Once you have access to **Moodle** **19/20** check through it with this "quick" list. Note that most courses should be reset before going through the Checklist. Please refer to the Guidance on the [Moodle Course Reset Process 2019](https://blogs.ucl.ac.uk/digital-education/2019/07/26/moodle-course-resets-process-2019/).

|  |  |  |
| --- | --- | --- |
| 1. Course settings *- Navigate to your new course > Administration block > Course administration > Edit settings* | | |
| * The official module title should be in the **'Course full name’** | | |
| * The official AMP code should be in the '**Course short name’ and you should include the academic year in the suffix to ensure it is unique e.g. ECON0001\_19/20.** | | |
| * Set the '**Course start date**' to the date you want your students to be able to access the course. | | |
| * Ensure that the '**Portico identifier**' has your AMP code or other valid/unique identifier | | |
| * Under the **Description** section, add only a brief paragraph for **Course summary**. (Only seen when searching for courses. Those already enrolled on the course will rarely see it). | | |
| ***-*** *To save any changes on the* ***Edit settings*** *page, scroll down and click* ***Save and display****.* | | |
| **2. Course display** *- Ensure you have clicked* ***‘Turn editing on’*** *to make any changes.* | | |
| * Hide your 19/20 course if you are (i) carrying out a Late Summer Assessment on Moodle 18/19 (ii) If you are not ready for your new cohort of students to see your course.  **Note: Do not forget to make the course available before the start of term.** | | |
| * Add and order [blocks](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M05+-+Organise+blocks) (<http://bit.ly/uclmoodleblocks>) that you think will be useful and remove any others. | | |
| **3. Check resources and activities** *- Ensure you have clicked* ***‘Turn editing on’*** *to make any changes.* | | |
| * Check that all links and files on your course work. Fix, remove or hide any broken or unnecessary ones. | | |
| * Recreate/replace the following (see link for guidance): <https://wiki.ucl.ac.uk/x/-gQ8AQ> | | |
| * + Lecturecast links   + Links to LTI/External tools |  | * + Blackboard Collaborate (old version) |
| * Check visibility settings for **Activities** and **Resources** on your course (including groups and groupings) | | |
| **4. Create/update/review assessment** *- Ensure you have clicked* ***‘Turn editing on’*** *to make any changes.* | | |
| * Create new or update [Turnitin assignments](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M09b+-+Turnitin+Assignment) (<http://bit.ly/uclturnitin> ) as/if required. | | |
| * Update dates, etc. in [Moodle assignments](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M09a+-+Moodle+Assignment) (<http://bit.ly/uclmoodleassign>) if re-using. Else delete/ hide. | | |
| * Preview [quizzes](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M12+-+Quiz) (<http://bit.ly/uclmoodlequiz>) and questions to ensure they work and display images as intended. | | |
| * Update grade scales within activities to ensure they are in use. | | |
| **5. Enrol users** | | |
| * Manually enrol any missing colleagues as required (see- <http://bit.ly/uclmoodleenrolment>) | | |
| * Set up Portico (after 20th August 2019) or self-enrolment for your students (see - <http://bit.ly/uclmoodleenrolment>) | | |

Please see the Moodle Guides for Staff wiki for more guides and advice: <https://wiki.ucl.ac.uk/x/-xliAQ>

If you spot a problem with your course, please email: [digi-ed@ucl.ac.uk](mailto:digi-ed@ucl.ac.uk) , including details of the issue and a link.