



University of Belize

Office of the Provost

www.ub.edu.bz

Hummingbird Avenue
P. O. Box 340, Belmopan
Belize, Central America

Tel: 501- 8 22-3115/3680

Fax: 501- 822-1107

Email: cthompson@ub.edu.bz

TO: Moodle Users 2016-2

FROM: Dr. Cynthia Thompson, Acting Provost

CC: Dr. Freida Palma, ODL Director
Dr. Ethel Arzu, Acting Assistant Provost
Dean and Department Chairs of FEA, FNAHSW, FMSS, FST

SUBJECT: Pilot to test proposed changes to protocols for use of Moodle

DATE: January 23, 2017

Dear Moodle Users:

By now you are aware of some of the changes that are being implemented in the use of Moodle for 2016-2. These changes were implemented out of the need to have a standardized system of operation, especially since we are moving towards offering web-based, blended and fully online courses and programs.

In November 2016, the ODL Director shared a correspondence through OPI in which she described the changes that were being implemented. Some of you expressed your concerns about the changes and shared the impact these would have on users. The Deans met with the ODL Director and the Acting Provost to discuss the concerns and some changes were recommended which adjusted the information shared in November 2016. The modifications relate to the role of the instructor and the coordinator in Moodle.

The new system is being introduced as a pilot so we welcome comments and suggestions not only about the role and permissions for the users but also about structure and organization and process and procedures.

In the meeting with the Deans and the ODL Director the following agreements were reached:

1. For Semester 2016-2, Instructors must make a request through their Chair for their course to be uploaded to Moodle.
2. Courses with multiple sections (including sections taught on multiple campuses) will be managed by a course coordinator)

3. Deans/Chairs will submit the names of course coordinators and instructors to the Director ODL.
4. Course coordinators will have all permissions in the course.
5. Where there is only one section, the instructor is the coordinator.
6. Instructors in courses with multiple sections will be allowed to add quizzes, assignments, files, pages and URLs. This information should be made visible only to the students in the section. The coordinator will be able to see the modifications; however, instructors should inform the coordinator of the changes.
7. Instructors will not be able to modify learning outcomes, course content (topics/subtopics), and any assessments that were standardized.
8. The ODL Director will arrange for training for Course Coordinators
9. The ODL Director will arrange for training for instructors in the use of the Grade book in Moodle.

We look forward to your cooperation as we move to establish standards in the use of the Moodle platform. If you have any concerns or recommendations for modifications to the protocols for use of Moodle in the new academic year 2017-1 please feel free to share those with the ODL Director, the Acting Assistant Provost and me.

Have a pleasant semester!

Sincerely,



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Cynthia Thompson
Acting Provost