Moodle Minimum Requirements Checklist
Draft 4-4-24

To Be Posted In Moodle When It Goes "Live" for Student Access
(two days before term / semester start date)

[ ] Personal greeting from instructor (Online course = video message; All others = written).

[ ] Instructions on how to access course materials and/or get started with assignments.

[ ] Day One Access and/or link to course textbook/materials (if applicable).

[ ] Course syllabus in compliance with *Syllabus Checklist* and any special Department / Division requirements (if applicable).

[ ] Any course content needed by students prior to the "never attended" date established by the college.

[ ] External Learning Management System (LMS) is linked and active (if applicable).

To Be Posted In Moodle Throughout Course

[ ] Weekly Announcements on updates, changes, reminders, tips, etc.

[ ] "Update course Moodle gradebook as each assignment is graded, including the recording of zeros." (as per *Faculty Handbook*)

To Be Submitted In Moodle By Due Date

[ ] Never Attended.

[ ] Mid-Term Grades.

[ ] Final Grades.