Moodle Faculty Checklist: Beginning of Semester

1. Review [Moodle](#) Technical Recommendations

2. [Log in](#) and verify that all your courses for the semester are listed in the My Courses block and at the bottom of your screen.

3. [Edit your Moodle profile](#) and update your personal settings.

4. [Combine course sections and enrollments](#) for multiple courses -optional

5. Import (or Backup/Restore) any previous course content into the new semester's Moodle course shell.

   o [How to import course data](#)

   o [How to backup a course](#)

   o [How to restore a course](#)

6. Make your Moodle course available to students (https://quickguides.calstate.edu/maritime/quickguides/view/219) Note: Students cannot access a course until you make it available for them.

7. Update and post a syllabus. When possible use the Accessible Syllabus Template and place it in your course.

   o [Accessible Syllabus Template](#)

8. Update due dates of activities such as assignments and quizzes and check for outdated or broken resource links, such as links to expired articles or a digital files.

   o How to edit a resource or activity (https://quickguides.calstate.edu/sfstate/quickguides/view/166)

- o How to delete a resource or activity

  (https://quickguides.calstate.edu/maritime/quickguides/view/21)

9. Refer students to the following resources:

   - o Technical recommendations (http://www.csum.edu/web/faculty-and-staff/moodle-tech-requirements)

   - o Student Moodle QuickGuides for information on using Moodle

     (https://quickguides.calstate.edu/sfstate/quickguides/search/student).

10. Email students a welcome message via Moodle

    (https://quickguides.calstate.edu/maritime/quickguides/view/178)

11. Archive(.zip) and save old courses to your personal computer or storage device. It is important to keep a backup for your own records as old courses are retired routinely from the system once new shells are introduced for upcoming semesters.

    - o How to backup a course

      (https://quickguides.calstate.edu/maritime/quickguides/view/156).

12. Review the Instructor Moodle QuickGuides

    (https://quickguides.calstate.edu/sfstate/quickguides/search/instructor) for information on setting up your Moodle course or contact Greg Crum at gcrum@csum.edu