

PPSC Beginning of Semester Course Readiness Checklist

The Course Readiness Checklist is intended for Department Chairs to use through a series of checks to ensure that a course shell is ready for the start of the semester.

Course Home
<input type="checkbox"/> Announcements from the previous term are edited as necessary.
<input type="checkbox"/> Instructor Profile widget on home page is updated and includes an image (personal photo not required but preferred), name, and short bio.
<input type="checkbox"/> A personalized Welcome News Announcement. Recommend information should include clear instructions on how to get started, directions to Welcome-Start Here module, instructor preferred contact information, and communication expectations.

Dates
<input type="checkbox"/> Module/Unit/Week start dates are updated (using Add dates and restrictions).
<input type="checkbox"/> Course schedule dates are updated.
<input type="checkbox"/> Discussion dates are updated.
<input type="checkbox"/> Assignment dates are updated.
<input type="checkbox"/> Quiz dates are updated, as applicable.
<input type="checkbox"/> All other dates, as applicable, are updated.

Content Tool
<input type="checkbox"/> All course links work as intended. (Check every link.)
<input type="checkbox"/> Student view of course is correct (impersonate demo student account).
<input type="checkbox"/> Attendance assignment is included, and due date is prior to Census and/or Colorado Online and the term for the course.
<input type="checkbox"/> Add Release Conditions to content items if necessary.

Welcome – Start Here! Module
<input type="checkbox"/> Welcome page is customized, if necessary. Content in the Welcome module will display in the Welcome widget properly.
<input type="checkbox"/> Instructor Information page includes instructor’s full name, college email address, and availability information (phone number optional).
<input type="checkbox"/> Day One Checklist – updated to include all items students to take care of when they first enter the course.



Syllabus & Schedule Module

- Course Materials displays current and accurate information.
- CCNS Learning Outcomes listed, and accurate/ Module/Unit/Weekly objectives listed
- Grading and Evaluation page is accurate.
- Course Schedule page is accurate and has updated dates.

Discussions (Asynchronous Online)

- Instructor welcome is posted in Student Introduction Discussion if it does not exist elsewhere in the course.
- Discussion topics are locked as needed. Note that if a forum is locked, all its topics are also locked.
DO NOT hide or set release conditions for discussion forums because this could potentially hide your discussions from all users.

Grades

- Grades are set to display properly as either points or percentages. **Note: Do not select release dates on grades.**
- Final Calculated grade column is accurate (impersonate demo student to check).
- Grades display properly (impersonate the demo student to check).
- Grade items/grades accurately mirror your grading expectations listed in the Syllabus and Schedule module.
- Grade items are associated with the correct corresponding activities in D2L.

Assignments

- Assignment submission folder instructions are accurate.
- Assignment attachments are working correctly and are accurate.
- Confirm that TurnItIn Originality Check is enabled in each assignment, if applicable.

Quizzes

- All quiz links work and link is in the correct content area module/unit/week.
- Quiz submission views are set appropriately.

Digital Content (If Applicable)

- If Colorado Online pooled teaching section (X section), check the [Course Materials and Teaching Resources Dashboard](#) to make sure the linked course materials are accurate for the proper term.
- If using a publisher digital platform, ensure first day access is set.



PIKES PEAK
STATE COLLEGE

- | |
|--|
| <input type="checkbox"/> If using a publisher digital platform, ensure all activities are assigned and viewable to students. |
| <input type="checkbox"/> Upload OER text or OER course materials. |