Online Course Checklist

	Name, course, term

This online course checklist focuses on the elements important to students in an online course.

Make sure you test your Canvas course in Student View and remember to publish.

1. Welcoming first time experience	Description	How addressed in your course
Welcoming Home page	Use the IC Blueprint home page or include similar basic course information, how to get started, where to go for help; clear instructions on where to begin.	
Use the Canvas Syllabus link in course menu	You can attach a PDF of your syllabus or cut and paste.	
Use required syllabus language	Syllabus guidelines for IC Faculty	
Include key information on resources and help	Links to institutional services, IT, library, SAS etc. Include required course materials and technology.	
Send a welcome email	Publish your course and send a welcome email or announcement	

2. Clear Course Organization	Description	How addressed in your course
Use Canvas Modules and Pages to chunk the course	Use the IC Blueprint home page or include similar basic course information, how to get started, where to go for help. Tell them what to do first. Organize by day, week, or unit. Use a consistent naming convention. Use text headers, indentation to help guide navigation. Consider an overview section and a wrapping up section.	
Hide unnecessarily course navigation links.	Much of your course navigation can be done with assignments, pages, and modules. In most cases you will want to hide files.	

3. Communicate Assignments and Deadlines	Description	How addressed in your course
Use Canvas Assigments for all course graded and ungraded assignments	Use due dates that will appear on the Canvas calendar. Students are especially tuned into the mobile app.	
Use the Canvas Calendar	Reminders and events can be manually added to the canvas calendar in addition to automatically added due dates and "to-do" items.	

4. Maintaining instructor presence	Description	How addressed in your course
Create a welcome message and/or video for course introduction and orientation	You can use Canvas "Studio" and embed in any of the Rich Content Editors in the announcement tool or on a page.	
Make your contact info easy to find in canvas	Include on the course home page. Be clear on how best to contact you and expected response times. The INBOX in Canvas global navigation can be used for messaging students outside of your personal emai.	
Respond promptly to students	Set expectations with students on response time. If using email, ask that students make meaningful subject line including the course name.	
Hold online office hours	Require students to meet with you at least once during the semester. Use the Canvas Calendar Schedular to create appointment slots. Offer optional review sessions for small groups.	
If class is in Zoom, hang out afterwards.	Chat with students after class or answer questions.	
Communicate regularly with students	Communicate major changes to due dates or syllabus. Use Announcements predictably. Use video messages for module overviews or summaries.	

5. Emphasize time on task	Description	How addressed in your course
Provide students an estimate of how much time they should be spending on your course.	Include a range of time they should spend on preparing for class, reading, writing, doing assignments, projects, lab activities. Include the times for each module.	
Create incremental deadlines for larger projects or assignments	Use due dates that will appear on the Canvas calendar. Create ungraded assignments or simply with a complete/not complete where they get full points for doing it and feedback.	
Provide students some tips on managing their time	Provide student tips on managing their time in the. Course	

6. Keep students actively engaged	Description	How addressed in your course
Encourage students to interact with you.	Canvas allows commenting on announcements and within assignments.	
Provide students to interact with each other.	Canvas has built in features for such as chat, peer review, discussions, messaging and collaboations.	
Plan Canvas actvities on a regular basis.	Plan observable activities in Canvas	
Use a variety of activities and media.	Provide options for students to learn: Read, watch, listen, discuss, do, apply	
Make sure there are clear connections to course goals.	Make sure you share with students why and how the assignments relate to them achieving the course goals.	

7. Provide prompt feedback and grades	Description	How addressed in your course
Make the Canvas Gradebook visible in the course	Students should be able to see how they are doing in the course overall as well as individual assignments.	
Keep the gradebook accurate.	If you aren't sure, make sure to modify your grade posting policies and post	
Use Canvas Speedgrader to give inline and general comments	SpeedGrader is an efficient way to give specific feedback directly on students submitted documents.	
Provide students various ways to practice and demonstrate their learning	Allow options or student choice. (e.g. students can do a paper or project).	
Use a variety of assessments	Low stakes assessments with feedback occur frequently to help students learn and build skills and identify gaps. High-stakes assessments are clearly aligned with course goals and objectives.	

8. Ensure student success	Description	How addressed in your course
Make sure your course is accessible.	Address Acoommodation requests. Make sure all web tools, software are accessible. Make sure images have "Alt text". Use the "Accessibility Checker" In the Canvas Rich Content Editor.	
Don't require synchronous meetings in asyncrhonous courses.	If synchronous classes are required make sure it is communicated before student enrolls.	
Use Course analytics to identify students who are less engaged.	Send a personal email or set up a meeting with that student.	
Provide opportunities for students to give course feedback	You can collect ongoing or midsemester feedback using an ungraded survey in canvas or another method.	
Keep an discussion open in Canvas for general course questions.		

9. Use IC approved technologies	Description	How addressed in your course
Use Canvas for delivery of allcourse materials, discussions and assignments.	Can link to outside materia	
Use Zoom for web conferencing		
Use Kaltura, Microsoft Stream, Canvas studio for video.	Send a personal email or set up a meeting with that student.	
Use Course Readings (Leganto) for e-reserves or your own citation list and links.	Contact the library	
Use Office 365, OneDrive, Teams for collaboration.	Contact IT for more information.	
Use Voicethread for asychronous discussions with media, voice, and video. Can be used for students and faculty presentations	Voicethread is integrated with Canvas Assignments.	
Use Top Hat for in-class polling, asychronous homework exercises.		

Course specific requirements	Description	How addressed in your course