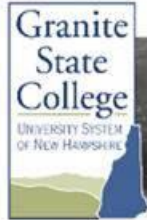


**From:** Chaffee, Reta  
**Sent:** Saturday, August 25, 2018 11:01 AM  
**Subject:** GSC FL18: OL-HY-BL Final Review begin Mon, 8/27



## Moodle Courses: Online / Hybrid / Blended

CCO Public Domain

### Fall 2018 Course Update: Final Review Reminder (8/25/18)

Dear Jane Doe,

We will begin the **final course review** of all online, hybrid & blended courses starting, **Monday, August 27<sup>th</sup>**. The purpose of this review is to ensure that the content in your course is complete and updated for the fall term while allowing adequate time for edits if any items need to be fixed.

#### **Please Note**

- If you are **working with an instructional designer (ID)** to develop a new course or to redesign an existing course, your ID will do the review of your course at the designated time.
- **Master Course Copies:** if you are teaching a course which will be created from a master course but it hasn't been copied yet, we will get those copied soon. Some master courses need more in-depth updates. We will review the courses before they are copied.

#### **Quick Tips for Getting Your Course Ready:**

- [Copied Course Tips](#) – Follow these tips for quick course clean up and due date updates.
- [Revising Your Course Length](#): If your course was created with content from a previous term, it is likely that you either need to consolidate content from a 12-week course or expand the content from an 8-week course. In either case, see these helpful strategies for revising your course length.
- [Report 315](#) – Run this snapshot report to check the status of your course content.

- **Syllabus** – Be sure you have the syllabus updated for the current term. **NOTE: syllabi templates were just updated.** Be sure you are using the most current template: Syllabus Templates for [Undergraduate](#), [School of Education](#), and [Graduate Courses](#)
- **Moodle Profile** - Update your picture and bio using [this criteria](#).
- **Course End Date** – The last module should reflect your course’s end date of **Friday** rather than Sunday. This has been setup for most courses. However if your last module does not reflect a Friday end date, see [how to change your course’s last module end date](#).

As always, if you need assistance with any of the items above, don’t hesitate to reach out to the instructional design team via the [IT Support](#) (select Moodle: Instructional Design Support). If you are currently assigned to work with an instructional designer, please reach out to your ID directly for assistance.

---

## UPDATES FOR FALL 2018 TERM

- **New Moodle Theme:** Starting this fall, we will be moving to a **new Moodle theme: Altitude** which will be replacing our current aging theme that is soon to be unsupported.
- **Change of Term Start:** Fall term begins September 24<sup>th</sup>.
- **Thanksgiving Break:** The Thanksgiving break is no longer the entire week. There will be no classes starting 5:00 PM on Wednesday through Friday.
- **New syllabus template:** All syllabi templates have been updated. Find the Syllabus Template to be used for your FL18 course under the *Quick Links for Planning* on the Faculty Center [course planning page](#).

---

## IMPORTANT DATES FOR FALL 2018 TERM

- **Double sections copied:** Wed. Sep. 19
- **Students added to courses:** Thurs. Sep. 20 ( starting on this date enrollments, adds & drops, are processed 2x daily around 6:00 am and 4:00 pm)
- **Courses made available to students (3 days prior to course start):** starting Fri. September 21. All 12-week online courses are made available on this date.
- For more information about important dates for the fall term, download the handy **Course Planning Calendar** at <https://faculty.granite.edu/plan-teach-inquire>

---

On behalf of the Instructional Design team, thank you for your attention to this process.

Sincerely,

Reta Chaffee

Director of Educational Technology

Office of Academic Affairs

Granite State College

603.513.1350 [reta.chaffee@granite.edu](mailto:reta.chaffee@granite.edu)

[www.granite.edu](http://www.granite.edu)