

Hello,

With the start of Intersession this week, I wanted to reach out to all Intersession instructors and offer our services and support.

I know many of you will be relying on Moodle to provide a considerable amount of your content. So, here are a couple tips on getting started effectively and handling issues:

First, please make sure that your students can access Moodle the first day of class. If the student does not know their username/password or it is not working, they will need to go to the Help Desk on the first floor of the library. They are the **ONLY** people on campus that can resolve that issue.

Second, send a welcome message to your students through the News Forum in your course shell. This way you will be able to confirm that your students can access and receive messages through their CSU email accounts. Again, if they did not receive the email, have them go to the Help Desk for assistance.

Please note - there are two handouts in the CSU-INSTRUCTORS course in the Helping Students section that outlines how to troubleshoot access problems and how to set up email in GMail. These might be worth printing out and bringing with you to your first class session. If you do not see the CSU-INSTRUCTORS course listed on your home page, please let me know.

Third, our office will be open every day the campus is open, so you will be able to contact staff members during business hours at x2960.

Finally, if an emergency arises, I will be on vacation but can be reached on my cell phone at 219-712-2343 or through email ateosika@csu.edu.

Your success this Intersession, is our first priority. Please do not hesitate to contact us if you need assistance.

Thanks,

Liz