# **Instructor Course Checklist for Moodle Shell**

🞏 Syllabus:

* Accessible (heading structure, lists, descriptive links, no tables or minimum columns + table headings, alt tags)
* Include a [link to DSS](http://www.umt.edu/dss/) and a DSS statement. Here is a sample:

### Disability Modifications

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and [Disability Services for Students](https://www.umt.edu/dss/default.php). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or call 406.243.2243. I will work with you and Disability Services to provide an appropriate modification.

* [Code of Conduct](https://www.umt.edu/student-affairs/community-standards/Student%20Conduct%20Code%20-%20FINAL%20-%208-24-18.pdf) link and statement
* Downloadable version of syllabus (Word file is suggested)

🞏 Include UMOnline Help Desk contact info: 243-4999 and [umonline-help@umontana.edu](mailto:umonline-help@umontana.edu) (Open M-F, 8-5).

🞏 Assign [Moodle 101 for Students](https://moodle.umt.edu/course/view.php?id=979) 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 within your Welcome letter with a link to it).

🞏 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, not just URL addresses. Do not use “Click here” as a link.

🞏 Accessibility: Check the [IT Short Course](http://apps.umt.edu/it/shortcourse/#Accessibility) schedule for accessibility workshops.

* Heading structure on each page
* Use of lists (numbered or bulleted)
* Descriptive text links rather than just URL
* Try to avoid use of tables (or only 2-3 columns w headings; do not merge cells)
* Images need to have alt tags/descriptions
* Make sure all documents (Word, PDF, Powerpoint, Excel) are accessible
* Videos should be closed captioned. If you are the author of the videos, [**IT Central**](http://www.umt.edu/it/services/accessible_IT/captioning.php) can do the closed captioning for you and you can [upload the caption file](https://support.google.com/youtube/answer/2734698?hl=en) 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 letter to students: include reminders to buy text, do [Moodle 101 for Students](https://moodle.umt.edu/course/view.php?id=13709) tutorial, preview Moodle site; send welcome letter 1-2 weeks before semester.

🞏 Include a welcome video/text in Course Information/Introduction section.

🞏 Provide navigation instructions (text-based or video).

🞏 Delete unnecessary blocks (in the Clean theme) and extra blank lines.

🞏 Delete previous or extra News Forum/Announcements, if present.

🞏 Set up gradebook using Natural grading aggregation and know how to use the Open Grader for grading uploaded assignments and forums.

🞏 Aim to make course visible to students a week before semester (can hide topics if needed): Select Course Settings and change Visibility from Hide to Show, then Save changes.

🞏 UMOnline recommends using the Snap theme layout for ease of design and navigation; this is our default theme. To change from the Clean theme, go to Administration > Edit Settings > Appearance > Force Theme > choose “Snap” from drop-down list > Save changes.