

Start-of-Semester Policy

- Ensure a **new course** has been created (using the ticketing system). Please follow the steps in the 'New Course Request Policy' document.
- Ensure that the course **content is populated** prior to the 1st day of class.
- Setup **enrollment key** for students on course administration page. (Training video available). You will need to provide them this key (password) on or before the 1st day of class so that they can enroll themselves into your class. The essential purpose of this key is to prevent unwarranted access to your course material.
- **Important:** Setup the **enrolment duration** period under the 'Enrolments' category on the 'Settings' page under the 'Administration' menu from your course home page. You can set the duration to be on the last day of class or semester or any custom date (until when you want your students to have access to the course).
- **Important:** If you plan to use the **grade book**, please ensure that you have the grade book feature made visible to the students, by clicking on 'Settings' under 'Administration' on your course home page and setting the option 'Show grade book to students' to Yes.
- Add any additional instructors to your course using the '**Assign Roles**' link under '**Course Administration**' on course home page.

- Access training material (videos and documents) available on the **'Support' and 'Training Videos'** link on the Moodle homepage.
- **Schedule a training session** with Yogesh Nahar (Learning Systems Coordinator), if you feel you need a quick brush up of the basic or advanced features you might use in the upcoming semester.

