

10 Steps

TO CREATING THE
PERFECT MOODLE COURSE

MOODLE COURSE CHECKLIST

1

Choose Your Format!

Select the course format most appropriate to your subject and teaching. You don't have to use the default weekly format in Moodle. Empty sections in Moodle are confusing and unprofessional. Remove any section that you are not using by going into **Course administration** > **Edit settings**.



6

Create an activity

Turn editing on to switch to the **edit** mode. **Add an activity or resource** to create an activity. Activity is something that a student will do that interacts with other students and/or you. Assignment is an activity.



2

Greetings and signposts!

Create a nice Welcome message for your students. It doesn't have to be only text based. Experiment with a short, fun video clip and give them an exciting introduction to your course. Post the message on the **Announcements forum**.



7

Arrange some dates

Remind your students about important events and deadlines. Add these dates to your course **Calendar**.



3

Be yourself!

Your students want to know more about you. Personalise your profile by adding a picture and some information about yourself. Try doing this through **your account** > **Profile**.



8

Host online discussions

Discuss with your students online about the course content using an online discussion forum by creating a **Forum** activity in a section. This helps build Student engagement and active learning opportunities.



4

Set Some Alarms!

Want to keep to-up-date about the latest happenings from your Moodle courses? Customise the frequency of email and notification messages from your **account** > **Preferences** > **Notification Preferences**.



9

Wear their shoes!

Regularly take a step back from your Moodle course building and remember to use **Switch role to...** > **Student** to check how your course looks from a student perspective.



5

MOODLE+ ZOOM+ PANOPTO

Turn editing on to switch to the **edit** mode. **Add an activity or resource** to upload a resource. A resource is an item that you can use to support learning, such as a file or link. Don't forget to enhance student's experience by adding rich media such as images, videos, hyperlinks and audio. Recording can be done in Zoom or Panopto. Either way, a video can be upload to Panopto and add the link into your Moodle Course.



10

Get Mobile!

You can also access Moodle from your iOS and Android mobile devices. Download the Moodle App to make sure you can access your student's hard work on the move!

