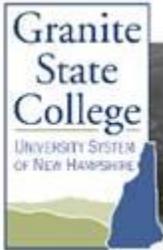


From: Gonzalez, Ana

Sent: Wednesday, February 14, 2018 10:13 AM

Subject: SPRING 2018 Course Updates: Confirm Course Copy (OL/HY/BL)



SPRING 2018 Moodle Course (OL/HY/BL)

SPRING 2018 Course Updates Online 2/14/18

Dear Faculty,

Your Spring 2018 course, ACCT500.1OL-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: ACCT500.1OL-SP18-12WK

[Moodle Log In](#)

Please review your SP18 course in Moodle then complete the 2 items below. Updates and announcements can be found at the end of this email.

1. COURSE COPY CONFIRMATION FORM

Due: Sunday, February 18, 2018

Please complete this 2 question form to confirm your course was copied correctly. This will ensure that you have the correct content when you are ready to begin your edits. If your SP18 course is currently empty and you need a course copied in, complete this confirmation survey answering “no” to the first question then add the correct course copy information.

Survey is only available through February 18th. Do not delay.

2. COURSE REVIEW & UPDATE

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.

CURRENT COURSE SNAPSHOT

Essential elements needed prior to the start of the course

Your Course	HMG600.10L-SP18-12WK
General notes from initial review	See specific notes below regarding any items that might need to be addressed.
Moodle profile Includes instructor picture and biographical information. If incomplete, See Documentation	OK
# Modules and # Weeks consistent; Sections named & visible (Should be 12 for a 12-week course or 6 for a 6-week course) If these are not the same, it will require your attention. This typically indicates content is hidden, orphaned or modules need to be developed /removed. Work with instructional designer if you need assistance.	OK
Total # of Graded activities (# manually graded items + # graded activities) (Recommended: 1 graded activity per week)	OK

<p style="text-align: center;"># Forums</p> <p>(Typically there should be at least one forum per module allowing students/faculty to engage with each other.)</p>	OK
<p style="text-align: center;"># Resources</p> <p>(Indication of # instructor materials shared with students. There is no required number, however in general there should be sufficient resources to supplement textbook and activities.)</p>	OK
Syllabus status	Check that syllabus is available & updated for current term using the most <u>up-to-date</u> template.
Gradebook & consistency with grading criteria in syllabus	Check for consistency

Check up-to-date details of your course snapshot by accessing **Report #315** in your course. To learn more, see the [Course Review Report for Faculty](#).

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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