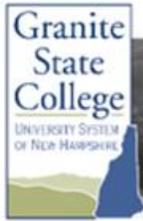


From: Chaffee, Reta
Sent: Thursday, May 17, 2018 1:59 PM
Subject: GSC-SM18: OL/HY/BL Course Development Begins



Moodle Course Updates (OL/HY/BL)

SUMMER 2018 Course Updates Online 5/17/18

Dear Faculty,

Your summer 2018 course, MGMT100.1OL-SM18-10WK, 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, associated deadlines as well as how to get assistance if needed. Of special note, starting this year, the **summer term will be 10 (not 8) weeks** long. Most courses will be offered in either a 10 week or 6 week format. Be sure to see the tips for [Revising Course Length](#) for quick tips for modifying your Moodle course.

Summer 2018

July 9, 2018 –September 14, 2018

YOUR COURSE: MGMT100.1OL-SM18-10WK

(Delivery Method: Online)

1. CONFIRM THAT COURSE COPY IS CORRECT

Due: Sunday, May 20, 2018

[Log into Moodle](#) and your course to confirm that your course has been copied as requested. Please note that any course that has been designated as a “Master Course Copy” will be copied May 29, 2018. It will be available to you at that time. Please do

not import any other content. If for some reason the course copy isn't correct, please put in an [IT Support request](#) as soon as possible.

2. REVIEW & UPDATE

Due: Sunday, June 10, 2018

Review and update the content of your course before Sunday, June 10, 2018 prior to the Final Course Readiness Review week (6/11-15).

- **See the Current Course Snapshot below:** This will give you a quick summary of items that might need to be addressed in your course.
- **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 have updated most courses but if we haven't done your course yet, you can use the [Change Default Module Dates](#) documentation.

CURRENT COURSE SNAPSHOT

Essential elements needed prior to the start of the course

Your Course	MGMT100.10L-SM18-10WK
General notes from initial review	Convert 8 to 10 weeks.
Moodle profile Includes instructor picture and biographical information. If incomplete, See Documentation	Bio & picture present
# Weeks Course Length This number is set by college.	10
# Modules/sections named & visible in Moodle course This number should be same as the # Weeks indicated above. If not, 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.	10
Total # of Graded activities (# manually graded items + # graded activities) (Recommended: 1 graded activity per week)	14

<p style="text-align: center;"># Forums</p> <p>(Typically there should be at least one forum per module allowing students and instructor to engage with each other. The announcement forum is included in this number)</p>	7
<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>	33
Syllabus status	Check that syllabus is available & updated for current term using the most <u>up-to-date template</u> .
<p style="text-align: center;">Gradebook</p> <p>Should be consistent with grading criteria in syllabus</p>	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

- **Summer Term Now 10 Weeks**
 Starting this year, the summer term will be extended from 8 to 10 weeks. The term will run from July 9 through September 14, 2018. (See the [GSC Academic Calendar](#) for complete details.) You will need to modify your course accordingly to be appropriate for either a 6 or 10-week length. See these **helpful tips for [Revising Your Course Length](#)**.
- **Labor Day Holiday**
 Monday, September 3, 2018 is a GSC Holiday. The college will be closed. No assignments or required activities should be assigned to be due on this day.
- **Summer 2018 dates and deadlines:** Now available in the Faculty Center’s [Course Planning & Teaching](#) page (scroll to the bottom).

SUPPORT AND RESOURCES

[Faculty Center](#)

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,

Reta Chaffee
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