

## Check-list: Get your Moodle course ready for Day 1 of semester

Complete this checklist so you and your students can hit the ground running from Day 1 without any Moodle access or content issues. If you get stuck [The Guide to Moodle](#) has helpful instructions.

### A week before your Day 1:

#### 1. Connection

Check you can log in to Moodle using Chrome or Firefox, by typing moodle.unitec.ac.nz into the URL. Alternatively, use the Moodle link on the Unitec website or the Moodle icon on the Nest (see image).

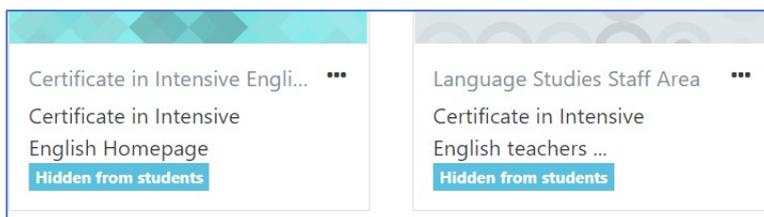


Internet Explorer and Microsoft Edge are not recommended.

#### 2. Access to your courses

Check:

- you are enrolled in your course as an editing teacher. If you can see the 'Turn editing on' button, you are enrolled as an editing teacher.
- you can see your courses under the 'My Courses' dropdown menu at the top of the Moodle page.
  - If you can't see one of your courses in the My Courses dropdown, it may be hidden. To see if it is hidden, click your profile photo in the top-right corner, click "Dashboard". Dashboard shows all your courses, including your hidden courses (see image).



- Unhide your course by going to the Course Administration block, and selecting 'Edit settings' (see image), then change 'Hide' to 'Show' in the Course Visibility field.

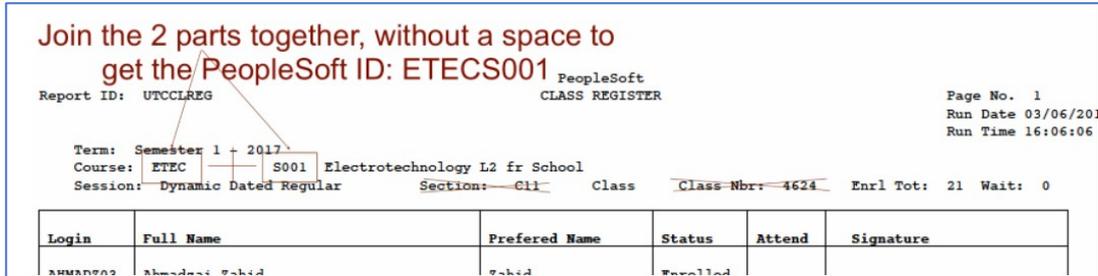


### 3. Student Enrolment

Check:

- the PeopleSoft ID has been entered into the PeopleSoft field. Click Edit settings, as above, to see if it's there, eg. ACTY5710. This allows moodle to automatically enrol your students from PeopleSoft, overnight.

Watch [help video for entering PeopleSoft ID](#):



- your students are enrolled - Click 'users' in the Admin Block, then 'enrolled users'.

### 4. Content accessibility

Check:

- materials, activities and assessment information are all up to date with new dates etc.
- relevant topics, resources and activities are not hidden.
- any 'restrict access' settings are correct, depends on time or other condition that you set.
- If you are using groups, ensure you have added students to the right group. [Read more](#)

### 5. Tidy up and GradeBook

Check:

- you have unenrolled previous teachers. Administration>Users>enrolled users ....to unenrol teachers.
- you have deleted Forum posts and announcements from last semester. Use the 'reset' button in the Admin block (N.B use with caution as it deletes posts from **all** forums), or preferably delete each post individually
- you have removed all unused blocks, like 'Search forums'.
- you have set up GradeBook, if relevant. [Watch video](#)

### On Day 1

- If some of your students can't log on to Moodle because maybe their enrolment process hasn't been finalized, you can enable 'Guest access' for them temporarily.
  - [Here is the guide for staff](#)
  - [Here is the guide for students](#)
- Make a post in the Announcements forum and ask your students if they have received your post via email notification. If not, check:
  - your forum is not hidden.
  - your students were enrolled when you posted.
  - they have not turned off email notifications from Moodle.
  - whether they are checking their Moodle email regularly? If not, they may wish to change their preferred email in the Student portal. Then their email in Moodle profile should be updated the next day. [Read more for students who use gmail](#)

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Congratulations, you've done everything you need to do now. Enjoy your semester and contact your school's Te Puna Ako liaison if you need help.