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| --- | --- | --- | --- | --- | --- | --- |
| Course: | |  | | | Semester: | |
| Faculty Member(s): **Essential Course Launch Elements** | | | | | | |
| Syllabus | | | | | | |
|  | Syllabus | | | **Include:** Course description, goals and objectives, completion requirements, expectations for student performance, clear timeline of activities, turn-around times for feedback, availability of instructor, academic conduct, minimum computer requirements, request for accommodations, and instructor contact information. | | |
|  | At-a-Glance Course Schedule | | | Detailed outline of the course, including assignment due dates, in a table format. | | |
| Home Page | | | | | | |
|  | Welcome message to students | | | Video or text | | |
|  | Course description | | |  | | |
|  | Instructions on starting the course (i.e., “Start Here”) | | |  | | |
|  | Instructor photo | | |  | | |
| Weekly Overviews | | | | | | |
|  | Module subpages have been created for each week or unit | | |  | | |
|  | Formatting is consistent across subpages | | |  | | |
|  | Subpage visibility dates match those specified by the instructor | | |  | | |
|  | Subpages contain links to appropriate assignments and discussion activities | | |  | | |
|  | All links within sub-pages are pointing to the correct and intended locations | | |  | | |
|  | All lectures have been deployed to appropriate pages | | |  | | |
|  | Objectives are provided for each distinct unit or lesson | | |  | | |
| Assignments & Discussions | | | | | | |
|  | All assignments and discussions have been published or have open-on-dates entered | | |  | | |
|  | Instructions and supplemental material are present for all | | |  | | |
|  | Activity details match those found in syllabus | | |  | | |
|  | Visibility criteria match those specified by the instructor | | |  | | |
| Course Menu | | | | | | |
|  | Administrative links have been hidden from students | | |  | | |
|  | Links that will not be used have been hidden | | |  | | |
| Synchronous Sessions | | | | | | |
| Zoom meetings are scheduled properly in Canvas | | |  | | |

## **Strongly Recommended Course Launch Elements**

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| --- | --- | --- | --- | --- |
| Weekly Overviews | | | | |
|  | Lecture materials are provided in multiple formats | | E.g., annotated slides and access to PPT file | |
|  | Downloadable content file names match on screen titles/labels/aliases. | | E.g. clicking a link titled “Week 1 Slideshow” downloads a file titled week\_1\_slideshow.pptx not one titled draftA(1).pptx. | |
| Assignments & Discussions | | | | |
|  | Have been configured for grading | |  | |
|  | Specific and descriptive criteria of how student work will be evaluated is provided | | May be provided alongside each activity or in a centralized location. | |
| Gradebook | | | | |
|  | Is configured for use | |  | |
|  | Is visible to students | |  | |
|  | Grading categories match syllabus | |  | |
|  | Entries for all graded activities are present | | Entries should feature correct due dates, point values, and categories. | |
| General | | | | |
|  | Language of written materials is friendly and supportive | |  | |
|  | All files, text, and other content is designed with future updates in mind | |  | |
| Synchronous Sessions | | | | |
| Students have guidance as to what they should be preparing or doing before each live session | | This could include readings, discussion prompts, and expectations for live session participation. | |