

Set a Welcoming Tone

Make a good first impression and be sure students know how to get started when they enter your course.

- ☐ **Set a home page** that contains information that will be useful to the students. For example: course activity stream, modules page, assignments list or syllabus page. Or customize a page to include a welcome message, links to the modules (or pages), and directions on how to get started.
- ☐ **Include your contact information** and the best method of contacting you.
- ☐ **Post your own introduction** in the introduction discussion forum (online courses).

Syllabus

(Document and/or Syllabus page)

Add important information to the syllabus page along with a link to your syllabus document.

- ☐ **Include measurable course objectives** that describe what the student will be able to DO after taking the course (start with an action verb; use Blooms taxonomy as a resource).
- ☐ **Specify the grading requirements** with a short description of the graded assignments along with the number of points for each and total points in the course. For weighted grades include a clear description of the weighting schema.
- ☐ **Provide a detailed course schedule** with module names, materials, assignments and due dates for each topic.
- ☐ **Include institutional and course policies** including academic honesty, plagiarism, and DSS statement along with any specific policies you have (for example late assignment policy).

Course Organization

Organize the online course shell logically and consistently (by topic, by week, etc.) and communicate the organization to the students.

- ☐ **Tailor the course navigation settings** to display only the links students need to access.
- ☐ **Publish all materials** you want your students to be able to see.
- ☐ **Match online course module names**, due dates, assignment names, etc. with the information in the course schedule and/or syllabus.
- ☐ **Provide a short description and objectives** for each topic/module and clearly identify online activities versus f2f activities (online and hybrid courses).

Assessments

Provide detailed information to help the students be successful in the course.

- ☐ **Describe the purpose** of the assessment.
- ☐ **Provide detailed instructions** on what is required (format, length, citations, etc.).
- ☐ **Identify HOW** students are to submit the assessment.
- ☐ **Include detailed SPECIFIC** grading criteria (may be in the form of a rubric).
- ☐ **Include due dates** in the course schedule and when creating online assessments so they appear in the calendar and the dynamic syllabus.

Course Materials

Provide a variety of course materials and be specific about how students will use the materials.

- ☐ **Use meaningful names** for any uploaded materials.
- ☐ **Provide a description or purpose** for each item included in the course.
- ☐ **Take advantage** of the resources available on the web including links, media, and articles pertinent to the topic.
- ☐ **Add your voice and expertise** with instructor created content (study guides, lecture notes, videos, audio, mind maps, etc.)