Once you have access to **Moodle** **21/22** 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 2020](https://wiki.ucl.ac.uk/x/URUVAw).

|  |
| --- |
| 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\_21-22.**
 |
| * 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 20/21 course if you are (i) carrying out a Late Summer Assessment on Moodle 20/21 (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%2B-%2BOrganise%2Bblocks) (<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/URUVAw>
 |
| * + Lecturecast links
	+ Links to LTI/External tools
	+ Zoom
 |  | * + Blackboard Collaborate (old version)
	+ Turnitin Assignments
 |
| * 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 [Turnitin assignments](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M09b%2B-%2BTurnitin%2BAssignment) (<http://bit.ly/uclturnitin> ) as/if required. Make sure due/post dates are updated.
 |
| * Update dates, etc. in [Moodle assignments](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M09a%2B-%2BMoodle%2BAssignment) (<http://bit.ly/uclmoodleassign>) if re-using. Else delete/ hide.
 |
| * Preview [quizzes](https://wiki.ucl.ac.uk/display/MoodleResourceCentre/M12%2B-%2BQuiz) (<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 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, including details of the issue and a link.