

<b>Important items to check as you prepare for the SPRING 2014-15 semester.</b>	<b>Check if Yes</b>
Are all your course-sections on AUBsis under your name? (Contact the Registrar to update your sections and add your name)	
Is your course available on Moodle? (Once logged in to Moodle, check for your course name under My Courses. <a href="#">Click here</a> to request a new course on Moodle)	
Did you update your course Syllabus and Course Outline?	
Are the dates and due dates updated in the Syllabus and Activities?	
Did you test all the hyperlinks in your Moodle page to make sure that they are up to date?	
Is your Moodle page organized and outlined using Labels and proper indentation?	
Are font type, size, and color readable and consistent throughout your Moodle page?	
Do your Resources and Activities have proper and meaningful titles?	
Do you have a calendar of Activity due dates and other course events?	
Do you have information about Copyright and Plagiarism prevention in your Syllabus and/or Moodle page?	
Did you upload an updated profile picture to your Moodle account?	
Did you view your Moodle page as a student in order to make sure that only the needed materials are visible to your students? (Under the Administration block click on Switch role to...Student)	
Did you request to add your registered students to your course on Moodle? ( <a href="#">Click here</a> to activate your course and add your students to your course on Moodle.)	
Do you have co-instructors, GA/TA or auditing students? ( <a href="#">Click here</a> to add AUB users to your course on Moodle.)	
Are your students well oriented to Moodle and know how to navigate your course? (You can contact the Moodle Team to schedule a Moodle for Students Session or to create an Intro presentation to welcome and orient your students on how to get started.)	
Do you have access to the "Self-Paced Moodle Training" course? ( <a href="#">Click here</a> to enroll in the course.)	

Please be sure to contact the IT-Academic Services department to schedule a Moodle Refresher session and/or to learn new skills. The Moodle team can be reached by email at [moodle@aub.edu.lb](mailto:moodle@aub.edu.lb) and by phone at 00961 - 1 - 350 000 Ext.: 3586, 3519



Are you an Evernote user? [Click here](#) to add this Note to your Evernote account.