Jessup Online

Online Course Design Manual

Table of Content

Syllabus Overview

Note: The heading "Syllabus" and the steps discussed below, reflect the steps/process as outlined in the Syllabus Review Checklist.

This section of the checklist is primarily for the designer to track the overall status of the syllabus. Some of this is also done on the New Course & Revision Checklist (when you should check something off there will be indicated throughout the process). The distinction between the two is that the New Course & Revision Checklist is more oriented externally (marking the big steps/build process as well as communicating with Media Services and the Provost's Office). The Syllabus Review Checklist is primarily for the Instructional Designer themselves (but is still a helpful document for walking through the process).

While this section is at the top of the syllabus review checklist, it is not the first step; in fact it tracks steps along the way and may well be one of the last sections that is completely checked off.

Syllabus Reviewed by Us

This step is checked off once our entire team has reviewed the syllabus and you have created either a final syllabus review brief or fully prepared for a meeting with the course designer.

In other words, you should have completed every step in the Syllabus Review process (including Check Resources and Round 1 and Round 2).

Once that's complete, check off this step.

Syllabus Reviewed with Designer

This step is checked off once you have either:

- Met with the course designer and received *all* of their feedback (including any items left over after a review); *or*

- Received the syllabus review brief for the designer back with their comments giving feedback on *all* items in your brief.

Once either of these conditions are met, check off this step.

Syllabus Finalized

A finalized syllabus indicates that you have updated the syllabus in light of all the feedback you have received and the changes we have recommended and that have been approved (**you should not make unapproved changes to the syllabus!**).

For more details, see the overview on Finalizing the Syllabus.

Once you have finalized the syllabus, you can check off this step.

Syllabus Reviewed by Designer

Once a syllabus is finalized, it is sent to the Course Designer for final approval. This step is an additional quality control check. It ensures both that the Instructional Designer has not made any unwanted or surprise changes, and also gives the designer one last chance to make any tweaks.

For an example of the email that is sent to the Course Designer with finalized syllabus attached, see the Finalized Syllabus (Designer) Template.

In this step, you may also want to include any assignment PDFs that you have edited significantly. You don't necessarily need to send re-formatting for approval, but if you have discussed significant changes to an assignment and those instructions are kept in a separate document, it's always best to run those by the designer.

Once the Designer has given their approval, you can check off this step.

Syllabus Approved by Dept. Chair (include Date Approved)

Once the finalized syllabus is approved by the designer, it's time to send it on to the individual at the Department level approving the syllabus. This could be a Lead Faculty, a Department Chair, or a Dean. If you're not sure who to send it to, you can ask the Senior Instructional Designer. As a general rule, it will go to Department Chairs.

For an example of the email that is sent to the Department Chair, see the Finalized Syllabus (Department Chair) Template.

Once the Department Chair responds with approval, you now have a couple of additional items to take care of:

1. You can check off this step in the Syllabus Review Checklist (to check it off, enter the date that you received approval).

2. Go to the New Course & Revision Checklist and check off the Syllabus Finalized, Approved by Chair (yes, this is a duplicate box, but remember this other checklist is our team-facing and other-department-facing list and it's helpful to track that info here).

3. Email the Provost's Office Team member who manages contracts/payments (currently Dana Heintz) indicating that the designer can be paid for the first part of their contract - an approved syllabus. For a template, see Provost's Office (Payment for Syllabus) email.

   o Note: There are a couple of exceptions to this: **For all MBA and SPS courses, payment release notifications should be sent to SPS (currently Janel Thomas) instead of the Provost's Office.**

4. Finally, go to the Payment Release document we keep to track notifications to the Provost's Office and enter the date of approval in the "Syllabus Finalized?" column for your course. **Note:** This step is critical as it is how we keep track of our notifications to the Provost's Office (beyond simple email records).

Confirm Books are Correct in Booklist

This step confirms that the books that are currently listed in the syllabus for the course line up with what is entered in the Tree of Life* database. This ensures the students are provided with the correct materials. To check this, do the following:

1. Go to Google Drive.

2. In the search field near the top, enter "Jessup Online Book List" and select the file of that name.**

   o The courses are sorted by Course Number (i.e., EDU249). Scroll to locate the course you need.

3. Now, open the syllabus template for the course you are working on. To do so, do the following:

   o Go to LibGuides.

   o In the "Edit Existing Guide" box (see red box), enter the Course Number; then click on the template version of the syllabus (see blue box).

4. On the front page of the syllabus template, you will find a section labeled "Course Materials." Locate that section and the books listed under *Students Must Purchase.*

Course Materials

Required Material(s)

Students must purchase:

Duvall, S., & Hays, D. (2012). *Grasping God's Word* (3rd ed.). Grand Rapids, MI: Zondervan. ISBN: 978-0310492573

All other required materials are provided as PDFs or links in the Course Materials folder. See the weekly schedule for more complete information on course readings.

Recommended (but not required) Additional Reading

Bartholomew, C., & Goheen, M. (2004). Drama of Scripture: Finding our place in the biblical story. Grand Rapids, MI: Baker Academic.

Fee, G., & Stuart, D. (2014). How to read the Bible for all its worth (4th ed.). Grand Rapids, MI: Zondervan.

Gombis, T. (2010). The drama of Ephesians: Participating in the triumph of God. Downers Grove, IL: InterVarsity Press.

Wright, N.T. (2013). Scripture and the authority of God: How to read the Bible today. New York. NY: Harper One.

Add / Reorder

Apr 18, 2018

5. Review and compare the books listed in the syllabus template under "Students must purchase" with the list on Jessup Online Book List for the course.

   o   If the entries are the same for each item, you're good - check off the box and keep moving.

   o   If there are any discrepancies (including in ISBN number), contact the Tree of Life Manager on our Jessup Online team (currently Matt) to make sure any updates are made.

* Tree of Life is a third party book provider that Jessup has partnered with. One person on the Jessup Online team manages all online course adoptions through a platform called Sycamore. If faculty ever contact us asking how they enter their adoptions, the answer is that they don't need to; we do it for them. :)

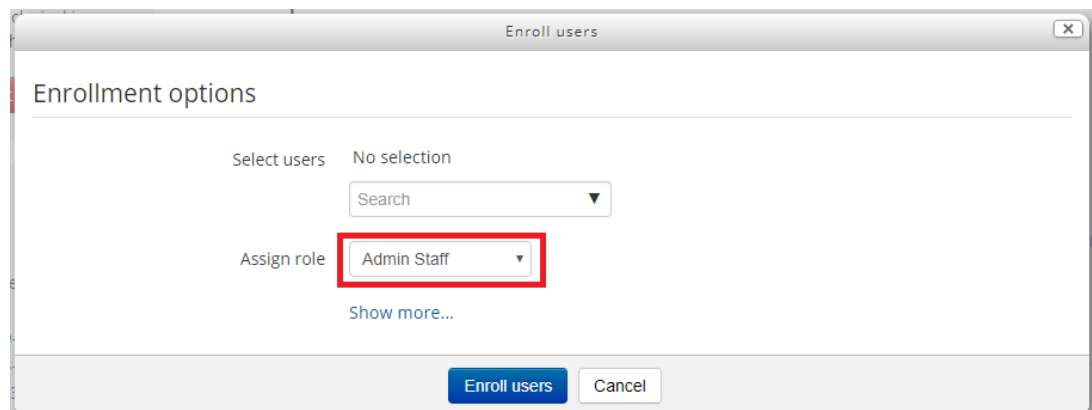** You can also find this file in Drive > Courses > !Master Lists > Jessup Online Book List.

Review & Initiate Course Development File

1. Check the Course Development spreadsheet, located in the course's main Google Drive folder.

   o   See the Overview of the Course Development File for context on this document.

2. Make note in the checklist of any unique things to check on based on the Course Development file. Usually, these kinds of issues would be in purple as they are ongoing issues that need to be addressed regularly.

3. If there are any **pending changes or questions** that require contact with the instructor, email the instructor (**from the Jessup Online email account**) regarding those changes.

   o Note: This step is done first and should be done for all courses prior to beginning rollovers in order to give time for the instructors to respond.

Initial Configuration

1. Once logged into Moodle, enter the course information into the search box (i.e., "OL-17SP-PSYC100")

   o In the example above, OL indicates online, 17SP indicates Spring 2017, and PSYC100 is the course code/name (PSYC100: Introduction to Psychology).

   o If the search brings up multiple courses, make sure you've selected the correct section!

      ▪ You can additionally specify/identify the course by adding/locating the section number at the end. This should be found at the top of the rollover checklist after the course code (if it is identified as PSYC100-01, 01 is the section number). More information about section numbering.

2. To start, enroll all Jessup Online staff into the course:

   o From "Course administration" menu on the left side, click on "Users" to expand the menu, then click "Enrolled users."

   o Once the page has loaded, click the "Enroll users" button on the right.

   o Below select users, change "Assign roles" to "Admin Staff."

   o In the search box, type in the last names of those you want to add (yourself and all other JO staff). For each person, click on their name; they should be listed next to Select users.

o Once you've selected all your desired users, click "Finish enrolling users" at the bottom of the box.
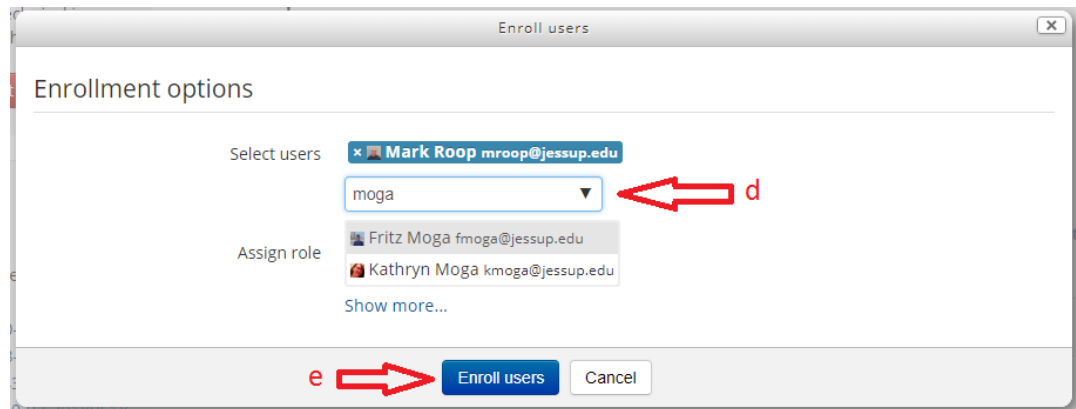
o The "Enrolled users" screen should now display those you entered, "Admin Staff, Program Coordinator" listed in the role.

3. Delete the Announcements Forum from the top of the course, via the dropdown menu.

4. Next, change the settings for the course shell. Select "Edit settings" from the Course administration menu on the left-hand side.

   o Click "Expand all" on the right side of the screen.

   o Scroll down to "Course format" and make the following changes:

      ▪ Change Format to "Folder view format", then let the screen refresh

      ▪ Change Number of topics from 15 to 7. (Some courses will be 14 weeks)

      ▪ Change Hidden sections to "Hidden sections are completely invisible."

   o Scroll down to "Appearance" and change "Number of Announcements" to 0.

   o Scroll down to "Completion tracking" and change Enable completion tracking to "No."

   o Finally, scroll down to the bottom and click "Save and return.

5. **Be very careful with this step -- if you accidentally delete this block, it will impact every Jessup course!** On the left hand side, click the dropdown for PANOPTO (1st image; red box) and select "**Hide** Panopto block" (2nd image; red box).
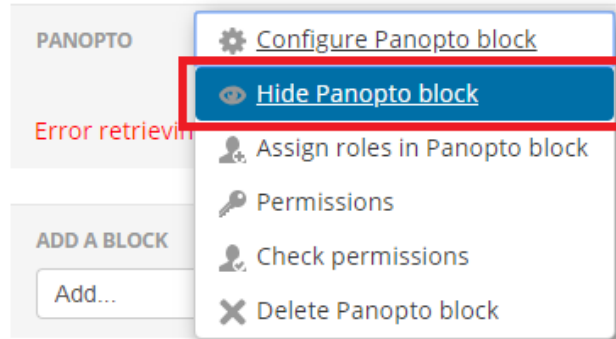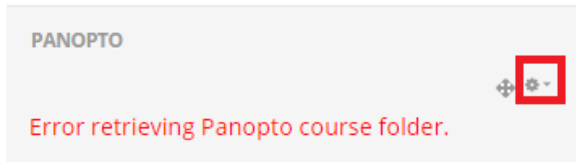
6. Your course is now ready to have its previous course shell imported!

Import Previous Course Shell

1. With the empty course open, click on "Import" under the "Course administration" menu on the left sidebar.

2. In the search menu at the bottom, type in the last run of course (e.g.,OL-16FA-PSYC100-01). Use the Course Development file in Google Drive to find out what that last course was.

   ○ NOTE: It's possible to search for courses using partial terms (i.e. "PSYC100") -- just note that you may get many more options than you want, in which case you need to be particularly careful you select the right section.

3. Select the course that you want to import -- make sure it's the right one! -- and click on the "Continue" button.

4. You will be presented with a number of checkboxes. In almost every circumstance, you will want to check everything except for "Include PLD log data" (see image below).

Backup settings

Include activities and resources ☑

Include blocks ☑

Include filters ☑

Include calendar events ☑

Include question bank ☑

Include groups and groupings ☑

Include competencies ☑

Personalized Learning Designer Settings

Include PLD data ☑

Include PLD log data ☐

[Cancel]   [Jump to final step] [**Next**]

5. Unless you know there are specific parts of the course you DON'T want to roll over, you can now select the "Jump to Final Step" button.

   o NOTE: If you need to exclude a specific section, you would click" Next" instead, but this would be very rare

6. After clicking "Jump to final step," wait for the import to finish. This may take a minute or two. Once it's done, click the "Continue" button

7. Voila, your course is now imported!

8. Once the course is imported, make sure there isn't an "Announcements" forum in the top section of the course. If there is, you'll need to repeat Step 3 from Initial Configuration.

Update Welcome Flyer

1. The welcome flyer HTML codes can be found on the Google Drive > !Welcome Flyer Embed Codes > (then the session you are looking for)

2. Open the "Start Here" page, then select "Edit Settings" under "Page module administration" on the left.

3. Access the HTML editor under "Content" (NOT description), then paste the HTML code. Once updated, the full Welcome Flyer should appear in the WYSIWIG.

Check PLD Settings

- The following are the Personalized Learning Designer settings that should be in (almost) all Jessup Online's courses.
- To access Personalized Learning Designer, use the link on the left sidebar of Moodle under "Course administration."
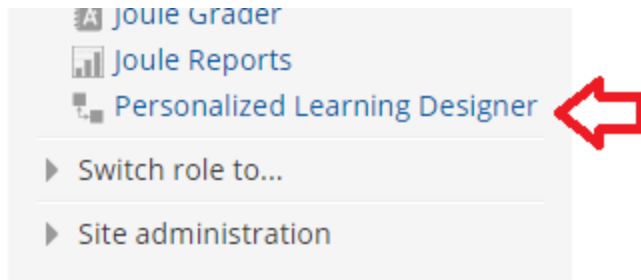
7 Days Not Logged In (Early Alert)

Click to open RULE NAME: '7 Days Not Logged In (Early Alert)
EVENTS:
- Click the 'X' behind 'End Date is in the past' to delete this
- Click dropdown to: 'Recurring Event'
- **Occurs**: (select) Weekly
    - Monday (NOTE: the check boxes can be confusing…choose wisely)
    - Midnight (Displayed as: 00:00)
    - Starting: Week 2 (Set Starting and Ending Dates)
- **Click: Add**
- Select the 'Conditions' tab

CONDITIONS:
- Check that the following are:
- User is in role: Student AND
- User has NOT logged into course within the last 7 days.
- Select the 'Actions' tab

ACTIONS: SEND EMAIL
- Click the gear icon for 'Send email…' to open.
- Select: 'Send email' from drop down list
  FROM: Custom: jessuponline@jessup.edu,
  First Name: Jessup
  Last name: Online

TO: earlyalert@jessup.edu

BCC: jessuponline@jessup.edu

SUBJECT: ((student_firstname)) ((student_lastname)) - 7 Days Not Logged In - ((course_name))

BODY:

> ((student_firstname)) ((student_lastname)) has not logged into ((course_name)) in 7 days.
>
> STUDENT: ((student_firstname)) ((student_lastname))
>
> COURSE NAME: ((course_name))
>
> COURSE START DATE: ((course_startdate))
>
> CURRENT STUDENT GRADE: ((course_grade_percent)) (((course_grade_letter)))

- Click: Save

- Click: Save

COURSE OPEN LETTER

RULE NAME:

- Type into the field: Course Open Letter

EVENTS:

- Select from the drop down menu: Specific date and time:
- Using the drop down fields under Date select: the Monday, Pre-week (9am)
- Click the Add button
- Next select the Conditions tab

CONDITIONS:

First..Check that **user is in role:** Student. (If so, move to ACTIONS)

- In the drop down menu select: 'User role check'
- Click the Add button
- A new popup window appears with 'Configure condition: User role check
- The Triggering user field should be: 'is'
- 'in role' drop down should be selected as: Student
- Click 'Save'
- 'All' of these conditions must be fulfilled should be showing
- Next select the Actions tab

ACTIONS:

Check that this is, **send email:** (course name)   (If so, click on gear and start at FROM below)

- In the drop down field select: SEND EMAIL
- Click the 'Add' button

- Using the text below, cut and paste into the required fields to compose the email.
- NOTE: Where 'COURSE_NAME' appears, replace with the actual course name

FROM: select: 'Custom' from drop down list

Email address: enter jessuponline@jessup.edu

First Name: Jessup

Last Name: Online

Recipients TO: **T**riggering User

SUBJECT: Welcome to COURSE NAME Online!

BODY:

Dear ((student_firstname)),

Welcome to COURSE_NAME (Online)!

This is an email to let you know that you can now access your course's Moodle page.

There you will be able to find the syllabus and a brief introduction from your instructor. You will also find an orientation to Jessup Online courses that you should review to be prepared for the course.

You need to look over this information as online courses start day one and you'll want to be sure you have the resources you need. Do not neglect to read the syllabus; it has the most up to date textbook requirements. Be sure to also review the discussion requirements in the syllabus and in the video overview found in the Course Resources Folder.

You are responsible for the information in the syllabus and the course materials folders. Failure to be aware of the information will not be a valid excuse for submitting work that does not comport to the course expectations. If you have any questions about the course itself, please direct them to your instructor.

If you have a disability that requires accommodations in this course, please contact the Learning Commons: Success Center as soon as possible (successcenter@jessup.edu, 916.577.2298).

May the Lord richly bless you in your pursuit of truth through this course.

Jessup Online

Click: Save

Click Save (after page refreshes)

EMAIL NOT POSTED (REMINDER TO POST IN DISCUSSION)

Click on: 'Email Not Posted'

RULE NAME IS: Email "Not Posted"

EVENTS:

- Click the 'X' following 'End Date is in the past' if showing

- In the dropdown box select - 'Recurring event'

- Occurs: 'Weekly'

- Select the box for Wednesday (You may need to deselect the current day if different than Wednesday)

- At 5pm each week NOTE: This will be displayed as 17:00.

- Set Starting and Ending Dates

- Click: Add

CONDITIONS:

- Check that 'User is member of group: Not Posted' is shown.

ACTIONS:

- Check that 'Missing you in Our Discussion This Week' is shown.
- NOTE: You can check this by clicking the GEAR icon following this text.

- SEND EMAIL

  FROM: Instructor

  TO: triggering user

  SUBJECT: Missing You in Our Discussion This Week

  BODY:

> Hi ((student_firstname)),
>
> I hope your week's going well. This is just a reminder that you need to post your initial response to DQ #1 in the discussion forum by 11:59 p.m. tonight in order to receive full credit! (The full requirements are all listed in the syllabus.)
>
> Let me know if there are any extenuating circumstances I should be aware of.
>
> I look forward to seeing you online!
>
> Professor ____ (USE THE SAME SIGN-OFF AS USED IN WELCOME LETTER)

If you believe you received this email in error, please contact Jessup Online (jessuponline@jessup.edu).

IMPORTANT NOTE HERE: Look at the instructor for this course, it should be the same sign-off as used in the Welcome Letter.

Click: Save

NO LOGIN - WED WEEK 1 (NOT YET LOGGED IN TO ONLINE COURSE (+ EARLY ALERT VERSION)

Click on: 'No Login – Wed Week 1

RULE NAME IN BOX SHOULD BE: No Login - Wed Week 1

EVENTS:

- Delete: "Scheduled date and time is in the past" by clicking the 'X'
- Select: Specific Date & Time
- Under Date select the Wednesday of Week 1 @ noon (12:00)
- Click: Add

CONDITIONS – Check that user conditions listed below are displayed:

- User is in role: Student AND
- User has NOT logged into course within the last 15 days.

ACTIONS:

- SEND EMAIL: Reminder Access Your Online Course
- Click the gear icon following this message and check the following:
- FROM: Custom:
- Email address: jessuponline@jessup.edu
- First Name: Jessup
- Last Name: Online

   TO: Triggering User

   CC: Course role: Instructor

   BCC: jessuponline@jessup.edu

      SUBJECT: Reminder: Access Your Online Course

      BODY:

      Dear ((student_firstname)),

      This is an automated message to remind you that you have not yet logged into your online course (TYPE COURSE#: COURSE NAME).

      Online courses follow an accelerated format, so we encourage you to log in and access your course materials in order to not fall behind.

      If you have any questions, please contact your instructor who has been included on this email.

      Thanks,

      Jessup Online

Click: Save

After creating the above PLD item, COPY RULE and adjust the email follows:
Left Click the GEAR icon next to 'No Login – Wed Week 1 (Early Alert) and scroll to delete, and click OK in the popup window

Left Click the GEAR icon next to "No Login – Wed Week 1 and select 'Copy rule'

Under the Name heading, Click on the 'No Login – Wed Week 1 (Copy)'

When the Edit Rule opens change 'Copy' to 'Early Alert'

NOTE: Since this is a copied rule, the 'Event' and 'Conditions' are set as needed ONLY the Action needs changing:

Click on the GEAR icon following: Send email: 'Reminder Access Your Online Course'

Change the To:

Click Add Recipient and select 'Custom'

Enter earlyalert@jessup.edu into the field

Next click the Cc tab and delete 'Course role: Instructor' by clicking the 'X'

Click the Bcc tab and delete ' jessuponline@jessup.edu by clicking the 'X'

The Subject line should be changed to: (Cut and paste the text below)

((student_firstname)) ((student_lastname)) - 1st Week - ((course_name)) ((course_startdate))

The Body of the email will remain the same (No action required)

- Body: Same as above

Click: Save

Click: Save

NOTIFY LOW COURSE GRADE (+ EARLY ALERT VERSION)

Click to open: 'Notify: Low Course Grade'
RULE NAME: Notify: Low Course Grade
EVENTS:
- Click the 'X' following 'End Date is in the past'
- In the drop down list select: Recurring event
- Occurs: Weekly
- Click the: Thursday box
- At: 12:00 (noon)

- Starting: On Week 2 of course. (Set Starting and Ending Dates *final Thursday of course run)
- Click: Add

CONDITIONS:

Check the following:
- User is in role: Student AND
- *For undergraduate courses:* Course grade is less than 70% and greater than or equal to 0%
- *For graduate courses:* Course grade is less than 80% and greater than or equal to 0%

ACTIONS:
- *NOTE: For graduate-level courses, change the 70% in conditions and in the email to 80%*
- SEND EMAIL: Notification: Low Course Grade

- Click the gear icon to view email:

  FROM: Custom:
  Email address: jessuponline@jessup.edu,
  First name: Jessup
  Last name: Online
  TO: Triggering user
  CC: Course role: Instructor
  BCC: jessuponline@jessup.edu

    SUBJECT: Notification: Low Course Grade
    BODY:
    Dear ((student_firstname)),
    This is an automated message notifying you that your course grade in _____ has fallen below 70%.
    Your current course grade is: ((course_grade_percent))
    For a more detailed breakdown, please see the gradebook in your Moodle course, accessible via the "Grades" link in the left-hand column.
    If you have any questions or concerns, please see the grading explanation in the course syllabus or contact your instructor directly.
    Thanks,
    Jessup Online
- Click: Save

- Click: Save

After creating the above PLD item, COPY THE PREVIOUS RULE and adjust the email follows:

- **Click on the GEAR icon next to: Notify Low Course Grade (Early Alert)**

- **Select from the dropdown list: Delete**

- **Now click the gear icon next to: Notify Low Course Grade and click 'Copy'**

- **Click to open 'Notify Low Course Grade (Copy)**

- **Change (Copy) to (Early Alert)**

- **The 'Events' tab is unchanged**

- **The 'Conditions' tab is unchanged**

- **Click the 'Actions' tab**

- **Click the Gear icon following Send email: Notification: Low Course Grade**

- **Click Cc and click the 'X' to delete this email address**

- **Click Bcc and click the 'X' to delete this email address**

- **Click To and click the 'X' to delete this email address**

- **Click: Add Recipient and select 'Custom'**

- **In the field enter: earlyalert@jessup.edu**

- Delete the Subject line and replace with: (copy and paste the line below)
  ((student_firstname)) ((student_lastname)) - Low Grade - ((course_name)) ((course_startdate))
- Keep the body text

Click: Save

WEEK # REMOVE FROM "NOT POSTED"

Click on: Week 1 – Remove from "Not Posted"

RULE NAME: Week # - Remove from "Not Posted"

EVENTS:

- **NOTHING NEEDS TO BE DONE EXCEPT TO CHECK:**
- Forum Reply: Week # Discussion

CONDITIONS:

- **CHECK THAT THIS IS SHOWN**: User is Member of Group: Not Posted AND
- **CLICK THE GEAR ICON TO CHENGE:** Current date is before or on (Sunday of current week)
- **CLICK:** Save

ACTIONS:

- **NOTHING NEEDS TO BE DONE EXCEPT TO CHECK:**
- Remove user from group: Not Posted
- **CLICK:** Save

REPEAT THESE STEPS FOR EACH OF THE REMAINING WEEKS

WEEKLY ADD USERS TO "NOT POSTED"

CHECK THE RULE NAME: Weekly Add Users to "Not Posted"

EVENTS:

- Click the 'X' following 'End Date is in the past'

- Select from the drop down box: Recurring Event:

- Occurs: Weekly

- Select the box for **Monday**   (Remember to be careful selecting the day)

- NOTE: Check Thursday that it is NOT checked

- At: Set to 00:00 (Midnight)

- Set the Starting - at the starting date of the course

- Set the Ending – at the ending date of the course

- Click the 'Add' button

CONDITIONS:

- Check that User is in role: **Student**

- Check that User is not a member of group: **Not Posted**

ACTIONS:

- Check that Add user to group: **Not Posted**

- Click the **Save** button

Update PLD Settings

	Name ▲	Events	Conditions	Actions
⚙	7 Days Not Logged In (Early Alert)	**Recurring event:** Start Date is in the future	User is in role: Student **and** User has NOT logged into course within the last 7 days.	**Send email:** ((student_firstname)) ((student_lastname)) - 7 Days No…
⚙	Course Open Letter	**Specific date and time:** 03/23/2018@9:00AM	User is in role: Student	**Send email:** Welcome to Introduction to Astronomy (Online!)
⚙	Email "Not Posted"	**Recurring event:** Start Date is in the future	User is member of group: Not Posted	**Send email:** Missing You in Our Discussion This Week The selected role Instructor contains more than one user, defaulting to
⚙	No Login - Wed Week 1	**Specific date and time:** 05/2/2018@12:00PM	User is in role: Student **and** User has NOT logged into course within the last 15 days.	**Send email:** Reminder: Access Your Online Course
⚙	No Login - Wed Week 1 (Early Alert)	**Specific date and time:** 05/2/2018@12:00PM	User is in role: Student **and** User has NOT logged into course within the last 15 days.	**Send email:** Reminder: Access Your Online Course
⚙	Notify Low Course Grade	**Recurring event:** Start Date is in the future	User is in role: Student **and** Course grade is less than 70% and greater than or equal to 0%	**Send email:** Notification: Low Course Grade
⚙	Notify Low Course Grade (Early Alert)	**Recurring event:** Start Date is in the future	User is in role: Student **and** Course grade is less than 70% and greater than or equal to 0%	**Send email:** Notification: Low Course Grade
⚙	Week 1 - Remove from "Not Posted"	**Forum Reply:** Week 1 Discussion	Current date is before or on 5/6/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 2 - Remove from "Not Posted"	**Forum Reply:** Week 2 Discussion	Current date is before or on 5/13/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 3 - Remove from "Not Posted"	**Forum Reply:** Week 3 Discussion	Current date is before or on 5/20/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 4 - Remove from "Not Posted"	**Forum Reply:** Week 4 Discussion	Current date is before or on 5/27/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 5 - Remove from "Not Posted"	**Forum Reply:** Week 5 Discussion	Current date is before or on 6/3/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 6 - Remove from "Not Posted"	**Forum Reply:** Week 6 Discussion	Current date is before or on 6/10/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Week 7 - Remove from "Not Posted"	**Forum Reply:** Week 7 Discussion	Current date is before or on 6/17/2018 **and** User is member of group: Not Posted	**Remove user from group:** Not Posted
⚙	Weekly Add to "Not Posted"	**Recurring event:** Start Date is in the future	User is **not** a member of group: Not Posted **and** User is in role: Student	**Add user to group:** Not Posted

COURSE OPEN LETTER

RULE NAME:

- Type into the field: Course Open Letter

EVENTS:

- Select from the drop down menu: Specific date and time:
- Using the drop down fields under Date select: the Monday, Pre-week (9am)
- Click the Add button
- Next select the Conditions tab

CONDITIONS:

- In the drop down menu select: 'User role check'
- Click the Add button
- A new popup window appears with 'Configure condition: User role check
- The Triggering user field should be: 'is'
- 'in role' drop down should be selected as: Student
- Click 'Save'
- 'All' of these conditions must be fulfilled should be showing
- Next select the Actions tab

ACTIONS:

- In the drop down field select: SEND EMAIL
- Click the 'Add' button
- Using the text below, cut and paste into the required fields to compose the email.
- NOTE: Where 'COURSE_NAME' appears, replace with the actual course name

FROM: select: 'Custom' from drop down list

Email address: enter jessuponline@jessup.edu

First Name: Jessup

Last Name: Online

Recipients TO: Triggering User

SUBJECT: Welcome to COURSE NAME Online!

BODY:

Dear ((student_firstname)),

Welcome to COURSE_NAME (Online)!

This is an email to let you know that you can now access your course's Moodle page.

There you will be able to find the syllabus and a brief introduction from your instructor. You will also find an orientation to Jessup Online courses that you should review to be prepared for the course.

You need to look over this information as online courses start day one and you'll want to be sure you have the resources you need. Do not neglect to read the syllabus; it has the most up to date textbook requirements. Be sure to also review the discussion requirements in the syllabus and in the video overview found in the Course Resources Folder.

You are responsible for the information in the syllabus and the course materials folders. Failure to be aware of the information will not be a valid excuse for submitting work that does not comport to the course expectations. If you have any questions about the course itself, please direct them to your instructor.

If you have a disability that requires accommodations in this course, please contact the Learning Commons: Success Center as soon as possible (successcenter@jessup.edu, 916.577.2298).

May the Lord richly bless you in your pursuit of truth through this course.

Jessup Online

Click: Save

Click Save (after page refreshes)

Move Assignment Label Over

This step exists because every now and then Moodlerooms will update their theme settings which will adjust where labels show up. Every place in the course where "Week # Assignments" is listed is a label, so we sometimes have to adjust its position in order to keep it lined up with everything else.

Here is how the alignment should look **when editing is not turned on**:

Note that with the current layout, the Assignments Label (above "Week 1 Assignments") is actually technically out of alignment with the others in terms of the numbers, but is visually lined up.

To check this issue:

1. Turn editing off. You should see (in each week) the assignment label lined up as it is above. If it is, you're done!

2. If it is out of alignment, you'll need to move it to the right or left as is needed.* To do so:

    o Turn Editing On (button in the upper right corner).

    o Click edit next to the assignment label and click either "Move left" or "Move right" as needed (see footnote below). **NOTE: The visual layout when editing is turned on is *different* than when it is turned off; the goal is not alignment when editing is on, but when it is off.** Even if the label is aligned when editing is turned on, that could mean it's actually out of alignment. *The image below actually is properly aligned despite it looking like the label is out of place. This is the "Editing On" view.*

3. Repeat as needed for all weeks (the assignment label generally shows up in every week).

4. Turn editing off and check all the weeks to make sure everything is aligned.

---

* For most courses, if there is a need to re-align, it is likely that there is a single "Move left" needed.

Check Non-Technical Issues Block

The Non-Technical Issues block is a custom HTML block we place in our courses to provide contact information for students in case they encounter errors such as broken links, closed captioning errors, bloopers etc.*

With this block, there are three things to double check:

1. Does the block exist in the course? The block is in the left hand column of the page and labelled Non-Technical Issues (see image below). If the block does not exist, follow the steps in the "Add" section further down this page.

2. Is jessuponline@jessup.edu hyperlinked? We do NOT want this to be hyperlinked (apparently the mailto feature of links does not play nicely with Moodle's redirect). If it is hyperlinked, we want to remove the link. To do so, do the following:

1. Make sure editing is turned on for the course as a whole.

2. Click the gear icon (in black square in image below) within the Non-Technical Issues Block and select "Configure Non-Technical Issues block" (in red box in image below).
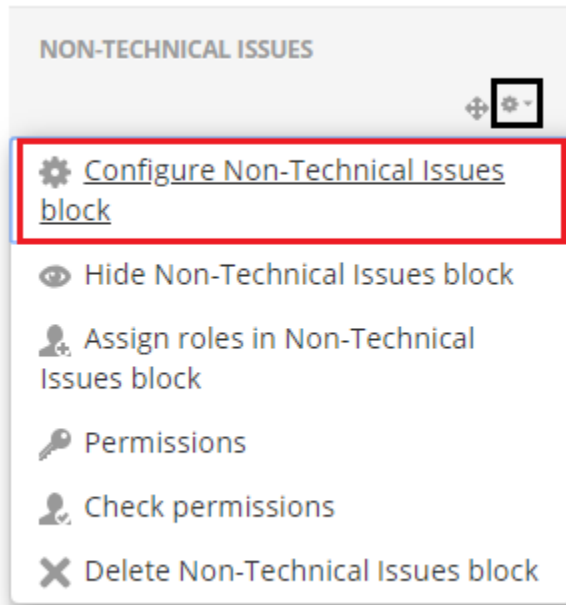
3. On the page that comes up, highlight jessuponline@jessup.edu and click the "unlink" button (in red box in image below).

Configuring a Non-Technical Issues block

▶ Expand all

▾ Block settings

Block title   Non-Technical Issues

Content *

If you experience non-technical issues (such as closed captioning errors, broken links, video bloopers, etc.), please email jessuponline@jessup.edu.

Path: p » a

▶ Where this block appears

▶ On this page

Save changes   Cancel

4. Click the "Save changes" button at the bottom of the page.

3. Is the block in the right location? *The block should be in the left-hand column between the Online Support block and the People block.* If the block is not in that location, click the move icon and drag the block into the appropriate space (detailed instructions on moving blocks).

1. Next, make sure the settings are correct. Turn editing on for the course overall and then go into configuring the block (see the first two instructions under "Is jessuponline.edu hyperlinked" above).

2. Expand the "Where this block appears" section and make sure the settings line up with those below.

   ○ Display on page types: **Any page**

   ○ Default region: **Left**

   ○ Default weight: **-7**

▼ Where this block appears

Original block location ⑦   Course: 7-Week Shell Template

Display on page types | Any page ▼ |

Default region ⑦ | Left ▼ |

Default weight ⑦ | -7 ▼ |

3. Click the "Save changes" button at the bottom of the page.

---

* This was originally implemented in conversation with Media Services when we were using YouTube to generate captions that were not subsequently being edited. The hope was that by allowing students an opportunity to notify us of significant errors, we could quickly (albeit reactively) make corrections.

Add a Block

To add the block, do the following:

1. Scroll down to the bottom of the left-hand column to where it says "Add A Block"; in the "Add" drop-down menu, select HTML.

2. The page will refresh; scroll back down to the bottom of the left-hand column where you will see a new block that is labelled "(NEW HTML BLOCK")".

3. Move the block into the proper place. *The block should be in the left-hand column between the Online Support block and the People block*. If the block is not in that location, click the move icon and drag the block into the appropriate space ([detailed instructions on moving blocks](#)).

4. Next, click the gear icon and select "Configure (new HTML block)."

5. In the settings page, update the following:

   - **Block settings**
     - **Block title:** Non-Technical Issues
     - **Content:** If you experience non-technical issues (such as closed captioning errors, broken links, video bloopers, etc.), please email jessuponline@jessup.edu.
   - **Where this block appears**
     - **Display on page types:** Any page
     - **Default region:** Left
     - **Default weight:** -7

6. Click "Save changes" at the bottom of the page.

Configuring a Non-Technical Issues block

Block settings

Block title | Non-Technical Issues

Content *

Paragraph | B | I | ≡ | ≡ | 🔗 | ✂ | 🖼 | ☺ | ▦ | 📋

If you experience non-technical issues (such as closed captioning errors, broken links, video bloopers, etc.), please email jessuponline@jessup.edu.

Path: p

Where this block appears

Original block location ? Course: (SU-18) 2018.04.30 - Introduction to Astronomy, Section 01

Display on page types | Any page ▾

Default region ? | Left ▾

Default weight ? | -7 ▾

On this page

Visible | Yes ▾

Region | Left ▾

Weight | -7 ▾

Save changes | Cancel

There are required fields in this form marked * .

HTML source editor:

<p>If you experience non-technical issues (such as closed captioning errors, broken links, video bloopers, etc.), please email jessuponline@jessup.edu.</p>

GOD'S WORD FOR US

PROVERBS 16:7

When a man's ways please the Lord, he makes even his enemies to be at peace with him.

ONLINE SUPPORT

For assistance with technical issues, please click here.

Online Support Center

NON-TECHNICAL ISSUES

If you experience non-technical issues (such as closed captioning errors, broken links, video bloopers, etc.), please email jessuponline@jessup.edu.

PEOPLE

👥 Participants

Turn Off Multimedia Plugin Filter

- To stop Moodle from incorrectly embedding certain video links (ie. Youtube), we'll want to turn off the Multimedia Plugin Filter in our online courses.
    1. Under "Course administration" on the left sidebar, click "Filters."
    2. If it is not already set as "Off," change Multimedia Plugins to "Off."

Filter settings in Course: Test Shell ⓘ

Filter	Active?
Convert URLs into links and images	Default (On) ▾
TeX notation	Default (On) ▾
Algebra notation	Default (On) ▾
MathJax	Default (On) ▾
Word censorship	Default (On) ▾
Display emoticons as images	Default (On) ▾
Multimedia plugins	Off ▾

Save changes

Check Course Materials

1. **Verify that all links in the Course Materials folder are working, by clicking on them.**

   o Note that all links should open in the same window, *except* PDF files, which should open in a new window. If this is the case, there should be a note next to the link that says "(note: opens in new window)."

   o Unless you have a reason to doubt, you do not need to download and open the PDF files attached at the bottom of the page.

   o If any links do not work, we'll need to figure out why. Did the page move? If so, you'll need to update the link reference. Is the item no longer available online? If so, you'll need to contact the designer and see how they would like to proceed (if the item doesn't impact the hours, it's okay to just remove it; if it's a significant element of the week, it may need a replacement).

2. **Verify that the course uses tabs for navigation.**

Week 1 Course Materials

Start   Readings   Lectures   Videos   Websites   Optional   Assignments

   o In addition, make sure that the words in the tabs are nouns (ie "Readings," "Videos," "Websites") not verbs ("Read," "Watch," etc.).

3. **Note any potential copyright infringements in the courses' Course Development file.**

   o As of Summer 2017, we discovered that we cannot distribute scanned copies of articles or books that the library does not have electronically available. If the course has any of these included it in, you will need to make a revision note in the Course Development file that the resource must be removed at the next revision (often these items will be accompanied by a note saying something like "resource used under copyright fair use).

4. **If the course has any SIPX links, you will need to create a new SIPX session.**

   o See the SIPX guide for more detailed instructions on creating a new SIPX session.

5. **Verify that appropriate assignments specify the APA elements that are required, either in the assignments tab or, if not there, in the assignment PDF attached.**

   o For example, a paper should say something like "Your paper should use APA formatting, including cover page and reference list (abstract not required)."

   o Note that this is a requirement only for assignments where APA formatting makes sense (papers, generally speaking).

   o A description that just says "Your paper should use APA formatting" is not enough!

   o If an assignment should have APA specification and does not, you will need to email the course designer.

- Here's a sample email:

  Good afternoon! Quick question for you regarding the upcoming [COURSENAME] course running [SESSION]. We've recently started clarifying for students what elements of APA all our courses require for their papers. For the course's assignments, which of the following elements do you want required?

  1. Cover page
  2. Abstract
  3. In-text citations
  4. Reference list

  #1, 3, and 4 are very common, but #2 (the abstract) is used sometimes, but not always. What elements would you like for the course assignments? We'll update the assignment directions once we hear back from you.

Update SIPX Links

Sometimes, when checking the links in the Course Materials folder, you will come across a screen that looks something like the following:

s i p x

The link you just followed points to a reading, which is no longer active. Please contact your course instructor. Your instructor can fix this problem by duplicating the course.
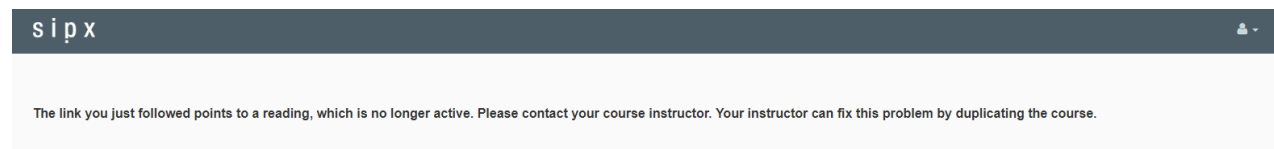
This screen indicates that the course you're working on uses SIPX for some resources. SIPX is a program which tracks student usage for electronic resources and, occasionally, grants copyright clearance for resources not owned by the WJU Library. SIPX works on a session-by-session basis, meaning each session (ie Fall 2017 Session I) needs to have its own SIPX section.

If you see the above message, it means that the course you're working on needs a new session created in SIPX. To do this, you'll need to do the following:

1. Log in to SIPX. If you do not have a log in, let the Director of Jessup Online know you need one set up. If you have a login already, click the following icon to log into your account:
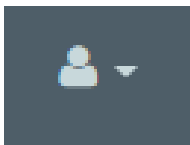
Activate or renew your course

The link you just followed points to a reading (The Gospel in One Word: Love / Christianity Today / Contemporary Discipleship Praxis (Spring 2016 - Session I) - LDRS352), which is unavailable to your students. To make the reading available, either:

- Activate a current or upcoming version of this course
- Renew an ended version of the course - the new version will have its readings relicensed appropriately

If your course needs more work before you activate it, just click on the course name to make changes.

Run	Course Name	Course Number	Instructor(s)	Term	Readings	Action
Ended	Contemporary Discipleship Praxis (Spring 2017 - Session 1)	LDRS352	Dawn Pickering, Dawn Pickering, Jessica Charney		11	Renew
Ended	Contemporary Discipleship Praxis (Fall 2016 - Session II)	LDRS352	Dawn Pickering, Dawn Pickering, Jessica Charney	Fall 2016 - Session 2	11	Renew
Ended	Contemporary Discipleship Praxis (Spring 2016 - Session I)	LDRS352	Dawn Pickering, Dawn Pickering	Spring 2016 - Session 1	11	Renew

3. Locate the last section of the course to run, then click the blue "**Renew**" button on the right hand side.

4. On the next screen, update the following items:

    1. Change **Course Name** to the current course session.

    2. Change **Active** to "Yes"

    3. Change **Course Run** to the current session. See directions further down this page if the current session does not show up as an option.

    4. Change **Instructor of Record** and **Instructor** to the correct instructor.

    5. Change **Institute Funded** to No.
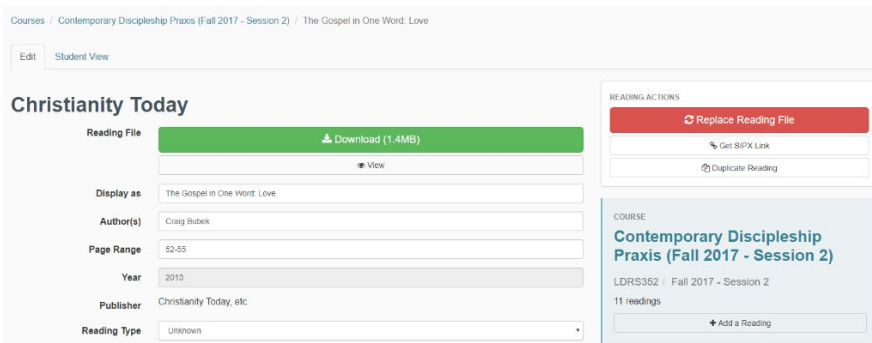
Create New SIPX Session

To create a new SIPX session, do the following:

1. When logged into SIPX, mouse over "Administrator" from the top menu, then select "Manage Institution Terms.

2. At the bottom of the list, click "Create a New Term."

3. Complete the following as follows:

    1. Name: Semester Year - Session # (ie. "Fall 2017 - Session 1")

    2. Start Date: First day of the online semester (Monday of Week 1)

    3. End Date: One week *after* the last day of the online semester (Sunday of Week 7 + seven days)

4. Click "Create Term."

Check Course Resources

1. This check is a bit more complicated. First things first, verify that the default Course Resources tabs are correct, by comparing them to the Course Resources tab in the 7-Week Shell. Normally, the following tabs will contain the same information as the 7-Week Shell:

    1. **Start**

    2. **Discussion**

    3. **Research Helps**

    4. **Tutorials**

    5. **APA Helps**

2. NOTE: If the Course Resources folder does NOT contain tabs, it will need to be updated, using the 7-Week Shell's Course Resources HTML as a template. (You will also need to manually update the picture, see Appendix B for help with image uploads.)

3. Verify that all the links and videos work in the Course Resources folder by clicking them one by one to load them.

4. If there is an "**Assignments & Resources**" tab, click it and verify that any listed files are uploaded at the bottom *or* that they are linked*. The original files are located in the Artifacts folder of the course in Google Drive.

5. If there were any items that indicated that there was a PDF below, that item should be uploaded to the Folder. (See instructions on uploading to folders in Moodle). Increasingly, this will happen less and less as we move towards links; however if you need to upload one of these template files, you can find them in Templates - Course Resources Folder Files (Drive > Courses > !Templates, Samples, & Guides > Course Rollover and Design Files > Templates - Course Resources Folder Files).

---

* Links are the newer way we are including files on this tab; however we are currently only updating at a revision, so you will find both approaches. If there are links for assignment instructions, click through each link. Links for instructions and rubrics should be to PDFs on Google Drive; links for templates that students fill out, should generally be to a Word Doc on Google Drive.

Replace "How to View TurnItIn Comments" Tutorial

With needing to caption all our videos, certain pieces of the Course Resources folder need to be updated. This and the following updates will happen less and less often, but if they do come up, here is what we need to do:

If a course has the old "How to View TurnItIn Comments" video, the page will look like this (note that this is found under the "Tutorials" tab):

Note that this is not an embedded video like the updated version is. To update to the new video, do the following:

1. In the Course Resources folder, scroll down to the Administration block at the bottom of the left-hand column.

2. Under "Folder administration" click "Edit settings."

3. In the Description area, access the HTML editor ([instructions](#)).
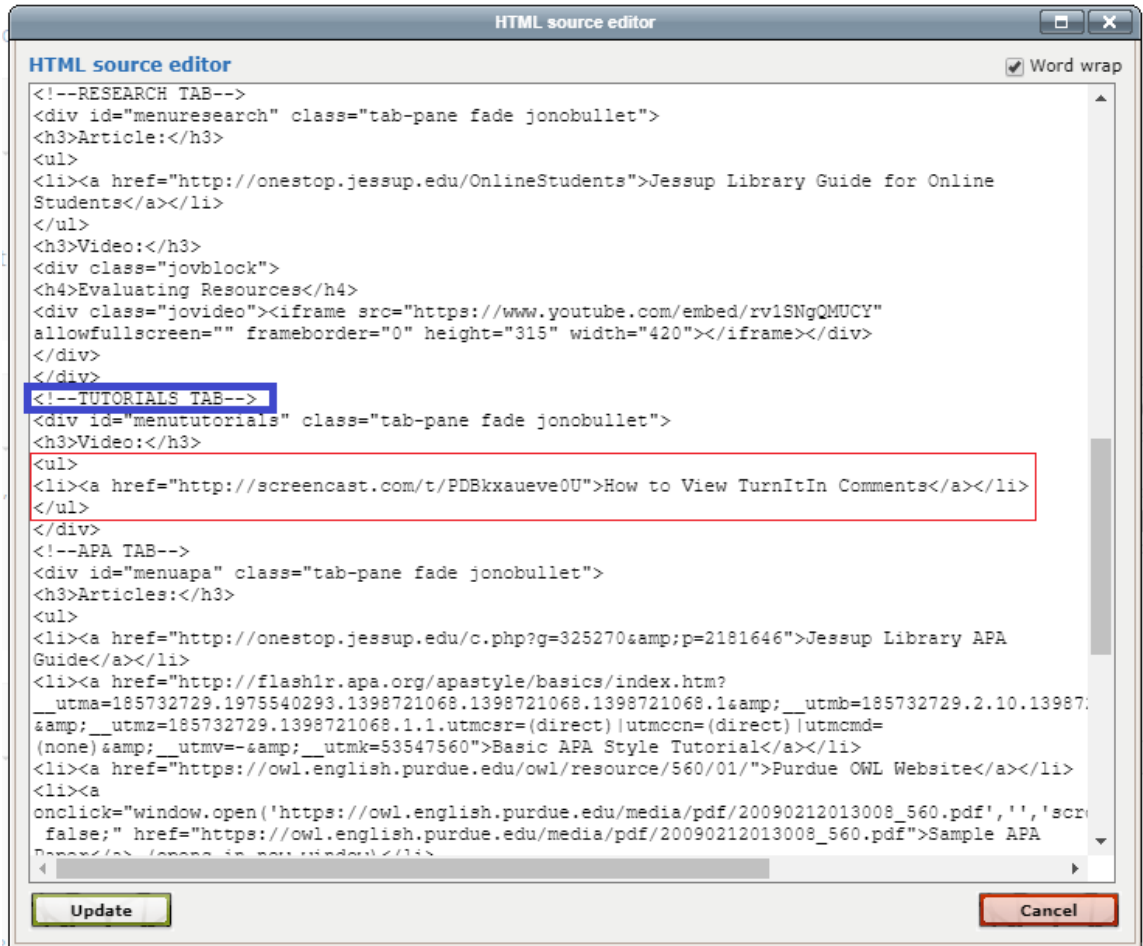
5. Highlight the code in the red box above and replace with the following:

```
<div class="jovblock">
<h4><a
href="https://drive.google.com/file/d/1o9qibr8D_5fcWncY_wWDLEF6
y18ugHzM/view">How to View Turnitin Comments</a></h4>
<div class="jovideo"><iframe
src="https://drive.google.com/file/d/1o9qibr8D_5fcWncY_wWDLEF6y
18ugHzM/preview" allowfullscreen="" width="420" height="315"
```

```
frameborder="0"></iframe></div>
</div>
```

6. Click update and then scroll down and click "Save and display".
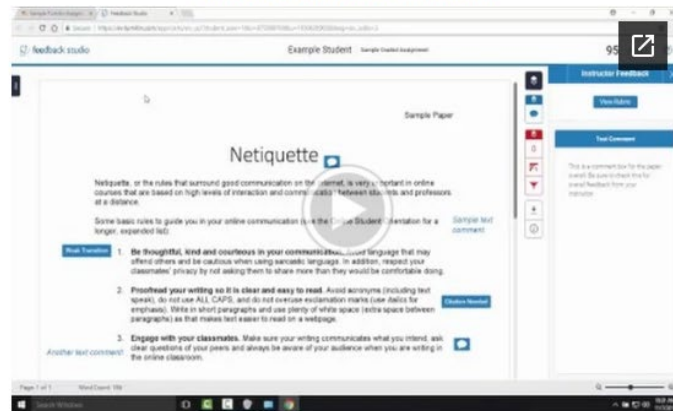
Remove Basic APA Style Tutorial

On the APA Helps tab for some courses, there may still be a link to the Basic APA Style Tutorial.

Course Resources

Articles:

Jessup Library APA Guide

Basic APA Style Tutorial

Purdue OWL Website

Sample APA Paper (opens in new window)

APA Quick Answers (for electronic resources)

Videos:

APA Style Formatting in Word 2010

APA Format (6th) - Microsoft Word 2010

APA (6th) Essay Basics

Word 2010
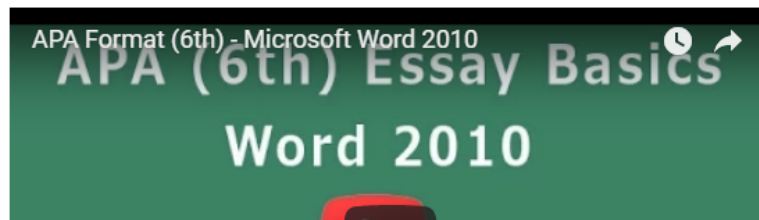
If it's there, we need to remove it (it uses flash which will have less and less compatibility moving forward as well as the fact that the information is duplicated elsewhere):

1. In the Course Resources folder, scroll down to the Administration block at the bottom of the left-hand column.

2. Under "Folder administration" click "Edit settings."

3. In the Description area, access the HTML editor (instructions).[1]

4. Locate the section of code in the red box and then delete (note that it is located in the APA tab section - identified by blue box):

5. Click update and then scroll down and click "Save and display".
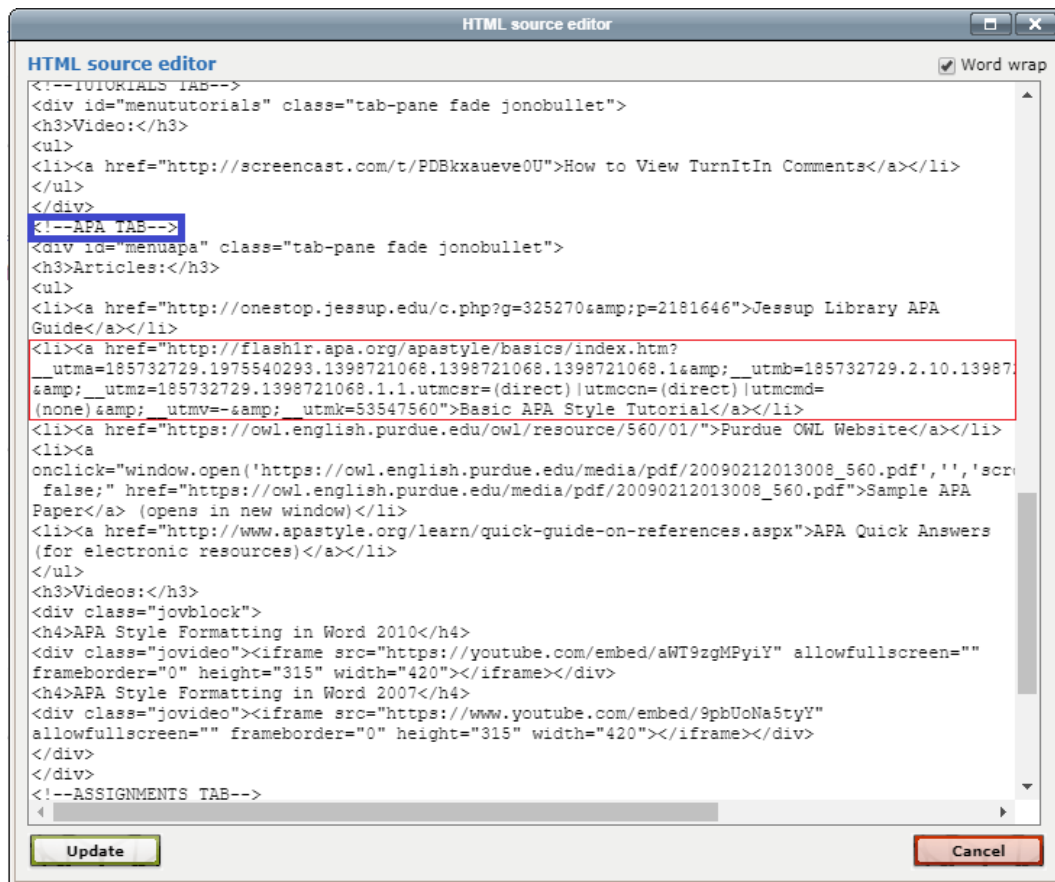
Footnotes:

1. The reason we recommend using the HTML editor instead of just deleting from the WYSIWYG is that this way guarantees that the link is also removed. Sometimes, you can delete the link visually, but the link code remains (potentially on a space that isn't represented clearly in the visual). As a result, a screen reader will actually interpret that as a link in the body.

Remove Writing Substantive Posts Video

1. Open Course Resources
2. Click on the 'Discussion' tab
3. Scroll down to the ADMINISTRATION block
4. Click on 'Edit Settings'
5. Under 'General' and the 'Description' box
6. Click to open the HTML edit source button
7. Delete the following code:

<h4>Writing Substantive Posts</h4>

<div class="jovideo"><iframe src="https://www.powtoon.com/embed/dSWV4v3XCIE/" allowfullscreen="" frameborder="0" height="315" width="420"></iframe></div>

Check Teacher Resources

1. Beginning Spring 2017, every course should have a Teacher Resources folder. If there is no Teacher Resources folder present, create one, duplicating the one currently in the 7-Week Shell.

2. Unlike the other folders in the starting block, this folder should be hidden from students. To verify this, make sure the folder's text is gray, instead of blue.

   o If the folder is NOT hidden for some reason, click "Edit Settings," then expand "Common module settings" and change Visible from "Show" to "Hide."

3. At the very least, this folder should list 1) Early Alert Form, 2) Converting Pages files and 3) APA formatting for Pages.

   o The folder may also list Additional Writing Prompts, Assignment Rubrics, or Assessment Map. If it does list any of these latter items (or any others), verify that the corresponding files are correctly uploaded to the folder.

Create Forum Discussions

Log in as Professor

Important! Before completing any of the following steps, you will need to first log in as the course's professor for the current session of the course you are working on.

- For the following steps, it is helpful to use two different browsers (I recommend Google Chrome and Mozilla Firefox). The reason for this is because you must be logged into the current course as the course instructor, but you'll *also* need to have the previous session of the course open so that you can copy information from there into the new course. If that previous session did not have the same instructor as the current session, you will not be able to access it when logged in as an instructor. Therefore, you'll want to be logged into Moodle as *yourself* in the second browser.

- Note that, occasionally, the course will not have the correct instructor enrolled, or may not have any instructor at all (in that case, you will likely see a Department Staff person listed as the instructor). In these cases, you will need to do the following:

   1. Verify who the correct instructor for the course is, by checking the appropriate Course Schedule (currently located in Google Drive > Course Schedules). If the course already has an instructor listed that's different from the instructor listed on the Course Schedule, the safest bet is to also check with the Director of Jessup Online (Sande).

   2. Once you've verified the correct instructor, contact the Registrar's Office and ask them to add the correct instructor to the course (you can verify who the Registrar has assigned to the course in the faculty portal - see Verifying Information via the Faculty Portal). Currently (as of August 2017), Mike Boon (mboon@jessup.edu) is the best person to contact.

- Example email text: Hi Mike, I noticed that Hearing God for Fall 2016 Session II (OL-16FA-MIN530-02-20161010) doesn't have a professor listed. Would you please add William Walker (wwalker@jessup.edu) as the instructor? Thanks!

3. It does sometimes take a day or two for the instructor to be corrected once you've emailed the Registrar's Office -- this is because a) their office needs time to add the correct instructor, and b) it takes some time before Moodle correctly syncs to CAMS (the system that the Registrar's Office uses).

Intro Forum

1. Click on "Introductions" on the left-hand menu (or open the forum through the link on the main course page).

2. Verify that the forum description is up-to-date .See the 7-Week Shell for the most recent version.

3. Click the "Add a new discussion" button.

Email notifications without editing time delay ☐

Use advanced editor

5. In the "Subject" field, type the subject "Getting to Know You!"

6. In the "Body" field, copy the body from the introduction in the course's last session and paste it into the current session.

7. Click "Submit."

1 discussion

Add a new discussion

Getting to Know You!
4 days ago

Carey Kopay

9. As a last check, click on "Getting to Know You" and verify that the forum post looks correct. You should see something along the lines of the following:

Carey Kopay

Getting to Know You!

4 days ago

Please take a moment to introduce yourselves by answering the following questions:

- If you had an extra free hour each day, how would you use it?
- What are your interests? What is your major and career plans?
- After reading the syllabus, what do you hope to get from this course?

Feel free to add anything else you would like to share. Also engage your classmates if something you see catches your interest.

Reply   Edit Delete Pin

Prayer Requests & Questions Forums

NOTE: You will repeat the following for **each week of the course**.

1. Click "Week # Questions and Prayer Requests" on the left sidebar for the week you're working on.
2. Verify that the forum description is up-to-date .See the [7-Week Shell](#) for the most recent version.

3. Add the Prayer Requests forum discussion:
    1. Click the "Add a new discussion" button.
    2. Underneath the editing box, click "Use advanced editor."
    3. In the "Subject" field, type the subject "Prayer Requests"
    4. In the "Body" field, paste (or type) the following, then click "Submit":

        "Carry each other's burdens, and in this way you will fulfill the law of Christ" (Gal. 6:2).

        Post your prayer requests here and come back to pray for your classmates' needs.
1. Add the "Questions" forum discussion:
    1. Click the "Add a new discussion" button once again.
    2. Underneath the editing box, click "Use advanced editor."
    3. In the "Subject" field, type the subject "Questions"
    4. In the "Body" field, paste (or type) the following, then click Submit":

        Ask your questions here and I'll answer them as soon as I can!

Discussion Forums

NOTE: You will repeat the following for **each week of the course**.

1. Click "Week # Discussion" on the left sidebar for the week you're working on.
2. Verify that the forum description is up-to-date .See the [7-Week Shell](#) for the most recent version.

3. IMPORTANT: If there are two DQs for the week you're working on, you need to start with **#2**. This is because the most recent posted will appear at the top.
4. Click the "Add a new discussion" button.
5. Underneath the editing box, click "Use advanced editor and additional options."
6. Copy the subject line from the previous session of the course, then paste it into the "Subject" field.

7. Copy the discussion body from the previous session of the course, then paste it into the "Body" field.

8. Make sure the Subscription setting is set to "I don't want to be notified of new posts in this forum.[1]

9. Check the box that says "Post a copy to all groups."

   ○ If you do not see the option to "Post a copy to all groups," you will need to enable the option by clicking the following icon on the **main** course page. It should look like the following (with editing turned on):
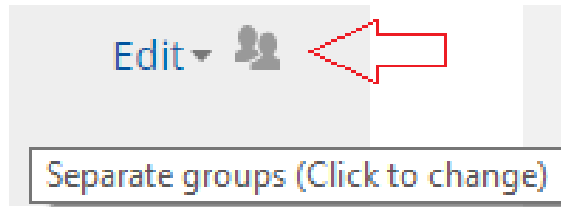
10. Click "Post to forum."

11. You should note that there are now multiple threads for the DQ you just created -- one for each group that exists in the course. It's important that you get rid of the thread for the "Not Posted" group. To do so, click on the title of the thread for the "Not Posted" group.

12. Click the "Delete" link under the post, than click "**OK**" to confirm the deletion (make sure you're sure you're deleting the right thing!)

NOTE: If there are two DQs for your current week, be sure to repeat the process for the other DQ, remembering to enter DQ #2 first and *then* DQ #1.

Footnotes

1. This should be the default setting for all instructors. Occasionally, when there's a new instructor, this will default to "Send me notifications of new posts in this forum." To make sure the default is that they are not subscribed to the forum do the following **when logged in as the instructor:**

Click on your name in the upper right corner and click on preferences (red box below).
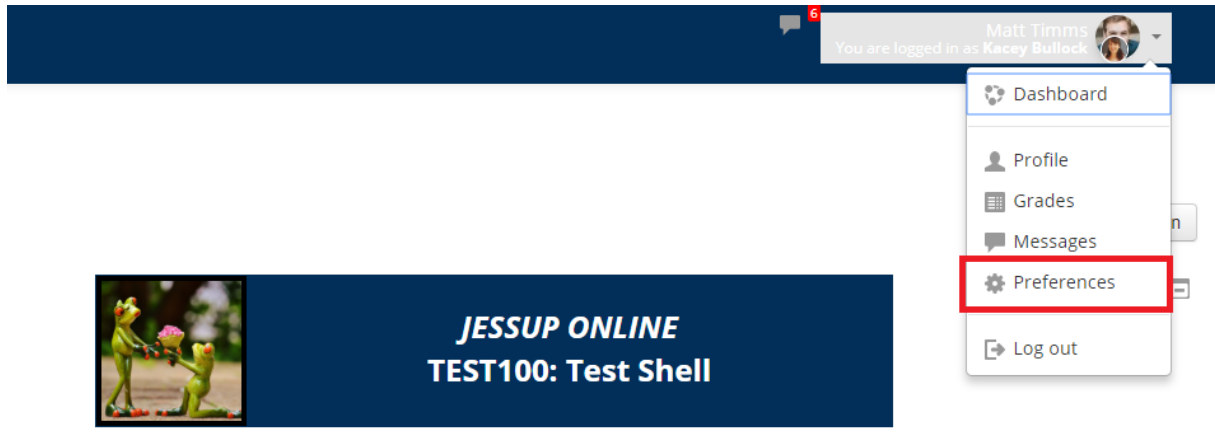
- On the next page, choose under "User account", click on Forum preferences.
- Make sure Forum auto-subscribe is set to: "No: don't automatically subscribe me to forum discussions"
- Click "Save changes" at the bottom of the page.

Course Evaluation Update & Check

Check Content and Quick Grade

1. **Make sure you are logged in as the instructor.**
2. From the main course page, click on the Course Evaluation link (found in Week 7).
3. The page should read:

Follow the prompts you receive when you log in to Moodle to fill out your course evaluation.

After you have finished the evaluation, please click "Add Submission" below and write a sentence to let me know that you have completed this task. (You can read a further description of this assignment in the Week 7 Course Materials Folder.)

Thanks!

- ○ If it says something different, you will need to go into "Edit Settings" (scroll down and you will find this directly under Assignment administration in the Administration block at the bottom of the left-hand column). Update the Description there to match the text above. Remember to click "Save and display".

4. Next, on the Course Evaluation page, click "View all submissions" (see red box below).

Course Evaluation

Follow the prompts you receive when you log in to Moodle to fill out your course evaluation.

After you have finished the evaluation, please click "Add Submission" below and write a sentence to let me know that you have completed this task. (You can read a further description of this assignment in the Week 7 Course Materials Folder.)

Thanks!

Grading summary

Participants	2
Submitted	0
Needs grading	0

View all submissions   Grade
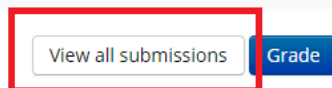
5. Scroll to the bottom of the page where it says "Options"; confirm that the quick grading box is checked or check the box if it was unchecked (see red box below).*

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	Onlir text
☐		☐	☐	☐	☐	☐	☐	☐	☐
☐		Rachel Stains	rachel.stains@jessup.edu	No submission	Grade / No grade ▾	Edit ▾	-		
☐		Brian Change	brian.change@jessup.edu	No submission	Grade / No grade ▾	Edit ▾	-	▸ Comments (0)	🔍

Notify students   Yes ▾

Save all quick grading changes

With selected...   Lock submissions ▾   Go

▾ Options

Assignments per page   50 ▾

Filter   No filter ▾

Quick grading ⑦ ☑

Show only active enrollments ⑦ ☑

Download submissions in folders ⑦ ☑

Update Date

The due date for the Course Evaluation should be the Week 7 due date (Sunday, Week 7). To update the date, do the following:

1. Go into "Edit Settings" (scroll down and you will find this directly under Assignment administration in the Administration block at the bottom of the left-hand column).
2. Under the availability section, make sure only the due date is enabled. This section should look like the image below.

Availability

Allow submissions from ⑦	19 ▾	June ▾	2018 ▾	14 ▾	55 ▾	☐ Enable
Due date ⑦	24 ▾	June ▾	2018 ▾	23 ▾	55 ▾	☑ Enable
Cut-off date ⑦	19 ▾	June ▾	2018 ▾	14 ▾	55 ▾	☐ Enable
Remind me to grade by ⑦	19 ▾	June ▾	2018 ▾	14 ▾	55 ▾	☐ Enable
Always show description ⑦	☐					

3. Update the Due date to Sunday, Week 7 at 23:55.
4. Do a quick check of any other settings (see box below).
5. Scroll down and click "Save and display."

---

* Quick grading allows the instructor to grade everything as "complete/incomplete" directly from this page rather than needing to go through a series of additional pages.

Course Evaluation Assignment Settings

While there are other settings, the following are the ones that we use/double check that impact the way this assignment acts.

Assignment name: Course Evaluation

Description:

> **Follow the prompts you receive when you log in to Moodle to fill out your course evaluation.**
>
> After you have finished the evaluation, please click "Add Submission" below and write a sentence to let me know that you have completed this task. (You can read a further description of this assignment in the Week 7 Course Materials Folder.)
>
> Thanks!

Availability:

> **Due date only enabled:** Sunday, Week 7

Submission types:

> **Submission types:** Online text should be the only box checked.

Grade:

> **Type:** Scale
>
> **Scale:** Complete/Incomplete Corrected
>
> **Grading method:** Simple direct grading
>
> **Grade category:** Not categorized

1. Login as instructor:

a. Click users

b. Click Enrolled users

c. Click on the instructors picture

d. Scroll down to find the "Administration' box

e. Click 'Log in as'

f. When the screen changes, click the 'Continue' button

g. You will now be logged in as the instructor

2. Scroll to Week 7

3. Click 'Course Evaluation'

4. Click the 'View all submissions' button

a. Things to check: Each student should have 'No Grade' appearing

b. Scroll down and the 'Quick Grading' box should be checked

5. Once done, go back up to the upper right and log out to return instructor role

Check Forum Permissions

NOTE: To check forum permissions, you'll need to be logged in as yourself (*not* as the instructor).

Follow these steps to verify forum permissions:

1. From the main course page, under the "Administration" > "Course Administration":

   ○ Click on "Users" to expand its menu

   ○ Then click "Permissions" and wait a moment; the page takes a few seconds to load (NOTE: A drop down appears with "Check Permissions" - DO NOT CLICK ON THIS)

2. Under "Filter" type the word **start** (see image below). You do not need to hit enter.

Permissions in Course: (FA-17) 2017.08.21 - General Biology, Section 01

Advanced role override

Choose...

Filter

| start | Clear |

Capability	Risks	Roles with permission	Prohibited
Activity: Forum			
Start new discussions mod/forum:startdiscussion	⚠	Teaching Assistant - No Grades Content View Only Graduate Student ✕ Program Coordinator PLUS ENROLL Student Special Online Coordinator Substitute Instructor Support Role Teaching Assistant Student Success Program Coordinator Instructor ✕ ＋	University Effectiveness ＋
Activity: Advanced Forum			
Start new discussions mod/hsuforum:startdiscussion	⚠	IT Student Worker Teaching Assistant - No Grades Content View Only Program Coordinator PLUS ENROLL Student Special Online Coordinator Substitute Instructor Support Role Student Exception Teaching Assistant Admin Staff Student Success Program Coordinator Instructor ✕ ＋	University Effectiveness ＋

Back to Course: (FA-17) 2017.08.21 - General Biology, Section 01

3. You should now see two categories listed, both named "Start new discussions."

4. Make sure that "Student" is not listed for either of these.

   ○ If student is listed (which would be very rare), click the X next to it to remove it from the list.

Check Forum Subscriptions

To check that forum subscriptions are correct, do the following:

1. From the main course page[1], open any forum folder (I recommend Introductions).

2. In the lower right area of the page, locate the link where it says "Manage forum subscriptions". Click on this link.

   ○ You should now see a list of all the forums that exist in the course.

3. Verify that the "Subscribed" setting for each is correct. They should be set as the following:

   ○ Introductions: **No**

   ○ Week # Announcements: **Yes**

   ○ Week # Questions & Prayer Requests: **No**

   ○ Week # Discussion: **No**

4. A correct course should look like the image below. Be sure to scroll down to make sure the settings are correct for each week.

General forums

Forum	Description	Discussions	Unread posts	Subscribed	Email digest type
Introductions	**Please update your Student Profile with a photo (headshot) of yourself.** This is a requirement for all Jessup Online students. Next, click on the link below and tell us a little bit about yourself!	1	0	No	Default (No digest) ▼

Learning forums

Topic	Forum	Description	Discussions	Unread posts	Subscribed	Email digest type
Week 1	Week 1 Announcements	Check here often for important class news and updates.	2	1	Yes	Default (No digest) ▼
	Week 1 Questions & Prayer Requests	Click on the links below to ask your general course questions and to post your prayer requests for this week. For 24/7 technical support, click the red button in the box to the left. **For Moodle questions or troubleshooting, you may also email helpdesk@jessup.edu or call 916.577.2345.**	2	1	No	Default (No digest) ▼
	Week 1 Discussion	You must check in regularly and contribute substantive comments to this discussion forum. "Substantive" means that the focus is on critical thinking about the material assigned for the week. You should pose new thoughts and questions as well as respond to the thoughts and questions of other ...	4	22	No	Default (No digest) ▼

Footnotes

1. To return to the main course page from any point within a Moodle Shell, click the course short name in the breadcrumbs (see red box in image below).

(SU-18) 2018.06.18 - Emotional Intelligence and Leadership, Section 02

Dashboard › My courses › OL-18SU-LDR5543-02-20180618 › Week 1 › Week 1 Course Materials

GOD'S WORD FOR US

PSALM 30:5

Weeping may last for a night, but joy comes in the morning.

Week 1 Course Materials

| Start | Readings | Lectures | Videos | Optional | Assignments |

Update Assignments

Every assignment in the course needs to have the due dates updated. How to do that depends on the type of assignment in question.

TurnItIn Assignments

Turnitin Assignments

1. Click on the Turnitin assignment to open it.
2. Click on "Edit Settings" in the Administration block.
3. At the top right of the next screen, click "Expand all."
4. Scroll down until you see "**Allow submission of any file type?**" Unless there's a reason to have this set (which should be noted in the Course Development folder) make sure this is set to "No."
5. Scroll down again to the **Assignment Part 1** section.
6. Change the start date, due date, and post date dates and times to the correct values.
    1. Start Date: This should be Monday, 00:00.
    2. Due Date: This should be Sunday, 23:59.
    3. Post Date: This should be the *next* Monday, 00:00.
7. Scroll down again to the GradeMark Options.
8. [Walk through the "Add rubrics" steps.](#)
9. Hit "Save and display" at the bottom of the page.
10. As a final step, review the assignment and make sure all dates and descriptions look correct.

Check TurnItIn.com

Regular Moodle Assignments

Regular Moodle Assignments

1. Click the assignment to open it.
2. Scroll down to the Administration block in the left hand column and under Assignment administration, click "Edit settings."
3. Click "Expand all."
4. Update the Availability dates. Note that, unlike Turnitin assignments, this does NOT need a Cut-off date (it should be unchecked).
5. Verify the Submission types are correct for the type of assignment ("File Submissions" is for attachments, "Online Text" is for text that's typed into Moodle directly)
6. Quickly verify that the rest of the settings are correct. They should not have changed from when the assignment was set up.
7. Click "Save and display."

8. As a final step, review the assignment and make sure all dates and descriptions look correct.

Quizzes and Exams

Quizzes and Exams

1. NOTE: Both quizzes and exams utilize the Moodle Quiz resource.

2. Click the quiz to open it, then click "Edit Settings" under the Quiz administration box on the left sidebar.

3. Click Expand all.

4. Update the Timing to have the correct time and date. Note that only the "Close the quiz" line is necessary.

5. Verify that the time limit is correct, and that "When time expires" is set to "submitted automatically."

6. Quickly verify that the rest of the settings are correct.

7. Note that the Review Options should look as follows:

▼ Review options ⑦

| During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt ⑦	☑ The attempt	☑ The attempt	☑ The attempt
☐ Whether correct ⑦	☑ Whether correct	☑ Whether correct	☑ Whether correct
☐ Marks ⑦	☑ Marks	☑ Marks	☑ Marks
☐ Specific feedback ⑦	☑ Specific feedback	☑ Specific feedback	☑ Specific feedback
☐ General feedback ⑦	☑ General feedback	☑ General feedback	☑ General feedback
☐ Right answer ⑦	☐ Right answer	☐ Right answer	☑ Right answer
☐ Overall feedback ⑦	☑ Overall feedback	☑ Overall feedback	☑ Overall feedback

8. Click "Save and display" at the bottom of the page.

Workshops

Workshops

This one's a bit more involved.

1. Click the workshop to open it.

2. Scroll down to the Administration block in the left-hand column and click "Edit settings" under Workshop administration.

3. Click "Expand all."

4. Scroll down to Availability.

   o Update all dates and times.

   o **Note:** A workshop usually covers two weeks (the top dates being the submission phase in first week, and the bottom dates being the assessment phase in the

second week). Note that it is only necessary to have the **Submissions deadlines** and the **Deadline for assessment** checked and defined.

- ○ **Note:** Make sure that "Switch to the next phase after the submissions deadline" is checked

5. Click "Save and display" at the bottom of the page.

6. Switch the Workshop into Submission phase by clicking the lightbulb next to "Submission phase."
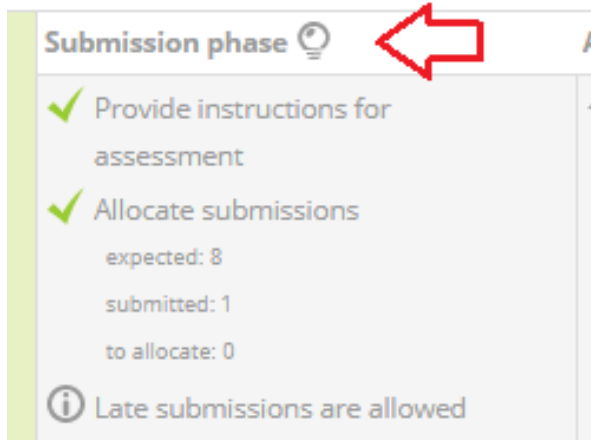
7. A popup box will open titled "Confirm." Click the "Continue" button.

8. Click "Allocate submissions."
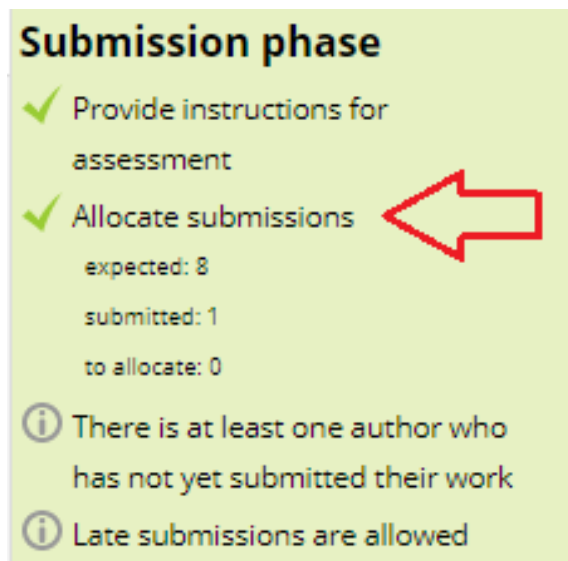
9. Click the "Scheduled allocation" tab. Click "Expand all" in the upper right-hand corner.

10. Update the allocations as appropriate. Note that the following are the most common settings we use for workshops:

- ○ Under **Scheduled allocation settings:**

- Enable scheduled allocation - Checked
- ○ Under **Allocation settings**
  - Number of reviews: 2 per reviewer (these settings can be accessed via the dropdowns)[1].

11. Click save changes. Then, click "Continue." To return to the workshop, click the Workshop name in the breadcrumbs at the top of the page.

(SU-18) 2018.04.30 - English Composition I, Section 01

12. Finally, verify that the workshop looks correct. It should look something like the following. Note that there is no Red **X**. If you see a red **X**, something is still missing.

Submission phase

Setup phase ⓘ	Submission phase	Assessment phase ⓘ	Grading evaluation phase ⓘ	Closed ⓘ
✔ Set the workshop description	✔ Provide instructions for assessment	✔ Assess peers total: 1 pending: 1	✔ Calculate submission grades expected: 8 calculated: 0	
✔ Provide instructions for submission	✔ Allocate submissions expected: 8 submitted: 1 to allocate: 0		✔ Calculate assessment grades expected: 5 calculated: 0	
✔ Edit assessment form	ⓘ There is at least one author who has not yet submitted their work		✔ Provide a conclusion of the activity	
	ⓘ Late submissions are allowed			

Instructions for submission ▾

Footnotes:

1. While 2 per reviewer is a standard allocation for our English courses, you will want to check the instructions listed either in the Workshop itself or in the syllabus. Be sure your allocation lines up with what the students are being asked to do elsewhere.

Update Assignments

Every assignment in the course needs to have the due dates updated. How to do that depends on the type of assignment in question.

Turnitin Assignments

1. Click on the Turnitin assignment to open it.
2. Click on "Edit Settings" in the Administration block.
3. At the top right of the next screen, click "Expand all."
4. Scroll down until you see "**Allow submission of any file type?"** Unless there's a reason to have this set (which should be noted in the Course Development folder) make sure this is set to "No."
5. Scroll down again to the **Assignment Part 1** section.
6. Change the start date, due date, and post date dates and times to the correct values.
   1. Start Date: This should be Monday, 00:00.
   2. Due Date: This should be Sunday, 23:59.
   3. Post Date: This should be the *next* Monday, 00:00.
7. Scroll down again to the GradeMark Options.
8. Click the drop down arrow in this box
9. Click OK when the popup widow opens and click the drop down arrow again
10. If a rubric exist click on in so it appears in this box
    1. IF YOU JUST COMPLETED THE STEP ABOVE Scroll down and click 'Save and Return to Course'
    2. IF YOU DID NOT COMPLETE THE STEP ABOVE THEN CONTINUE BELOW
11. Check if a rubric exists for the course, by browsing in Google Drive to the 'Course' folder
    1. Locate the specific course you are looking for and open it
    2. Open the 'Course Artifacts' folder
    3. There should be a subfolder titled Rubrics, Turnitin Rubrics, etc.

    Note that we require rubrics for our newer courses, so this should become more and more standard.

    [See the Rubrics tab for more details regarding rubrics.](#)

12. If a rubric **does** exist for the assignment it will need to be added. To do this:
13. On the Moodle course page locate 'GradeMark Options' and 'Attach a rubric to this assignment'
14. Click the drop down arrow to see if the correct rubric is listed
15. Scroll back up to locate the 'Turnitin Assignment Name' This will give you a good idea of the title of the rubric you are looking for.
16. Go back to the Google Drive – Course – Course Name – Rubrics folder
17. Looking at the rubrics that are listed in the folder select ONLY the rubric with a .RBC file name
18. Right click on the rubric
19. Scroll down in the window that opens to 'Download' (Now this rubric is saved in your Download folder)
20. Next, go back to the Moodle screen and click on 'Launch Rubric Manager'
21. A new popup window appears
22. Click the Blue icon in the upper right of this popup window
23. The screen will change to 'Import Rubrics' On the right side of this window click the button 'Select files'
24. Locate your 'Downloads' folder
25. Scroll to find the rubric file needed
26. The file will appear as a thumbnail with 'Import complete' and a green check
27. Click the black 'close' button in the upper right of the screen
28. Go back to the 'Attach a rubric to this assignment' drop down and locate the new rubric
29. When showing, scroll down and click the 'Save and display' button

Go the next weeks assignments and repeat

30. As a final step, review the assignment and make sure all dates and descriptions look correct.

Regular Moodle Assignments

1. Click the Moodle assignment to open it
2. Scroll down to ADMINISTRATION and click on 'Edit Settings'
3. Click 'Expand all'
4. Update the Availability dates. Note that, unlike Turnitin assignments, this does NOT need a Cut-off date (it should be unchecked).
5. Verify the Submission types are correct for the type of assignment ("File Submissions" is for attachments, "Online Text" is for text that's typed into Moodle directly)
6. Quickly verify that the rest of the settings are correct. They should not have changed from when the assignment was set up.
7. Click "Save and display."
8. As a final step, review the assignment and make sure all dates and descriptions look correct.

Quizzes and Exams

1. NOTE: Both quizzes and exams utilize the Moodle Quiz resource.
2. Click the quiz to open it, then click "Edit Settings" under the Quiz administration box on the left sidebar.
3. Click Expand all.
4. Update the **Timing to have the correct time and date**. Note: only the "Close the quiz" line is necessary.
5. Verify that the time limit is correct, and that "When time expires" is set to "submitted automatically."
6. Quickly verify that the rest of the settings are correct.
7. Note that the Review Options should look as follows:

▼ Review options ⑦

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt ⑦	☑ The attempt	☑ The attempt	☑ The attempt
☐ Whether correct ⑦	☑ Whether correct	☑ Whether correct	☑ Whether correct
☐ Marks ⑦	☑ Marks	☑ Marks	☑ Marks
☐ Specific feedback ⑦	☑ Specific feedback	☑ Specific feedback	☑ Specific feedback
☐ General feedback ⑦	☑ General feedback	☑ General feedback	☑ General feedback
☐ Right answer ⑦	☐ Right answer	☐ Right answer	☑ Right answer
☐ Overall feedback ⑦	☑ Overall feedback	☑ Overall feedback	☑ Overall feedback

8. Click "Save and display" at the bottom of the page.

Peer Review (aka) Workshops

1. This one's a bit more involved….(after those rubrics above it should go without saying ☺

2. Click the Peer Review or Workshop to open it
3. Scroll down to ADMINISTRATION
4. Click 'Edit settings' under the Workshop administration sidebar
5. Scroll back up and click 'Expand all' on the right
6. Scroll down to 'Availability'
   - Update all dates and times.
   - **NOTE:** that this usually covers two weeks (the top dates being the first week, and the second (lower) dates being the second week).
   - **NOTE:** There may be a SUBMISSION PHASE and then an ASSESSMENT PHASE with differing days and dates. Review the 'Description' along with the Syllabus.
   - **NOTE:** Make sure that "Switch to the next phase after the submissions deadline" box is checked
7. Click "Save and display" at the bottom of the page.
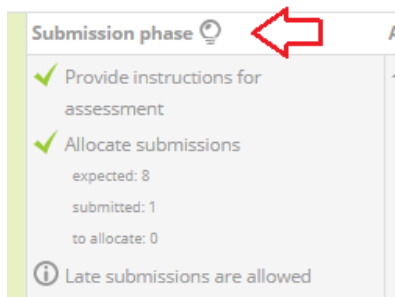
9. A popup box will open titled 'Confirm' click the 'Continue' button
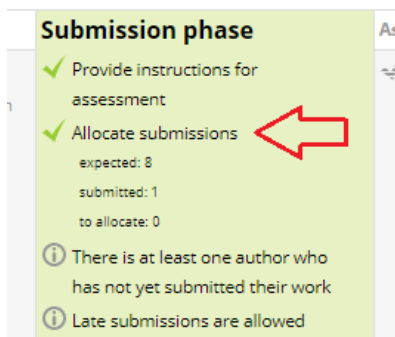
11. Click the "Scheduled allocation" tab
12. Update the allocations as appropriate.
       Note that the following are the most common settings we use for workshops:
         - Check the box following 'Enable scheduled allocation'

13. Click to open 'Allocation settings'
         - 'Number of reviews' set to:
             - 2
             - per reviewer
14. Click 'Save changes'
15. Click back to the week the workshop occurs

Finally, verify that the workshop looks correct. It should look something like the following.

Note that there is no Red **X**. If you see a red **X**, something is still missing.

If the view is similar to that above, you are successful.

TurnitIn [HTML]

<p><link href="http://jessupuniversity.github.io/css/online.css" rel="stylesheet" /></p>

<div class="joassignment">

<h3>Title Will Go Here</h3>

From Chapters 1-4 in your text, pick one of the Ethical Challenges Scenarios at the end of the chapter (right before the summary section).

In no more than one page, respond to the scenario, incorporating course materials and biblical principles in your response.

Include the chapter and your name in the header and narrative on the remaining page. Follow the written guidelines in the syllabus.

</div>

Check & Add Questionnaire to Week 4

For the Mid-Course Check-In there are two things to check (if the Mid-Course Check-In is not in the course at all, see "Add" section below):

1. **Placement of the Questionnaire:** It should be the last item listed under Assignments in Week 4 (see image below for an example).

2. **Questions in the Mid-Course Check-In:** To check the questions, do the following:
    1. Click on the link to the Mid-Course Check-In.
    2. Scroll down to the Administration Block (bottom left block) and under Questionnaire administration, click "Preview".

   3. Confirm that the two questions that display line up with the following text:

- Question 1: What's something important or significant you have learned so far in the course? What's something related to the course about which you're still curious or have questions?
- Question 2: What's something I (as your instructor) have done that's been helpful to you in this course? What's something I could begin or change that would be helpful to you and your success in this course?

Once you've checked those two things, you're done!

Add Questionairre

To add the Mid-Course Check-In, do the following:

1. Turn Editing On for the course.
2. Go to Week 4 and click "Edit" to the right of Week 4; on the drop down menu, select "Add Resource."
3. On the list that pops up, select Questionnaire.
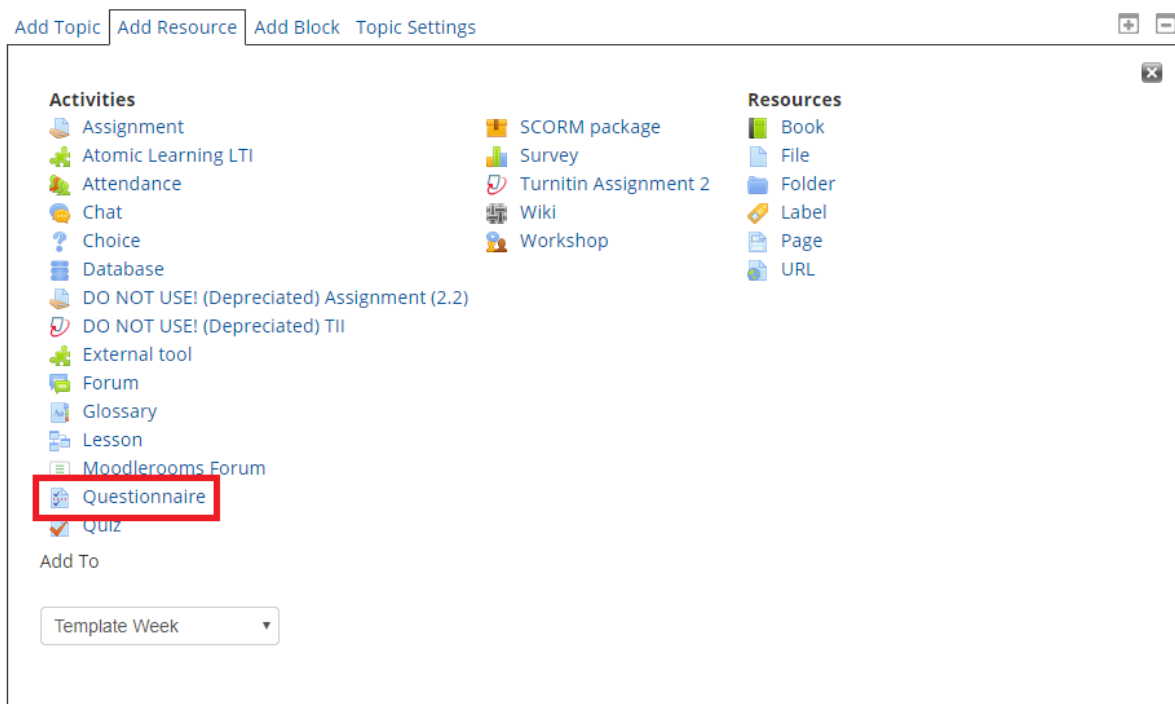
4. On the settings page that comes up, click expand all to see all the settings. The key settings to update are as follows (the other settings can be left on their defaults):
   - **General**
     - **Name:** Mid-Course Check-In
     - **Description:** Please click the link below to offer some feedback on the course so far.
   - **Timing**
     - **Use Open Date & Use Close Date:** These should **not** be checked/enabled.*

- ◦ **Response Options**
    - ▪ **Type:** respond once
    - ▪ **Students can view ALL responses:** After the questionnaire is closed*
    - ▪ **Save/Resume answers:** Yes
5. Once the settings are arranged, click "Save and display."
6. On the page that shows up, click "Add questions" (you can also access this through the Administration block: Questionnaire administration > Questions).

Mid-Course Check-In

Please click the link below to offer some feedback on the course so far.

This questionnaire does not contain any questions.

Add questions

7. On the questions page, click the drop-down menu and select "Essay Box" (red box in image below) and click "Add selected question type" (blue box in image below).

Advanced settings   Questions   Non-respondents

▼ Add questions ⑦

| Check Boxes ▼ | | Add selected question type |

Check Boxes
Date
Dropdown Box   ns ⑦
Essay Box
Label
Numeric
Radio Buttons
Rate (scale 1..5)
Text Box
Yes/No
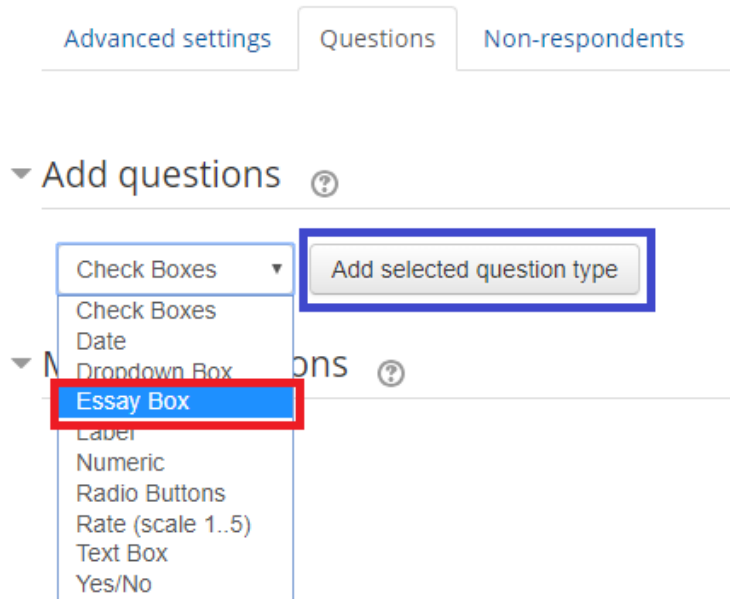
8. In the question settings page, add:
    - ◦ **Question Name:** Content
    - ◦ **Response is required:** Yes
    - ◦ **Response format:** HTML editor
    - ◦ **Input box size:** 5 lines

- **Question Text:** What's something important or significant you have learned so far in the course? What's something related to the course about which you're still curious or have questions?

9. Click Save changes.

10. Repeat Step 7.

11. For this second question, add:

    - **Question Name: I**nstructor

    - **Response is required:** Yes

    - **Response format:** HTML editor

    - **Input box size:** 5 lines

    - **Question Text:** What's something I (as your instructor) have done that's been helpful to you in this course? What's something I could begin or change that would be helpful to you and your success in this course?

12. Click Save changes.

13. Go back to the Moodle course page; with editing turned on, click "Edit" next to the Mid-Course Check-In (it should be located in Week 4).

    - Select "move right" four times so it is lined up under the assignments.

---

* These are the most important settings because they make sure that the Questionnaire remains private for students and can only be seen for the instructor. Since the Questionnaire has no close date, students can never view the responses if the settings are set for them to view after the questionnaire is closed.

Placement of Questionnaire in Week 4

Week 4

Hertzsprung-Russell Diagram

≡ Week 4 Announcements

Hidden from students

≡ Week 4 Questions and Prayer Requests

Hidden from students

📁 Week 4 Course Materials

Hidden from students

Aa Week 4 Assignments:

Hidden from students

Short Paper #4

Hidden from students

Student Guide #4

Hidden from students

Mid-Course Check-In

Hidden from students

Adding Questionnaire in Week 4
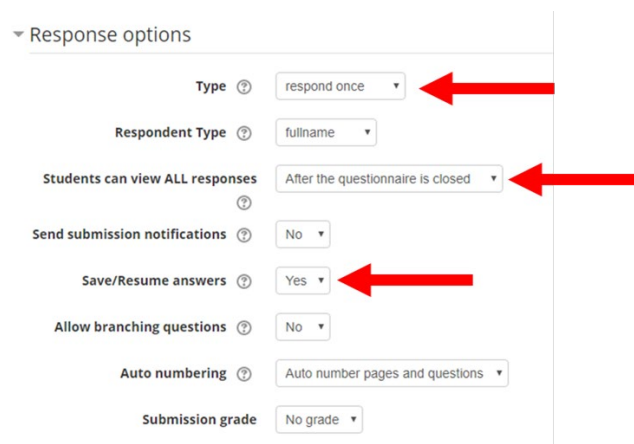
While in the course:

1. Click the button 'Turn Editing On' (located upper right on screen)
2. With editing turned on, a new 'Add Resource' link will appear (See example below)
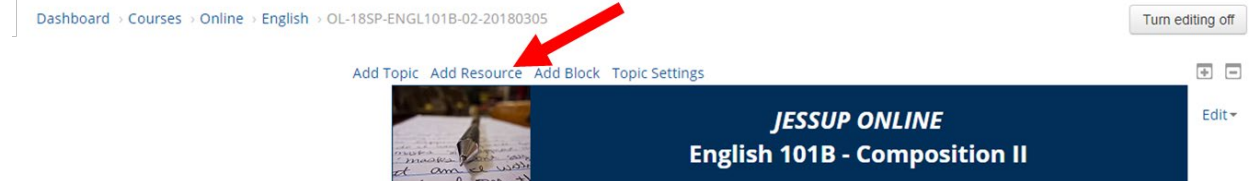
3. Click 'Add Resource' to open a new tab window
4. Once open, click on Questionnaire   Questionnaire

5. The 'Adding a new Questionnaire' page will open.

6. In the Name field enter: 'Mid-Course Check-In'

7. In the Description field enter: 'Please click the link below to offer some feedback on the course so far.'

8. Open 'Response options' and make the following changes indicated by arrows

9. Once these changes are made, scroll down and click 'Save and Display'

10. Once window closes you will see 'Mid-Course Check-In

11. Click 'Add questions'

12. When the new window opens make the following changes: Select the 'Questions' tab and in the 'Add Questions' drop down box, select 'Essay Box'
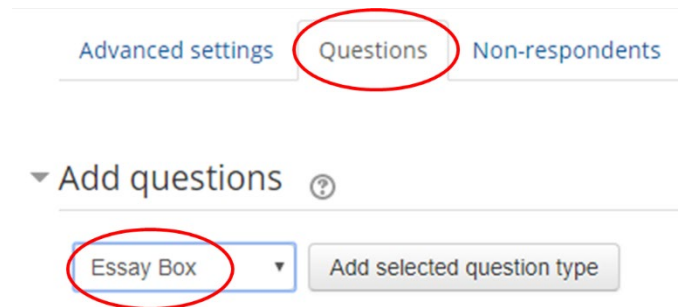
13. Click the button: 'Add selected question type"
14. In the 'Question Name' field enter, 'Question 1'
15. For 'Response is required' click 'YES'
16. For 'Response Format': 'HTML editor'
17. For 'Input box size': '5 lines'
18. In the 'Question Text' box enter:

"What's something important or significant you have learned so far in the course? What's something related to the course about which you're still curious or have questions?"

19. Scroll down and click 'Save Changes'
20. Click back up below 'Add question' and add an additional Essay box question
21. Click the button: 'Add selected question type'
22. This question will be named, 'Question 2'
23. Response is required
24. Response format: HTML editor
25. Input box size: 5 lines
26. In the 'Question Text' box enter:

"What's something I (as your instructor) have done that's been helpful to you in this course? What's something I could begin or change that would be helpful to you and your success in this course?"

27. Click Submit
28. You can select the Preview tab to view the questionnaire
29. Click back to the main course page and with Editing turned on, grab the move object cursor
30. You can now move this Questionnaire to the Week 4 Assignments folder
31. When it is in the Week 4 folder click on 'Edit' located to the right of the questionnaire (Editing must be turned on to view this setting)
32. And Select 'Move Right'
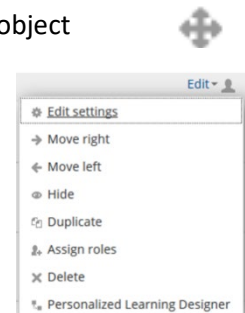
Add Rubrics

The first thing to do is to check if any assignments in the course have rubrics that need to be attached.

To do that, open the Course Folder in Google Drive.

- Go to drive.google.com
- Select Team Drive
- Open the Courses folder.
- In courses, open the discipline folder (if you're unclear on the discipline, each one has the course code after it - the course code is in the course name: i.e., BUS for BUS441).
- Locate the course and open it and then open the artifacts folder.

In the artifacts folder, there may be a folder that is called either Rubrics or TurnItIn rubrics.

- **If that folder exists and contains files, then you need to add rubrics to the course (see instructions below)**
- If there are no rubrics, you can skip the steps below.

To add an existing rubric to an assignment, you'll need to A) check if you already have the correct rubric linked to your account; B) if needed, add the rubric to your personal rubric manager, and C) attach the rubric to the assignment.

A) Check if you already have the correct rubric linked to your account
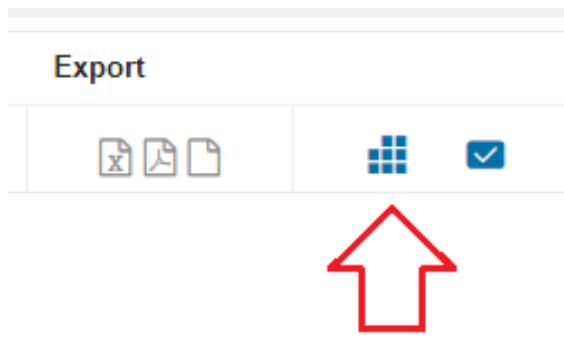
2. Click the menu button (see red box below) to show a list of the various rubrics attached to your account (in blue box).

3. In the Course Folder you opened above, compare the names of any .rbc files with what you have in the list above. Note that the exported rubrics strips out punctuation. So, for example, the file name BUS441___Audit_Project__2_.rbc translates to BUS441 - Audit Project [2].

   o **The key thing to check here is the number at the end of the file name.** The higher number is the most recent.

4. If the numbers match, that indicates you have previously imported this rubric and can skip to Step C below (Attaching the rubric). If the numbers or name is different, you need to import the rubric, so proceed to Step B below (Importing a rubric).

B) Add a rubric to your personal rubric manager

1. Launch the rubrics manager. The quickest way to do this is to click on the icon when you have a Turnitin assignment open.
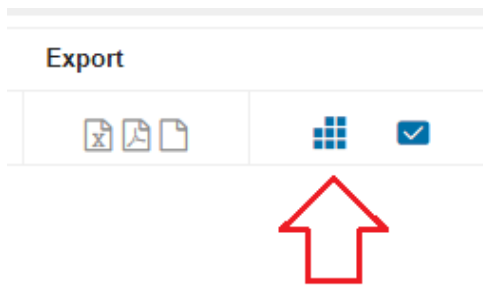
2. Click the icon at the top right of the window that appears, then click "Import."

3. Click "Select Files" on the right side, browse to and select the rubric file (it should be located in the Course's Course Artifacts > Rubrics folder).

   o **Note:** The correct file is the .rbc file.

4. You should get a message confirming the rubric was uploaded. Click on the "View" icon.
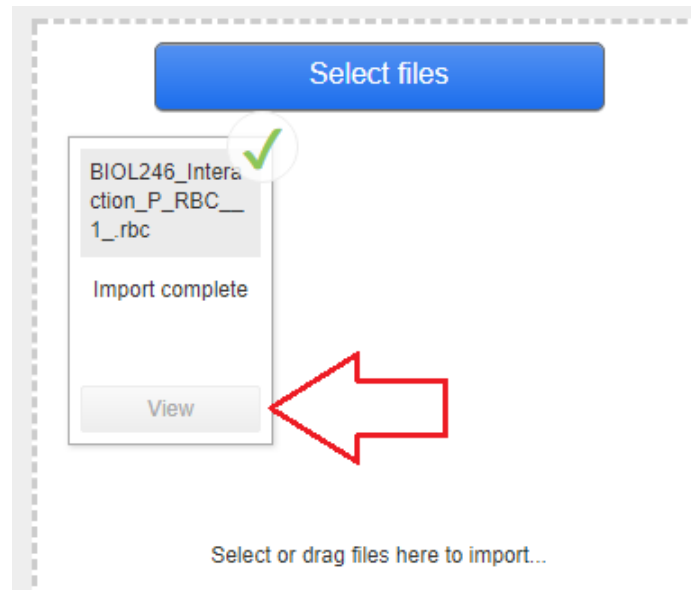
5. Verify that the rubric looks correct and that the name is correct. If you make any changes, click "Save" at the bottom; otherwise, the rubric is already good to go.

C) Attach the Rubric to the Assignment

1. Open the Turnitin assignment, then click "Update this Turnitin Assignment 2" at the top right.

2. Scroll down to "Grademark Options."

3. Next to "Attach a rubric to this assignment," select the appropriate rubric. You may receive a pop-up warning or two; that's normal.

4. Once the rubric is attached, scroll down to the bottom of the page and click "Save and return to course."

APA Requirements

As noted previously in regards to Course Materials, we want to verify that appropriate assignments specify the APA elements that are required, either in the assignments tab or, if not there, in the assignment PDF attached.

- For example, a paper should say something like "Your paper should use APA formatting, including cover page and reference list (abstract not required)."

- Note that this is a requirement only for assignments where APA formatting makes sense (papers, generally speaking).

- A description that just says "Your paper should use APA formatting" is not enough!

- If an assignment should have APA specification and does not, you will need to email the course designer.

  o Here's a sample email:

    Good afternoon! Quick question for you regarding the upcoming [COURSENAME] course running [SESSION]. We've recently started clarifying for students what elements of APA all our courses require for their papers. For the course's assignments, which of the following elements do you want required?

    1. Cover page
    2. Abstract
    3. In-text citations
    4. Reference list

    #1, 3, and 4 are very common, but #2 (the abstract) is used sometimes, but not always. What elements would you like for the course assignments? We'll update the assignment directions once we hear back from you.

- Once you've heard back from the designer for what elements to include, you'll need to update the course in the following areas (as appropriate): Course Materials, Assignments, PDF Assignment Directions, and/or Syllabus

Check Gradebook (Mark's updated notes)

Open the course in Moodle on the LEFT screen [example: Chrome]
Open the course in Moodle on the RIGHT screen [example: Firefox]

On the RIGHT screen open the course syllabus (Click on Course Syllabus to open)
Once the syllabus opens,
Click 'Grading' (Located along the left column tab list)

On the LEFT screen
Scroll down to the 'Administration' box
Click 'Gradebook setup'

Now, with both screens side-by-side, compare that the 'Final Grade Calculation' on the Syllabus page matches the 'Gradebook setup' page

Compare the right side syllabus percentages to the left side gradebook. Make adjustments when needed.

Once completed, click the breadcrumb trail along the top back to the main page

Check Gradebook

Prior to checking the gradebook, open the syllabus template for the course and go to the grading tab (see red box in image below). You should see a Final Grade Calculation with the various categories for the course and their value/weights (see blue box in image below).

Once you have pulled up the Grade Calculation, pull up the Moodle Gradebook in a separate window. To do so:

1. Scroll down to the administration block at the bottom of the left hand column.
2. Under Course administration, click "Gradebook setup"

Now that you have the grade calculation in front of you as well as the gradebook, there are three things to check:

1. Are the weights for each category properly entered? The weights for each category in the gradebook should be located in three places (see the three red boxes below). Matt likes to call this the "weighting triangle". These three numbers should match each other as well as that category identified in the grade calculation in the syllabus template. If these numbers don't match, see the designer manual on setting up the gradebook for instructions on editing these three pieces.

2. Are the points for each discussion forums correct? The second thing to check is that the points for discussions are set up properly.

- For weeks with 1 DQ, the week's discussion forum should have 10 points.
- For weeks with 2 DQs, the week's discussion forum should have 20 points.

For example, in the sample below, Weeks 1, 2, 4, 5, and 7 have 2 DQs. Weeks 3 and 6 only have 1 DQ.

To check this, go through the syllabus template sections for each week (i.e., click on "Week 1") and identify how many DQs are in that week. Confirm that the points are accurate in the gradebook.

If the points are not correct, click the link to the Discussion Forum, go to "Edit Settings" for that forum (in the administration block) and under the Grade section, change the Maximum grade to the correct number of points.

3. For categories with unique weights, are those correct? Occasionally categories will be set up so that their assignments within a category are weighted in different ways. This happens most often with larger papers that may have multiple submissions. For example, a topic submission for a Final Paper may be listed in the Final Paper category but not given any weight

(weighted at 0) because it should not impact the overall grade for the Final Paper.* This does happen sometimes with other assignments.

In the example below (from BIBL249: Art of Interpretation), you can tell the category has different weights because it is identified as being calculated through "Weighted mean of grades" (see blue box) and the weights are identified in the editable boxes (see red box).

When you see different weights like this (other than for a topic submission) you need to check that the weights are correct. To do that, look for information in one of two places:

- On the grading tab of the syllabus template, directly under the Final Grade Calculation, there may be notes explaining the different weighting of the assignments.
- Alternatively (more often the case for paper submissions of multiple parts), there may be notes in the PDF for the particular assignment.

Once you have found the note, you can then confirm that the weights are correct in the gradebook. Then, you should be good to move on!

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* This is always the case for topic submissions; you should expect that a topic submission is weighted at 0.

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---

* This is always the case for topic submissions; you should expect that a topic submission is weighted at 0.

Check Faculty Evaluation

The link to the Faculty Evaluation can be found at the bottom of the Moodle course, under Week 7:

Week 5   Edit▾

Week 6   Edit▾

Week 7   Edit▾

Ministry in Captivity, Acts 21:1 - 28:31

Week 7 Announcements   Edit▾

2 unread posts

Week 7 Questions & Prayer Requests   Edit▾

Week 7 Course Materials   Edit▾

Week 7 Discussion   Edit▾

124 unread posts

Week 7 Assignments: Edit▾

Reading Response #4   Edit▾

Final Exam   Edit▾

Course Evaluation   Edit▾

Faculty Course Evaluation   Edit▾
**Hidden from students**

There are several things to check:

- Make sure the Faculty Course Evaluation is hidden; it should be greyed out and it should indicate that it is "Hidden from students" below (see above).
  - If it's not hidden, you'll need to hide it.

Show/Hide an Activity or Resource

To show or hide an activity or resource, do the following:

1. If necessary, turn on editing by clicking the "Turn Editing On" button at the top right of the Moodle page.
2. Click the "Edit" link that's immediately to the right of whatever item you want to show or hide.
3. From the dropdown menu that appears, click "Show" (or "Hide").

Edit▾ ☑

⚙ Edit settings ☑
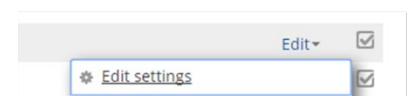
- Click on "Faculty Course Evaluation" (despite it being grey, it is still active).
    - Check the navigation bar at the top of the screen. It should read:

      https://www.surveymonkey.com/r/JessupOnlineFacultySurvey

    - If the link does not take you to the above Survey Monkey link, update the link to the correct link.

Add Syllabus Outline

For this step, you'll need to use **LibGuides.**

Create a new guide based on the existing template.

1. Click "Create Guide."
2. Change the "Choose Layout or Reuse" dropdown choice to "Copy content / layout from an existing guide."
3. In the gray box, click the dropdown that says "Select a guide," then type the course number you are wanting to create a syllabus for. (ex. BIBL104)
4. There should be a template guide for whatever course you're working on. Select that template guide. **If there is no template guide (or any other guides for the course), one will need to be created**.
5. Update the guide name as follows: OL-[YEAR][TERM]-[COURSE CODE]-[SECTION #]: Course Name Syllabus."
    - Example: OL-18FA-BIBL104-01: Christian Foundations New Testament Syllabus
6. Change Guide Type to "Course Guide."
7. Change Group Assignment to "Jessup Online Syllabi."
8. Change Share Group Content? to "Internal."
9. Finally, click "Create guide."

Once the guide is created, you'll need to go in and update a couple items in it, such as the URL, dates, and the professor. From the Libguides main page, select the guide you want to edit from the dropdown box. It's typically easiest to type the guide info into the box to quickly find it.

**Update the Course Information on the main page:**
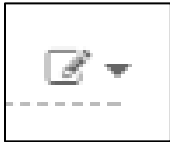
2. Update the information to the correct dates, then hit "Save and close."

3. At the bottom left of the Course Information box, click the "Add/reorder" button, then select "Media/Widget."

4. Click the "Reuse Existing Widget" tab at the top.

5. In the dropdown box, type the last name of the course instructor, then click their name to select them (Note: If they do not show up, you will need to create a new widget; see the instructions immediately below).

6. Hit Save.

7. Right click on the text in the Course Information box (I recommend doing it on the unit # line), then select "Inspect" to view the page's elements (HTML & CSS) in the DevTools window. **If you are not familiar with HMTL/CSS, you'll need to get more specific help with this step.**

8. Locate the div id that encapsulates the Course name, unit #, and date (in other words, the top half of the Course Information box). (If you selected the right element in step #7, it should be the first div ID above that starts with "s-lg-content...". Copy that div id to your clipboard.

9. Close the DevTools window, then go to the top right of libguides, click on the Guide Layout icon, then select "Guide Custom JS/CSS."
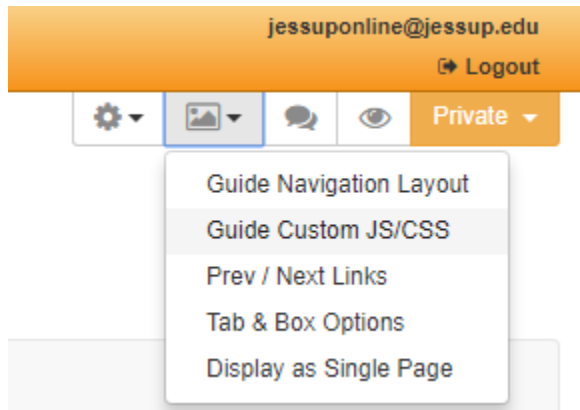
10. Replace the existing "#s-lg-content-35413441" with the div id you copied to the clipboard. (in the above example, it would be "#s-lg-content-35413442." Click "Save." (**Note: In this window, there must be a leading "#" on the s-lg-content-###### line; otherwise it will not work.**)

11. If done correctly, the professor's widget box should have shifted up and to the right of the Course Information.

Creating a Faculty Widget

If this is the first time for an instructor to be teaching, we will need to create a new profile widget for them.

1. In LibGuides, navigate to the guide labelled Jessup Online Faculty Repository.

2. In the right-hand column you will see a "Template" box with a widget in there. Click the menu within that box and select "Edit."

3. Click on the image that comes up to select it and then click the image button in the toolbar.

4. On the box that pops up, select "Browse Server" and then on the next window click "Upload New Image."

5. Navigate to the Google Drive folder titled Photos and then the folder labeled Faculty Photos.

6. Select the instructor's photo from the list. Click open.

7. Then click okay on the remaniing window.

8. Once you have done this, click the "Source" button in the Rich Text Editor window.

9. In the source code update three areas:

   1. Where it says "Instructor Name", update that to the instructor's name.

   2. Directly below where it says "professor@jessup.edu", update to the instructor's Jessup email.

3. Below that, where it says href="mailto:professor@jessup.edu" replace just the professor@jessup.edu part with the instructor's Jessup email.

10. Copy the source code you've updated. **Do NOT click save or save and close.** Just close the window.

11. Scroll down to the bottom of the left-hand column.

12. Where you see the button saying "Add / Reorder" click it and select "Media / Widget."

13. In the Create New Widget tab, add the instructor's name where it says name and paste the code you copied in Step 10 into the Embed Code section.

14. Click save. You've now created the widget.

15. If you need to insert this into a guide, return to the guide that needs it and remove the old Instructor Widget (to do this, click the menu icon - pencil on a sheet of paper, and click delete).

16. Then, click the "Add / Reorder" button and select "Media / Widget."

17. In the tabs at the top of the window that pops up, select Reuse Existing Widget.

18. In the "Search for Media / Widget" box type the Instructor's name. Be sure you are using the version that comes from the Jessup Online Faculty Repository.

19. Make sure the "Copy" checkbox is **not** checked and the position reads "Bottom of the box." Then, click save.


Update the permanent URL:

1. Click the Pencil icon next to the URL link near the top of the page.

2. Update the URL as follows: OL-[YEAR][TERM]-COURSENUMBER-SECTION#

   1. Example: OL-18FA-BIBL104-01

3. Hit Save.

Update the dates for each Week under Course Outline:

1. First off, update the redirect for the Course Outline tab on the left sidebar:

   1. Click on the Week 1 tab, then copy the Page URL that is listed in the gray box at the top of the page.

   2. Click on the Course Outline tab.

3. Click the "Page" icon, then select "Redirect URL."
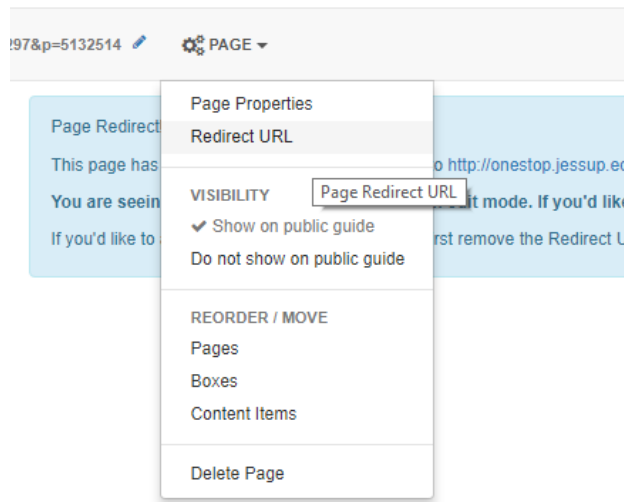
4. Paste the page URL that you copied in step one, then click "Save."

2. Next, update each of the week's tabs so that they display the Month and Day.

1. Click on a week's tab, then click the page icon (as displayed above). This time, select "Page Properties."

2. Update the page name so that it displays the starting and ending Month/Day dates.

   ▪ Example: "Week 1: October 9 - October 15"

3. Repeat for each week.

3. Now, we want to set each of the Week's pages so that they hide the borders.
    1. Click on a week's tab, then click the pencil icon at the top right of the page that appears.
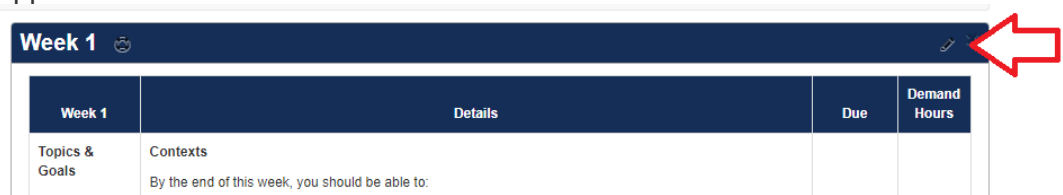

    2. Check the box next to "Floating Box" (to display box without borders, etc.) and click "Save."
    3. Repeat for each week.

4. Now, we need to update the actual dates for the table in each week.
    1. Click on a week's tab, then click the edit icon at the bottom right of the table and select "Edit."
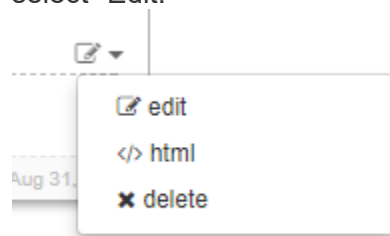

    2. Anywhere where the due date is listed as **DATE 11:59PM**, update to the correct due date (ex. "**10/29 11:59PM**")
    3. When finished, click "Save & Close."

As a final step, we need to publish the syllabus and update the "Course Syllabus" link in the Moodle shell.

1. In the upper right corner of the LibGuides page, you should see a red box labeled "Unpublished" in the settings bar (see black box in image below). Click Unpublished and click "Change Status & Share."
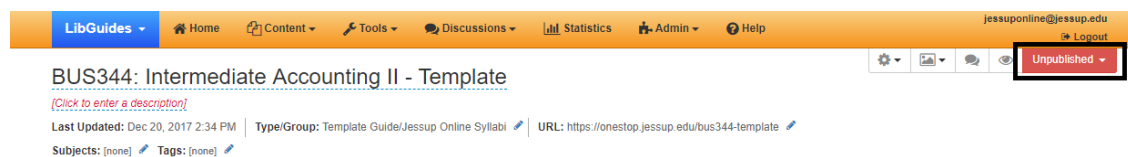
2. Click the dropdown menu next to Publication Status, choose "Private" and click Save next to it.
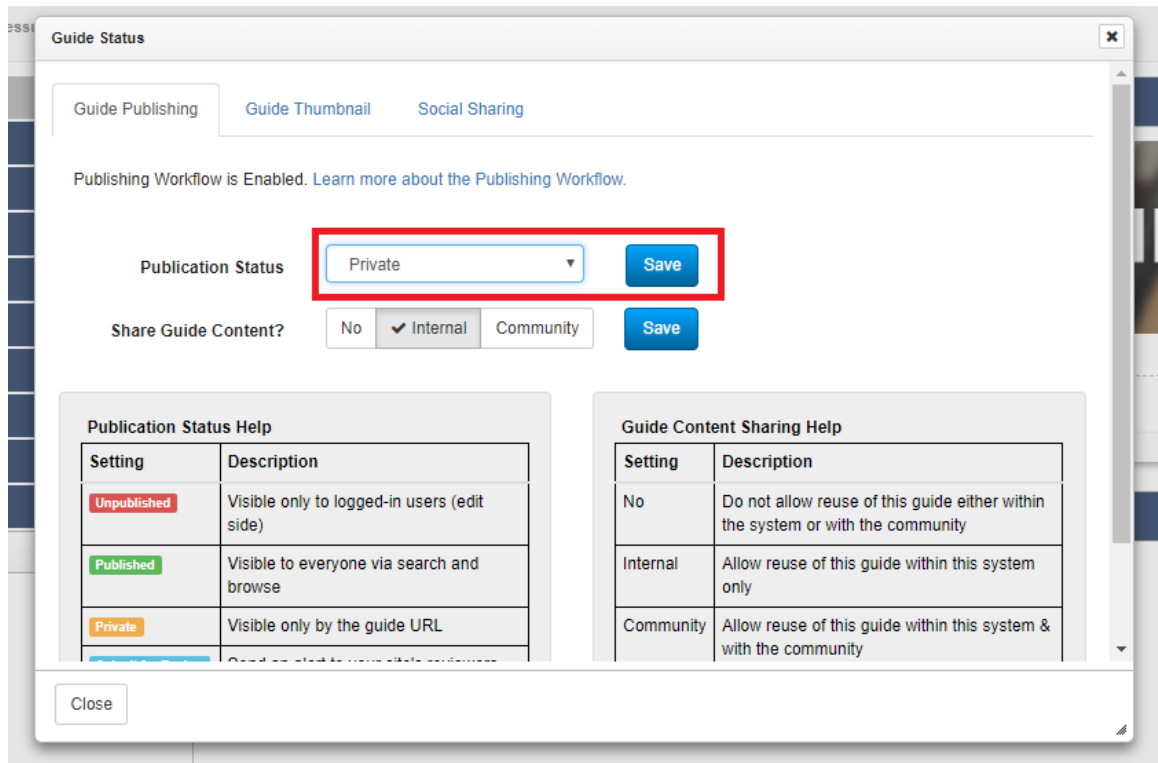

3. Then click close at the bottom of the window.
4. In Libguides, copy the link to the guide that's listed near the top as URL (which you added manually earlier).
5. In Moodle, click "Edit" next to the Course Syllabus link, then select "Edit Settings."
6. Replace the External URL with the new URL, then click "Save and Display."
7. Finally, click the link to the syllabus to make sure it directs you to the correct syllabus.

NOTE: If this is a new course build, then a URL Resource will need to be added to the Moodle Course Page. This new URL Resource will be renamed: 'Course Syllabus'.

Once this resource has been added to the Moodle page, it will be located just above 'Introductions'

This resource will be re-directed to the Libguides syllabus, and the Libguides syllabus "Back to Moodle" tab will be re-directed back to the Moodle home page.
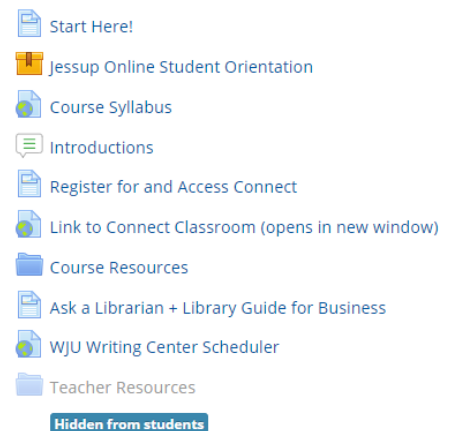
For this resource settings, open 'Edit Settings' scroll to 'Appearance' and set Display to 'Open'

Create New Syllabus Session [JUMP TO: Add Syllabus Policies]

Once per term, someone from the Jessup Online team needs to set up the session's policies template guide.

For this step you'll need to use LibGuides.

1. Create a new guide by clicking "Create guide."
2. For layout, choose "Copy content / layout from an existing guide."
3. In the drop-down, select the last session's policies template guide (type "policies" to bring up the list of all policies template guides).
4. Update the Guide Name to the correct designation (example: 17-FA-S2-Policies Template).
5. For Guide Type, select "Template."
6. For Group Assignment, select "Jessup Online Syllabi."
7. For Share Guide Content, select "Internal."
8. Click "Create Guide."

Add Syllabus Policies

Once you've added the Syllabus outline, the next step is to add the semester-specific policy pages to the guide.

1. Click the + symbol at the bottom of the left-hand menu to add a new page. See illustration
2. When the new popup window opens…

3. Click the "Reuse Existing Page" tab at the top of the pop-up box.

4. At 'Guide' field select the MOST RECENT session POLICY guide…

5. This means, for Summer 2018 you will type 'Policies' in the Guide field and scroll untill you find '18-SU-S1 Policies Template'
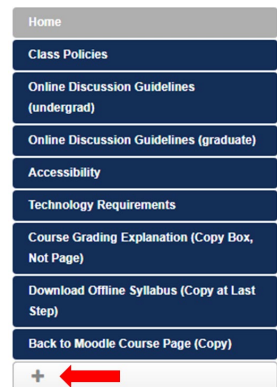
6. Select the Page Name that you want to add from the drop-down box. (eg: Class Policies)
7. Click "Save."
8. The following pages should be added:
   1. **Class Policies**
   2. **Online Discussion Guidelines** (be sure to select the appropriate one AND delete either 'Grad' or 'Undergrad')
   3. **Accessibility**
   4. **Technology Requirements**
   5. **Back to Moodle Course Page** (Copy)
      - NOTE: When adding this page, you must rename it so that it does not have the words ('Copy'), AND THEN…CHECK THE BOX next to "**Copy**"

9. Next, update the link in "Back to Moodle Course Page" so that it redirects to the course's front Moodle page.

    1. Click on "Back to Moodle Course Page."

    2. Click "Page" near the top of the page, then click "Redirect URL."

10. Now, we want to reorder the pages, so that they are in the correct layout. To do this, click "Page" near the top of the page, then (under REORDER / MOVE) select "Pages."
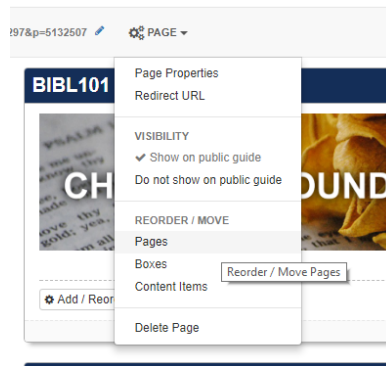

11. Drag and drop the pages into the correct order. When you're finished, the left-hand menu should look as follows:

12. NOTE: There is one more page that needs to be added ("Download Offline Syllabus"), but that is added later, during the double-check step.See here for instructions on adding Offline Syllabi.

13. You must now Publish and Save this Syllabus. Click Publish in the upper right corner (it will be red in color)

14. Once it is saved it will show as Private and be gold.
15. Once it is published it can be viewed in Moodle
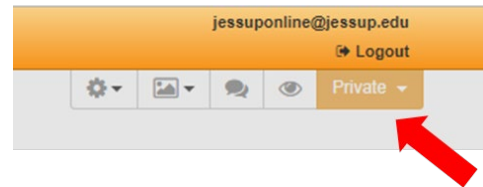
Notify Faculty of Completion

When the course rollover is completed, you'll need to notify the faculty that it's finished. Here's an example of the email to send instructors to let them know that their course has been completed:

Subject:
Foundations of Education (Fall 2017, Session 1) Ready

Body:
Hi Christy,

This is an email to let you know that the course shell for TEDU302: Foundations of Education for Fall Session I online is ready to go.

Here's a link that will take you to the course (once you're logged into Moodle):
http://jessup.mrooms.net/course/view.php?id=8651

In addition, here's a link to the current Course Syllabus: http://onestop.jessup.edu/17-fa-s1-tedu302-01

Take a look and let us know if anything seems out of place or incorrect. If you do note anything that you think needs to be changed, please let us know so that we can make the change - we ask that online instructors refrain from making changes to the course shell directly in Moodle, so that we can maintain consistency and course quality.

If you have any questions, don't hesitate to ask!

Thanks,
Matt

Matt Timms
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jessup.edu

NOTE: Double-check step

NOTE: This step should be done during the double-check stage of the rollover process (so that any last-minute changes to the syllabi are incorporated).

Add "Download Offline Syllabus"

1. First, download the offline syllabus and create it as a zip file.

   1. At the top right of the guide, click the "Guide layout" icon, then select "Display as Single Page."
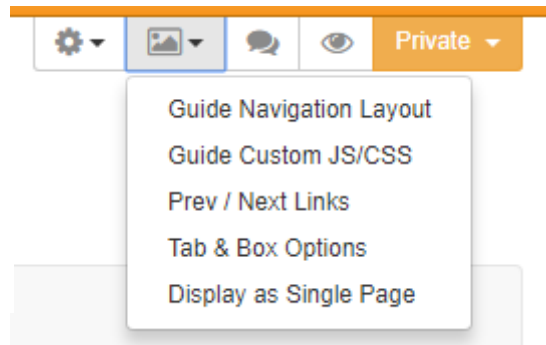
   2. Check the box on the resulting page to display the guide as a single page, then click "Save." Be sure to "un-click" the box when done.

   3. Click the Eyeball icon at the top right to preview the guide.
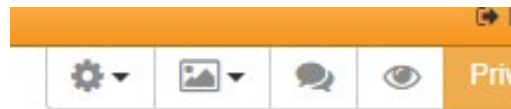

   4. Right-click on the preview page that opens, then click "Save as..."

   5. Rename the save as file to the following: YY SS Course Name Syllabus, Section 0# (Example: "17 FA English Composition I Syllabus, Section 01"), then press enter.

   6. If done correctly, a file and a folder should have been created wherever you download files. Select the file and the folder, then select "Send To > Compressed (zipped) folder."

   7. Verify that the name is the same as in step 5; if not, correct it (sometimes it adds "_files" for some reason).

   8. Press enter to create the zip file.

2. Next, add the "Download Offline Syllabus" page to the syllabus guide.

   1. Click the + symbol at the bottom of the left-hand menu to add a new page.

   2. Click the "Reuse existing tab" at the top of the pop-up box.

   3. Go to Policies Template for correct session.

4. Next to Page, select "Download Offline Syllabus (Copy at Last Step)."
5. Next to Page Name, delete the words "(Copy at Last Step)."
6. Check the box next to "Copy."
7. Click "Save."

3. Third, rearrange the page so that it is just above "Back to Moodle Course Page."
    1. Click "Page" near the top middle of the page, then select "Pages' from under "REORDER / MOVE"
    2. Drag "Download Offline Syllabus" and drop it above "Back to Moodle Course Page."
    3. Click "Save."

4. Finally, add the zip file you created before to the Download Offline Syllabus page you just created.
    1. Click the "Edit" button next to the placeholder syllabus, then click "edit."
    2. Change the document name to the correct course name.
    3. Next to Attached File, Click "Change file."
    4. Browse to and select the zip file you created earlier, then click Open.
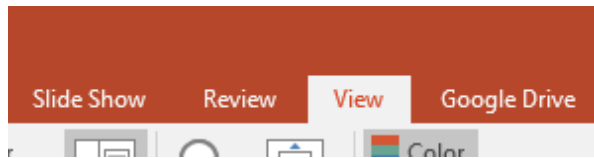   5. Click "Save."

Power Point Review

1. Open Power Point
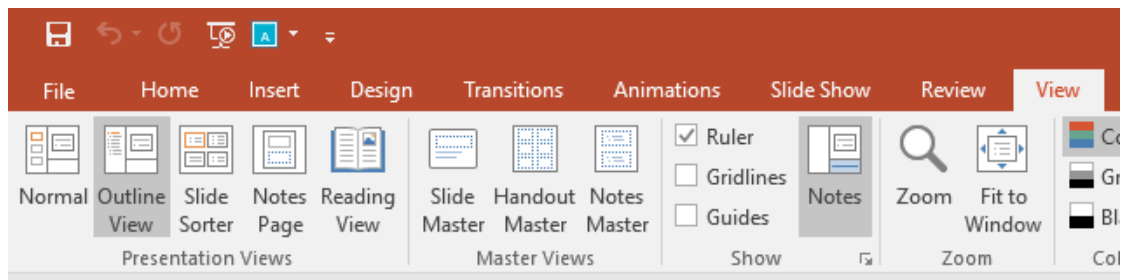
2. Click **Home tab**
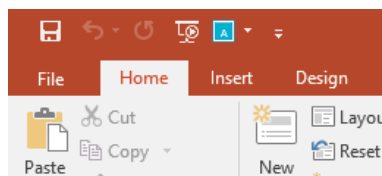
3. Look to the Left in the top ribbon and click **Select**
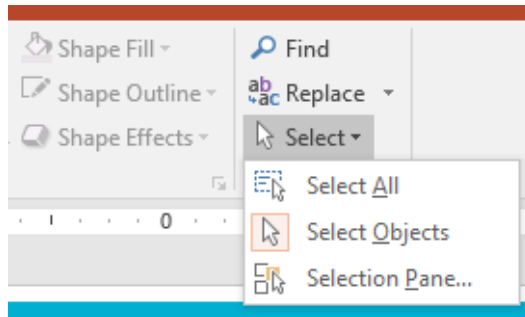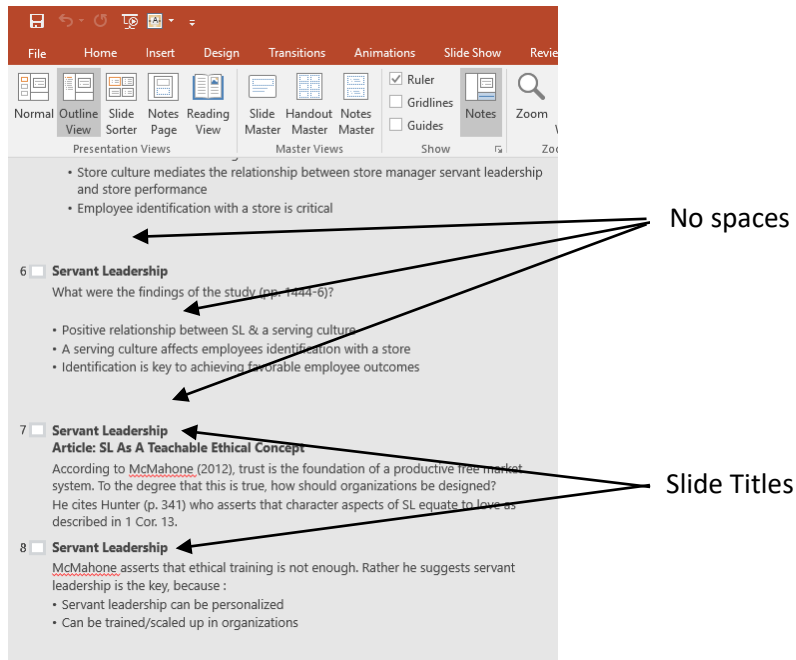
4. Next, Click the **View tab**

5. In this new ribbon, click **Outline View**

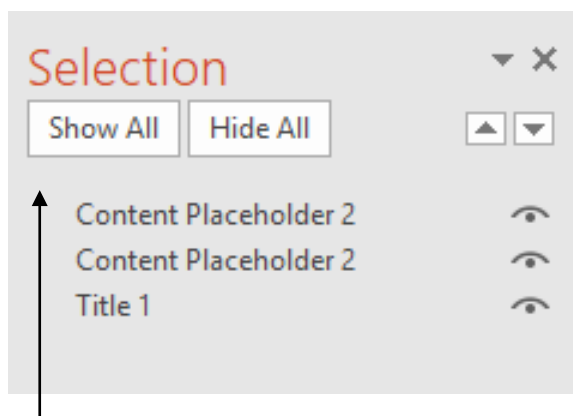6. For the Outline View you want to have:

    1. **No spaces** between slides and

    2. **Each slide to have a title**.

No spaces

Slide Titles

Under **Selection**, the screen reader will read the slide from the bottom up.

Arrange so the title is at the bottom and other text is in order above it.

To make a selection disappear on the slide, click the eye icon.

Screen Reader reads from bottom up

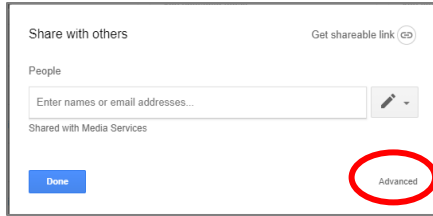## Sending Power Points to Media Services

1. Once the PowerPoints have been edited and adjusted for the screen reader save them all into a single folder.

2. Save this folder in the Shared directory Course Materiel folder.

3. Make a copy of this folder.

5. Open "My Drive" and locate the file containing the PPTs. **Right click** on the file

6. Select "Share"
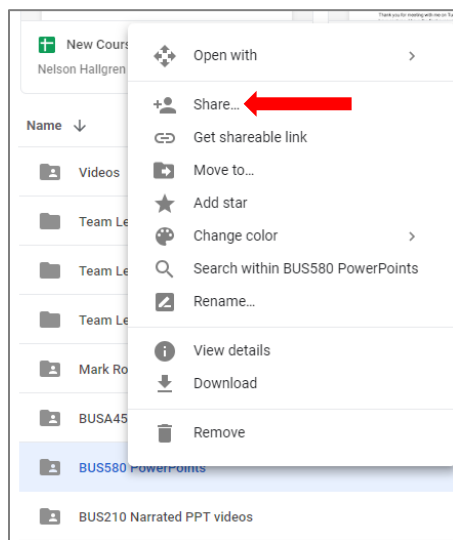
7. When the new box opens, type into the field: "Media Services"
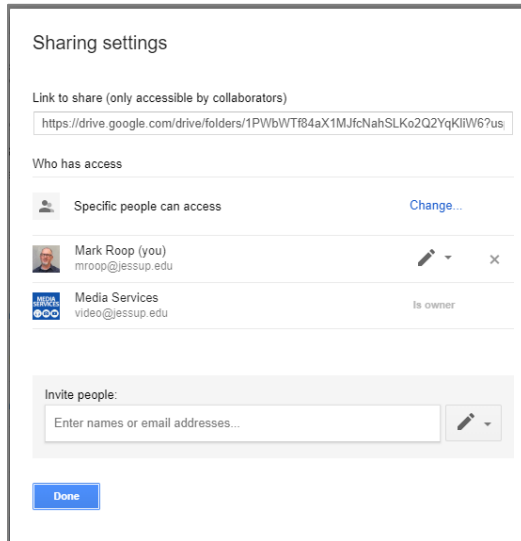
8. Click Done
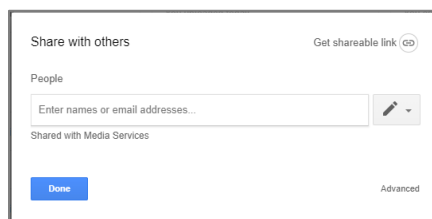
9. Once the file has sent, Right Click on the same file again

10. When the "Share with others" box opens, click on "Advanced" in the lower Right corner.

11.

12. Click on the Pencil Icon next to Media Services

13. From the drop down list select "Make Owner"

14. Click Done

15. Lastly: Send Brennan and email informing you have placed the PowerPoints into their folder.