

# Faculty Checklist for AUTOMATED MASTERS

All MASTER course content will be automatically inserted into the live course shell 3 weeks (21 days) before the start date of the course. All your students will be enrolled automatically, but not have access until you make it available. You will always have up to 3 weeks to make final preparations for the start of class.

Please Remember to:	When ?
Access your course in Moodle under 'MY COURSES' 21 days prior to start date. FAQ: <a href="#">locate your course</a>	21 days before
Verify Content is imported **contact ATS is there is an issue with the materials not being loaded	
Enter your information into the Meet Your Instructor page. Be sure to use your IMMACULATA email address and include your BB Collaborate Virtual Office info (if applicable) <b>Note any issues for later cyclic revisions</b>	
Verify the Course Materials; Read through the Files, Urls, Pages, Lessons, Assignments and Discussion Forums, for accuracy and check that there are NO unintended restrictions set. <b>Note any issues for later cyclic revisions</b> **NOTE - You can now set up groups, add dates and set restrictions if desired for the current class if applicable.	
Check links for accuracy; correct any that are not working <b>Note any issues for later cyclic revisions</b>	
Upload additional PowerPoints, video lectures, file resources that you would like to add. Adjust discussions or assignments if you would like to better match your pedagogical intent	
Check your grade book and make sure the values are in alignment with the syllabus. <b>Note any issues for later cyclic revisions</b>	
Verify the syllabus content is accurate, textbook is right, explanations for assignments are in alignment. Contact department with questions or issues.	
Once Verified, turn on your course so students can see it. <a href="#">Visit FAQ; How do I enable my Moodle course?</a>	14 days before
Use the Course News and Announcements to send a welcome message to the students indicating that they can now access the course. <a href="#">Visit FAQ; How do I send everyone in my course a message?</a>	14 days, 7 days before