

From: Chaffee, Reta
Sent: Thursday, August 09, 2018 7:13 AM
Subject: GSC FL18: OL-HY-BL course updates (8.9.18)

Fall 2018 Course Updates 8/9/18

Dear [Reta](#),

You are receiving this communication because you are assigned to teach one or more online, hybrid, or blended courses this coming Fall 2018 Term. Your course is now available to you in Moodle! 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 and especially tips for saving time. The associated deadlines and estimated time will help you to plan your work accordingly.

Of special note (read full details at end of message):

- **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 24th.
- **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.

Fall 2018

September 24, 2018 –December 14, 2018

YOUR COURSE: INST101.1OL-FL18-12WK

(Delivery Method: **ONLINE**)

Source course copied into your course: **INST101.1OL-WN18-12WK**
(Note: if source course is a master course, it will be copied later this month.)

1. CONFIRM THAT COURSE COPY IS CORRECT (2 minutes)

Due: Sunday, August 12, 2018

Log into Moodle check to make sure the correct course has been copied. Please note that any course that has been designated as a “Master Course Copy” will be copied later in August. 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 YOUR COURSE (time will vary)

Due: Sunday, August 26, 2018

Update your course content in preparation for the Final Course Readiness Review which takes place the week of Aug 27-31.

- **See the Current Course Snapshot below:** This will give you a quick summary of items that might need to be addressed in your course. (1 minute)
- **ID Assignment & Final Course Review:** if you are designing a new course or if the course is undergoing a significant course re-design (change of delivery format or number of weeks), an instructional designer will be assigned to provide support and to complete a more in-depth final course review.
- **Quick tips for copied courses:** See [time-saving tips](#). (15-20 minutes)
- **Course readiness:** Plan before your course begins with this documentation and upcoming term dates in the Faculty Center. (time will vary)
- **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	INST101.10L-FL18-12WK
General notes from initial review	No comments at this time.
<p style="text-align: center;">Syllabus status</p> <p>New syllabus template for FL18 term. See Faculty Center course planning page</p>	Check that syllabus is available & updated for current term using the most up-to-date template.
Gradebook	Is your gradebook set up consistent with what is defined in your syllabus? Check now. Avoid confusion and grade disputes.
<p># Weeks Course Length</p> <p>This number is set by college.</p>	12
<p style="text-align: center;"># Modules in Moodle course</p> <p>If this number is different than the one above, it typically indicates content is hidden, orphaned or modules need to be developed/removed. Work with instructional designer if you need assistance. Also see Revising Course Length documentation.</p>	12
<p style="text-align: center;">Do you have the right balance of graded activities, forums & resources?</p> <p>The expected amount of instructional engagement depends on the course length & credit hours. For a 12-wk, 4 credit course it would be 12.5 hrs. (See Academic Credit Hour Policy) Your course should also include appropriate opportunities for students to be engaged and receive instructor feedback. The general recommendation is at least 1 forum and 1 graded activity per week.</p>	<p>Total # of Graded activities= 20</p> <p># Forums= 17</p> <p># Resources= 24</p>
<p style="text-align: center;">Moodle profile</p> <p>Includes instructor picture and biographical information. If incomplete, <i>See Documentation and GSC Profile Criteria</i></p>	OK. Review for any necessary updates.

The snapshot of your course was run a few days ago. To 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

- **New Fall Term Dates**
Starting this year, the fall term will be starting later adjusting to the extended summer term. The term will run from September 24 through December 14, 2018. (See the [GSC Academic Calendar](#) for complete details.)
- **Thanksgiving Holiday Break:** The Thanksgiving break is no longer the entire week. There will be no classes starting 5:00 PM on Wednesday through Friday. No assignments should be due on these dates, however this will be considered one of the 12 weeks for online courses. During this week, you might consider allowing students to work independently on research or other large assignments.
- **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. You will notice a slightly different look and feel to your course. We will have more updates later this month.
- **New syllabus template:** All syllabi templates have been updated with new sections including “Instructor Availability” as recently announced in the new Faculty Handbook. See Quick links for Syllabus Templates for graduate, undergraduate and School of Education programs under the Quick Links for Planning section on the Faculty Center [course planning page](#). This template should be used for your FL18 course.

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. We look forward to working with you in preparation for the launch of the fall term.

Sincerely,

Reta Chaffee
Director of Educational Technology
Office of Academic Affairs
Granite State College
603.513.1350 reta.chaffee@granite.edu
www.granite.edu