

ONLINE COURSE CHECKLIST

Name: _____ School: _____

Academic Year _____ Term: _____

Course Prefix & Number: _____

The following items are **ALREADY** on the interactive syllabi in Canvas and the downloadable syllabi for online courses and **CANNOT be changed**. These courses have been through an extensive design, review and approval process.

- Course Name and Number
- Course Description
- Prerequisites
- Student Learning Outcomes
- Textbook Information
- The course outline (curriculum map) that has been collated for assessment/outcome match
- Grading Scale
- All appropriate online policies are linked in both syllabi to a policy portal that is kept up-to-date

NOTE: No written assignments can be changed or altered; these have been mapped to meet course outcomes. Discussion board questions may be changed as desired by faculty.

The following items must be completed to finalize the set-up of all online courses.

1. Publish tests to make them available; they are currently unpublished	
2. If you desire to use adaptive release on an assessments, this will need to be set in the course; all modules are currently published	
3. Add instructor contact information in the Instructor Information link in the interactive syllabus in Canvas:	
4. Downloadable syllabus: <ul style="list-style-type: none"> a. Fill in required contact information in designated area b. Add course dates in the curriculum map for the current course c. Add any additional instructor-specific policies if required d. Add the last day to withdraw for the course (consult the academic calendar) e. Add Term and Year to syllabus (newer courses have a designated area for this to add term and year; older courses may not and instructor has to add this) f. All online policies are linked in the downloadable and interactive syllabi; <u>do not</u> use face-to-face course policies (they are different for items such as attendance). Go to the link, copy the policies, and paste them into the downloadable syllabus. NOTE: There is also technology information in this link for students; this does not have to be cut and pasted, but may be useful if one of these technologies is used in the class. 	

After adding this information, save the document as a PDF and re-upload it in the syllabus area in Canvas.	
5. Set-up due dates in Calendar Feature in Canvas	
6. TurnItIn (TII) settings must be set for each paper in the course that uses TII; TII settings are instructor-specific and not course specific. To get to these settings, go to assignments and click on the assignment. If it is a TII assignment you will see a character with an inbox in front of him. Above this character will be a light gray bar with a small setting gear on the right. Click this settings gear. <ul style="list-style-type: none"> a. Due dates in Canvas and TurnItIn do not sync; check TII due dates to ensure they are correct; if the due date is sooner than the one in Canvas, students will be unable to submit their papers b. Check the start date and ensure it is the first day of class or prior to that date to allow students to submit assignments c. If you want students to be able to view their TII reports prior to final submission, set the feedback date in TII to make sure it is at least a week or more before the due date 	
7. Ensure at least one module is published in course so students can see the modules tab and use the home page links	
8. Post a unit 1 announcement (use announcement versus email to maintain course record for student appeals, etc.,)	
9. Post to the introduction discussion forum your CV and tell students something about you.	
10. If your courses have URL links in the course activities page, please check them to make sure the link is still working; this can be done in settings. There is a tab on the right to check all links.	

If any problems are noted or changes are required, please contact Online Education at (903) 923-2018.

Instructor Name: _____

Dean Signature: _____