



Course Readiness Checklist

Utilize this to-do list when creating and delivering your course.

We encourage you to print this off, check off items as you go, and add personally relevant items in the spaces provided.

BEFORE YOUR COURSE BEGINS

<input type="checkbox"/>	Import content from prior semester	If you have content from a prior semester, import the content into your current course.
<input type="checkbox"/>	Update course calendar	Set due dates for learning activities and assignments.
<input type="checkbox"/>	Confirm Gradebook settings	Ensure the Gradebook is accurately calculating the courses final mark.
<input type="checkbox"/>	Set expectation for response times	Clearly outline expectations for your response time to emails, discussion posts, and assignment feedback. Stick to the times you set.
<input type="checkbox"/>	At-a-Glance Course Schedule	Detailed outline of the course, including assignment due dates that can be understood at-a-glance.
<input type="checkbox"/>	Course syllabus	<p>Ensure the syllabus includes:</p> <ul style="list-style-type: none"> • Course description • Clear timeline of activities • Instructor contact information • Instructor response time expectations • Expectations for student participation • Academic conduct • Student-centred learning outcomes • A list of required materials • Minimal technical requirements • The course grading policy • Request for accommodations

<input type="checkbox"/>	Canvas navigation	Setup the Canvas navigation (the bar on the left side with navigation links). This can be done in the course 'Settings' -> 'Navigation'. Remove any unused links, order the links to preference, and ensure that tools you want are in the navigation, such as 'Zoom'.
<input type="checkbox"/>	Welcome message	Post an introductory message, in text or video, introducing the teaching team (instructors and TAs).
<input type="checkbox"/>	Course introduction	Getting Started section including: <ul style="list-style-type: none"> • an explanation for how the course will work • how to navigate the course • how to get started.
<input type="checkbox"/>	General Q&A forum	Create a general question and answer forum place for students to ask question and communicate with one another.
<input type="checkbox"/>	Check rich media	Ensure that all text, image, video, and audio files are accessible as well as any course hyperlinks are active.
<input type="checkbox"/>	Publish course	Publish your course before the term begins.
<input type="checkbox"/>	Test course	View the course in student view to test if the course is visible to students (and purposefully hidden elements are not).
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

FIRST WEEK

<input type="checkbox"/>	Introductory activity	Prepare an introductory activity to break the ice with your class. Encourage students to share their prior experience, personal interest, and learning goals.
<input type="checkbox"/>	Build rapport	Communicate regularly through announcement, discussions, and email to build instructor rapport.
<input type="checkbox"/>	Identify no-shows	Monitor the 'People' tab of Canvas and contact students who have not logged in during the first week.
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

THROUGHOUT THE TERM

<input type="checkbox"/>	Office hours	Invite and encourage students to use office hours and/or to make an appointment.
<input type="checkbox"/>	Instructor presence	Communicate with students frequently to maintain instructor presence.
<input type="checkbox"/>	Timely communication	Respond to student inquiries within 24-48 hours.
<input type="checkbox"/>	Scaffold new technologies	Provide opportunities in a no or low stakes manner for students to use online tools before a required assignment
<input type="checkbox"/>	Notify students if you will be absent	If you will be inaccessible during the semester, provide guidance on what to do during that time
<input type="checkbox"/>	Deadline reminders	Post announcements to remind students of upcoming deadlines.
<input type="checkbox"/>	Track student progress	Contact students about missed deadlines or failure to log in regularly
<input type="checkbox"/>	Prepare assignments	Ensure that there are clear instructions that outline: <ul style="list-style-type: none">• The deadline• The value of the assignment• How to complete the assignment• Supplemental materials• Technical know-how• Criteria of how student work will be evaluated
<input type="checkbox"/>	Monitor assignments	Check in on student questions and monitor assignment submissions to ensure everything goes smoothly

<input type="checkbox"/>	Mid-course feedback	Encourage students to complete the mid-course feedback.
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

AFTER THE FINAL

<input type="checkbox"/>	Closing remarks	Send an email with a closing personal message to students.
<input type="checkbox"/>	End-of-course Survey	Encourage students to complete the end-of-course survey.
<input type="checkbox"/>	Post grades	Submit final grades
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		