

## Office of the Registrar

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## Moodle Request Form For Internal Use Only

## **Moodle Coding Requirements**

Please utilize the following codes when requesting a section be made available via Moodle.

**MOOSU – Moodle Supplement:** The faculty member intends to post the syllabus, handouts and other related course information to Moodle.

**MOOHY – Moodle Hybrid:** The faculty member will hold in-class meetings and on-line meetings via the discussion board or chat room.

MOOON - Moodle Online: The faculty member will offer the class on-line with no in-class meeting dates.

Note that unless we are informed that the section includes a Moodle component, the faculty will not be able to set-up the class site on Moodle. The proper coding must be entered into Colleague in order for the Moodle site to be created.

## Semester/Session and Faculty Information Semester/Session: Fall 20\_\_\_\_\_\_ Spring 20\_\_\_\_\_\_ Summer I 20\_\_\_\_\_ Summer II 20\_\_\_\_\_ Faculty Name: Department: Section Information Course Prefix: Course Number: Section: Moodle Code: Additional Section Requests (Use only if the section is in the same semester/session) Course Prefix: Course Number: Section: Moodle Code: Administrative Certification Faculty Signature: Date:

----- FOR OFFICE USE ONLY -

Request received by: \_\_\_\_\_

Request processed on: \_\_\_\_/\_\_\_/