



Course Teaching Checklist

Teaching in a new learning environment can sometimes be challenging. This checklist focuses on the different elements to check before starting to teach.

- The Course
- The Students
- Other Teachers

A. The Course

1. After you set up a course in Moodle, make sure that you have a backup of the course (without users), so that the course can be restored if anything goes wrong and also you have it for the next year.

Check your Course Settings:

- Full Name, Short Name and ID** are set by the Admin and should not be changed.
- Summary**-should preferably be the same course description as published in the course catalog.
- Format**-Choose from Weekly, Topic or social. Weekly organizes the course and all activities into weeks. The Topics format organizes everything under topics. The Social Format is a good format for announcements and discussions.
- Number of Weeks/Topics displays the number of weeks or the number of topics. (The default is 10)
- Course Start Date**-Specify the starting dates of the course. The first week of a weekly course will start on this date. Does not affect 'topics' or 'social' formats except that the date started would display in a report.
- Hidden Sections**-You can create activities in advance or post assignments and hide the particular activity/lesson if you want to make it available at a certain date. A small bar usually appears to let a student know section is hidden.
- News items to show**-set the # of news items to show before old items get dropped.
- Show grades**-shows whether the student sees the grade on an assignment. This is set to "No".
We use Zangle for grades.
- Show activity report**-the default is "No". If set to "Yes" students can see their activity log i.e. logon times, how long they were logged on, etc. This can strain the server if used for a large class.
- Maximum upload size**-lets you select the file upload size for users within your site.
- Is this a Meta Course**-a meta course is a shared space for multiple regular classes e.g. A course in German, set as a meta course would draw its enrollment from all the other German 100,200,300,400 courses which are referred to as the child courses. Any student enrolled in any of these German courses is then automatically enrolled in the German course set as a meta course.

2. Availability Settings

Availability- This option allows you the flexibility to make your course available when you want to. The course is totally invisible and will not appear on any course listings, except to course teachers and administrators.

Enrollment Key- This is the course password. All Lahser passwords are set to the teacher's last name. Clicking on the unmask box will display the password.

Guest Access- prohibits people without accounts to access the course. Set "do not allow" by default and should be left as such for various privacy and copyright issues.

3. Language Settings

Force Language- This option lets you decide on a language for your course. By default the language is English but you can select another. (This is a great option for foreign language teachers!) If you do not see another language choice, ask your moodle administrator to install a language pack for you.

4. Roles

Roles are assigned within contexts. You are assigned the role of a teacher for your course. You can assign roles for either the whole course or block-by-block or activity-by-activity. Role option is available on the administrators block.

When you click on assign roles, you see the different roles you have the ability to assign your students enrolled in your course. Choose the role to assign, and then choose the student you want to assign to that role.

Click on the students name from the drop down list and click on the tab 'Add', to assign that student to that role.

B. The Students

1. Enrollment

a. You can have the **students enroll themselves**, by giving them the enrolment key word and instructing them to select your course from the category list and give the keyword when prompted for it (this only works if the start date has passed and the course is available to students, see settings).

b. You can **manually enroll** each student on the Students page (Go to assign roles and add students.) You can enroll students manually even before the course start date and while the course is unavailable to students.

2. Do instruct the **students to check, correct and complete their personal profile** (Edit Profile in the People box), particularly if their Moodle IDs have been newly created. It is **especially important** that their e-mail address is correct.

C. Other Teachers

Are there any **other teachers** in the course and do they need to have access while you are teaching? As teacher in your course, you are able to enter other teachers into your course, in much the same way as with students, peer evaluators or forum moderators. Before you do so, define whether they should have editing rights (so that they are able to make changes in the course materials/tools), or whether they are only teaching assistants (in which case you add them as non-editing teachers). You can remove other teachers from your course too, or hide them from student view if they play no role in the teaching process.

