

**From:** Gonzalez, Ana  
**Sent:** Monday, December 18, 2017 3:29 PM  
**Subject:** GSC WINTER 2018 Course Final Review & Updates



## WINTER 2018 Moodle Course (OL/HY/BL)

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### WINTER 2018 Course Final Review and Updates Online 12/18/17

#### **FINAL REVIEW COMPLETE:**

**Course: ABC100.1OL-WN18-12WK**

*Term begins on Monday, **January 8<sup>th</sup> 2018***

*Courses starting on this date are available to students on Friday, **January 5<sup>th</sup> 2018***

Dear Faculty,

The final review of your Winter 2018 course listed above has been completed. If you are teaching more than one course, you will receive a separate email for each course. With the holidays upon us, the ID team will have limited staff the week of December 25<sup>th</sup>. We ask that you plan accordingly. Please don't delay, if you need assistance with your course submit an [IT Support Request](#).

#### **Are You Ready?**

Please review the status of each of the items in the report below. Courses are reviewed 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](#). 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 read first before reviewing the results:

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. **Need Assistance? Do not wait!** If you are still in need of assistance in setting up your course, submit an [IT Support 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.

**COURSE: ABC100.10L-WN18-12WK**

Enrollments # as of 12/18/17: 15

(View today’s enrollment # in [WebROCK](#).

*Consider if your course is appropriately designed for the number of students who will be in your course.)*

**REPORT 315**

Item Reviewed	Final Review Date (12/15/17)
General Notes	Syllabus needs to be updated.
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)	12
# 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.)	18
# Weeks with forums (recommended min. 1 forum/week.)	13

<b>Total # Graded activities (# graded activities + #manually graded items. Recommended min.~12 for 12-wk courses, 6 for 6-week course.)</b>	20
# graded activities	20
# Manually graded items	0
<b># Resources (indication of # instructor materials shared with students)</b>	35
<b># Weeks with resources</b>	12
<b>Syllabus last updated</b>	2017-12-3 11:19:09
<b># Days ago syllabus was updated (Check that your syllabus is current. If more than 35 days, it is likely outdated. If empty, there is likely no syllabus in your course.)</b>	15
<b>Announcement forum visible (Should be YES) You should post your first announcement in January, prior to 1/5/18.</b>	YES
<b>General Discussions forum visible (Should be YES)</b>	YES
<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 <a href="#">easy how-to instructions here</a>

### IMPORTANT DATES

- **Double section course copies:** If you are teaching a double section of a course, we will be doing the course copies on Wednesday, January 3<sup>rd</sup>. Please have all final updates completed by January 2<sup>nd</sup>. If you would prefer to have your course copied prior to that date, please submit an [IT Support request](#).
- **Student enrollments added on:** Thursday, Jan. 4<sup>th</sup>. Enrollments (adds/drops) will continue to be updated 2x daily @ ~6:00 am & 4:00 pm throughout the term.

- **Courses made available to students:** Three days prior to the start of the course. E.g. Courses starting Monday, Jan. 8<sup>th</sup> will be made available Friday, Jan. 5<sup>th</sup>.
- **Last day of classes (always Friday)**
  - **12 week courses and 2<sup>nd</sup> 6 week courses:** Friday, Mar. 30<sup>th</sup>
  - **1<sup>st</sup> 6 week courses:** Friday, Feb. 16<sup>th</sup>
  - **Correcting date in the final module:** See [easy how-to instructions here](#).
- **Winter 2018 dates and deadlines:** All term's deadlines are now available in the Faculty Center's [Course Planning & Teaching](#) page (scroll to the bottom).

## RESOURCES AND SUPPORT

### [Faculty Center](#)

Faculty resources include policies and procedures, on-demand tutorials and upcoming development opportunities, whether online or face-to-face. See [term dates & deadlines: Before classes begin](#) | [During classes](#) | [After classes end, Event dates](#).

### [IT Support](#)

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

If you have any questions regarding any of the above, please do not hesitate to contact your hiring Academic Affairs supervisor, any of the instructional designers, or me.

Sincerely,

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