

From: Gonzalez, Ana
Sent: Tuesday, January 02, 2018 7:05 PM
Subject: GSC WINTER 2018 OL/HY/BL Courses Go Live!



WINTER 2018 Online & Hybrid/Blended Courses Go Live! (1/2/18)

Hi Winter 2018 Faculty,

This is just a quick update regarding the start of the term:

- **Wednesday, January 3rd:** if you are teaching a course with multiple sections, your developed course will be copied into the new section if this hasn't already be done. Please have any final updates completed before this date. After the course is copied, you will need to make edits to both sections.
- **Thursday, January 4th:** Student enrollments will be added to the courses. Adds/drops will be processed 2x daily in the morning and late afternoon.
- Starting **Friday, January 5th:** **All courses in Moodle will be made available to students** 3 days prior to the official course start date. For example, if your course starts this Monday, January 8th then it will be available Friday, January 5th.
- **New!** When students are **dropped from a course**, their enrollments will NOT be removed from the course as in the previous terms. Instead their enrollment status will change from "active" to "suspended". Learn more about how to hide these students from your gradebook here: [Hiding Suspended Students in the Gradebook](#).
- **Please Check Gradebook:** We have noticed that some courses have the incorrect aggregation method specifically for gradebook categories. Categories need to be set to "simple weighted mean of grades" and the overall course should be set to "weighted mean of grades". See this video on how to [Fix Your Aggregation Method](#) (2:11 mins.) You can also sign-up for a [one-on-one Gradebook Clinic session](#) to check the overall setup of your gradebook.

Remember, first impressions matter! What do students see when they first log into your course?



Did you know that students perceive a course as more difficult if the organization is confusing?

Teacher/student interaction during the first couple of weeks is essential to student success. Make sure you have engaging activities to get them involved early on!

If you haven't already done so, be sure to do the following by this Thursday evening:

- ✓ Post your welcome announcement (approximately **33%** of the faculty have already done this!)
- ✓ **Introduce yourself** in an Introductions forum. Ask students to introduce themselves to each other as well.
- ✓ Check to make sure your [Moodle profile is up-to-date](#) (including picture, bio and any other contact information you want to make available to students. Let students know who you are! This is one of the first steps to creating your online persona.)
- ✓ Check to make sure that your [syllabus is up-to-date](#). (Is the "updated" date visible in the main topic area?) Are you one of the **64 courses** that still have an old or missing syllabus?
- ✓ Does your [syllabus grading criteria match your gradebook setup](#)? **Don't get caught in a grade dispute!** Make sure you are communicating accurate grades via the gradebook.
- ✓ Check to make sure all of your [due dates are up-to-date](#). (Tip: Use the Assignments & Quiz links in the Activities Block to get a summary of all of these due dates!)
- ✓ If you would like to **see your course as a student** will see it, you can change your role temporarily via the "Switch role to..." link in the Administration block in your course.

On behalf of all of the Instructional Design team, **thank you for all your work** in preparing your course for this term. Should you need assistance at any time, please don't hesitate to submit a help request form using the IT Support link in the upper navigation in Moodle!

Sincerely,

Ana Gonzalez
Sr. Administrative Assistant
Granite State College

T: 603.822.5433 F: 603.822.5449

[GSC Faculty Center](#)