

MOODLE ONBOARDING

CHECKLIST \ SPRING 2025



Before you Get Started

	Login to Moodle to verify that you have access to Moodle https://moodle.trinitydc.edu/ . If you are unable to access Moodle, please use the following link for assistance: https://discover.trinitydc.edu/it/login-information/
	Confirm access to your assigned courses. If you don't see your assigned course, please reach out to your department or program chair for assistance.
	Update profile photo and Bio
	Using Zoom for the first time at Trinity. Visit the following link to activate your trinity account: https://discover.trinitydc.edu/it/zoom/#first Note: Using a Trinity Zoom account is required for all online courses.

Course Shell Setup

	Finalize your Syllabus - Determine grading criteria. Confirm total points/weights align with the syllabus. - Add contact information - Add a Course schedule - Ensure the word 'syllabus' is within the filename (example: MATH 102.2 syllabus FALL 2025.docx)
	Upload your syllabus as a file resource to the main page of your course. Visit How do I upload my syllabus to Moodle for instructions.
	Determine for which assignments you will use in Moodle.
	Set up your Moodle gradebook. Gradebook criteria must match the grading criteria listed in your syllabus. (make students aware of any changes and upload a new syllabus)
	Add a welcome message. This message should appear at the top of your course page within the Welcome Module. Example: Welcome to our MATH 102/2! I'm excited to learn and explore with you this term. Throughout the semester, you'll engage with new concepts, apply skills through hands-on activities, and connect with classmates as part of our learning community. Please take some time to review the course layout, syllabus, and weekly modules so you can stay on track. I encourage you to ask questions, participate actively, and reach out if you need support. I look forward to a successful and engaging semester together!
	Setup course attendance (Moodle uses military time)

	Online courses: Use Zoom to schedule online sessions. Review the following for instruction on how to setup your Zoom session: https://discover.trinitydc.edu/it/zoom/#first ○ Use the embedded Zoom Activity—not manual links)
	Review your course to make sure student have access to the material they need for the first week. You can also view your course as a student.
	All assignments must be submitted through Moodle and graded in Moodle.

Course Structure

	Welcome Module should include: • Announcements (Welcome Message) • Attendance • Zoom for Synchronous Class Meetings • Syllabus
	Following Weekly/ Topic Modules: • Topic or weekly Introductions • Add any Activities for the appropriate assignments (e.g., Quizzes, Discussions, Papers, Lessons, etc.) for the week/topic • Add any media and attachments

Two Weeks Before Term Starts

	Open course to students. • Page settings > course visibility, change Hide to Show.
	Use QuickMail or the 'Announcements' forum at the top of the page announcing the course availability and welcoming students to your course (this will get emailed to all enrolled users)

First Day of Class

	Take attendance. Attendance must be taken every day. Note: Please do not take attendance early.
	Review syllabus with students
	Conduct a course tour
	Review communication expectations & response times

Moodle Support Resources

- ☐ Moodle support Webpage: <https://discover.trinitydc.edu/moodle/>
- ☐ Submit a Moodle helpdesk ticket for Moodle related issues:
<https://trinitydc.atlassian.net/servicedesk/customer/portal/4>

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- Need assistance with login, contact Technology Services and submit a helpdesk ticket: <https://trinitydc.atlassian.net/servicedesk/customer/portal/5>
- ☐ Moodle FAQ page: <https://trinitydc.atlassian.net/wiki/spaces/MS/overview>
- ☐ Faculty Resources Hub (accessible through Moodle)
<https://moodle.trinitydc.edu/course/view.php?id=10045>
- ☐ QM Example for important elements needed in your course:
<https://moodle.trinitydc.edu/course/view.php?id=29176>