

New Faculty Checklist

Last revised October 2026

Step 1: Get Access & Complete Training

☐ **OCCC Accounts**

- **OCCC Email & Password:** Your Moodle account is linked to your OCCC Microsoft account. Ensure you can log into your Office 365 account.
 - If you have any login or access issues, contact the ITS Help Desk by calling 405-682-7777 or emailing techsupport@occc.edu.
- **Moodle Account & Course Access:**
 - Your Moodle account is created automatically once you are officially assigned a course by your division.
 - Verify you can log into [Moodle](#) using your OCCC email and password.
 - Confirm the correct courses appear on your "My Courses" page for the semester.
 - Check with your Department Chair/Program Director for access to any master courses or courses from another instructor that you may use and adjust for your own needs.
- **Zoom Pro Account & Classroom Zoom Room Technology:**
 - Contact the ITS Help Desk to request a licensed Zoom Pro account.
 - Recommended: Book a training session with the Center for Learning & Teaching (CLT) to learn how to use the Zoom platform and/or OCCC's classroom technology.
 - For technical issues with Zoom or classroom technology, contact the ITS Help Desk.

☐ **Required Training**

- **New Faculty Onboarding Course:** Complete this Moodle course by the end of your first week. It covers key information from Academic Affairs and Student Affairs.
 - If you don't see the course in your Moodle account, email: CLT@occc.edu.
 - Submit your completion certificate to your division office.
- **Online & Hybrid Instructor Training Courses:** All faculty are required to complete both trainings if teaching in an online and/or hybrid modality. These training courses typically start 2-3 weeks after the semester begins. Your Department Chair/Program Director or Dean must submit a registration request on your behalf to the CLT.

Step 2: Prepare Your Courses

☐ **Syllabus**

- **Develop:** Create a complete syllabus for each course, and ensure it meets all division and Academic Affairs guidelines. Check with your Department Chair/Program Director for access to a syllabus you can use and adjust for your own needs.
- **Accessibility & Requirements:** Access the syllabus template if building a new syllabus, and review the [Academic Affairs Syllabus Checklist and Accessibility Information](#).
- **Submit:** Once finalized, submit all syllabi to your division through OnBase.

☐ **Moodle Course Setup**

- **Import Content:** [Import content](#) from the master course or another course section if available.

- **Personalize & Update:** Adjust your course content for the semester.
 - Update your contact information and "Start Here" section for students.
 - Add your course schedule, and set assignment deadlines in Moodle. Add attendance.
 - Upload your final syllabus.
- **Integrate Third-Party Platforms:**
 - **Important! Day One Access:** Click on the "Day One Access" link to initially connect your Moodle course to the textbook in VitalSource (if the course uses the [OCCC Bookstore's Day One Access program](#)).
 - **Textbook Publisher Sites:** Set up and link any textbook publisher platforms (e.g., [McGraw-Hill Connect](#), [Cengage](#), etc.). Be sure to set all deadlines in those platforms.
 - **Other Tools:** Set up other platforms (e.g., [Proctorio](#), [Turnitin](#), [VoiceThread](#)) within your course as needed.
- **Finalize Your Moodle Course:**
 - Organize your left-side navigation menu.
 - Set up your Moodle gradebook and check for accuracy.
 - Write your first course announcement.
 - **Accessibility Check:** Ensure all course materials meet accessibility standards using [Ally](#).
- **Final Review:** Confirm your course meets the [Moodle Minimum Requirements Checklist](#).

Step 3: Manage Your Semester

☐ **Important Deadlines**

- **Academic Calendar:** The [Academic Affairs homepage](#) has the current academic calendar with all key dates.
- **Submission Deadlines:** Be aware of crucial deadlines for Never Attends (NAs), Midterm Grades, & Final Grades.
- **Tutorials:** Access these step-by-step guides for submission:
 - [How to Submit NAs in Moodle](#)
 - [How to Submit Midterm Grades in Moodle](#)
 - [How to Submit Final Grades in Moodle](#)
 - [How to Create Digital Copy of Grades Submission Page](#)
 - [How to Export and Print the Moodle Gradebook](#)

Step 4: Find Support & Resources

☐ **Center for Learning & Teaching (CLT)**

- **Email:** CLT@occc.edu
- **Phone:** 405-682-7838 (M-F, 8:00 a.m. - 5:00 p.m.)
- **Appointments:** Book a New Faculty Moodle Orientation or other appointment with the CLT using our [booking link](#) or by emailing us. We are available via Zoom or in-person.
- **CLT Website:** Explore the [CLT's website](#) for resources on teaching, Moodle, and other software.
 - [Faculty Moodle Resources](#) (A "New to Moodle" section is at the top of the page.)
 - General [Faculty Resources Page](#)
 - [Student Moodle Technical Support](#) & [Student Moodle Resources](#)