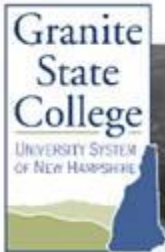


**From:** Gonzalez, Ana  
**Sent:** Monday, March 26, 2018 4:22 PM  
**Subject:** SPRING 2018 Course Updates: Final Review (OL/HY/BL)



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

CCO Public Domain

### SPRING 2018 Course Updates: Final Review Online 3/26/18

**FINAL REVIEW COMPLETE:**  
**Course: ABC100.1OL-SP18-12WK**  
*Term begins on Monday, April 9<sup>th</sup>, 2018*

Dear Faculty,

The final review of your Spring 2018 course listed above has been completed. If you are teaching more than one course, you will receive a separate email for each course.

#### **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:** The review below was completed over the past week. To get a more up-to-date review, you can run [Report #315](#) in your Moodle course.

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-SP18-12WK**

Enrollments # as of 3/22/18: **32**

(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 (3/26/18)
<b>General Notes</b>	
Syllabus need to be updated for current term. Please review and update if needed.	
<b>Moodle profile has instructor biographical information (Should be YES)</b>	YES
<b>Moodle profile has picture (Should be YES)</b>	YES
<b>Required blocks visible (Should be YES)</b>	YES
<b>Collapsed topics format (Should be YES)</b>	YES
<b>Week structure (Should be YES)</b>	YES
<b># Weeks defined in course settings (Should be 12 or 6 weeks based on the official length of the course)</b>	12
<b># Sections named &amp; 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. )</b>	12
<b># Weeks Differential (Weeks defined in course - #sections named &amp; visible. Should be 0)</b>	0
<b>Total# Forums (Includes announcements &amp; other forums.)</b>	13

# Weeks with forums (recommended min. 1 forum/week.)	9
<b>Total # Graded activities (# graded activities + #manually graded items. Recommended min.~12 for 12-wk courses, 6 for 6-week course.)</b>	21
# graded activities	13
# Manually graded items	8
<b># Resources (indication of # instructor materials shared with students)</b>	81
<b># Weeks with resources</b>	13
<b>Syllabus last updated (If updated more than 35 days, it is likely outdated. If empty, there is likely no syllabus in your course.)</b>	8/14/2017 3:08:52 PM
<b>Announcement forum visible (Should be YES) You should post your first announcement in April, prior to 4/6/18.</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:** Copied over on **Wednesday, April 4<sup>th</sup>**. If you are teaching a double section of a course, we will be doing the course copies this day. Please have all final updates completed by April 3<sup>rd</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, Apr. 5<sup>th</sup>. Enrollments (adds/drops) will continue to be updated 2x daily @ ~6:00 am & 4:00 pm throughout the term. If a

student is dropped (suspended), they are not removed from your course. They will appear grayed out in the Gradebook. See [Hiding Suspended Students in the Gradebook](#).

- **Courses made available to students:** Three days prior to the start of the course. E.g. Courses starting Monday, Apr. 9<sup>th</sup> will be made available Friday, Apr. 6<sup>th</sup>.
- **Last day of classes (always Friday)**
  - **12 week courses and 2<sup>nd</sup> 6 week courses:** Friday, June 29<sup>th</sup>
  - **1<sup>st</sup> 6 week courses:** Friday, May 18<sup>th</sup>
  - **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

### [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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