

Usually, course shells are created well in advance (30 – 45 days) of its start date. When requested by the department, course content is populating closer to (approximately 15 – 5 days before) its start date. Students will only get access to the course within 24 hours (or less) from the course start date.

As the instructor (or the main instructor) of a course it is your responsibility to ensure the course is ready before students get access to it. The checklist below helps you review all areas of the course to ensure all course components are up to date and ready for the upcoming semester.

It is a common practice at Bow Valley College to have a “master” course shell for every course. Every semester the content and components of the master shell is copied into the offering course shells – also known as sections. Any changes that you make to the offering course shell – a section - will only impact that class; on the other hand, any changes to the master shell will be carried forward to all future offerings of that course.

This checklist is intended for courses that have already been designed with complete content and learning activities. If you are creating the content and / or learning activities for the first time and require help, please contact Learning Design.

Tools	Check & Action	☐
Course Shell	Verify your course shell has been created	☐
	You have instructor access to the course (Check <i>Communication</i> > <i>Classlist</i> to find out your access type)	☐
News	A welcome message News is posted on the Course Home page	☐
	The message is up to date and applicable to you, your course, and your students	☐
	The message includes information on how your students can contact you	☐
Content	Students can access content as required. If applicable, add, delete, and/or hide or make visible (using context menu) content topics.	☐
	Course Outline, Syllabus and/or Schedule are up to date. Update syllabus and schedule with upcoming semester’s information.	☐
	All links in the Content area are active and functional.	☐
Dropbox	The required (as per course outline) assignment folders are created, visible and accessible to students.	☐
	Assignment descriptions are complete and clear (preview to confirm)	☐

	Assignment <i>Start</i> , <i>Due</i> and <i>End</i> dates are up to date.	<input type="checkbox"/>
	Assignments are linked to <i>Grades</i> where applicable. (look for <i>Tied to grade item</i> icon in front of an assignment)	<input type="checkbox"/>
	Assignments are linked to the appropriate rubrics. (use <i>Edit Folder</i> option to check this)	<input type="checkbox"/>
	Turnitin is enabled if applicable (i.e., for written assignments). (look for <i>Turnitin Originality Check</i> enabled icon in front of an assignment)	<input type="checkbox"/>
	The required (as per course outline) assignment folders are created, visible and accessible to students.	<input type="checkbox"/>
Group Dropbox / Assignments	Assignment folder is created as a group submission folder	<input type="checkbox"/>
	Assignment is linked to the correct <i>Group Category</i>	<input type="checkbox"/>
	Settings of <i>Group Category</i> matches the assignment requirement (e.g., number of groups and number of learners in each group)	<input type="checkbox"/>
Quiz	As per course outline, required quizzes are created	<input type="checkbox"/>
	The questions and their setup are up to date. (preview quiz to experience it as your learners will; or review questions in the <i>Properties</i> tab when editing a quiz)	<input type="checkbox"/>
	Quizzes' security settings are up to date and they are available to students at the right time (Look for these settings in the <i>Restrictions</i> tab when editing a quiz)	<input type="checkbox"/>
	Quizzes are linked to <i>Grades</i> where applicable. (Look for these settings in the <i>Assessment</i> tab when editing a quiz Can the quiz be automatically graded by the system? What grade item is the quiz linked to? Can the quiz grade be automatically exported to <i>Grades</i>)	<input type="checkbox"/>
Discussion	As per your course outline, required discussion topics are created	<input type="checkbox"/>
	Topic questions and descriptions are up to date and relevant to your course	
	Topic availability dates are set as per the course schedule Set <i>Availability</i> to determine when a topic link is visible to your learners Set <i>Locking Options</i> to determine when learners can contribute to a discussion topic.	<input type="checkbox"/>
	Topics are linked to <i>Grades</i> where applicable	<input type="checkbox"/>
Grade Book	Grades page is set up Create Grade book if it is not already created.	<input type="checkbox"/>
	Grade items match course outline and course learning activities (e.g. <i>weight</i> of items matches what is stipulated in course outline. <i>Points</i> of items match maximum points of the corresponding learning activity such as quiz, assignment, or discussion)	<input type="checkbox"/>

	Where possible, grades are linked to learning activities in the course. If needed, link learning activities to the relevant grade items.	<input type="checkbox"/>
Calendar	Deadlines for assignments, quizzes and discussions are added to the calendar, using the <i>Add to Calendar</i> feature in the properties of that assignment.	<input type="checkbox"/>
	Other course related events (e.g. field trip, job fair) are added to the calendar	<input type="checkbox"/>