Starting in Moodle

- ✓ Before beginning in Moodle, review your documents:
  - Syllabus
  - Update preferred communication methods

- ✓ Have a plan for your Gradebook
  - How many points will be in your course?
  - How do you mathematically calculate the grades?

- ✓ Are you using Moodle on campus, online or both?

- ✓ Configure the Gradebook. The default Gradebook setting is Natural. Please contact the Center for Learning & Teaching (CLT) for someone to assist you with changing Gradebook configurations.

- ✓ The Moodle Instructor Training Course is listed under **My courses** in Moodle. This training course includes "How to" video tutorials on Moodle navigation, adding activities such as forums, assignments, quizzes, Gradebook, and attendance.

- ✓ If you see an option in Moodle and its function isn't clear, you can select the circular question mark to explain in more detail what that particular Moodle feature does.

Have questions or need help? Contact the CLT at 405-682-7838 or clt@occc.edu.