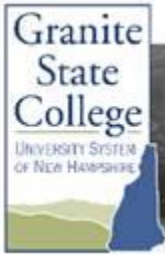


From: Gonzalez, Ana

Sent: Thursday, March 08, 2018 4:38 PM

Subject: SPRING 2018 Course Updates: Final Review Reminder OL-BL-HY



SPRING 2018 Moodle Course (OL/HY/BL)

SPRING 2018 Course Updates Online: Final Review Reminder

Dear Faculty,

The [final course review of all online, hybrid & blended](#) courses starts next week. This is a friendly reminder to finalize your course(s) this week.

COMPLETE YOUR COURSE(S) by Sunday, March 11, 2018

Review and update the content of your course before Sunday, March 11, 2018, prior to the Course Readiness Review week (3/12/18 – 3/16/18).

[MOODLE LOG IN](#)

Course Checklist:

- [Copied Course Tips](#) – Follow these tips for quick course clean up and due date updates.
(*Master Course Copy Only:* If you are teaching a course that will be created from a master course shell and the course is empty, please let me know.)
- [Report 315](#) – Run this report to check the status of required items in your course.
- [Syllabus](#) – Be sure you have the syllabus updated for the current term.
- [Moodle Profile](#) - Update your picture and bio using [this criteria](#).
- **Course Readiness** - Plan before your course begins with [this documentation and upcoming term dates](#) in the Faculty Center.
- **Course End Date** – The last module should reflect your course's end date of **Friday** rather than Sunday. If your last module does not reflect a Friday end date, see [how to change your course's last module end date](#).

If you are not able to have your course completed by March 11th:

- Please let me know. Include your course number and expected completion date, or

- Inform your instructional designer if assigned to work directly with one. Include your course number and expected completion date.

Contact Us

- **For technical assistance** with your Moodle course, place an [IT Help Request](#). (Choose “Moodle: Instructional Design Support” from the drop-down menu under “How can we help you?”)
- **For curriculum assistance**, contact your program director or lead faculty.
- **For all other questions** or assistance in reaching the appropriate person/department please let me know.

The Instructional Design team will be reviewing over 200 courses so we appreciate your collaboration in getting the courses ready for the term launch!

Sincerely,

Ana Gonzalez
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Granite State College
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