

Moodle Minimum Presence Standards

2025

Moodle, Assiniboine College's approved Learning Management System (LMS), is the central landing spot for curriculum. Moodle provides administration, instructors, students, and staff a consistent experience with curricular assets. The central landing point for an Assiniboine course is the Moodle course page, a page within Moodle that is created for a course or a specific section of a course. Where instructors are using a different Learning Management System, the same standards apply.

RATIONALE

Moodle Minimum Presence Standards provide a consistent student experience and ensure that students can access the critical information and curriculum assets they need to be successful. The standards also provide a standard for faculty guidance in course design, development, and delivery.

FACE-TO-FACE COURSE GUIDELINES

For a face-to-face course, the Moodle course page is an online enhancement to in-person teaching and learning. For a face-to-face course, faculty and students meet 100% of the time face-to-face (otherwise referred to as in-person). Moodle is used to provide curricular assets and essential course information in a digital format.

BLENDED COURSE GUIDELINES

For a blended course, there is a mix of face-to-face and online teaching and learning. Moodle is used to provide curricular assets and essential course information in a digital format. The Moodle course page is an online space where teaching and learning happens.

ONLINE COURSE GUIDELINES

For a fully online course, all teaching and learning happens online. In a fully online course, Moodle provides curricular assets and essential course information in a digital format. The Moodle course page is an online space where teaching and learning happens.

Note: The Moodle Presence Standards apply to an online course that is instructor-led and has a cohort of learners who interact with one another. They do not apply to learner-led courses in which learners do not interact with an instructor or other learners. For learner-led courses, please refer to the Moodle Minimum Presence Standards for Learner-Led Courses.

STANDARDS

The Moodle course page contains:

1. Getting started information that recommends how to navigate the Moodle course page successfully.
2. An instructor profile that includes instructor introduction, contact information, guidelines for contacting, and availability for individual consultation.
3. The completed course outline in an accessible format (PDF recommended).
4. Sections that organize resources and activities into a subject-based (units, topics), time-based (week-by-week), or resource-based (resource and activity) layout.
5. Copyright permissions, if needed.
6. A discussion forum for learners to introduce themselves and interact.
7. An Announcements Forum.
8. A set-up Moodle gradebook.

When teaching the course, the instructor:

9. Reviews, edits, and tests the Moodle course page before students access it.
10. Makes it simple for students to enroll and get started on the Moodle course page.
11. Outlines expectations for interaction, including professionalism, class guidelines, and timing and frequency of contributions on the Moodle course page.
12. Communicates class announcements using the Moodle Announcements Forum.
13. Uploads or provides access to class handouts on the Moodle course page.
14. Regularly logs onto the Moodle course page to monitor student progress and identify concerns.
15. Actively participates on the Moodle course page by reading and posting in Forums and keeping the gradebook up to date.
16. Uses Moodle Forums, synchronous videoconferencing sessions, and/or other digital tools to facilitate online learner-to-instructor and learner-to-learner interaction.

Note: For face-to-face courses, Standard 16 may be omitted, as interaction occurs in class. However, some instructors may still choose to integrate online components.

This information is available in alternate formats upon request. Please contact cli@assiniboine.net.