basalt Bureau of
Academic Support
for the Advancement
of Learning Technologies

Checklist for Course Sections in Moodle

☐ Has the correct course content been copied from a previous term?
  - In the *Administration* block click *Import*, locate the course you want to copy from and click *Next* a few times.

☐ Are the topic headings correct?
  - *Turn editing on*, click the *pencil* icon to change or click on edit.

☐ Is the course format and number of topics correct?
  - In the *Administration* block, click *Edit Settings* and select the format you prefer (collapsed topics, topics, onetopic, grid etc)
  - In the *Administration* block, select the *Number of weeks/topics*
  - Scroll down and *Save changes*

☐ Do you have the correct blocks on the right-side column?
  - *Turn editing on*, click the *delete* button to remove a block
  - *Add a block* at the bottom right.

☐ Does the Syllabus need to be updated (new instructor, different dates)?
  - If the file is a word document: Click to open it in MS Word. Make your changes. Save it to your computer. Then back in Moodle, *Turn editing on*, and using your mouse drag the document to the right topic..
  - Then delete the out of date Syllabus file by clicking on edit. then *delete*.
  - If the file is a page in Moodle: *Turn editing on*, click the *Update* icon and edit the page directly within Moodle.
  - If the file is in an uneditable .pdf format then try to find an MS word .doc version that is editable (or consider copying and pasting it into page in Moodle).

☐ Are there changes required in the course outline (instructor name, dates)?
  - Same process as above

☐ Are there availability dates in Quizzes that would prevent students from being able to do any online quizzes?
  - *Turn editing on*. Click *edit* and then *edit settings*. Check the *Open the quiz* and *Close the quiz* settings. Scroll down and click *Save and return to course*.
  - repeat as necessary.

☐ If you have quizzes, do they work properly?
  - Click on a quiz and look to the right for quiz administration menu. To preview, click on preview. Do the questions look right?
  - In the quiz admin menu, click on edit settings. Are the review options set correctly? Make sure "marks" is checked in all options.
  - In the quiz admin menu, click on edit quiz. Are the questions from the right category? Are the marks correct?
  - Repeat as necessary

☐ Are there due dates in Assignments that need to be updated for this term?
  - *Turn editing on*. Click on *edit* next to the assignment, and then *edit settings*. Check the *Available from* and *Due date* settings. Scroll down and click *Save and return to course*. Repeat if needed.

☐ Are the assignments set up correctly?
- *Turn editing on*. Click the *Update* icon for the assignment.
- If using advanced uploading of files, make sure "send for marking" is enabled.
- Is it out of the right total?

☐ Are there any extra discussion *Forums* that need to be deleted?
- *Turn editing on / edit* then *Delete*.

☐ Are there *Restrict access* settings on any course elements that need to be checked?
- date conditions
- grade conditions
- prior activity completion conditions
- turn editing on, click *edit* then *edit settings*

☐ Are there any tools or resources that are hidden that ought not to be?
- *Turn editing on,* click *edit* beside the activity or resource and click *Show*.

☐ Do you need the Quickmail block? (or any other blocks?)
- Turn editing on, scroll to the bottom right. In the Add a block section, select Quickmail. It will show up at the bottom of the right hand column. Click the Move arrows and put it at the top (or wherever you'd like)
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☐ Are the *Grades* set up correctly?
- In the *Administration* block click *Gradebook Setup*
- Revise categories or grade items by clicking *Edit* to the far right. Or *Add categories* and *Grade items* as necessary. Pay attention to the *Aggregation* method (weighted mean or natural)
- To see what it will look like for a student pull down to *User report* and select any student.

☐ Have you reviewed the course as a student to make sure everything works? (files, folders, pages, assignments, forums, quizzes all open, URLs are not broken)
- Just below the *course administration* click *Switch role to* … and select *Student*.
- When you're finished, click *Return to my Normal role*
- *note: don't switch role to student when course is not available to students – you'll have to log out and log back in again.

☐ Once the course is ready is it available to students?
- In the *Administration* block click *Edit settings.*
- In the top section where it says "visible" make sure it says "Show"
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☐ Do you have any students enrolled?
- In the *Navigation* block, just under the course name in bold, click *Participants* to see a list of who is enrolled in this section.

☐ Is it clear what the students are expected to do in this course?
- Do the instructions in the course outline match the instructions the students find within the course?
- Is it clear how and when they are to submit their work?
- Is it clear how they are to contact the professor?