

Each Moodle course shall be clearly and concisely defined for the benefit of both the students and the instructor. Expectations and accountabilities for both parties must be fully addressed, regardless as to whether a Moodle offering is provided as optional support for a traditional course, blended, or fully online delivery. The following documents are available as editable templates to address these issues:

1. **Welcome** - The Welcome page provides a great opportunity for an Instructor to reach out to his or her students and establish an important "face" with which students can identify. Instructors may also wish to encourage students to visit the Instructors profile page to see personal/professional information about the Instructor, relevant to the course.
2. **Introduction to the Course** - The Introduction should be designed to connect the students to the course and what they should expect to learn. A Course Scope should be added to provide students with a "big picture" of what the course offers, while detailed Learning Outcomes must be provided so that the students will know what will be expected of them and what they should expect of themselves by the end of the course.
3. **Program Content Guide** - When available, access to a Program Content Guide (PCG) is advisable as it will help to not only establish a learning path for students, but also serve as a guide to keep our courses consistent with what we advertise. Current PCG's are located on the VCC network drive-space at: J:\ProgramContentGuide.
4. **How to be successful in this course** - After reading this document, a student should be clear as to what the format is for the course content, activities and evaluations. Also included should be what the Instructors role is as well as the Students role through various stages of the course (if applicable).
5. **Textbook and other learning materials** - This is a good opportunity to let your students know what textbooks and learning materials will be required, where to get them, and even how much they should cost. Note that you could even provide a link to web documents here.
6. **Course Schedule** - Having the schedule available as an independent resource for students can provide added convenience and quick access for students. It is important to note that any dates added to the schedule must be updated each time the course is offered, therefore it is recommended that you use a week one, week two, week three, etc., format instead.
7. **Assessment Guidelines** - This document can serve as an excellent resource for students and will likely be accessed frequently by students. In addition to providing students with the weighting for each assignment, details can be provided here to clarify what will be expected in each assignment.
8. **How to communicate with your Instructor** - It is important to note that a common break down and great source of anxiety for both the student and the instructor is often related to lack of communication. Instructors communicate with their students in many different ways and with varying degrees of expectations. Instructors may ask that students use the Moodle Mail tool, the Moodle Message tool, WebMail, telephone, etc. to communicate and will often have predetermined expectations as to when a Student is to communicate. Students on the other hand need to know how long to expect a reply from their Instructor. A clear set of guidelines should be created to suit the needs of your particular learning environment.
9. **Course Development Team** - It may be important to include the contact information for individuals responsible for the development of the course. Particularly if the course has been provided courtesy of another organization or to meet the conditions of a Creative Commons Agreement.
10. **How to Proceed** - This information is designed to bridge the gap that often occurs for a student between traditional classroom learning and the online format. This document includes a reference to the "Using Moodle" block which in itself serves as a huge resource for both students and Instructors. It also introduces students to the News Forum, which is standard in every Moodle course regardless of the template, and a Frequently Asked Questions Forum, which is standard to this template.