

# ORGANIZING MOODLE FOR YOUR CLASS

## INTRODUCTORY MATERIALS



- The course syllabus, your contact information, the times you are available for students, and assignment explanations with due dates should be clearly visible
  - Encourage students to download and save course syllabus and assignments

## WEEKLY RHYTHM



- Organize your course material into distinct weekly modules
- Present material chronologically in the order it should be processed by the students
  - label this material clearly
- 'Unhide' each week when it starts

## KEEP IT SIMPLE



- Declutter - include only that which is needed
- View the course from the students' perspective.
  - Ask an outsider to 'test' your Moodle page - is it logically set up? not too much?
- Only show each week when it is time to be accessed (vs. the entire course)

## TRANSFERABLE



- Some students access Moodle from their phones, tablets, etc. instead of computers
  - How does your layout look on other platforms?
  - Can your documents be viewed and downloaded from these other platforms?

## COMMUNICATION



- Announcements should be used for weekly messages highlighting what is expected for the week, schedule changes, additional resources, etc.
- Be clear with how and when students can obtain timely responses to their questions, concerns, or to share relevant resources

### Resources

Darby, F. (2019, April 17). How to Be a Better Online Teacher. Retrieved from <https://www.chronicle.com/interactives/advice-online-teaching>  
Learning Module: Developing Online Courses - Structuring Course Content. (2020, April 17). Retrieved from <https://taylorinstitute.ucalgary.ca/resources/module/developing-online-courses/structuring-content>  
Wesch, M., Darby, F., & Kelly, K. (n.d.). Welcome to ACUE's Online Teaching Toolkit. Retrieved from <https://acue.org/online-teaching-toolkit/#sec1>



**TEACHING  
& LEARNING  
CENTRE**

St. Francis Xavier University