SUMMER 2018 Online & Hybrid/Blended Courses Go Live!
(7/6/18)

Hi Faculty,

This is just a quick update to regarding the start of the summer term:

- **Courses Available Starting Today!** Courses were made available to students starting today, **Friday, July 6th.** All courses in Moodle will be made available to students 3 days prior to the official course start date. So, if your course starts this Monday, July 9th then it will be available Friday, April 6th.

- **Course Enrollments Began Thursday, July 5th**: Starting yesterday, student enrollments were added to the courses. Adds/drops will be processed 2x daily in the morning (~ 6:00 AM) and late afternoon (~ 4:00 PM).

  - **IMPORTANT!** When students are **dropped from a course**, their enrollments will NOT be removed from the course as in the previous terms. Instead their enrollment status will change from "active" to "suspended". Learn more about how to hide these students from your gradebook and assignment submission panel here: Hiding Suspended Students in the Gradebook.

Is your course ready?

Remember, first impressions matter! What do students see when they first log into your course?

Did you know that students perceive a course as more difficult if the organization is confusing?

Teacher/student interaction during the first couple of weeks is essential to student success. Make sure you have engaging activities and a visible presence to get them involved early on!

If you haven't already done so, be sure to do the following asap:

- ✓ **Post your welcome announcement** (approximately **44%** of the faculty **have already posted their announcement**!) If this is posted in the announcements forum, it automatically gets pushed out to the students email. **TIP:** If you posted this announcement **more than a week ago**, we recommend that you open the announcement and select "edit". You don't need to make any changes, just save it. This will change the posting date to today!

- ✓ **Introduce yourself** in a designated Introductions forum. Ask students to introduce themselves to each other as well.

- ✓ Check to make sure your [Moodle profile is up-to-date](#) (including picture, bio and any other contact information you want to make available to students. Let students know who you are! This is one of the first steps to **creating your online persona**.)   **All but 9 Summer Term faculty have completed their bios. Are you one of the 9?**

- ✓ Check to make sure that your [syllabus is up-to-date](#). (Is the "updated" date visible in the main topic area?) Are you one of the **7 (5%) courses** that still have an old or missing syllabus?

- ✓ Does your [syllabus grading criteria match your gradebook setup](#)? **Don't get caught in a grade dispute!** Make sure you are communicating accurate grades via the gradebook. During the final review, **12 courses still had gradebooks that were not set up consistently with what is outlined in the syllabus**. Do you need help setting up your gradebook? Put in a [help request](#) ticket for one-on-one guidance from an instructional designer. (Just select "instructional design" support from the support type.)

- ✓ Check to make sure all of your [due dates are up-to-date](#). (Tip: Use the Assignments & Quiz links in the Activities Block to get a summary of all of these due dates!)

- ✓ If you would like to **see your course as a student** will see it, you can change your role temporarily via the "**Switch role to**…" link in the Administration block in your course.

On behalf of the GSC Instructional Design Team, **thank you for all your work** in preparing your course for this term. Should you need assistance at any time, please don't hesitate to submit a help request form using the IT Support link in the upper navigation in Moodle! Be sure to select "instructional design" support type.

Sincerely,

Reta Chaffee
Director of Educational Technology
Academic Affairs

Granite State College
603.513.1350   reta.chaffee@granite.edu