

From: Gonzalez, Ana
Sent: Thursday, July 20, 2017 9:42 AM
Subject: Fall 2017 Course Updates (OL/HY/BL)



FALL 2017 Course Updates (OL/HY/BL) 7/20/17

Dear Ana,

Your Fall 2017 course, **COMM100.1OL-FL17-12WK**, is now available in Moodle!

In preparation for the start of the term (Sept. 11th), **please complete each section in green**. Then please review important term updates and announcements in **yellow** below.

COURSE COPY: CONFIRM

Confirm the course copied into your course is correct here:

COURSE COPY CONFIRMATION SURVEY

(If this link does not work, try [this link](#).)

Deadline: Sunday, July 23, 2017

COURSE CONTENT: REVIEW & UPDATE

Review and update the content of your course no later than Sunday, August 13, 2017 prior to the week of Course Readiness Review (8/14 – 8/18)

- *Report #315 below* will assist with showing your course's snapshot of the essential elements needed prior to the start of the course.
- **Must-Check items are listed here, please review all.**
- **NOTES:**
 - The fall term includes an additional week for Thanksgiving break. There are no classes during this week. You will find an additional module in your course. We will be moving this module to the correct position in your course over the next few weeks if you haven't already done so. Six week courses starting on Sept. 11th do not overlap with the Thanksgiving break.

- All courses end on Friday. The last module should reflect the actual course end date of Friday rather than Sunday. We will be updating this manually in all courses over the next few weeks if you haven't already done so.

Deadline: Sunday, August 13, 2017

SAMPLE COURSE REPORT #315 (Available in Moodle):

| Your Course | COMM100.1OL-FL17-12WK |
|---|---|
| General notes from an initial instructional design review: | Orphaned content after module 12 should be removed. |
| Moodle profile has instructor biographical information (Should be YES) | YES |
| Moodle profile has picture (Should be YES) | YES |
| # Weeks defined in course settings, includes additional week for Thanksgiving Break, Nov. 20-26 (Should be 13 for an 12-week course or 7 for a 6-week course) | 13 |
| # Sections named & visible (Should be 13 for an 12-week course or 7 for a 6-week course) If weeks defined and sections named are NOT identical, then this typically indicates content is hidden or needs to be developed/removed. | 13 |
| # Forums (Includes announcements & other forums) | 14 |
| # Weeks with forums (Recommended min. 1 forum/week.) | 12 |
| Total # of Graded activities (# manually graded items + # graded activities) (Recommended: 1 graded activity per week) | 22 |
| # Manually graded items | 3 |

| | |
|--|---|
| # of Graded activities (assignments, quizzes) | 19 |
| # Resources (Indication of # instructor materials shared with students.) | 33 |
| # Weeks with resources | 13 |
| Syllabus update (Check that syllabus is using the most up-to-date template) | Needs updating for FL17 term. |
| Gradebook & consistency with grading criteria in syllabus | Instructor should check for consistency |

Available reports in Moodle including this report have been developed to assist you in updating and managing your course. To learn more about each of the criteria above, see [Course Review Report for Faculty](#).

UPDATES AND ANNOUNCEMENTS

- Zoom Video Conferencing Update.** GSC is now using Zoom as the Moodle web-conferencing tool. Zoom can be used for presentations, invited guest lecturers, and/or small group student meetings. If you do not already have a Zoom account, you will be getting an invitation within the next week with instructions on activating your Zoom account. Documentation can be found on the [IT Support site](#) in the Tools & Tips menu.
- Fall 2017 dates and deadlines:** This term's deadlines are now available in the Faculty Center's [Course Planning & Teaching](#) page (scroll to the bottom).

SUPPORT AND RESOURCES

Faculty Center

Faculty resources that are essential to quality teaching for student success can be found here. Resources include policies and procedures, on-demand tutorials and upcoming development opportunities, whether online or face-to-face.

IT Support

Find **support & Moodle documentation** and getting **help for technical issues** [in the IT Support site](#).

Instructional Design Support

Instructional design support is available on an as-needed basis. Depending on your level of need this may include the following: course design, conversion to/from a 6, 8 or 12 week format, online/teaching strategies, or rich media integration. If you are developing a brand new

course, if you are a new faculty, or if your course has been tagged for design work, you may be assigned to work with an instructional designer. In this case, an ID will reach out to you directly.

To request ID support, use the IT Help form (select “Moodle Instructional Design Support” from the dropdown menu options).

On behalf of the Instructional Design team, thank you for your attention to this process.

Sincerely,

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