

**From:** Gonzalez, Ana

**Sent:** Thursday, August 31, 2017 12:47 PM

**Subject:** GSC Fall 2017 Final Course Review & Updates - OL/HY/BL



## FALL 2017 Online & Hybrid/Blended Courses Final Review & Updates (8/31/17)

Dear Ana,

We have completed the final review of your Fall 2017 course listed below. (If you are teaching more than one course, you will receive a separate email for each course.) The term begins Monday, September 11<sup>th</sup>. Courses starting on this date will be made available to students on Friday, September 9<sup>th</sup>.

### Are you ready?

We review the courses based on the GSC Faculty Expectations using both the Course Readiness and Course Template Checklists as guides. These can be found on the Faculty Center. Please review the status of each of the items in the report below. If there are items that need your attention, address them as soon as possible. You will find other important updates and information regarding term start below.



#### Please note:

- 1. Final Review Comments:** Due to the large volume of courses, the final review and comments were completed over the past week. Because of this, it may not capture any recent changes you made to your course. You can run Report #315 yourself to check the status of individual items mentioned below.
- 2. Enrollments:** The number of enrollments in the report below reflect as of 8/29/17. You can get the most up-to-date enrollment information in WebROCK. Using this information you will want to consider if your course appropriately designed for the number of students who will be in your course.
- 3. Instructional Design Support-Do Not Wait:** If you are still in need of assistance in setting up your course, please submit an IT Help Request selecting “instructional design support” for type

of assistance as soon as possible. Over the next few weeks the instructional design team will have limited availability as we prepare for the launch of the term.

**SAMPLE COURSE REPORT #315 (Available in Moodle):**

**ACCT600.SW1-FL17-12WK** (Enrollments # as of 8/29/17: **11** )

Item Reviewed	Final Review Date (8/28/17)
General Notes	Missing required labels and some overviews in modules. Modules 3-12 missing titles
Moodle profile has instructor biographical information (Should be YES)	YES
Moodle profile has picture (Should be YES)	YES
Required blocks visible (Should be YES)	YES
Collapsed topics format (Should be YES)	YES
Week structure (Should be YES)	YES
# Weeks defined in course settings (Should be 12 or 6 weeks based on the official length of the course)	13
# Sections named & visible (Should be 12 or 6. Any other number indicates an issue that may need to be addressed. All modules should be visible at the start of the term. )	12
Total# Forums (Includes announcements & other forums.)	19
# Weeks with forums (recommended min. 1 forum/week.)	13
Total # Graded activities (# graded activities + #manually graded items= min.~12 for 12-wk courses)	20
# graded activities	20
# Manually graded items	0

<b># Resources (indication of # instructor materials shared with students)</b>	33
<b># Weeks with resources</b>	12
<b>Syllabus Updated</b>	NOTE: The syllabus link has been updated in all courses to include the “last uploaded” date. Because of this, it is possible the # of days ago listed below may represent the ID Team edits, not the instructor’s edits. It is important that your syllabus is current and includes dates for the FL17 term. Please check your syllabus now to ensure that it is correct. This will be the first document that students will look at.
<b># Days ago syllabus was updated (If more than 35 days, syllabus may be from previous term &amp; must be updated. If empty, there is likely no syllabus in your course.)</b>	13
<b>Announcement forum visible (Should be YES)</b>	YES
<b>Announcement posted (Because it is dated, it should be posted 4-7 days before course start. The announcement should be posted no later than September 6th)</b>	NO
<b>General Discussions forum visible (Should be YES)</b>	NO
<b>Virtual Student Lounge visible (optional)</b>	NO
<b>Dates on last module:</b>	If the date of your final module has not been modified to reflect the Friday end date, please see easy how-to instructions here

## Important Dates

- **Student enrollments added on:** Thurs, Sept. 7<sup>th</sup>. 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. 11<sup>th</sup> will be made available Friday, Sept. 9<sup>th</sup>.
- **Last day of classes (always Friday)**
  - **12 week courses and 2<sup>nd</sup> 6 week courses:** Friday, December 8<sup>th</sup>
  - **1<sup>st</sup> 6 week courses:** Friday, Friday, October 21<sup>st</sup>
  - **Correcting date in the final module:** See easy how-to instructions here.

## Resources & Support

- **Faculty Center:** Visit Granite State College's website for faculty to see Term dates & deadlines: Before classes begin | During classes | After classes end. [Event dates...and much more!](#)
- **IT Support:** Find **support & Moodle documentation** and get **help for technical issues**.

If you have any questions regarding any of the above, don't hesitate to contact your hiring Academic Affairs supervisor, any of the instructional designers, or me.

Sincerely,

Ana Gonzalez

Senior Administrative Assistant

Office of Academic Affairs

Granite State College

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[www.granite.edu](http://www.granite.edu)