# **Instructor Course Checklist for Moodle Shells**

* Include syllabus
	+ Syllabus is accessible (heading structure, lists, descriptive links, tables have headers, alt tags).
	+ Include a link to the [Office for Disability Equity (ODE) website](https://www.umt.edu/disability) (formerly known as Disability Services for Students) and an Accessibility Syllabus Statement:
		- The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equity (ODE). If you anticipate or experience barriers based on disability, please contact the ODE at: (406) 243-2243, ode@umontana.edu, or visit [www.umt.edu/disability](http://www.umt.edu/disability) for more information. Retroactive accommodation requests will not be honored, so please, do not delay. As your instructor, I will work with you and the ODE to implement an effective accommodation, and you are welcome to contact me privately if you wish.
	+ Include [Student Code of Conduct](https://www.umt.edu/student-affairs/community-standards/Student%20Conduct%20Code%20-%20FINAL%20-%208-24-18.pdf) link and statement.
* Include downloadable version of syllabus (Word file is suggested).
* Include IT Help Desk contact info: 406-243-HELP (Open M-F, 8-5) and [Moodle Help request form](https://umt.teamdynamix.com/TDClient/2032/Portal/Requests/ServiceDet?ID=48778).
* Assign [Moodle 101 for Students](https://moodle.umt.edu/course/view.php?id=13709) and [Strategies for Online Students](https://moodle.umt.edu/course/view.php?id=31356): link to these tutorials and use as initial assignment (can include links within your welcome message).
* Include a Student Introductions Forum as an initial activity (be sure to use the Advanced Forum tool).
* Check that all links work properly and are descriptive. Do not use URL addresses or “Click here” as a link.
* Make sure course is accessible. Check out [Engaging Teaching Practices](https://moodle.umt.edu/course/view.php?id=26971#section-2) for more accessibility information.
	+ Proper heading structure on each page
	+ Use real lists (numbered or bulleted) created with the
	+ Descriptive text links rather than URL or “click here.”
	+ Avoid using tables, if possible. If tables are used, limit to 2-3 columns with headers. Do not merge cells.
	+ Images need to have alt text/descriptions.
	+ Make sure all documents (Word, PDF, PowerPoint, Excel) are accessible. If you need help making your content accessible, submit a [Document review for accessibility request form](https://umt.teamdynamix.com/TDClient/2032/Portal/Requests/ServiceDet?ID=27168).
	+ Videos should be closed captioned. If you are the author of the video, submit an [Audio and video captioning for accessibility request form](https://umt.teamdynamix.com/TDClient/2032/Portal/Requests/ServiceDet?ID=22589). Accessible Technology Services (ATS) will provide you with the captions and you can [upload the caption file](https://support.google.com/youtube/answer/2734796?hl=en&ref_topic=7296214) to your video on YouTube. **Captioning may require up to a week of lead time, so plan accordingly.** If you are using videos from other sources, try to contact the author to see if they can provide captioning. Work with an instructional designer for possible solutions.
* Email a welcome message to students: include reminders to purchase their course text, complete [Moodle 101 for Students](https://moodle.umt.edu/course/view.php?id=13709) tutorial, preview the Moodle shell, etc. Send welcome message 1-2 weeks before semester.
* Include a welcome video/text in introduction section of the course.
* Provide navigation instructions (text-based or video).
* Delete unnecessary blocks (in the Classic theme) and extra blank lines.
* Delete previous or extra Announcements forums, if present.
* Set up gradebook using [Natural grading aggregation](https://moodle.umt.edu/mod/book/view.php?id=1388799&chapterid=83119) and know how to use the [Open Grader](https://moodle.umt.edu/mod/book/view.php?id=1388799&chapterid=82758) for grading uploaded assignments and forums.
* Aim to make main topic with course information and syllabus visible to students a week before semester (can hide other topics if needed).
* Use the Snap theme layout for ease of design and navigation; this is our default theme. To change from the Classic theme, go to Administration > Edit Settings > Appearance > Force Theme > choose “Snap” from drop-down list > Save changes.