New Quarter Checklist

For Moodle help, contact the Help Desk • helpdesk@sou.edu • 541.552.6900

- ❒ Moodle sites are created automatically before the start of each quarter. To combine multiple sections into one Moodle site, review the related article at the Moodle Knowledgebase linked on the **Faculty** tab at the top of each page in your Moodle site.
- ❒ Each new Moodle site is an empty shell. To copy the contents of a previous course into a new term site, follow the instructions provided on the **Faculty** tab at the top of each page in your Moodle site. If there are Turnitin assignments in the course site you intend to copy, **be sure to deselect them** (see the special note for Turnitin users in the course copy instructions).
- ❒ Remove your old syllabus and replace it with the syllabus for the new quarter. (If you set up your syllabus as a web page, you can simply update it and save the changes.)
- ❒ If your course is set up in Weekly format, click on **Settings** in the Administration block and change the **Course start date** to display the correct dates above each module, if necessary.
- ❒ Check file attachments, images, and hyperlinks to make sure they open and display properly.
- ❒ Revise due dates for all assignments and make any other necessary updates. Be especially careful about updating the year for due dates. **TIP**: Add the **Activities** block, then click on the link for **Assignments** to see a list of all assignments and their due dates.
- ❒ Re-create any Turnitin assignments that were posted in the prior term's site.
- ❒ Double-check all items in the grade book. Make sure that all gradable items (and categories, if applicable) are included and have the correct settings (e.g., number of points, weights, etc.).
- ❒ If you use Moodle-administered tests, check tests and pools to ensure they copied properly. If you are reusing test questions, consider revising questions or adding new ones. Double-check the display dates in the **Timing** area to ensure that each test will be visible to students on the correct dates. ALSO: If you use time limits for your tests, verify that the "When time expires" option is set to **Open attempts are submitted automatically**. This setting will ensure that students receive credit for the answers they have completed within the time allowed.
- ❒ Review your profile and update your contact information and office hours as necessary.
- ❒ Consider adding the **Quickmail** and **Calendar** blocks, if they are not already posted on your site. Turn editing on, locate the "Add a block" block and select desired blocks from the pull-down menu.
- ❒ Switch your role to Student and review your entire course to see how the course will look to your students. Items that you think are available because you can see them when you are in your teacher role might not be visible to your students.
- ❒ **VERY IMPORTANT**! When a course is created, it is **not** visible to students. This prevents them from viewing your course before you have completed your revisions. When your course is ready, you must make it available by going to **Course administration** in the **Settings** block and choosing **Edit settings**. Change the **Visible** option to **Show** to make your course available to students. Be sure to make your course visible to students **no later than** the first day of the new quarter.
- ❒ When you make your course available, create an initial announcement for your students in the Announcements (News) Forum letting them know the course site is available, how to contact you, etc. Currently enrolled students will receive an email copy of your announcement and it will be posted under "Latest News" in your course site.