From: Chaffee, Reta <reta.chaffee@granite.edu>
Sent: Sunday, September 16, 2018 4:09:20 PM
Subject: GSC-FL18: Final Course Review & Readiness Updates

Fall 2018 Final Review (9/16/18)

Course: LD800.1OL-FL18-12WK
Delivery: Online
Term begins on Monday, ***September 24th, 2018***

Dear Faculty,
The final review of your course listed above has been completed. If you are teaching more than one course, you will receive a separate email for each course. Details are provided below.

Are You Ready?

First, please remember that we are introducing a new course theme, Altitude, this fall term. In addition, the whole site will be updated on Wednesday morning. Read more about the **new Altitude Theme here**. The location of a few blocks have been moved to the new side menu.

When your course is reviewed, we are checking to make sure all of the required components are present and materials and information are updated for the current term. With hundreds of courses to review, we attempt to provide you with information you need to make sure your course is ready for the students when they log in. With that said, we may not catch every single item. As the instructor, you will want to log in early this week to make sure everything is set. In reviewing all courses , we noticed some common issues:

1. **Syllabus has not been updated** for the current term or is hasn't been updated with the most recent syllabus template.
2. Some **modules are empty**, typically courses copied in from a 6 or 12-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 week. It is possible that you made updates after we reviewed your course. To get a more up-to-date review, you can run Report #315 in My Reports block 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 week, the instructional design team will have limited availability as we prepare for the launch of the term.

COURSE: LD800.1OL-FL18-12WK

Enrollments # as of 9/15/18: **15**

(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 Dates (Sep 7-15)
General Notes :	
See details below.	
Moodle profile is complete. (Should be YES)	Profile complete. Check that bio & picture are current.
# Weeks defined in course settings (Should be 12 or 6 weeks based on the official length of the course)	12
# Sections named & visible. This includes "orphaned content".	12

(Should be 12 or 6. Any other number indicates an issue that may need to be 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.)	36
Total # Graded activities (# graded activities + #manually graded items. Recommended min.~12 for 12-wk courses, 6 for 6-week course.)	46 + 0 = 46
# Resources (indication of # instructor materials shared with students. This is what you might share in face-to-face course as presenations or handouts.)	62
Syllabus: # days last updated (If updated more than 35 days, it is likely outdated. If empty, there is likely no syllabus in your course.)	202 Syllabus is outdated. Check that it is for the current term using the most recent syllabus template.
Announcement forum visible. (Should be YES) **Welcome announcement posted. Ideally, the date of your welcome announcement should be posted no more than 1 week prior to course start.**	YES Announcement not posted yet. Post by 9/20/18
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 **Wednesday, September 19th.** 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 Monday, September 17th . If you would prefer to have your course copied prior to that date, please submit an IT Support request.

- **Student enrollments added on: Thursday, September 19th**. 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.
    - Online 6-week courses starting November 5th will be made available on November 2nd.
  - **Last day of classes (always Friday)**
    - **12 week courses:** Friday, December 14th
    - **1st 6 week courses:** Friday, November 2nd
    - **2nd 6 week courses:** Friday, December 14th

  - **Faculty 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 & Instructional Design 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,

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