

Semester Checklist – The basics

- ❑ Make sure you can login to Joule, NDMU Faculty email & WebAdvisor.
If not, contact IT at helpdesk@ndm.edu or 410-532-5200.
- ❑ **Check your course end date on Web Advisor - CRITICAL!!**
We use this to program the availability of course evals. If it isn't right, contact your Chair.
- ❑ **If you have cross-listed courses**, check to make sure the correct courses are merged BEFORE you populate the course with content.
 - a. Go into your course and locate the administration block
 - b. Click Users>Enrollment Methods
 - c. Look for "course meta link." There should be an entry for each course.
 - d. If the courses are not linked/linked correctly, please contact the FRC.
- ❑ **Upload your Syllabus (and other files)**
<http://kb.moodlerooms.com/how-to-guides/how-add-file-course-moodle>
- ❑ **Move course content from another Joule course.**
<https://www.dropbox.com/s/414gb72xj85jn0k/Moving%20course%20content%20between%20courses.docx?dl=1>
 - With the gradebook setup – use Backup & Restore; without the gradebook setup -- use Import.
 - If you include Turnitin Assignments, do a course rest when you have finished.
- ❑ **Make your [course available](#) - CRITICAL!!**
If your course name appears in RED then your course is unavailable to students.
 - a. Go into your course and locate the administration block
 - b. Click "Edit Settings"
 - c. Change the Hidden/Visibility setting
 - d. Click save/update.

Remember – resources for learning to work in Joule are linked from the menu bar on Joule under Joule Help>Faculty.