

Course Planning Checklist for Web-Enhanced and Hybrid Courses

Course Information	
Course title & number:	
Course instructor:	
Description of students:	
Term & year of course:	
Format: Web-enhanced or hybrid (hybrid=10% to 50% online):*	
If hybrid, how many hours of face-to-face instruction, how many hours online?	
Will instructor work with co-instructor?	
If in the College of Science & Technology, will instructor have help from an SI (Supplemental Instructor)?	
Course structure: Weekly or by topic?	
Will you use Respondus for quizzes?	

* If a course is to be offered over 50% it requires approvals. See [Distance Learning Policy, adopted April 30, 2013](#)

Moodle Course Readiness Checklist	
Completed Profile	<input type="checkbox"/>
Created Course Structure	<input type="checkbox"/>
Topic/Week Title	<input type="checkbox"/>
Subtopic Titles	<input type="checkbox"/>
Syllabus, including your response time (24 hours),	<input type="checkbox"/>

expected student response time, other online requirements	
Included Discussion Forum Guidelines	<input type="checkbox"/>
Do you know the difference between News Forum and a forum?	<input type="checkbox"/>
Do you know how to take attendance?	<input type="checkbox"/>
Do you know how to create a forum?	<input type="checkbox"/>
Do you have a discussion forum rubric?	<input type="checkbox"/>
Are you familiar with the glossary tool?	<input type="checkbox"/>
Do you know how to upload a file?	<input type="checkbox"/>
Do you know how to create a content page?	<input type="checkbox"/>
Do you know how to add a URL?	<input type="checkbox"/>
Do you know how to display related files inside a single folder to reduce scrolling on the page?	<input type="checkbox"/>
Do you know how to resize an image for the Web?	<input type="checkbox"/>
Do you know how to embed a YouTube video?	<input type="checkbox"/>
Do you know how to create a quiz and question library?	<input type="checkbox"/>
Do you know how to use the gradebook or grader?	<input type="checkbox"/>
Do you know how to export grades for easy submission to the Registrar's Office?	<input type="checkbox"/>
Training Needs	
Do you need more basic training? Which features?	
Do you need help with a specific feature? Which features?	
Do you need intermediate level training? Which tools?	