Ten Tips for Preparing to Teach in an

E-Learning Environment

1. Login to Moodle and setup your Profile.

2. Send an announcement to students stating course meeting times and expectations.

3. Upload your syllabus, lectures, handouts and other resources in Moodle.

4. Plan for your synchronous session-if you have a webcam, be prepared to use it!

5. Use Big Blue Button or GoToMeeting for synchronous sessions.

6. Setup and use Discussion Forum for weekly attendance.

7. Assign Smarter Measures Assessment to assess students learning styles and technology skills. -user name: csu password: student

8. Inform students of online resources.

9. Contact bhelp@csu (IT Help Desk) or elearning@csu.edu (Moodle Support) for assistance.

10.Monitor your student's participation in the class by running reports.

If you have students that need accommodations, please contact elearning@csu.edu for assistance.