Moodle Pre-course Checklist

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| **Moodle Pre-course Checklist** |
| **Items to check** | **Details** | **Check result** |
| **Course structure and organisation** | Course site visible to everyone (if not, therefore unavailable to enrolled students)  |  |
| Course hierarchical structure is correct |  |
| Dates for each week updated |  |
| Deadlines for assignment submission  |  |
| If necessary, e-meeting date  |  |
| Others |  |
| **Course content** | Course content visible to everyone |  |
| Course syllabus correct and clear (no information missed) |  |
| Course instructions correct, clear and understandable |  |
| Check spelling or grammatical errors |  |
| Course content is in accordance to the syllabus |  |
| Scenario sequence works well (Page, Lesson, etc.) |  |
| All hyperlinks and linked files in the course work well |  |
| Others |  |
| **Learning activities**  | Check quiz content, settings and release dates |  |
| Check forum settings (threaded or nested form) |  |
| Check assignment submitting (test with student role) |  |
| Others |  |
| **Enrolment** | Make sure that all the enrolled students have access to the course |  |
| Group setting (Log in to your course using the test students block and check the settings for the group.) |  |
| Others |  |
| **Communication** | Provided support information regarding Moodle login and contacts for technical assistance |  |
| Provide support information about pedagogical support regarding course content |  |
| Contact students and let them know that they can access course resources via Moodle  |  |
| Others |  |
| **Evaluation** | Pre-course questionnaire (if necessary) |  |
| Post-course questionnaire  |  |
| Others |  |