



# WINTER 2018 Moodle Course

(OL/HY/BL)

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## WINTER 2018 Course Updates Online 11/20/17

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Dear Faculty,

You may have noticed that your Winter 2018 course, «course», is now available in Moodle. You have been assigned to teach an online, hybrid, or blended course that will be copied from a GSC master course. We are in the process of copying these courses over the course of the next week. You will be informed when your course is ready for review.

In the meanwhile, please see important information below regarding the preparation of your Moodle course as well as how to get assistance if needed.

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### PREPARE FOR THE START OF THE TERM

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

### COURSE: ACD600.1OL-WN18-12WK

[Moodle Log In](#)

### COURSE REVIEW & UPDATE

**Due: Sunday, December 10, 2017**

Review and update the content of your course before Sunday, December 10, 2017 prior to the Course Readiness Review week (12/11 – 12/15/17).

- **Quick tips for copied courses:** See [time-saving tips](#)
- **Course readiness:** Plan before your course begins with [this documentation and upcoming term dates](#) in the Faculty Center.
- **Last day of Courses is 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.

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### CURRENT COURSE SNAPSHOT

Essential elements needed prior to the start of the course:

<b>Your Course</b>	<b>ACD600.1OL-WN18-12WK</b>
<b>General notes from initial review</b>	Master course hasn't been copied yet. Instructor will be notified when it is ready for review.
<b>Moodle profile</b> Includes instructor picture and biographical information. If incomplete, <a href="#">See Documentation</a>	Profile missing until instructor enrolled
<b># Modules and # Weeks consistent; Sections named &amp; visible</b> (Should be 12 for a 12-week course or 6 for a 6-week course) If these are not the same, it will require your attention. This typically indicates content is hidden, orphaned or modules need to be developed /removed. Work with instructional designer if you need assistance.	n/a until master is copied
<b>Total # of Graded activities</b> (# manually graded items + # graded activities) (Recommended: 1 graded activity per week)	n/a
<b># Forums</b> (Typically there should be at least one forum per module allowing students/faculty to engage with each other.)	n/a, course empty
<b># Resources</b> (Indication of # instructor materials shared with students. There is no required number, however in general there should be sufficient resources to supplement textbook and activities.)	n/a
<b>Syllabus status</b>	Check that syllabus is available & updated for current term using the <a href="#">most up-to-date template</a> .

Check up-to-date details of your course snapshot by accessing **Report #315** in your course. To learn more, see the [Course Review Report for Faculty](#).

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## UPDATES AND ANNOUNCEMENTS

- **Instructional Design Support**

The GSC Instructional Design Team offers one-on-one course design support

You can request one-on-one Instructional Design Team support by submitting an [IT Help](#)

[Request](#). Choose “Moodle: Instructional Design Support” from the drop-down menu under

“How can we help you?”

- **Zoom Video Conferencing Update.** GSC provides access to 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 can request one by submitting an [IT Help Request](#). Documentation can be found on the [IT Support site](#) in the Tools & Tips menu.
- **Winter 2018 dates and deadlines:** This term's deadlines are now available in the Faculty Center's [Course Planning & Teaching](#) page (scroll to the bottom).

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## 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.

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

Sincerely,

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