

Moodle Checklist: Preparation before Teaching

Items	Yes/No
Navigation	
I've starred my modules/courses in Dashboard (<i>optional</i>)	
I can access my modules from 'Explore the Curriculum' under the home page (<i>MedMoodle only</i>)	
Visibility	
My module/course is visible (shown) to students and other staff	
Content, resources and activities in my module/course are updated	
Activity (quizzes, assignments etc.) due dates are modified	
Irrelevant content, resources and activities are hidden	
Access restrictions are applied (<i>optional</i>)	
Calendar events are created in my module/course	
Access	
Staff teaching/coordinating the module/course have access to Moodle and the module/course	
Staff teaching/coordinating the module/course have the right role assigned to them	
Students are enrolled into the module/course	
Student groups are created in my module/course (<i>optional</i>)	

*The checklist is an indication only. We welcome your advice and feedback. Please email med.moodle@otago.ac.nz

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