Hello Everyone,

As one semester is winding down and another gearing up soon, I thought it might be helpful to have a checklist to quickly review whether your new course is ready to go.

✓ Oncourse Menubar
  o Have all tools not being used been removed?

✓ Syllabus
  o Does your syllabus contain the required components (there is a template available on the J: drive at Webcourses/Syllabi/syllabus_template.htm)?
  o Does your syllabus separate the “what” of instruction (should be in the the syllabus) from the “how” of teaching (should be in the course content)?
  o Is the syllabus stored with your course content on the J: drive?
  o Is Oncourse’s Syllabus tool redirected to the correct location of your stored syllabus?

✓ Gradebook
  o Have the Course Grade Options (grading scale) been checked and verified that it conforms to the IUSON grading scale?
  o Is the gradebook setup complete (remember, you can grade on points, percentages or letters, but each assignment MUST be assigned a point value)?
  o Are categories only used when you need weighting or for organization?
  o Has each gradebook entry been assigned to a category (when categories are used)?
  o If you’re going to grade from forum topics, do you have an entry in the gradebook for each topic that needs a grade?

✓ Forums
  o Does each forum have at least one topic created?
  o Are topics in the order you need them to be in?
  o Are settings for group-restricted topics specified so that the Student Group is unselected and the Group name IS selected?

✓ Announcements
  o Do you have an initial “this course is under construction until the first day of the semester or until this announcement is removed” announcement posted?
  o Do your announcements (including the initial one) have appropriate start and end dates specified?

✓ Web Content
  o If your course content is redirected from the Web Content tool, have you renamed the tool Course Content for consistency with other IUSON courses?
  o Have you checked and corrected all links in your content?
  o Have you verified your schedule dates?
  o Have you confirmed that there is no original-Oncourse-centric information or old IUSON URLs present in your content?

✓ Tests
  o Have access dates and times been specified, if the test is not open access?
  o Has the time limit and number of submissions been specified (unless open-ended and a single submit)?
  o If test was disabled during creation, has it be enabled?
  o Are test scores set to dump to gradebook automatically?

✓ Resources
  o Is the Resources tool organized into folders with clear, precise names for ease in locating important information?

Cindy.

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Cynthia D. Hollingsworth, MS, BS, AAS
Coordinator of Instructional Design & Adjunct Assistant Professor
Indiana University School of Nursing
1111 Middle Drive, NU 452B
Indianapolis, IN 46202
Phone: 317-274-0752
Web: http://www.iupui.edu/~webtrain
E-mail: cholling@iupui.edu