

KB1127 - Course Start-up Checklist

Note: for the most recent, online version of this list, please see the eLearning Support Knowledgebase article: <http://elsupport.kayako.com/Knowledgebase/Article/View/139/0/kb1127---course-startup-checklist>

The following is a *GENERAL* list to help you prepare for the start of your Moodle course:

In the days or weeks prior to your course starting, you should:

- Ensure your course content meets current policy and best practices regarding Copyright and Fair Dealing (see [KB1074](#) for more information). This includes, but is not limited to:
 - images (including those found online)
 - videos (including Youtube)
 - excerpts from books
 - electronic databases
 - course packs
- Decide how your students will be enrolled. To find out about the various options, see [KB1183 - How do students get enrolled into my course?](#)
 - If you are manually enrolling your students, see [KB1170](#) for instructions. If you cannot find a particular student in Moodle, it MAY be because they've never logged into Moodle before. This exists with some students who have had a VCC account prior to 2011. Simply ask the student to log into Moodle, and an account will be created. At that point, you can manually enrol them (or you could provide that student with an enrolment key).
 - If you are using self-enrolment, see [KB1055](#) for instructions. Remember to contact your students with the enrolment key.*
 - If you are using BANNER auto-enrol, see [KB1090](#) for instructions. Be sure to check your course for new enrolments starting 5 days before the course start date, as set in BANNER.
 - If you are using Cohort registration, see [KB1100](#) for instructions.
- Ensure the start AND end dates of your course are set correctly. See [KB1026](#) and [KB1080](#) for instructions. This does not affect whether or not your students can access your course, but it does affect course logs. Also, if your course is still hidden the day before its set start date, you will receive a reminder notification to "unhide" or "make visible" your course.
- Ensure that you've "tagged" your course shell. See [KB1178](#) for an explanation of tags.
- Use the "Switch role to... Student" or, if you have one, use your own VCC Student account to see your course the way your students will see it. See [KB1064](#) for instructions. (TIP: Not sure if you have a student account, or not? Contact DL Support, or the VCC Helpdesk, and ask. We can find out for you.)

The day your course starts, you should:

- Ensure your course is visible to your students. See [KB1097](#) for instructions.
- If you are using self-enrolment:
 - if you haven't already done so, check to ensure the enrolment key you provided your students matches the one you set for your course.
 - check your course, intermittently to see if students are managing to self-enrol successfully.
- If you are using BANNER enrolment, you should already have students enrolled in your course by the time the course starts. If you don't, something has not worked as it should and you should [submit a support ticket to eLearning Support](#). Include your course id or FULL course name in the support ticket.

* If your course uses groupings to immediately separate students into cohorts or other exclusive groups, please [submit a support ticket to eLearning Support](#) for assistance.