Required Elements for HB Courses

Required Elements in Moodle
The static top section may contain no more than five linked items and five lines of text because this section remains locked at the top of the sections and cannot be minimized or closed.

Links to introductory materials and activities should NOT be contained in the static section except as noted below. It is recommended to include most of these materials in the first topic section.

Static Section Requirements
- Course title and instructor name
- Instructor contact information & office hours
- Very brief instructions for getting started. (Ex. "Click the link titled ________ to get started.")

Introductory Material Requirements
- Welcome Message (alternative: may be included in the static block)
- Syllabus (alternative: may be included in the static block)
- Course Policies and specific course grading scheme (CID) (alternative: may be included in the static block)
- A separate document that indicates what is submitted online and what is submitted in the classroom
- Textbook & Course Materials Information
- When Instructor Will Be Online (alternative: may be included in the static block)
- Reference to the Student Help Resources link (top left corner of course home page)
- Information about when Moodle and The Hub maintenance is performed (Fridays between 5 a.m. and 7 a.m.) which may make both sites unavailable during that timeframe

Introductory Activity Requirements
- Discussion Activity (if one is used in the course)
- Message Activity
- Quiz (not over course content) Suggestion: Quiz over Moodle functions, course policies, required text, etc. (if one is used in the course)
- Assignment Activity (if one is used in the course)

Other Requirements
- Moodle Calendar
- Moodle Gradebook
- Course Evaluation Information

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