

## Beginning Online with Moodle

- ✓ Review the methods of communication in your syllabus
  - Messages sent through Moodle Quickmail go to OCCC email
  
- ✓ Load your content into Moodle
  - If you are using a master course, contact the faculty responsible for course for procedures.
  - If you are using your own content, upload it to Moodle.
  - If you are using textbook publisher content, check with a CLT consultant for information regarding the correct Moodlerooms cartridge format.
  
- ✓ Delete extra topics in your course to only show those with course content.
  
- ✓ Set dates for access to activities
  
- ✓ Configure the Gradebook
  - Categories (if desired)
  - Calculation method
  
- ✓ Make sure you check your content and activities before you open them up to students.