

From: Chaffee, Reta
Sent: Saturday, March 31, 2018 8:29 AM
Subject: GSC-SP18: F2F/ILC Updates & Final Review



SPRING 2018 Course Updates:

Final Review F2F, IN, ILC 3/31/18

Dear Faculty,

We are making final preparations for all of the face-to-face (F2F), intensives (IN) and individualized learning contracts (ILC) courses in Moodle. Courses in Moodle will be made available to students automatically 3 days prior to the start date of the course.

As mentioned in the communication at the start of the course development phase, GSC requires the use of **Moodle** for all courses including F2F, Intensives and ILC courses. The goal is to provide students with quick, easy and secure access to course information and resources in a single location at any time. In order to ensure that courses are ready, we did a review of the courses in Moodle. The following is a summary of the status of your course. Some items may need your attention.

If you need assistance in preparing your course, please don't hesitate to reach out by submitting an [IT Help Request](#). Be sure to select "Moodle: Instructional Design Support" from the Help type drop down menu). Also see important updates and information below regarding your course and this term.

ABC500.V1: Principles of Management (SP18-12WK), F2

STATUS OF YOUR COURSE:

- **Enrollments** (as of 3/31/18)= 1
- **Syllabus Status:** Syllabus is in course.
- **Profile Has Picture:** YES
- **Profile Has Biography:** YES
- **Minimum # resources/activities met:** Yes, syllabus only

REQUIREMENTS:

1. Syllabus in your course (Required)

Syllabus should reflect the relevant information about the current term and should include all required sections as outlined in the syllabus template. (Note: If your syllabus is within a folder, it may not have been captured in this report.)

- Date of last upload: 2018-03-19 18:34:10
- **How to instructions:** [Upload/Update your syllabus](#)

2. User Profile in Moodle (Required)

Your profile is available to all users in Moodle. It should include a picture, brief bio and other information you want to share with students. Note: Information in your instructor block is pulled directly from your Moodle profile which is managed by you.

- **How to instructions:** [Specifications for required profile](#), [Update your user profile in Moodle](#)

3. Additional Activities & Resources in Moodle (Minimum= 1, Recommended= 2)

This may include discussion forums, quizzes, pages, files or links. This is a great way to provide 24x7 access to important information and resources for your course.

How to instructions: [10 Ways to Use Moodle](#) and [Moodle Documentation for Faculty](#)

IMPORTANT DATES

- **Student enrollments added on:** Thursday, Apr. 5th. 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, Apr. 9th will be made available Friday, Apr. 6th.
- **Last day of classes (always Friday)**
 - **12 week courses and 2nd 6 week courses:** Friday, June 29th
 - **1st 6 week courses:** Friday, May 18th

Need to correct dates in the final module? See [easy how-to instructions here](#)

- **Spring 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

[IT Support](#)

Find [support & Moodle documentation](#) (including [editing module titles and dates](#)) and/or get [help for technical issues](#) in this site.

[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](#) | [Events](#).

If you have any questions, don't hesitate to contact your hiring supervisor in Academic Affairs or request support via an [IT Help Request](#). Be sure to select "Moodle: Instructional Design Support".

Sincerely,

Reta Chaffee

Director of Educational Technology

Academic Affairs

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