

Getting Started For A New Online Semester

TWO WEEKS PRIOR TO THE COURSE START DATE

- 1. Import course content** By now you have either created course or imported course content from your course of a previous semester. If not, import course content. [Read more here.](#)
- 2. Template** Confirm that the ["universal" template](#) all McMoodle online courses use is reflected in your course and the content is updated for the new semester. If not contact your Department head or **McMoodle liaison**. [Read more here.](#)
- 3. Hidden Content Ensure that all the weeks, other than the first week, are hidden from students.** Turn editing on and take a look at the eye located at the top right corner of each week. Other than the first week, they should be closed. At the beginning of each week, plan to open the new week. You may choose to close the previous week. This will help your students stay focused on the assignments at hand. However, you may have material from previous weeks that you want your students to reference, in which case you may choose to keep those items open. You can have this automatically open using the "restricted" option, *but be sure you do not set a close date, or your students will be unable to see grades.* [Read more here.](#)

ONE WEEK PRIOR TO COURSE START DATE

- 1. Make your course "Available" to your students.** At least one week prior to the course start date, you should open your course to your students. To do so, access the "settings" link in the **Administration** block. For details, see the attached PDF "Students Accessing Your Course". [Read more here.](#)
- 2. In your course's News Forum, post a "Welcome" message.** This should include: (a) directions on how a student should log in to McMoodle to find the course (see **PDF "Access McMoodle"** handout to send students); (b) instructions to click on links and become familiar with McMoodle navigating; (c) request for them to post in the "Introduce Yourself" forum; (d) emphasize that **general course questions** should be posted in the "Ask Your Instructor" forum. Note: You will need to upload the PDF to your course file bank before you can attach it in your News Forum message; (e) state that they must read their syllabus in its entirety, and contact you with any questions ASAP; (f) stress the importance of disability students requesting help from the Counseling Center. [Read more here.](#)
- 3. After sending this "Welcome" message, check the "Introduce Yourself" forum and your Participants block throughout the next few weeks.** This will be one way to ensure your students have successfully accessed your online course. [Read more here.](#)
- 4. Repeat your "welcome post"** over the next few weeks, to ensure all students who register for your course receives this valuable information. [Read more here.](#)
- 5. Make sure you post your announcements, reminders and general information on the News Forum.** Remind students that they should post their **general course questions** in the "Ask

the Instructor" forum. Personal matters, on the other hand (late assignments, special needs, extended time due to death in the family) should be emailed directly to you. [Read more here.](#)

6. Regularly review students' questions in the "Ask the Instructor" forum. [Read more here.](#)