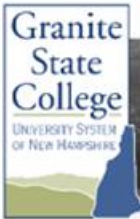


From: Chaffee, Reta

Sent: Monday, June 25, 2018 7:13 AM

Subject: GSC-SM18: OL-HY-BL Final Review, IMPORTANT Action may be required



Moodle Course Updates (OL/HY/BL)

SUMMER 2018 Final Review (6/24/18)

Course: **COMM101.1OL-SM18-6WK-A (SAMPLE)**

Delivery: Online

Term begins on Monday, July 9th, 2018

Dear Faculty,

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

Please note: The review of your course happened over a period of a few days starting June 20th through June 23rd. It is possible that you may have updated some components of your course since that time. If this is the case, some of the review notes below may no longer be current.

Are You Ready?

As you know the summer term has been extended to 10 weeks with courses being offered in both 6 and 10 week formats. In reviewing the summer term courses we have noticed some common issues:

1. **Syllabus has not been updated** for the SM18 term.
2. Some **modules are empty**, typically courses copied in from a 6 or 8-week term.
3. Many courses have "**orphaned content**". Unless this content is deleted or each individual item is hidden, it is visible to students via the Activities Block in your course. This can cause confusion with the students. Instructor should remove or hide orphaned content.
4. The **grading criteria is not consistent with your gradebook**. This could cause unanticipated grading calculations that could lead to a grade dispute. Please fix this asap or contact an instructor designer for assistance.

5. Assignment & Quiz **due dates not updated**. For a quick check, check the Assignment and Quiz links in the Activities block.

Please review the status of each of the items in the report below. 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 and enrollments below.



Please read first before reviewing the results:

1. **Final Review Comments:** The review below was completed over the past several days. 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.

SAMPLE

COURSE: COMM100.1OL-SM18-6WK-A

Enrollments # as of 6/22/18: **12**

(View today’s enrollment # in [WebROCK](#).)

Consider if your course is appropriately designed for the number of students who will be enrolled in your course.)

REPORT 315

Item Reviewed	Final Review Date (6/20-23/18)
General Notes	
See items below that may need your attention.	
Moodle profile is complete. (Should be YES)	Complete. You might want to check to make sure the picture and bio are updated to your satisfaction
# Weeks defined in course settings (Should be 10 or 6 weeks based on the official length of the course)	6
# Sections named & visible. This includes “orphaned content”. (Should be 10 or 6. Any other number indicates an issue that may need to be	6

addressed. All modules should be visible at the start of the term.)	
# Weeks Differential (Weeks defined in course - #sections named & visible. Should be 0)	0
Total# Forums (Includes announcements & other forums.)	15
Total # Graded activities (# graded activities + #manually graded items. Recommended min.~10 for 10-wk courses, 6 for 6-week course.)	13 + 9 = 22
# Resources (indication of # instructor materials shared with students)	82
Syllabus: # days last updated (If updated more than 35 days, it is likely outdated. If empty, there is likely no syllabus in your course.)	9 OK. Instructor may want to check one last time to ensure everything is up-to-date prior to term launch.
Announcement forum visible (Should be YES)	YES It is recommended that you not post your first announcement any sooner than 1 week prior to the start of the term.
General Discussions forum visible (Should be YES)	YES
Dates on last module:	If the date of your final module has not been modified to reflect the Friday end date, please see easy how-to instructions here

IMPORTANT DATES

- **Double section course copies:** Copied over on **Tuesday, July 3rd**. (Due to the 4th of July holiday, the copies will happen 1 day early.) 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 Sunday July 1st. If you would prefer to have your course copied prior to that date, please submit an [IT Support request](#).
- **Student enrollments added on:** Thursday, July 5th. 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, July 9th will be made available on Friday, July 6th.
- **Last day of classes (always Friday)**
 - **10 week courses:** Friday, September 14th
 - **1st 6 week courses:** Friday, August 17th
 - **Need to correct dates in the final module?** See [easy how-to instructions here](#).
- **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

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](#).

IT Support

Find **support & Moodle documentation** and getting **help for technical issues or Instructional Design Support with your course:** [IT Support](#).

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,

Reta Chaffee
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