

Keeping Moodle in Check

consider these things as you prep a course site in Moodle

	Yes	No
Course Basics		
Have you enabled your course? (Does it show up under My Courses?)		
Is your Moodle course page structured by topic? If so, do the topics have meaningful titles?		
Is your Moodle course page structured chronologically by week? If so are they accurate?		
Is the course easy to navigate?		
Is your syllabus up-to-date? Are the dates correct?		
Are your textbook versions up to date?		
Have you tested all links to make sure they are active and up to date?		
Do you have a TA/PLA? Has s/he been added?		
Course Introduction		
Do you greet your students with a welcome message, and tell them how to get started in the course?		
Do you explain how the course is organized and how it works?		
Do you include a forum in which students can ask and answer class-related questions?		
Do you have an area in Moodle and/or Syllabus that sets clear course expectations?		
Assessment		
Is your grading policy clearly stated?		
If you use rubrics for grading, did you set them up in Moodle?		
Are your learning activities aligned well with course objectives/learning goals?		
Before Class Begins		
Have you unhidden your course? (Can your students see the course? If the link is blue, then yes)		
Did you set expectations for how/when to contact you? Or when students should expect replies?		
Did you set office hours?		