Course Readiness Checklist

This checklist is designed to help you ensure your course is effective and informed by best practices. Use this checklist as a guide for improving the overall quality of your newly developed or recently revised course.

Course Number, Section, & Semester:

Course Name:

Instructor Name(s):

Navigation Menu & Layout

Ensure your course navigation menu includes the following items and in this order:

1. Home
2. Announcements
3. Syllabus
4. Modules
5. Discussions
6. Assignments
7. Quizzes
8. Grades
9. People
10. Microsoft Teams (optional)
11. Collaborations (optional)

> 💡 Important Note: Hide all other navigational items not being used in the course.

Verify course links are functional and linked to the correct page. Use the Validate Links function in Canvas.

Verify all of your references for course materials follow APA (7th ed.) guidelines.

Check your entire course for spelling and grammar mistakes.

Comments:

Home Page

Verify your course has the current CON home page template provided by EDT.

Update the course number and title above the image.

Check links to Meet Your Instructor, Syllabus, Modules, and Support.

Update the welcome – beneath the COVID-19 updates link – by typing the course name and including a brief course overview that states the purpose of the course.

> 💡 Important Note: The current CON home page template has the illustration of the CON building, a link to the COVID-19 updates, and the mission and copyright statements for the CON. If your course does not have this home page, please contact an EDT team member.

Comments:

Getting Started

Post a welcome announcement. Include a one to two sentence course introduction and direct students to the Start Here module and to the first module.

Update the information on the Meet Your Instructor page.

Verify the Syllabus uses the latest Syllabi template from the Org 00705 course and is updated with all necessary information.

Verify the Schedule on the Syllabus page has the correct activities and due dates.

Include a "Start Here" module with: Course tour video with tutorial materials, Syllabus quiz, General Q&A discussion, Introduce Yourself discussion.

Create a General Q&A discussion for students to post general course questions – technical and content related. (optional)

Create an Introduce Yourself discussion. You can type or record a brief video introducing yourself. (optional)

Encourage your students to introduce themselves by typing or recording a video or audio to the Introduce Yourself discussion. (optional)

Comments:

Modules

Include a "Start Here" module.

Embed the APA & Library Resource module. If you need access, contact EDT or Dr. Kathi Katz. (optional)

Create modules with content chunked in manageable units and organized in a logical progression.

Each module page:

- Begins with an overview that introduces the content and activities.
- Includes measurable objectives.

- Uses a variety of instructional materials (e.g. readings, articles, presentations, audio, etc.) and real-life applications to facilitate learning. Keep multimedia recordings to 6-12 minutes. You can have multiple smaller recordings.

- Includes objectives that align to the course learning outcomes.
- Includes materials that are up to date and engaging.
- Includes supplemental resources. (optional)

Comments:

Assessments Activities

Are varied (e.g. discussions, papers, case studies, presentations, projects, quizzes, etc.).

Align to the objective (and verb used in the objective) to measure learning.

Are clearly written and provide specific guidelines and expectations.

Include points, due date, and time.

Include rubrics that demonstrate how the activity will be graded. Optionally, models of "good work" may also be shown.

Include instructions on how to submit.

Ensure the grade book includes all graded activities and is set up to calculate correctly.

Discussions:
- Provide a clear and thorough discussion prompt.
- State how frequent students should interact with their peers and the quality of their interaction. Consider incorporating the ABC approach as a guideline for responses.

Assignments:
- Have clear instructions including writing style, page length, font type, size, etc.
- Select the appropriate submission type.

Quizzes:
- Have clear instructions.
- Follow the online testing standard operating procedures as defined by the curriculum committee.

Comments:

Engagement

Provide students with various methods to contact you (e.g. phone, email, chat, virtual office hours, etc.).

Use announcements to communicate course updates or upcoming activities, to provide general feedback about activities, etc.

Include a "Introduce Yourself" discussion activity to build community.

Provide clearly defined expectations regarding the quality of student communications (e.g., what constitutes a "good" discussion post).

Ensure course activities promote regular and substantive interaction among all students.

Facilitate opportunities for learners to engage with you, their peers, and the content. For example, encourage students to collaborate on shared cloud documents such as PowerPoint and Word or use game platforms such as Kahoot or Socrative to create fun and engaging formative assessments.

Use rubrics when grading activities to provide detailed and personalized feedback.

Comments:

Accessibility

Verify that your course materials are accessible to all individuals. Areas to check:

- Images, charts, diagrams, etc. have appropriate alternate text.
- Video and audio recordings have captions or transcripts.

- Documents (Word and PDF) should be accessible for individuals with disabilities. Use Adobe Accessibility Checker and Word's best practices to ensure your documents are accessible.

- There is sufficient color contrast between text and background (e.g. there is no yellow font on white background). Use this contrast checker to check.

💡 Important Note: Use Canvas Accessibility Checker to receive recommendations for optimizing accessibility.

Comments:

✉️ Contact an EDT team member to receive assistance with checking your course for accessibility and usability and if you have any questions or for more information on these topics.