

Hello,

As we all know, school has started. The parking lots are full, lines are long, and password issues abound. However, we are making significant headway in the use of Moodle.

This message will detail some of the things we have found in the first 36 hours of the semester and how we can work together to make this as smooth as possible for you and the students.

### **Need to Check the Content Posted**

One of the main issues students face is not being able to see the materials their instructors are posting. A couple of hints on making your course user friendly:

1. ***Check what the course looks like from the student view*** - next to the "Turn Editing On" button, there is a drop down menu that will allow you to view the course as a student. Select this option and make sure that what you want the student to see is available and working properly.
2. ***Don't hide information*** - Many instructors are not putting resources for students in obvious places. For example, your syllabus should be posted as a resource using the "Link to a File or Website" option in the top box. Don't embed it in postings or copy and

paste the entire document into Moodle. You want things to be concise and obvious for the student on the main course page.

3. ***Ask a peer to give you feedback*** - One of the biggest mistakes I have made when creating online content is to assume that my organization style is clear to everyone. When you have a section done, ask another instructor, the secretary, or significant other to try to complete the section using the student view and watch what they do - are they able to easily locate the materials and can they describe what they would do to complete the assignment?

### **Student Email is in CougarConnect**

As CSU moves towards having a single username and password for all services, students will need to be directed towards the email link through CougarConnect on the CSU homepage. Webmail is no longer to be used. Since this is a recent change, many students are not aware and may be looking for your emails in the old location.

### **Enrollments**

Enrollment files are being run every morning to capture student enrollment changes. In the very near future, the bridge between Banner and Moodle will be complete and the changes will happen real time.

## **Organization Shells**

There are two organization shells that have been created - ORG-INSTRUCTOR and ORG-STUDENT. These shells will have information regarding how to use Moodle, how to access resources, tip sheets, etc. Please take the time to look at the resources available.

We are still trying to determine the best way to handle the other organization shells. If it is an organization with a set group of members (e.g. a specific committee), we can create the shell and enroll the participants. If members are based upon the program they are in or other identifiable field in Banner, we need to determine how to establish the Banner extract to keep these current. More information will be forthcoming on organizations.

## **REMINDERS:**

- If you changed your course's short name or ID, please email [elearning@csu.edu](mailto:elearning@csu.edu)
- If you need access to Elluminate in the next two weeks, please email [elearning@csu.edu](mailto:elearning@csu.edu)
- Links for Respondus and Study Mate - tools to help create quizzes and online study materials - are in the ORG-INSTRUCTOR site
- Good tutorials for using Moodle are available at <http://moodle.njit.edu/tutorials/faculty/>

As always, if you have questions or comments, my staff and I can be reached at 995-2960, [elearning@csu.edu](mailto:elearning@csu.edu), or until 6 pm in room 318 in the Library.

Thanks,

Dr. Liz Osika  
Interim Associate Dean  
Library and Instructional Services