JSU Course Readiness Checklist (Long-form)

Use the checklist to prepare your Canvas Courses for the first day of class. Contact our office if you require assistance.

Instructor: Click or tap here to enter text.   **Course Name:** Click or tap here to enter text.

Course ID: Click or tap here to enter text. **Date Reviewed:** Click or tap here to enter text.

Supervisor Signature: _____

Item	Descriptions	Yes	No	N/A
Course Copy Request	Request a course copy (if you need one) by our office. (online@jsu.edu)	☐	☐	☐
Homepage (At minimum, this information should be included on your Canvas course homepage.)	Welcome message from instructor inviting and welcoming students to the course. Message should be warm and friendly. (Consider including a brief two to three-minute video welcome message.)	☐	☐	☐
	Instructor information: • Instructor Name • Instructor Photo (optional, but recommended, especially if you have an online course.) • Contact Information – email address, phone number, and office location • Course meeting times and room numbers (for face-to-face and blended courses)	☐	☐	☐
	Course Name/Title, Course ID, and brief description explaining purpose/focus of the course.	☐	☐	☐
	Link to syllabus OR link to Syllabus Module/Start Here Module/Course Orientation Module	☐	☐	☐
	Instructions in how students should navigate the course.	☐	☐	☐
	Instructions in how students should begin the course (i.e., what's the first step or first assignment that students should do or complete?)	☐	☐	☐
	If you would like assistance in creating a homepage for your course, please contact our office and we will gladly build one for you. We have several templates and design options at our disposal, and we will help you. (Ask!)	☐	☐	☐
Start Here Module/Course Syllabus Module/Course Orientation Module	Include a Get Started/Start Here Module, or Course Syllabus Module, or Course Orientation Module as the first module on the Modules page. *(The following information should be included in the module.)*	☐	☐	☐
	Welcome & Introduction – include a warm, friendly welcome message to your students; a short welcome video is also recommended (If you haven't done so on the homepage.)	☐	☐	☐
	Faculty Photo and Contact Information – if you did not include this information on the homepage, include it here.	☐	☐	☐
	Communication Policy – make sure you update your communication policy to reflect department/program standards.	☐	☐	☐
	Course Calendar – attach a printable course calendar/course schedule; make sure Course Calendar/Schedule is up-to-date and accurate.	☐	☐	☐
	Syllabus – attach a printable course syllabus; make sure Course Syllabus is up-to-date and accurate.	☐	☐	☐
	Course Description – type in the course description	☐	☐	☐
	Required Textbooks & Materials – make a bulleted list of textbooks and materials	☐	☐	☐

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	Student Learning Outcomes – make a numbered list.	☐	☐	☐
	Program Learning Outcomes – make a numbered list.	☐	☐	☐
	State, National, Accreditation Organization Standards are listed (where/if applicable)	☐	☐	☐
	Evaluation & Grading Allocation – include a list or table listing the assignments and outlining the grading procedure (including if you are weighting grades)	☐	☐	☐
	Grading Rubrics – attach any rubrics you may have in your course, or include a message that states, "See course assignments for grading rubrics and assignment instructions."	☐	☐	☐
	Disability & Support Services – include the DSS support statement from university website	☐	☐	☐
	Military-Connected Statement – include the military-connected statement from university website	☐	☐	☐
	Title IX Statement – include the Title IX Statement from university website	☐	☐	☐
	Academic Honesty Policy – include the Academic Honesty Policy from university website	☐	☐	☐
	Technical Requirements & Technical Support – add Technical Requirements & Technical Support or a link to them from university website	☐	☐	☐
	Library – Each course has a link to the library in the course menu. Include any additional information you feel is necessary.	☐	☐	☐
	Next Steps – direct students as to how to get started in the course	☐	☐	☐
Announcements	Include a Welcome Announcement that welcomes students to the course and directs them in how to get started.	☐	☐	☐
		☐	☐	☐
	Schedule announcements throughout the semester to introduce students to new content/modules/units and post assignment/exam reminders.	☐	☐	☐
	Ensure announcement post dates are accurate.	☐	☐	☐
Discussions	Create a Welcome to the Course/Course Introduction discussion forum to begin the course	☐	☐	☐
	Create a 'Student Café' discussion forum for students to meet with each other, discuss course content, and help each other.	☐	☐	☐
	If using graded discussions, make sure 'Graded' is enabled in the discussion settings.	☐	☐	☐
	If you require students to respond to peers, make sure 'Allow threaded replies' is selected.	☐	☐	☐
	Select 'Users must post before seeing replies.'	☐	☐	☐
	Disable the discussions link in the course navigation menu and deploy them in your modules.	☐	☐	☐
	Publish your discussions so that they will connect to the Gradebook.	☐	☐	☐
Modules Page	Make sure modules are published and content within the modules is published.	☐	☐	☐
	Maintain module organization with the Start Here Module/Welcome Module/Course Orientation Module as the first module.	☐	☐	☐
	Delete any unused discussions, assignments, and pages that are unused from the Modules page.	☐	☐	☐
	If you are creating complete learning units/modules, the following components are considered key components of a learning unit/module. • Welcome/Overview/Introduction to the Unit • Learning Objectives/Outcomes/Standards • Activities and Resources list/Task List • Assignments list • Assignments/Discussions/Quizzes	☐	☐	☐

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Pages	Ensure all content is accessible by using the Accessibility Checker during the page editing process.	☐	☐	☐
	Name files with the proper name and then link them in the course by either uploading the files or using a OneDrive or Google Drive link. (for example, if your content is called 'World War I Key Battles', type 'World War I Key Battles' and then attach the file to that text.	☐	☐	☐
	For websites, use the proper name of the site or article and then link them. (for example, if your website is ESPN, type 'ESPN' and then link website hyperlink to the text.	☐	☐	☐
	Uploading and Attaching Files in Pages: If attaching or hyperlinking a file from "Files," make sure the associated file is published.	☐	☐	☐
	Make sure content on your pages is well organized with proper use of white space.	☐	☐	☐
	If you would like assistance in creating a dynamic, well-organized pages for your course, please contact our office and we will gladly collaborate with you to build course pages that you desire. We have several templates and design options at our disposal, and we will help you. (Ask!)	☐	☐	☐
Assignments	Turn off the Assignments link in the course navigation menu if it is enabled.	☐	☐	☐
	Deploy all assignments in the correct area on the Modules page.	☐	☐	☐
	Ensure all assignments include instructions, grading guidelines/rubrics, and examples (if available).	☐	☐	☐
	Grades are consistent with assignment instructions and grading rubric.	☐	☐	☐
	Ensure all assignments have the correct due date settings, point allocation, and submission type.	☐	☐	☐
	Publish all assignments to connect them to the Gradebook.	☐	☐	☐
	If using Turnitin, enable Turnitin with the assignment when you edit the assignment settings.	☐	☐	☐
	Rubrics – if you are using Canvas rubrics, make sure they are accurate and attached to the assignments.	☐	☐	☐
	Weighting Grades - Organize your assignments into their proper groups on the Assignments page and weight them (if you're using weighted grading)	☐	☐	☐
	Delete any unused, unpublished Assignments (or Assignment Groups) from the Assignments page.	☐	☐	☐
Quizzes & Honorlock	Turn off the Quizzes link in the course navigation menu.	☐	☐	☐
	Deploy all quizzes in their proper place on the Modules page.	☐	☐	☐
	Ensure all quiz settings and quiz questions are accurate.	☐	☐	☐
	Honorlock – if you are using Honorlock, enable it in Settings > Navigation.	☐	☐	☐
	In most instances, Honorlock may not be necessary for low-stakes testing. If you have questions about best practices in using Honorlock, please contact our office for consultation.	☐	☐	☐
	Connect Honorlock to your tests/exams/quizzes by clicking on the Honorlock link.	☐	☐	☐
	Delete any unused, unpublished quizzes from the Quizzes page.	☐	☐	☐
Groups	If you are using 'Groups' in the 'People' section, you have to first create a Group Set.	☐	☐	☐
	After creating a Group Set, create your student groups within the Group Set. Assign students to groups by dragging and dropping their names into the groups.	☐	☐	☐
	If you have a group discussion or group assignment, ensure that group is enabled in the discussion or assignment settings and the correct Group Set is attached.	☐	☐	☐
Apps & Integrations	If you are using any apps or integrations (such as McGraw-Hill Connect, Cengage, FlipGrid, etc), make sure they are synced to the course and working properly before the course opens.	☐	☐	☐

Copyright	If you have received content from the library, you are covered by copyright. If you did NOT receive content from the library, make sure that you have permission to use the content in your course. (A significant amount of content in the form of websites, articles, exercises, and videos are generally intended for fair use.) If you have doubts about whether you can use content or not, contact the library for clarification and assistance.	☐	☐	☐
	If authors of content allow you to use content as long as you give attribution, remember to include the attribution and a link to the original source if possible.	☐	☐	☐
Kaltura	If you are using Kaltura or your students are using Kaltura, enable Kaltura My Media by going to Settings > Navigation.	☐	☐	☐
Gradebook	Gradebook/Assignments Page matches your grade allocation on the Syllabus and Start Here page.	☐	☐	☐
Accessibility	Make sure that ALL content is accessible. • Headings on pages have been given header tags • Lists on pages have been given numbered or bulleted lists using the Rich Content Editor • Images are relevant to course content • Images have been given alternative text if the image is necessary to understanding course content • Videos have been captioned.	☐	☐	☐
	Each time you create content on a Canvas Page, use the Accessibility Checker to check the content.	☐	☐	☐
Link Check	Perform a final link check in your course by clicking on 'Student View' on the homepage. As a student, go through your modules and click on ALL links to make sure students can access and download content.	☐	☐	☐
Navigation Menu	Make sure the following course navigation menu links are disabled: • Files • Pages • Assignments • Quizzes • Attendance • Conferences (we not have Conferences – we currently use Microsoft Teams) • Collaborations (unless you use them) • Outcomes • Syllabus. **They are turned off by default, so you shouldn't have to do anything with these links.** **Deploy all assignments, discussions, and quizzes on the Modules page.** If you disable navigation menu links in Settings > Navigation, remember to click on the 'Save' button at the bottom of the page.	☐	☐	☐
Publish Course	Publish your course prior to course begin date so that students will be able to access the course when the semester starts.	☐	☐	☐
Course Access	If you want your students to view your course material in preview mode prior to the official university start date, go to Settings within your course, uncheck "Restrict students from viewing this course before start date", and click on the 'Save' button at the bottom of the page.	☐	☐	☐
	If you want students to have full access to the course prior to the course start date OR after the official close date of a course, contact our office.	☐	☐	☐

| Our Office | Contact our office (online@jsu.edu) if you need any help or assistance in building your courses, maintaining your courses, brainstorming assignment ideas and assessment ideas, or for troubleshooting problems you are experiencing. We are here to help, and we are happy to do so! |