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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.  |