Moodle Course Maintenance Checklist

Before the start of the semester

☐ Update assignments' due dates accordingly if you import / restore course contents from a previous semester.

☐ Upload syllabus (make sure it is written from the most updated template and includes instructor's contact information).

☐ Set up gradebook accordingly.

☐ Assign "*Moodle Tutorial for Students*" course to students (especially for online/hybrid students).

☐ Make sure your course materials are ADA compliant.

☐ Disable the "Course End Date" (recommended) or set it to be at least a week past the last day of class.

After the semester is over

☐ Export gradebook for record.

☐ Backup course contents for future use.

☐ Delete backup files to release storage space in Moodle.
(We will be charged extra fee if we exceed the storage limit.)

☐ Make sure the course shells for the following semester are ready for you to build.

If you have any questions, please contact

eLearning & Faculty Development Department
447-6364 or 447-6378
elearning@helenacollege.edu

If you have any technical issues with Moodle, please contact

IT Department
447-6960
IT@helenacollege.edu