New Quarter Checklist

See these instructions for asking for help.
Moodle How-Tos are linked on the **Faculty** tab at the top of each page in Moodle.

- ❒ Moodle course shells are created automatically before the start of each quarter. See how to combine multiple sections into one Moodle course shell.

Reusing Content

- ❒ Each new Moodle course is an empty shell. Read how to copy the contents of a previous course into a new term course shell. It's possible to copy all or part of a course.
- ❒ Remove your old syllabus and replace it with the syllabus for the new quarter. (If you set up your syllabus as a page resource, you can simply update it and save the changes.)
- ❒ Make sure you don't have any redundant blocks or Announcement links. Delete any student services blocks displaying the Raider Hawk or CU Thrive links—the links in those blocks are broken. Leave the topmost Announcements link and delete any others.
- ❒ 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**: Use the new Dates function and save a ton of time!
- ❒ 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.

Finalizing Your Course

- ❒ Review your profile and update your contact information and office hours as necessary.
- ❒ 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 clicking on the admin gear 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 or let them know when it will be available.
- ❒ Create an initial announcement for your students in the **Announcements** forum to let them know the course 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.