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[All Faculty/Staff] Monday Moodle Tips: Start of Term Checklist
1 message

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Start of Term Checklist

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Welcome back, everyone! To kick off Spring 2014, Here's a handy checklist to make sure
your courses are ready to go:

1. Are your courses hidden?
New courses pages are typically hidden from student view by default while you work on
them. If your course title appears gray on your Moodle homepage, your course is still
hidden. Since your students are automatically enrolled in your courses, here's how to
make your course page visible as soon as you're ready for everyone to see it:

1. Start on your course page
2. Click "Edit settings" in your course Administration block
3. Choose "Show" or "Hide" from the visibility dropdown menu
4. Scroll down, save your changes, and you're all set!

2. Is your Course ID number correct?
If you're using one of the new, automatically generated course shells, your Course ID was
pre-populated for you and your students were enrolled last week. If your CRN has
changed or if you created your own course/reset an older course, be sure to double check
your Course ID. This is how the system knows which students to add to your courses.
Here's how to find your Course ID:

1. Start on your course page
2. Click "Edit settings" in your course Administration block
3. Check the field labeled "Course ID"

Your Course ID number should be 2013 followed by the CRN of your course. For example,

a course with the CRN 12345 would have the Course ID 201312345. Multiple CRNs should be separated by a comma (i.e. 201312345, 201312346).

3. Do your students know that you're using Moodle?
If you haven't already, it's a great idea to start the term by using the News Forum in your Moodle course (which sends an email notification to all enrolled students) or emailing your students to tell them that they should login to your course page in Moodle for their course materials.

Have a wonderful first day of spring term, everyone! Happy Moodling 😬