

## Checklist for New Winter & Spring 2016 Terms in Moodle

1. **My Courses List** -> Look under My Courses to verify all Moodle shells have been created for your Winter 2016 and Spring 2016 semesters. If you can't locate them, contact Linda Delzeit ([Delzeit@lattc.edu](mailto:Delzeit@lattc.edu)) **Request meta course shells if you want to combine multiple sections of the same class into a single shell.** Link to tutorial on [how to make your courses visible](#) using the course EDIT SETTINGS option.
2. **Confirm and update Course Settings** – items to check and change if needed include:
  - a. Course Full Name – Confirm/put your name here. **DO NOT change short course name.**
  - b. Course Summary – add any information you want to add for students to see before the course begins.
  - c. Visible - **Turn from Hide to Show** the course when you have it ready
  - d. If the course indicates it is set to Moodle Auto-Format – **change to html** using drop down menu
  - e. Format: change from weeks to topics if desired
  - f. Number of weeks/topics – change as needed
  - g. Show grade book to student = YES
  - h. Show activity reports = Yes if you want the students to self-track their activity
  - i. Maximum upload size = this sets maximum upload size for instructor and student for the course
  - j. **Guest access = NO** unless you really need to use this
  - k. Password is ONLY for guest access
  - l. Groups = your choice here
  - m. Completion Tracking = YES**
3. Rename the News Forum to **Class Announcements Winter 2016** or **spring 2016**.
4. [Import Content from previous term](#) if desired. Note: import can be slow. Be patient!
5. Change the top label from Welcome to My Course to say **Welcome to \_\_\_\_\_ and put in your course name.** If you imported a new header then remove the unneeded one.
6. Add labels as needed and indent content to create VISUAL ORGANIZATION to help the student.
7. Verify that all links work and correct as needed.
8. Verify or add COMPLETION tracking to all important resources and activities to help students track progress.
  - a. Resources – *Recommendation*: **Student must view this activity to complete it**
  - b. Activities – *Recommendation*: **Student must receive a grade to complete this activity** or the new 2.6 option **Student must submit to complete this activity**
  - c. Forums – *Recommendation*: Also set number of postings and replies you wish student to do
9. Restrict Access – recommend to use sparingly and not prevent student from moving forward, but use to provide more resources to students who need extra help after failing a quiz.
10. If you really need an ENROLLMENT key for your students to enter the class and submit work prior to official registration and upload into course, then you can ask Linda Delzeit to set an enrollment key for you.
11. If you use Turnitin assignments, [RESET your course](#) to copy the assignments. Do this before papers are submitted by new students. This step removes previous term students from Submission Inbox.

If you need help, just contact Linda Delzeit via email [Delzeit@lattc.edu](mailto:Delzeit@lattc.edu)