

Beginning On Campus with Moodle

- ✓ Set up your Gradebook categories (if used)
- ✓ Add grade items in the Gradebook
 - Be sure to assign them to proper category (if used)
- ✓ Set calculation methods
- ✓ Set up the attendance activity and sessions
- ✓ Communicate with students how Moodle is being used
- ✓ Post an announcement about how Moodle is being used
- ✓ Upload your syllabus in PDF format to your class
 - Review communication preferences
 - (Moodle Quickmail goes to OCCC email)
- ✓ Some online components?
 - Refer to the CLT Moodle Resources page <http://www.occc.edu/c4lt/moodle.html> for further information on using the Moodle features that will best support your students as they learn.