



# Teaching at Granite State College

## Resources | Expectations | Course Requirements

Please refer to the Faculty Center at <http://faculty.granite.edu/expectations-gsc-faculty> for complete details.

### GSC Moodle Course Template

GSC's [Instructional Design Team](#) has developed a Moodle course template based on evidence-based practices in teaching and learning. Although some elements are not required for face-to-face or other courses, faculty may wish to use tools to assist teaching and learning throughout the course.

GSC Moodle Course Template Checklist				
Topic	Task	OL/HY/BL	F2F	Other
Announcements Forum	<input type="checkbox"/> An <a href="#">Announcements Forum</a> is automatically added to all Moodle courses, and is a one-way communication tool from faculty to all enrolled students. Students are automatically subscribed to this forum and cannot respond to forum threads. Be sure this is visible and use this tool communicate important information to students and weekly announcements for OL/HY/BL courses.	✓	✓	✓
Due Dates	<input type="checkbox"/> Assignment due dates are listed in syllabus for F2F and also set in Moodle and accurate for OL/HY/BL; if included in text of modules in <a href="#">Moodle</a> , they must be updated (it is recommended to use days, i.e. Thursday, rather than actual dates which must be updated from term to term.)	✓	✓	✓
Organization	<input type="checkbox"/> Content is organized using <a href="#">labels</a> and indentation.	✓	✓	✓
Copyright	<input type="checkbox"/> Content does not violate <a href="#">copyright</a> protections.	✓	✓	✓
Images	<input type="checkbox"/> Images are formatted with Web standard resolution, to scale, <a href="#">ADA compliant</a> , and source cited ( <a href="#">see copyright</a> ).	✓	✓	✓
Video & Audio	<input type="checkbox"/> <a href="#">UDL principles</a> used, <a href="#">ADA compliant</a> (i.e., captioning).	✓	✓	✓
External Links	<input type="checkbox"/> Use concise descriptive labels and not the raw URL. The link is confirmed to work, and opens in a new window.	✓	✓	✓
Internal Media	<input type="checkbox"/> Video and audio files stream from <a href="#">Kaltura</a> .	✓	✓	✓
Modules	<input type="checkbox"/> OL/HY/BL courses in Moodle should have a module for each week the course is offered.	✓		
	<input type="checkbox"/> All modules have a title (e.g., Module 1: Intro to Math).	✓		
Course Resource Folder	<input type="checkbox"/> Course <a href="#">resource documents</a> (e.g., rubrics, samples, etc.) are available and organized in a way to minimize scrolling and promote ease of use.	✓		
Overview Label/ Overview Text	<input type="checkbox"/> Overviews are included under the <a href="#">Overview label</a> , and provide a summary of the topic and how it ties to adjacent modules. Overviews are most helpful when they are tied to course outcomes and module activities.	✓		
Read, Review, Watch Label	<input type="checkbox"/> <a href="#">Labels</a> must be used. Each item should be its own link or label so students can check off progress within Moodle.	✓		
Activities Label	<input type="checkbox"/> <a href="#">Activities label</a> is used. Each activity should be its own item so students can check off progress within Moodle.	✓		
Visible Elements	<input type="checkbox"/> All modules, overviews, activities, and assignments should ideally be visible to students at the start of term.	✓		
Gradebook	<input type="checkbox"/> The gradebook is set up in Moodle to reflect the grading criteria established in the syllabus, including all	✓	*	*

	assignment titles and weights totaling 100%. Columns should be organized and must reflect the grading criteria outlined in syllabus. See <a href="#">Gradebook Basics</a> .			
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*\* Not required at this time; the College is exploring whether to add the requirement beginning with the fall 2018 term.*