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**Subject:** GSC-SM18: F2F Updates & Final Review



## Summer 2018: Final Review F2F Courses (6/30/18)

Dear Faculty,

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

GSC requires the use of **Moodle** for all courses with the goal of providing students with quick, easy and secure access to course information and resources in a single location at any time. Minimally, you need to upload a current syllabus, update your Moodle profile (picture and bio) and add a least one other activity or resource of your choice.

In order to ensure that courses are ready, we did a review of the courses in Moodle over the past few days. The following is a summary of the status of your course. Some items may need your attention. (NOTE: if you were editing your course over the weekend, it is possible that the information below does not capture your updates.)

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.

### **COMM100.O1: Intro to Communications (SM18-10WK), F2**

#### **STATUS OF YOUR COURSE:**

- **Enrollments** (as of 6/29/18)= **11**
- **Syllabus Status:** Please check syllabus and make sure it is up to date for the SM18 term.
- **Profile Has Picture:** YES
- **Profile Has Biography:** YES
- **# resources/activities (1 req., 2 recommended):** 2

## 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:** 6/6/18
- **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

- **Students added to courses starting:** Thursday, July 5<sup>th</sup>. 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, July 9<sup>th</sup> will be made available Friday, July 6<sup>th</sup>.
- **Last day of classes (always Friday)**
  - **10 week courses:** Friday, September 14<sup>th</sup>
  - **1<sup>st</sup> 6 week courses:** Friday, August 17<sup>th</sup>
- **Summer 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,

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