From: Gonzalez, Ana
Sent: Wednesday, February 14, 2018 10:35 AM
To: tkslover@go.granite.edu
Subject: SPRING 2018 Course Updates Online (OL/HY/BL-Master)

SPRING 2018 Course Updates Online 2/14/18

Dear Todd,

Your Spring 2018 course, ACCT500.O1-SP18-12WK, is now available in Moodle! You are receiving this communication because you are assigned to teach an online, hybrid, or blended course this coming term. If you are teaching more than one course, you will receive a separate email for each course.

See important information below regarding the preparation of your Moodle course as well as how to get assistance if needed.

PREPARE FOR THE START OF THE TERM

Term begins Monday, April 9th, 2018

COURSE: ACCT500.O1-SP18-12WK

Moodle Log In

NOTE: Your course is currently empty. It is scheduled to be copied from a master course template on or before February 26th. You will be notified when your course is ready for review.

FINAL COURSE REVIEW

Due: Sunday, March 11, 2018

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

- **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.

UPDATES AND ANNOUNCEMENTS

- **Moodle Course Design Clinics – Weeks of February 12 & 19**
  By popular demand based on your feedback from the 2017 Reflective Teaching Analysis, the GSC Instructional Design Team offers one-on-one course design clinics for faculty. Spring courses are now available to faculty. Get a jump start on course edits and updates. Learn how to setup your gradebook and use other Moodle tools that can save you time. To request one-on-one Instructional Design Team support submit 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.

- **Spring 2018 dates and deadlines:** This term's deadlines are now available in the Faculty Center's Course Planning & Teaching page (scroll to the bottom).

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.

Instructional Design Support

Instructional design support is available on an as-needed basis. Depending on your level of need this may include the following: course design, conversion to/from a 6, 8 or 12 week format, online/teaching strategies, or rich media integration. If you are developing a brand new course, if you are a new faculty, or if your course has been tagged for design work, you may be assigned to work with an instructional designer. In this case, an ID will reach out to you directly.

> **To request ID support, use the IT Help Request** form (select "Moodle Instructional Design Support" from the dropdown menu options).

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

Sincerely,

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