profile in Moodle](#)

3. Additional Activities & Resources in Moodle (Minimum= 1, Recommended= 2)

This may include discussion forums, quizzes, pages, files or links. This is a great way to provide 24x7 access to important information and resources for your course.

- **How to instructions:** [10 Ways to Use Moodle](#) and [Moodle Documentation for Faculty](#)

Updates for the Fall Term

- **Course Availability:** Starting this spring, all F2F, IN & ILC courses will be made available to students **automatically** 3 days prior to the official course start. See [instructions](#) if you would like to make your course available sooner. Student enrollments are not added to Moodle until Thursday, 9/7/17. This is the earliest students will have access to fall term courses.

Important Dates

- **Student enrollments added on:** Thurs, Sept. 7th. Enrollments (adds/drops) will be updated 2x daily @ ~6:00 am & 4:00 pm.
- **Courses made available to students:** 3 days prior to the start of the course. E.g. courses starting Monday, Sept. 11th will be made available Friday, Sept. 9th.
- **Last day of classes (always Friday)**
 - **12 week courses and 2nd 6 week courses:** Friday, December 8th
 - **1st 6 week courses:** Friday, October 21st
 - **Correcting date in the final module:** See [easy how-to instructions here](#).

Other Helpful Web Resources:

- **IT Support:** For support documentation and getting help for technical issues regarding accessing or using eLearning+/Moodle. From this page you can also put in ticket to request general or Instructional Design support.
 - **Editing Module Titles & Dates:** Hide dates and/or edit module titles: See [easy how-to instructions here](#).
 - [Moodle Documentation for Faculty](#)

- **Faculty Center:** This website provides you with both the College's policies and procedures that directly impact your work as a faculty member and to give you helpful resources to use in your teaching.

If you have any questions, don't hesitate to contact your hiring supervisor in Academic Affairs or request support via an [IT Help Request](#). Be sure to select "Moodle: Instructional Design Support".

Sincerely,

Ana Gonzalez

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[GSC Faculty Center](#)