# Course Readiness Checklist with Tutorials

## Course Information:

* **Course Name/Number**:
* **Instructor’ Name**:
* **Course delivery format/mode**:
* **Link to Canvas site**:

## Home Page and/or Syllabus

|  |  |  |
| --- | --- | --- |
| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | Course home page includes: * instructor welcome
* getting started statement
* information on navigating the site
* attendance expectations
* instructor contact information
* photo of instructor
* office hours
* instructor response times
 |  |
|  | Attendance/participation expectations are clearly displayed.  |  |
|  | Instructor’s Canvas Profile includes a photo and basic bio.  | [Canvas - How do I add a profile picture in my user account](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-profile-picture-in-my-user-account-as-an/ta-p/1214) |
|  | The current term’s syllabus is available on Canvas in the Syllabus section. | [Canvas - How do I edit the Syllabus in a course?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Syllabus-in-a-course/ta-p/1178) |
|  | Course Summary (if enabled) only contains current term events | [Canvas - How do I use the Syllabus as an instructor?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Syllabus-as-an-instructor/ta-p/638) |
|  | If applicable, weighted grade groups match the weighting in Assignments. | [Canvas - How do I weight the final course grade](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-weight-the-final-course-grade-based-on-assignment/ta-p/746) |

## Modules

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| --- | --- | --- |
| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | Module 0 (Getting Started) is present and contains a Support page. | [Tommie Tech article - Update Your Course with the New Getting Started Module](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=122594) |
|  | Course is organized into chronological or sequential modules. | [Canvas - What are Modules?](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Modules/ta-p/6)  |
|  | All content and activities/assignments can be accessed from modules: readings, videos, assignments, discussions, quizzes, etc. | [Canvas - How do I add course content as module items?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157) |
|  | Files, videos, and other course materials have meaningful names and are consistently named throughout. |  |
|  | Videos are embedded/linked from streaming services such as Panopto, YouTube, Vimeo, etc. Video files are **not** uploaded to Canvas. | * [Tommie Tech article - Panopto: Getting Started](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=99729)
* [Canvas - How do I embed media from an external source](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-embed-media-from-an-external-source-in-the-Rich-Content/ta-p/828)
 |
|  | Assignments, discussions, and quizzes are written with explicit instructions (Purpose, Task, and Grading Criteria). |  |
|  | Assessment/activity names, due dates (in the assignment settings), and points are consistent wherever they appear, including the syllabus. |  |

## Assignments

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| --- | --- | --- |
| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | Review the assignment area for organization. Delete empty assignment groups. | [Canvas - How do I add an assignment group in a course?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-group-in-a-course/ta-p/970) |
|  | Review group assignments to ensure they’ve been associated with the correct Group. | [Canvas - How do I assign an assignment to a course group?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignment-to-a-course-group/ta-p/633) |

## Course Navigation and Settings

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| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | Course navigation has been modified to hide files, pages, and other unused menu items. | [Canvas - How do I manage Course Navigation links?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-Course-Navigation-links/ta-p/1020) |
|  | Course start and end dates are edited to reflect how you intend to teach. Check Settings > More Settings for features you may want to enable or disable. | [Canvas - How do I change the start and end dates for a course?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-change-the-start-and-end-dates-for-a-course/ta-p/452354) |

## Final Steps

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| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | Course addresses core accessibility standards. Utilize available accessibility tools to generate reports. | * [Tommie Tech article - Ally: What is the Accessibility Checker](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=131997)
* [Canvas - How do I use the Accessibility Checker](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/820)
* [Tommie Tech article - Microsoft Accessibility](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=132617)
* [Tommie Tech article - Web Accessibility for Content Creators](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=102029)
 |
|  | All course links are checked to ensure they open to the intended target.  | * [Canvas - How do I validate links in a course? Canvas](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-validate-links-in-a-course/ta-p/1001)
* [Tommie Tech article - Canvas: Validate Links](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=138184)
 |
|  | Verify that all tech tool integrations (Resource Lists, Panopto, VoiceThread, textbooks, videos) still work if bringing in content from an outside source. | ***Note:*** [Resource List is through the library](https://libguides.stthomas.edu/c.php?g=682202&p=4817764)Textbooks through your publisher |
|  | Course has been viewed through Student View and necessary changes have been identified around publishing. | * [Canvas - How do I view a course as a test student using Student View](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-course-as-a-test-student-using-Student-View/ta-p/1122)
* [Canvas How do term dates, course dates, and section dates...](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-term-dates-course-dates-and-section-dates-work-in-Canvas/ta-p/37)
* [Canvas How do I publish a course?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-a-course/ta-p/1185)
 |
|  | If applicable, Zoom Pro meetings have been scheduled before publishing the course. | [Tommie Tech article - Canvas: Using Zoom Pro](https://services.stthomas.edu/TDClient/1898/ClientPortal/KB/ArticleDet?ID=97491) |
|  | No imported announcements and/or previous calendar events are present. | [Canvas - How do I edit an event or assignment in the Calendar](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-an-event-or-assignment-in-the-Calendar/ta-p/932) |

## Course Facilitation

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| **Y/N** | **Recommended Practices** | **Tutorials** |
|  | A regular means of obtaining course feedback from students is planned. |  |
|  | A discussion forum where students can post questions for their instructor is provided. |  |
|  | Notification settings have been adjusted based on professor needs.  | [Canvas - How do I manage my Canvas notification settings](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-my-Canvas-notification-settings-as-an-instructor/ta-p/1222) |
|  | A plan is in place for communications to occur through Canvas Announcements and Conversations. |  |
|  | Course integrates accommodations for students as notified by Office of Disability Services. |  |

## Plan for First Week

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| **Meet/Fix** | **Recommended Practices** | **Tutorials** |
|  | Send a welcome announcement introducing yourself, letting students know the course is published, and alerting them to any pre-work. |  |
|  | Monitor first date attended. Alert appropriate entities if student didn’t attend or complete required academic activity. | [Canvas - New Analytics Overview](https://community.canvaslms.com/t5/Video-Guide/New-Analytics-Overview-Instructor/ta-p/384336) |
|  | If you have created student groups, check that all enrolled students have been assigned to a group. Check this as needed throughout the add/drop period. |  |

# Appendix A: Online, Blended, and HyFlex Classes

## Online, Blended, and HyFlex Classes

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| **Meet/Fix** | **Recommended Practices** | **Tutorials** |
|  | For classes with no in-person or online synchronous meetings the first week, the course has a required assignment or activity that counts as Academic Activity (“First Date Attended”). The assignment is labeled as such. | [Mandatory Attendance at First Class In Online Courses – Guidelines for Online Teaching and Design (umn.edu)](https://pressbooks.umn.edu/guidelinesforonlineteaching/chapter/mandatory-attendance-at-first-class-in-online-courses/) |
|  | A Getting Started module is present, which includes: a faculty welcome, the support page created by STELAR, list of required materials, a Q&A Discussion. | Tutorial: add link to Canvas tutorial on how to get the Getting Started module from Commons |
|  | In your course modules, context is provided for each reading, video, file, or other learning resource/materials. Context would be introductory text, detailed instructions, links to other content, etc. |  |
|  | Opportunities for student interaction/engagement are present and support students in the course modality. Engagement includes student-to-instructor, student-to-content, and student-to-student interaction. | [QuickReference-RSI.pdf (oregonstate.edu)](https://ecampus.oregonstate.edu/faculty/canvas/QuickReference-RSI.pdf) |
|  | Accurate and timely grades (and feedback) are available to students in the Canvas Grades system. | * [How do I use the Gradebook?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Gradebook/ta-p/701)
* [How do I use SpeedGrader?](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-SpeedGrader/ta-p/757)
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