

Course Checklist

Syllabus Statements

- Technology requirements and available support
- Course grading policy
- Instructor's plan for response time for general questions and assignment feedback
- Course and/or institutional policies with which the learner is expected to comply
- COVID-19 accommodations and policies

Course Navigation/Accessibility

- Syllabus is uploaded to the syllabus page
- Course uses Gradebook
- Readings and instructional materials are uploaded
- Course contains Assignments
- All assignments have a unique name
- Assignments match what is listed in the syllabus
- Assignments are organized by assignment type in the Assignments tab
- Course is organized into modules
- Modules are consistently named
- All content (assignments, discussions, pages, etc.) is associated with a module
- All discussions (if using) are threaded discussions and have a due date

Learning Outcomes

- Outcomes are specific, measurable, and suited to the level of the course

Assignments/Assessments

- Assignments measure the stated learning outcomes
- Specific, descriptive criteria are provided via rubrics or otherwise for evaluation of student work

Active Learning

- Course activities support stated learning outcomes
- Course activities support active learning (student-instructor, student-student, and student-content)

Technology

- Course technology promotes active learning
- Expectations for how students should engage with technology are clearly stated
- Course technology facilitates accessibility for all learners
- Zoom meetings are recurring and set up through Canvas