

Reviewed	Item	Criteria	Notes
Step 1: Syllabus Checklist			
<input type="checkbox"/>	Review the Syllabus for basic course setup information	Complete the Syllabus Checklist before continuing with the Course Readiness Checklist	
Step 2: Generalized Style QA			
<input type="checkbox"/>	Left Navigation is in appropriate order	<p>The following left menu bar areas appear in the order below:</p> <ol style="list-style-type: none"> 1. Welcome – Start Here 2. Announcements 3. Syllabus & Course Info 4. Learning Modules 5. Assignments (if applicable) 6. Discussion Board (if applicable) 7. Exams/Quizzes (if applicable) 8. e-Reserves (if applicable) <p>-----Divider Bar-----</p> <ol style="list-style-type: none"> 9. Course-specific content area(s) named appropriately (if applicable) <p>-----Divider Bar-----</p> <ol style="list-style-type: none"> 10. Technical Support 11. Calendar 12. My Grades 13. Learning Resources 14. Writing Resources 15. Send Email 16. Tools <p>-----Divider Bar-----</p> <ol style="list-style-type: none"> 17. Course Design Toolbox (hidden from students) 18. Course Support Notes (hidden from students) 	
<input type="checkbox"/>	Misc Content Areas	All non-standard areas or other relevant course materials/content items that are linked on the left navigation are well organized, easy to navigate, and consistent. The general setup follows SON guidelines.	
Step 3: Welcome / Syllabus & Course Info			
<input type="checkbox"/>	Faculty Introduction	There is an introduction to the course (preferably video) in the “Welcome – Start Here” area.	
<input type="checkbox"/>	Intro Discussion Link	If there is an introduction discussion forum for students to post self-introductions. A link to it should appear in the “Welcome – Start Here” area.	

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<input type="checkbox"/>	Technology Tools	There should be a list of technology tools that are used in the course (e.g., VoiceThread, ShadowHealth, etc.) with appropriate directions/guides.	
<input type="checkbox"/>	Pre-work Activities and Assessments	Other pre-work/-activities/-assessments are linked as needed in the "Welcome – Start Here" area.	
<input type="checkbox"/>	Syllabus	Syllabus is posted as a PDF in the Syllabus & Course Info area, and is on the correct template	
<input type="checkbox"/>	Textbook	Textbook information has been added/updated in the Syllabus & Course Info area	
Step 4: Discussion Board (if applicable)			
<input type="checkbox"/>	Discussion Language Matches Syllabus	All Discussion Forums include language that matches what is found in the Syllabus for the assignment, if applicable. The language in the Learning Module area for the Discussion Forum is also up to date and accurate.	
<input type="checkbox"/>	Discussion Grading Guidelines / Rubric	Grading guidelines and/or a rubric outlining assessment criteria is included for each assessment and are also created electronically in course site and attached to assessment (with rubric and score/feedback available to student).	
<input type="checkbox"/>	Discussion Due Dates	All Discussion Forums have due dates assigned using date functionality (so it appears on course Calendar) in settings. Availability and other Forum settings are applied consistently and in coordination with best practices and faculty preferences.	
Step 5: Assignments (if applicable)			
<input type="checkbox"/>	Assignment Language Matches Syllabus	All Assignment/Assessment language found in the Syllabus matches the language found in the Assignments area. The language in the Learning Module area for the Assignment is also up to date and accurate.	
<input type="checkbox"/>	Assignment Grading Guidelines / Rubric	Grading guidelines and/or a rubric outlining assessment criteria is included for each assessment and are also created electronically in course site and attached to assessment (with rubric and score/feedback available to student).	
<input type="checkbox"/>	Assignment Due Dates	All Assignment links have due dates assigned using date functionality (so it appears on course Calendar) in settings. Grading and Availability settings are applied consistently and in coordination with best practices and faculty preferences.	

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<input type="checkbox"/>	Assignment Groups	Assignments are set up for group submission with appropriate groups as needed.	
<input type="checkbox"/>	Turnitin Settings	Turnitin links have settings appropriately and consistently applied, in coordination with best practices and faculty preferences	
<input type="checkbox"/>	Voicethread Links	VoiceThread links have been activated and setup appropriately depending on what type of assignment it is used for	
Step 6: Test/Quizzes (if applicable)			
<input type="checkbox"/>	Test/Quiz Procedures & Guidelines	Standard test/quiz procedures/ guidelines are included at top of "Tests/Quizzes" area on left menu of course site.	
<input type="checkbox"/>	Test/Quiz Order and Directions	Tests/Quizzes are listed in sequential order with any accompanying specific directions/ information.	
<input type="checkbox"/>	Test/Quiz Proctoring Directions	Directions/guidelines for remote proctoring/lock down browser software are included.	
<input type="checkbox"/>	Test/Quiz Blackboard Settings	Exam/Quiz settings are appropriate and consistent across tests/quizzes in course. Availability and Feedback settings are applied consistently and in coordination with best practices and faculty preferences.	
<input type="checkbox"/>	Test/Quiz Proctoring Software Settings	Remote proctoring or lock down browser is turned on and set up as needed.	
Step 7: Misc. Left Navigation Areas (Groups, Virtual Class Sessions, etc.)			
<input type="checkbox"/>	Groups	Groups have been set up according to needs and faculty specifications.	
<input type="checkbox"/>	e-Reserves	The e-Reserve area is made available as needed.	
<input type="checkbox"/>	Virtual Class Sessions	If the course will be using Zoom video conferencing, a Virtual Class Sessions area has been added to the left navigation. Details for Zoom meetings set up by either faculty or Course Support have been added to this area.	
<input type="checkbox"/>	Date Management	Date Management has been run and all dates shown are appropriate for the opening/closing of content items & assignments, and all due dates	

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<input type="checkbox"/>	Course Calendar	The course site Calendar tool has been reviewed and the dates shown align with the dates found in the Syllabus and Course Schedule.	
Step 8 : Learning Modules			
<input type="checkbox"/>	Module Order	Course modules are in sequential order with appropriate module numbers, titles, and module/class dates that are consistent with course schedule in the Syllabus. Module folder titles are blue (#002d72).	
<input type="checkbox"/>	Module Folder Information	Outside of course module folders contain list of assignments and due dates that are consistent with course schedule in Syllabus. All formatting is consistent with SON guidelines.	
<input type="checkbox"/>	Module Overview	All Modules contain an Overview	
<input type="checkbox"/>	Learning Objectives	All Modules contain Learning Objectives	
<input type="checkbox"/>	Learning Resources	The Learning Resources found throughout the Learning Modules match what is found in the Syllabus/Course Schedule If the course uses electronic reserves, the resources that are listed in the Learning Resources as e-Reserves are confirmed as being present in the e-Reserves tool on the left navigation.	
<input type="checkbox"/>	Video Accessibility	All videos and/or presentations have closed captioning and transcript files.	
<input type="checkbox"/>	Website and document links	All links to websites and presentations open in a new window and are current/functional.	
<input type="checkbox"/>	Assessment Links	Links to Assessments (built in Quizzes/Discussions/Assignments areas) are provided in the module in which they are due.	
<input type="checkbox"/>	Typos	Course content is free of typographical errors and materials are cited appropriately.	
Step 9: Grade Center			
<input type="checkbox"/>	Grade Columns	There is a column for each assessment in the grade center.	

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<input type="checkbox"/>	Points	There are points associated with each assessment (assignment link/discussion forum/test). Points possible for each assignment should match the grading table in the Syllabus. (Review and confirm in Column Organization view)	
<input type="checkbox"/>	Column Availability	Columns are available to students as appropriate per faculty member/course setup guidelines.	
<input type="checkbox"/>	Final Letter Grade Column	There is a "Final Letter Grade" column with each assessment included with appropriate weight that matches the "Summary of Learning Assessments/Assignments" chart in the Syllabus. It is set to SON Letter for Primary Display, and Percentage for Secondary Display	
<input type="checkbox"/>	Other Columns	Any additional columns used to calculate/tabulate grades are set up appropriate and/or feed into other columns as appropriate.	
<input type="checkbox"/>	External Grade Setting	"Final Letter Grade" column is set to be the external grade column (column with green checkmark).	
<input type="checkbox"/>	Extra Columns	Any extra/extraneous columns are removed.	
Step 10: Course Availability			
<input type="checkbox"/>	Course Open	Course is now available to students	