Some Components of a Great Moodle Site

College of New Caledonia
CNC

This document outlines a few of the main design considerations for a Moodle site. This is just a starting point!

At the Top

Place this information in the "General" topic at the beginning of your course site.

- **Syllabus.** Make your syllabus easy to locate so that students can refer to it regularly throughout the term.
- **Big Blue Button.** If you are holding virtual classes or office hours, place this at the top of the page so students know where to go and can find it for every meeting.
- **About the Instructor.** Introduce yourself and the course. Consider including video with your face or some pictures so that the class can connect your written words and voice to your face. This humanizing gesture makes a big difference!

Main Assignments Topic

Place this information in the first topic following the general topic.
- **Assignment Drop boxes.** Put all of the big assignments in the same place near the top of the page. Be sure you provide instructions, rubrics and dates for each one. These should not be hidden in individual topics because they are easier to miss in those locations, particularly when the work is assigned one week but due another.
- **General forums.** If you offer a course forum for general discussion that is not tied to a particular topic or week within the course, you can add it to the Assignments topic, if it is graded, or below/above it, if it is not.

Weekly Topics

Pick a clear organizational structure for your course. Many instructors like to organize into weeks. Label with both the content topic as well as the dates, so students know where and when to look.
- **Learning Objectives.** Consider including the objectives for each week in the topic to provide clarity and alignment with your course outline.
- **To Do List.** Summarize the tasks that students need to accomplish in a short list. Consider using the description field of the Topic as an easy place to see the tasks for the week.
- **Readings and Resources.** If applicable, link your resources for the week to the topic. If there are readings or links to multimedia for the week, include them in the topic. Link to chapters of an e-textbook to make it easy for students. If you deliver a slideshow, consider providing a copy of the powerpoint in advance.
- **Weekly Assessments.** For routine assessments that happen every week, like a reading quiz or a reflection, include them in the topic in the same place each week. This might also include any forums that are unique to the week.

Blocks

Blocks appear on the right hand side of the screen. They convey other useful information about the course.
- **Calendar.** Use this block to remind students of upcoming deadlines and other reminders.
- **Recent activity.** Use this block to track recent activity. This is useful for letting you know when there are new postings, submissions, or other activity by students on the site.