## Guide for Setting up Live Moodle Coures

Dear instructors, here is a guideline to help you set up and edit your Live Moodle course for the semester. Very often, your Moodle page has been copied from a previously taught course. You will need to go in and edit your course to reflect Live Students. In each of your courses, you have an Instructor Guide to the right of the page. This doc also gives you some of the same points.

If you have any questions, please email Andrea Stewart astewart@homeschoolconnections.com

Or Phyllis Kiernan pkiernan@homeschoolconnections.com

Here is a video on how to Prepare:
https://player.vimeo.com/external/371736762.hd.mp4?s=f1ea49066e639528eceb896a8777cd2aed4dd546&profile_id=174

❏ **How to Get the Most Statement:**

    ❏ Adjust your "How to Get the Most Statement" in the Introduction section of your course so it has proper instructions for students for your Live course.

❏ **Week Titles**

    ❏ You may edit your titles to reflect dates, week or course material per week. Please either add a week for days off and add a description for why you will not be meeting that week.

❏ **Week Descriptions:**

    ❏ Make sure you have a Weekly Guide for each week. This will help a student go through what they need to do each week.

**EXAMPLE:**

**To Do This Week:**

- **Live Class:** Come to the Live Class session on [WEEKDAY and TIME].
- **Recording:** The LIVE class session will be recorded and added to the course within 24 hours of class. Use it as a reference as needed throughout the course.
- **PowerPoint:** You can use this PowerPoint for reference to what was discussed in the LIVE session as needed.
- **Reading:** Read Chapter [#] before coming to our next week's class.
- **Homework:** Do the homework assignments [X, Y, and Z] before moving onto the quiz.
- **Quiz:** Take this week's quiz once you've finished all of the week's materials.
- **Resources:** Review these resources as needed.

❏ **Course Materials:**

   ❏ Descriptions- For each of the course materials (the recordings, the PowerPoints, the homework assignments, etc), please include a description of what the item is, how you want the student to use it, and then the phrase "click on the blue text above to open this document on your computer." Again, make sure to click the "Show Description on Course Page" box so this will appear on the main course page.

      ❏ Show the descriptions per assignments- To make sure your instructions are visible on the Moodle main page, be sure to click the checkbox next to the item description when you write it.

   ❏ Assignments – Please make sure your submission buttons are showing for students to submit their work. You can do this by doing into an edit for this assignment and then Check off an open date and close day. Adjust the dates accordingly.

   ❏ Quiz- Please make sure to so in an update your Quizzes. You can go in to edit a quiz and check off an open date and close date. Adjust dates accordingly.

   ❏ Check all the course descriptions, times, and dates: Please check to make sure all the course information is correct.


❏ Protocol if you need to change your schedule: Please note, we do know emergencies come up and schedules need to be changed from time to time. However, we do encourage you to stick close to your schedule. Please contact Walter, Maureen, Phyllis, Andrea, Kimlarie and your course monitor of these changes. Please make sure that your students are aware of your changes. Please have in mind how you will make up the missed class.